

**Oceana  
Christian  
School**

Moral Character  
Biblical Faith  
Quality Education



# Oceana Christian Care Center Handbook for Preschool Families

3 & 4 Year Old Preschool Programs

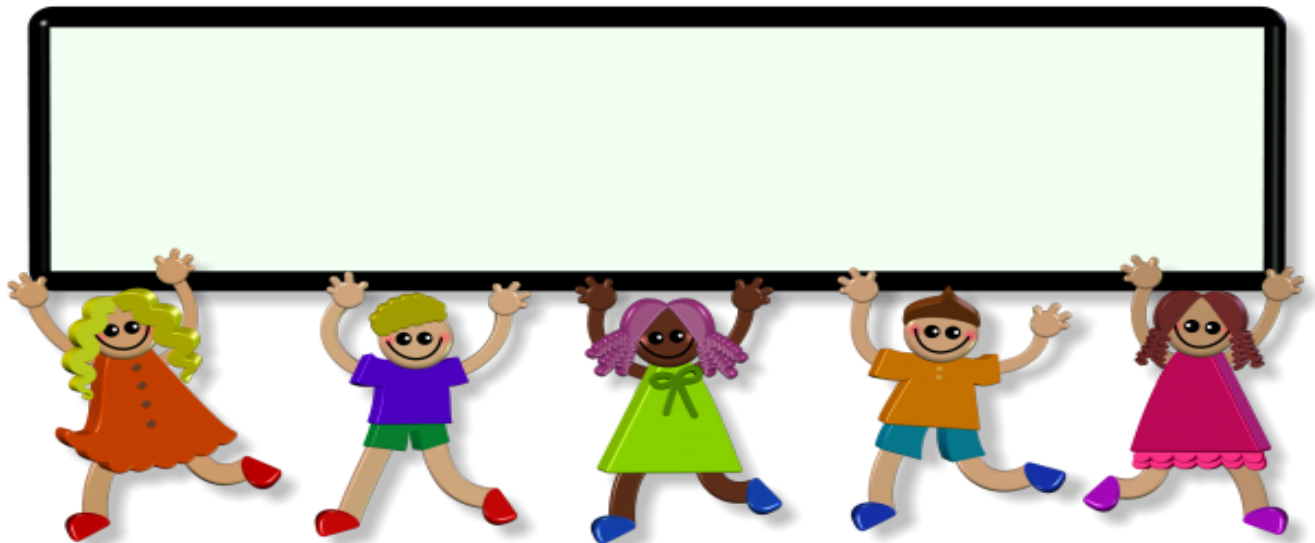
License # DC640023234

3258 N. 72nd Avenue Hart, MI 49420

Phone: (231) 873-2514

E-mail: [administrator@oceanachristianschool.com](mailto:administrator@oceanachristianschool.com)

Website: [oceanachristianschool.com](http://oceanachristianschool.com)



Dear Parent of a Preschooler,

We are glad that you have shown interest in our state-licensed preschool. It is our goal to be an extension of the family. The preschool years build a foundation for future academic years and it is our desire to develop in your child a proper attitude toward God, school, learning and life. We want them to have fun learning and realize it can be exciting! This handbook is an introduction to our program.

Oceana Christian School began in the fall of 1986 with the goal of providing affordable, quality Christian education in our area. Our school motto was and continues to be "Spiritual Challenge and Academic Excellence."

OCS is an extension of First Baptist Church of Hart. It is a significant part of FBC's outreach to the local community and is greatly enhanced by the generosity from and accountability to the church.

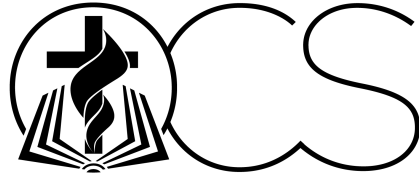
The first part of this handbook explain our religious mission, purpose and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. Your child is extremely important to us and we will strive to love and teach your child to the best of our abilities. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school. Our desire is to partner with you and your home in the education process and we want to be on the same page in this process.

Our handbook has been designed to inform you of the policies and programs of the preschool. Because the handbook is not published annually, administration may establish, revise, or eliminate policies as needed prior to issuance of a fully revised edition. Such changes, if any, will be publicized to the school family and revised pages will be provided so families can keep their copies up to date.

In this handbook, the word "parent" also means legal guardian unless otherwise stated. We look forward to working together in the months and years to come.

