

MARANATHA
CHRISTIAN SCHOOLS

DISTINCTLY ACADEMIC. UNDENIABLY CHRISTIAN

Preschool Parent Handbook

Jess Hetherington- Superintendent
Patrice Andrews - Early Education Principal



A Ministry of Maranatha Chapel
Established 1991

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www.maranathachristianschools.org

Welcome to Maranatha Christian Preschool (MCPS). We are genuinely thankful for the privilege and opportunity to participate in the education of your child and caring for their spiritual needs. We believe that God has called us here for that purpose. Partnering with parents, we can provide an experience that will equip each student with the tools they will need to reach their academic potential and grow spiritually in their relationship with Jesus Christ.

We trust that this school year will be very rewarding for you and your child. Please remember to pray for all students and the school staff as we work together with every parent to train up virtuous and wise young men and women for the service of our lord Jesus Christ.

May the Lord truly bless you and your family this school year!

Relationship to Maranatha Chapel

Maranatha Christian Schools (MCS) exists as a ministry of Maranatha Chapel. Unless noted or changed via written communication, the guidelines of MCS's policies apply to all who serve in and attend the school. If you have any questions or need further clarification of policies, please see the school's administrator.

Purpose, Goals and Philosophy

This Preschool is established as a service to the families and children of the community. This service has grown from a sincere love for children and a desire to help them in the proper development and adjustment in our modern world. It is equipped and staffed to give the best possible care for children. The Preschool complements the values found in a good home by enabling the child to spend a part of his day in a world that is child-sized and planned so that he learns to associate with other children of his own age in group activity.

Our purpose is to provide an environment that is safe and conducive to good health where children ages 2 through 5 can assemble, work and play together while being guided toward a happy, wholesome and spiritual development. All are welcome regardless of race, color, or religion.

Our Preschool offers a flexible program to assist the child in the learning process. This includes: a time of free outdoor play on equipment suitable to his age, Bible stories, games, creative arts and crafts, science and nature observation, rhythm and music, sharing experiences, and story time.

The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at his own rate of speed toward enriched experiences, self-discipline, and the ability to make choices.

Our aim is to develop the total personality of each child by providing an educational experience of lasting value:

Cognitive: by encouraging an enthusiasm for learning, exploring and first-hand experiences.

Physical: by encouraging experiences which will develop large and small muscle coordination and motor skills.

Social: by encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging.

Spiritual: by daily time of devotion. Bible stories and songs are included in the day's activities giving each child an awareness of God's love for him.

Emotional: by helping the children understand how much they are loved by God and others.

Creative: by encouraging the exploration of art mediums and creative experiences.

MCS Philosophy of Education

We believe that God uniquely gifts all children and has an abundant plan for their lives. We also believe that God entrusts parents with the primary responsibility to train their children to know Him and enjoy a relationship with Him. At MCS, we partner with parents to help them fulfill this God given role by offering a challenging and diverse educational environment that honors God and enables students to excel in academics, arts, and athletics. Students are encouraged to explore and cultivate their unique talents, preparing them to follow His lead and transform the world around them. *And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.* (Romans 12:2)

Mission, Vision, and Values

Mission Statement

Maranatha Christian Schools is a Christ-centered learning community where students **experience** God's love, are **equipped** to fulfill God's unique call and purpose, and **excel** in their God-given potential through academics, arts, and athletics.

Maranatha Preschool lives out this mission by partnering with parents to provide a learning environment that prepares each student developmentally in their spiritual, cognitive, physical, social, and emotional maturity.

Vision

Transformed lives...Transforming the world

Values

As we experience God's unique love for us, we learn to love on another (1 John 4:7-11) and to:

Live Biblical Truth

~ Holding to and living-out the unchanging Word of God in an ever-changing world

Heaven and earth shall pass away, but my words shall not pass away. – Matthew 24:25

Honor Relationships

~ Valuing and cultivating relationships, recognizing everyone's unique role in the body of Christ

...that there should be no schism in the body, but that the members should have the same care for one another. And if one member suffers, all the members suffer with it; or if one member is honored, all the members rejoice with it. – 1 Corinthians 12:25-26

Model Sonship and Servant Leadership

~ Living as God's sons and daughters and leading by Christ's example as shepherds, placing the interests of others before our own

Shepherd the flock of God which is among you, serving as overseers, not by compulsion but willingly, not for dishonest gain but eagerly; nor as examples to the flock; and when the Chief Shepherd appears, you will receive the crown of glory that does not fade away.

– 1 Peter 5:2-4

Seek Unity

~ Pursuing oneness of spirit through humility and selflessness, as Christ modeled for us

fulfill my joy by being like-minded, having the same love, being on one accord, of one mind. Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others. Let this mind be in you which was also in Christ Jesus, who, being in the form of God, did not consider it robbery to be equal with God, but made Himself of no reputation, taking the form of a bondservant, and coming in the likeness of men. And being found in appearance as a man, He humbled Himself and became obedient to the point of death, even the death of the cross. Therefore God also has highly exalted Him and given Him the name which is above every name, that at the name of Jesus every knee should bow, of those in heaven, and of those on earth, and of those under the earth, and that every tongue should confess that Jesus Christ is Lord, to the glory of God the Father. – Philippians 2:2-11

Pursue Excellence

~ Whole-heartedly seeking excellence in everything

And whatever you do, do it heartily, as to the Lord and not to men – Colossians 3:23

Statement of Faith

STATEMENT OF FAITH

We believe in one God, eternally existing in three persons: Father, Son, and the Holy Spirit.

We believe that Jesus Christ, the Son of God, is fully God and fully man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins; He arose bodily from the dead and ascended to heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate. Our supreme desire is to know Christ and to be conformed into His Image by the power of the Holy Spirit.

We believe the Bible, God's Holy Word, is our foundation, it is authoritative as the rule of faith and is the standard for living.

We believe worship is Spiritual and we seek to be remain flexible and yielded to the leading of the Holy Spirit to direct our school.

We believe worship of God should be inspirational, and consider music to be an integral part of our worship.

We believe worship of God should be intelligent. Therefore: chapel services and education programs are designed with great emphasis on the teaching of God's Word.

We believe worship of God is fruitful. Therefore: we look for His love in our lives and the fruit of His spirit as evidence that we have truly been worshipping Him.

Staff

Our Early Education Principal and teachers have met or exceeded the early childhood education licensing requirements for the state of California. In addition, each teacher is a professing believer in the Lord Jesus Christ and attends a bible believing church. Each staff member has been called by God to minister at MCPS and counts it a privilege to serve the families represented here.

Program Information

Maranatha Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. MCS does not discriminate on the basis of race, color, national, or ethnic origin, or any other basis prohibited by federal and state law, in administration of its policies, educational policies, athletics, and any other school-administered programs.

Programs and Ages

Maranatha Christian Preschool offers the following programs:

<u>2 year olds (must be 2)</u>	8:30 a.m. – 11:30 a.m.
<u>3 year olds</u>	8:30 a.m. – 11:30 a.m.
<u>4 year olds/Pre-Kindergarten</u>	8:30 a.m. – 11:30 a.m.

NOTE: All students are required by licensing to be fully potty trained with the exception of our 2 year old program. An extended full-day option is available for 3, 4 and 5 year old classes from 8:00 a.m. to 4:00 p.m.

School Hours

Maranatha Christian Preschool's hours are as follows:

8:30 a.m. -11:30 a.m.	Morning Programs
8:00 a.m. - 4:00 p.m.	Full Day Programs (limited availability)

Lunch bunch

Lunch bunch is a program offered to those children who wish to stay and eat lunch with their friends. The time is from 11:30 – 12:30 and the cost is \$7.00 per child. Monthly sign-up sheets will be posted in the preschool office.

Priority Enrollment

MCPS opens enrollment in the following order:

- 1) Families currently enrolled at Maranatha Christian Preschool
- 2) Families currently attending Maranatha Christian Schools TK-12 or Maranatha Chapel
- 3) Families from the surrounding communities

Enrollment process

- We recommend parents tour the school before they obtain an application.
- Turn in non-refundable registration fee of \$135.00
- Complete registration forms including
 - Application Contract for Enrollment
 - Admissions Agreement

Health History/Parent's Report

Physician Report (signed by your child's doctor)

Copy of Yellow Immunization Card

Identification and Emergency Information

Parent's Rights

Personal Rights

Emergency Medical Consent Form

Photo/Video Release Form

Parent Handbook Form

Sunscreen Permission Form

- Turn registration forms in by admissions deadline

Acceptance is finalized, upon the Early Education Principal's approval, after up to a month probationary period. Parents may be asked to withdraw their child if there is a behavior problem or our program is not suited to the child's needs.

Registration Fee

There is a \$135.00 non-refundable/non-transferrable new student registration fee due at registration.

Tuition

Maranatha Christian Schools follows a traditional school year calendar and charges an annual tuition. Tuition can be paid either in full on July 5 or in 10 monthly installments (July through April) which is collected through FACTS Tuition Management Company. There is a \$45.00 fee to use this service.