Sincerely,

The OCS preschool staff



## OCS PURPOSE and BELIEFS STATEMENTS

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home.

Many of the Biblical principles we teach stem from these statements:

We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27).

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

These statements of faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Oceana Christian School's faith, doctrine, practice, policy, and discipline, our school board is OCS's final interpretive authority on the Bible's application.

We look forward to partnering with you to educate your child consistent with God's truth.

## **Our Philosophy and Mission Statement**

OCS Preschool: A Place for Bright Beginnings!

At OCS, we strongly believe that each student is a unique individual created by God. Our goal is to glorify our Creator by integrating moral character, biblical faith, and quality education. We encourage a love of learning in our students through a positive environment with committed teacher guidance to prepare each student for life.

During the preschool years, we encourage each child to discover, stretch, and grow intellectually, spiritually, socially, emotionally and physically and to do so at his own pace, in order to reach his potential.

### **Contact Information**

Please feel free to contact us at any time. We are glad to partner with you!

Phone: (231) 873-2514 E-mail: [administrator@oceanachristianschool.com](mailto:administrator@oceanachristianschool.com)

### **Enrollment**

1. Open to children 33 months of age (for our 3's class) or age 45 (for our 4's class) by the first day of school, in order of registrations received and accompanied by the \$150 registration fee.
2. Children will be enrolled without regard to race, creed, natural origin, or sex.
3. Children 4 or 5 years of age must be fully toilet trained. 3 year old children must come to preschool in pull-ups if not fully toilet trained.
4. All children must fulfill Michigan State Health Requirements. All immunizations must be complete. A health appraisal signed by a physician must be on file.
5. A copy of each child's birth certificate must be on file.
6. Tuition cost may be paid in full by the first day of school or in 10 monthly payments. (Payments are due on the 1st of each month from August through May).

### **Withdrawing Your Child from Preschool**

Please have the courtesy to give us at least two weeks written notice of an intended withdrawal. This way we can inform others on the waiting list of an opening.

### **Class Times**

3 year olds MORNING class = 8:15 a.m. - 11:15 a.m. on Tuesdays and Thursdays

3 year olds AFTERNOON class = 12:05 p.m. - 3:05 p.m. on Tuesdays and Thursdays

4 year old FULL DAY class = 8:15 a.m. - 3:05 p.m. on Mon/Wed and Tues/Thurs

### **Arrival**

Children in the 3 year old MORNING class and the 4 year old FULL DAY classes will be allowed to enter the classroom at 8:05 a.m. Children who arrive earlier will be supervised in the cafeteria until that time. Children in the 3 year old AFTERNOON class should not arrive before 12:00 p.m.

## **Departure**

Please inform us with a written note or phone call (873-2514) if someone else will be picking up your child. Otherwise, we may not permit the child to leave. This is for your child's protection.

## **Tardiness**

Our daily schedule is designed to meet the child's needs. We feel that a relaxed but organized time of free choice play is important to getting the day off to a good start. A child that misses that time is not ready to sit and join in on the more structured learning experiences. This time is also essential to their social interaction, which is very important to readiness.

## **Absences**

If your child will be absent because of illness, doctor's appointment, or any other reason, please inform us by calling the office at 873-2514 or sending a note.

If your child will be away on vacation and will miss preschool, please let us know in advance.

## **Calendar:**

There are 34 weeks of school for preschool students. Classes begin after Labor Day and end mid-May. Our complete school calendar can be found on our website:  
[www.oceanachristianschool.com](http://www.oceanachristianschool.com)

## **Health Care Procedures**

1. Children and staff hand washing
  - a. Hands will be washed with soap under running water.
  - b. Hands will be dried with a single-use paper towel.
  - c. Single-use towel will be disposed of in a lined trash container.
  - d. Hands will be washed after restroom use and before eating.
  
2. Handling children's bodily fluids
  - a. Staff has been trained in dealing with blood-borne pathogens.
  - b. Staff will wear protective gloves when dealing with bodily fluids.
  - c. Any spills will be cleaned up with absorbent materials and disposed of in plastic bags and placed in the dumpster.
  - d. Contaminated area will be disinfected with a germicide or 10% bleach solution.
  
3. Cleaning and sanitizing of all equipment, toys, and other surfaces
  - a. Toys and surfaces are cleaned and sanitized weekly.
  - b. Cot sheets are laundered bi-weekly.
  
4. Health-related resources: From time to time we receive health alerts and resources. We will pass them on to parents as we receive them.