Withdrawal

In case of withdrawal, a two week notice is required. Two full weeks tuition must be paid whether or not notice is given. The Principal may discontinue enrollment at any time.

Accreditation/Licensing

Maranatha Christian Preschool is an accredited preschool with the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). MCPS is also licensed with the state of California and strives to meet or exceed the Title 22 standards set forth by the Department of Social Services.

Parent Information**Your Child's Transition to School**

For most toddlers and children that have not had a lot of experience away from the home, school adjustment takes some time. Children need a chance to adjust to their new school environment. They have new people to meet, friends to make and new routines to learn. When you drop your child off in the morning, a quick "good-bye" is usually helpful to the child's transition. As your child becomes more comfortable with our school and is easily adjusting from home to school, we encourage classroom visits. You are always welcome to call the school to ask about your child. Maranatha Christian Preschool has an "open door" policy and encourages parent volunteer participation. Please check in at the preschool office prior to visiting or volunteering in your child's classroom.

Sign In/out

It is required by the State of California that all students be signed in and out with a full signature and time by an adult listed on their emergency form/authorized pick up list. If you wish for someone to pick up your child who is not on the authorized pick up list, you must notify the Principal in writing. Names can be added at any time to your child's file. Please come to the Preschool Office to update your child's file. I.D. will be required for anyone picking up a child who is not their parent or guardian.

Promptness

It is very easy for a 2, 3, 4, or 5 year old to become distracted. The staff at MCPS asks that you have your child signed in the classroom by 8:30 to help minimize distractions. If there is a day in which you cannot be there on time, please enter

the classroom quietly and encourage your child to join the class in the given activity as quickly and quietly as possible.

Children are to be picked up promptly at their daily pickup time (11:30 a.m. classroom, 12:30 p.m. lunch bunch, or 4:00 p.m. full day program). All full day children **must** be picked up by 4:00 p.m., **no exceptions**. MCPS does not offer extended care beyond 4:00 p.m.

A fee of \$1.00 per minute will be charged for every minute a student remains after their designated pick up time.

Communication

MCPS will make every effort to keep the parents informed about every day activities, upcoming events, needs, and praises. We will send home fliers as well as communicate electronically. It is the parent's responsibility to read the information sent home.

Uniform

Maranatha Christian Schools adheres to a uniform policy. Therefore, MCPS students will be required to dress in "preschool uniform" at all times. This uniform will consist of a MCPS t-shirt that can be worn with your choice of shorts, pants or skirt. T-shirts are available for purchase in the preschool office. If a child comes to school out of uniform we will change them and bill the family accordingly. The cost for these t-shirts is \$10.00.

Backpacks

Each student should bring a backpack without rollers to school every day. All parent communication and artwork will be sent home in your child's backpack.

Extra Clothes

Maranatha Christian Preschool recognizes that accidents do happen. Please bring a change of shirt, pants, socks and underwear for your child and keep them in your child's backpack at all times.

Safety on Campus

At Maranatha Christian Preschool, we welcome the sounds of children laughing and parents spending time with each other after our preschool dismissal times of 11:30, 12:30, and 4:00 p.m. This is also a time that we would like to remind you of safety awareness on campus. Please keep our preschool a safe environment

for our students. We are an all concrete campus and therefore need to be cautious where the children play.

Please be aware of the following areas:

1. Planters on Solomon's Porch center courtyard – no jumping onto or off of the concrete planters.
2. Stairways on the ends of the education building – no playing on the stairways.
3. C-109 and C-110 are the napping rooms from 12:30 to 2:30 pm – Quiet Zone
4. The campus is for walking only – no skateboards, scooters, etc.

Health Policies

For the protection of all students, children should be kept home if they show any of the following symptoms:

- * **A temperature of 100 degrees or more (orally)**
- * **Vomiting or diarrhea**
- * **Any undiagnosed rash**
- * **Sore or discharging eyes, ears or profuse nasal discharge**

Children must be symptom-free for a period of 24 hours prior to returning to school.

Please contact the school before 10:00 a.m. if your child contracts any contagious disease including...

- * **Chickenpox**
- * **German Measles (Rubella)**
- * **Measles**
- * **Mumps**
- * **Streptococcal Infection, Sore Throat or Scarlet Fever**
- * **Whooping Cough (Pertussis)**
- * **Hand, Foot & Mouth**
- * **Lice**

Emergency/Illness

It is a requirement that all staff be trained in both first aid and CPR. We have basic first aid supplies in each classroom and on the playground. While we want to prevent as much injury as possible, it is inevitable that a few bumps and

bruises will happen. Our staff will treat any minor injury that may happen and then notify you with a note that will be sent home.

In the event that a major medical emergency happens, our staff will take the appropriate first aid measures and then notify you by phone. It is extremely important that you have at least two **up-to-date** emergency numbers on file for us to use as a contact.

Medication [CCR, Title 22, Section 101226 (e)]

It is the policy of the State of California that the administering of medicine to students during school hours is discouraged unless absolutely necessary for the critical health of the student. Under no circumstances are teachers or other non-administrative school employees authorized to administer medication to students. We discourage the use of non-essential medication during school hours unless there is a special or serious need.

A parent's release and request form is available for this purpose. Use of over-the-counter medication is discouraged. However, if the student's physician prescribes this type of medication it falls under the same guidelines as prescription medication (cough drops are included as over-the counter remedies). All medication must be taken to the school office and dispensed by authorized personnel. The school must receive:

1. A written statement from a physician detailing the method, amount and time schedules by which such medication is to be taken, and...
2. A note from parents/guardian indicating a desire that the school assist the pupil in the manner set forth in the physician's statement, and...
3. The medication must be in the original prescription container.

COMMUNICABLE DISEASE

MCS is committed to providing a strong Christ-centered instructional program. Students admitted to MCS shall be protected from influences negatively affecting

their well-being and education progress. Children with communicable diseases could affect classmates adversely. Therefore, MCS will exclude student applicants who are currently affected with live (active) viruses from illnesses of a communicable nature.

Absences

Since enrollment is limited by state regulations and expenses continue regardless of attendance, no reduction or make-up time will be given when your child is absent or for school scheduled holidays. Extended illness needs to be brought to the Early Education Principal's attention. Tuition is averaged over the year and is based on a 35 week school year.

Disaster Preparedness Program

California State law requires all schools to have a plan in place in order to provide care for students in the event of a major earthquake or other disaster.

Students will participate in safety drills throughout the school year. The students are taught safety procedures and exit procedures for fire drills, earthquake drills, lock downs and shelter in place. All are accompanied by staff members.

Every child will be required to bring a zip-lock bag filled with items to be stored for the above purpose. A specific list of items will be sent home with your child the first week of school.

Separation

Preschool is a new experience for the children, a new teacher, a new classroom, and new friends. To ease in the transition we have a Meet and Greet the Teacher in August prior to the start of school to introduce both you and your child to our preschool. Children adjust best when there is a routine established. We suggest that you bring your child to class, sign him/her in, help them get settled with a teacher or classroom activity, and let your child know that you will be back at the end of the preschool day. **WE DO NOT SUGGEST THAT YOU SNEAK OUT ONCE YOUR CHILD IS DISTRACTED WITH AN ACTIVITY.** It is best to say good-bye. If your child has difficulty separating, together we will develop strategies to help ease the anxiety. Most of the children adjust fairly quickly to the school routine.

Lunch and Snacks

MCPS does not have the facilities to provide lunch/snacks for the students. Therefore, it is the parent's responsibility to send a lunch/snack that is healthy and can remain at classroom temperature.

Naptime

It is required by the Department of Social Services that preschoolers attending an all day program have the opportunity to nap (or rest) each day. All children attending MCPS for the full day program will be required to bring a crib sheet, and blanket. These items must then be taken home by the parents and laundered on a weekly basis.

Holidays and Vacations

Maranatha Christian Preschool follows the same calendar as the elementary and junior/senior high. This calendar closely resembles Poway Unified School District calendar. A list of our scheduled days off will be sent home in August.

Halloween

MCPS does not celebrate Halloween. We will be discussing harvest and farming.

Christmas

Christmas is a wonderful time to talk about Christ's birth and the gift that he gave in coming to earth. We know that many families incorporate Santa into their

holiday. In an effort to support family's decisions regarding their traditions surrounding the holiday MCPS will not teach about Santa Claus.

Easter

Once again, our focus for this holiday is on Jesus and the sacrifice he made for our sins. During this time we will be discussing Palm Sunday and the Resurrection.

Birthdays

We celebrate birthdays during snack time. If you wish to make a special snack on your child's birthday to be shared by her/his class, you are encouraged to do so. Please make prior arrangements with your child's teacher so we can inform you of any food allergies. A current TB test must be on file with the Preschool Office in order to bring homemade food items.

If you are giving a party outside of school you are welcome to pass invitations out in the class **only** if you are inviting the whole class.

Parent Volunteers

All parent volunteers to the classrooms must have completed a Level 1 Volunteer Application and have received a Volunteer Badge. All authorized volunteers must sign in the preschool office prior to assisting in the classroom. Volunteer forms are available from the MCS website or in the preschool office.

Discipline

The Bible exhorts us to discipline our children because of our love for them. This philosophy should be a hallmark of Christian education. One of the most important lessons that students can learn is the proper response to and respect of authority. We recognize that in “equipping students to fulfill God’s purposes in their daily lives,” will include the opportunity to discipline students.

The purpose of discipline is to disciple students according to God’s word and is intended to bring about corrective behavior, or what the Bible calls the “fruit of righteousness.” Discipline is instruction that molds, shapes, corrects, and inspires appropriate behavior. It is one of the tools God uses to help develop Christ-likeness. It is therefore, our desire to maintain loving, yet firm disciplinary procedures that will encourage growth. Proverbs 13:24, 22:6; Jn.8:11, Hebrews 12:5, 9, 11; I Tim 4:12, and Gal. 6:1

The following are the guidelines for handling day-to-day classroom situations and major problems. The Principal reserves the right to handle unique individual situations that may not be described in the Parent Handbook in a manner that deems appropriate. All disciplinary decisions are made prayerfully and the school administration reserves the right to make all final decisions regarding discipline.

Please note: The use of corporal punishment in discipline is against the law (CCR Title 22, Section 101223.2) and will never be used in a disciplinary action.

- Counsel- discussion about acceptable behavior
- Time of Reflection- a chance for the child to observe others engaging in appropriate behavior
- Removal- a break from all activities
- Principal’s office- This will be followed up with a note or a phone call home
- Parent conference- A behavior plan and contract will be created
- Termination of Services- If all of the above has been tried and it is decided that the needs of this child cannot be met, then MCPS will require that the child finds care elsewhere. If the school asks a child to leave, a refund will be given for the days of the month that are left.

Curriculum

Bible~Language~Mathematics~Science~Art~Music and Movement~Dramatic Play~Life Skills

In each area, materials are available for children at all stages of development. We strive to meet the individual needs of our students. Teachers gently direct and assist children in activities that provide the experience necessary for them to take the next step in their development. Teachers keep records on each child's progress and see to it that they are continually challenged through developmentally appropriate practices.

Bible

We Teach the Bible in order to provide children with a knowledge of God. In relating God to their daily lives, we provide a foundation upon which children base their future. Students are introduced to the Bible in an age and developmentally appropriate manner. Each month students learn and memorize Scripture.

Language

Students develop oral language, listening skills, vocabulary, letter recognition, rhyming, phonics, reading readiness skills, sight vocabulary, writing skills, and a love of learning.

Mathematics

Students learn counting, grouping, comparisons, patterns, sizes, addition, subtraction, geometric shapes, small motor skills and problem solving while working with manipulatives and many other developmentally appropriate materials.

Science

Students are able to make observations, experiment, solve problems, make decisions, develop concepts about science and nature, improve language, interact socially, as well as develop sensory skills and math concepts.

Art

Students are given the opportunity to grow in their creative expression, social skills, oral language, small motor skills, cooperative skills, and imagination. They learn concepts about size, shape, texture, perception, and color. Art also allows children to release their feelings and find aesthetic pleasure through art experiences.

Music and Movement

Students can improve auditory discrimination and auditory memory, verbal expression, motor skills, and creativity through music and movement. They will also learn about beat, rhythm, tempo, and melody.

Dramatic Play

Students learn cooperative play and social skills while they practice language skills and express themselves creatively.

Life Skills

Activities that are found in a child's daily routines are intentionally utilized to help students develop independence, self-control and a sense of security as they learn to function in the world around them.

Field Trips

Due to the increased need for safety and protection, we do not take students off campus for field trips. Periodically, we will have "on campus fieldtrips". These may include, but are not limited to, a visit from the local Fire Department, Sheriff Department, community helpers and more.

Sharing Day

Sharing day and the theme for sharing will be decided by each teacher and will be communicated to parents by the classroom teacher. The objects brought to school must follow the guidelines set forth by the classroom teacher. Other than the sharing item, no toys from home may be brought to the school.

Inspection Authority of the State of California Child Care Licensing Department

The Department has the authority to interview children or staff without prior consent (Section 101200). The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

Amendment Policy

Maranatha Christian Preschool reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Questions regarding school policies or procedures should be directed to the school Principal.

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