## **Clothing**

Children should wear practical play clothes. They should not wear clothes that you do not want to get spilled on or dirty. We paint, crawl on the floor, and do many other activities that could be hard on good clothes. We supply paint shirts, but that doesn't always prevent messes on clothes. Please be sure all clothes are labeled that might become separated from your child. For example: sweater, mittens, hats, scarves, etc. Please do not send your child in flip-flops or open-backed shoes. These are too easy to walk out of when running or playing or during fire drills; this may cause injury to your child.

## **Parent-Teacher Conferences**

Try not to discuss personal questions with the teacher during school hours. The teacher will be glad to talk with you, but wants to be with the children during school hours. If you feel the need for a conference, please schedule a time with the teacher.

Our full day preschoolers will receive a progress report in the fall with a final report card in the spring. Parent-Teacher Conferences will take place at a scheduled time in the winter.

## **Classroom Rules for Good Behavior**

\* Kind Hands \* Listening Ears \* Quiet Voices \* Looking Eyes \* Walking Feet

Each child will begin the day with their "marker" on the starting base of our behavior system. If, at any time during the day, a child decides to break a rule after reminders from the teacher (or any other adult your preschooler will come in contact with), that student's marker will be moved one spot away from the group on our discipline chart. (This allows for a visual representation of the incident.) For each infraction, the child's marker will be moved farther away from starting base. At the end of the day, each student will be sent home with a mini-certificate signifying how well he obeyed our class rules. If necessary, the teacher will call you to find out how we can make the next class day better for the preschooler.

There is a "safe spot" located in each preschool room where students may be placed if they need a break from the regular activities. It includes soft seating and access to soft toys and books.

## **School Closing/Delays**

In the case of inclement weather conditions, school may be delayed or closed. Please look for information on WZZM 13 News & WZZM.com and on Facebook.

## **Birthdays**

Birthdays are such special times. We would be very happy to help celebrate your child's birthday. If you would like to bring a treat for a mini-party on the nearest class day to your child's birthday, please let us know in advance. Thank you. For those with summer birthdays, we will celebrate in May. Information will be sent home scheduling a date for the 'summer birthday' kids.

## **Lunch Time (full day program only)**

We partner with Hart Public School for optional daily lunches. Parents may also choose to provide a lunch of their own for their child on each school day. Milk is available to students bringing a sack lunch from home for a small fee. Milk is included in the HPS hot lunch program. Lunch is eaten in the school cafeteria.

### **Snack Time**

3 year old program: There is one snack time for each class session provided by the parents for the entire class.

4 year old program: There are 2 snack times during the day. The morning snack is supplied by parents for the entire class. Please send a separate afternoon snack for your child from home.

### **Miscellaneous**

\* Please remember that there is to be no smoking or vaping in the building at any time.

\* Please no chewing gum for preschoolers. \* Please do not allow your child to bring candy unless there is enough to share with the entire class and only on special days (i.e. parties).

### **Preschool Goals**

Spiritual: \* to encourage the development of virtuous character in children (kindness, faith, patience, self- control, etc.), and to lay the foundation for Christ-centered living.

\*\* Methods include: providing loving and nurturing teachers who model biblical principles, attitudes and virtues. They bring joy for learning about Jesus to their classroom by teaching stories from the Bible, singing worship songs, memorizing Scripture, praying with the students and focusing on different Biblical character traits each month.

Social/emotional: \* to provide a stress-free, emotionally-safe, and joy-filled environment that includes laughter, play and exploration.

\* to teach standards of right & wrong, how to make good choices, and the importance of respecting others, including authority figures.

\* to teach children how to play well with others and how to resolve conflicts.

\* to create an atmosphere where self-confidence and independence can be developed.

Intellectual: \* to provide children with concrete materials and experiences in the classroom that help develop beginning literacy, language, math and science skills through cross-curricular learning, and to encourage them to speak and express themselves clearly.

\*\* Methods include: reading books, building vocabulary, practicing letter recognition and formation, listening & speaking skills, counting forward and backward, sorting, ordering, describing/naming shapes & colors, and numerous mini-units connecting science, language arts, social studies & art with quality children's literature.

Physical: \* to provide children with various materials to develop and strengthen finger movement/grasp, hand preference, cutting and pre-writing skills (gluing, painting, Play-Doh, lacing, beading, puzzles, etc.).

\* to provide opportunities to increase function of large muscles, spatial awareness, bodily control and balance (playground games, climbing, music & movement activities, throwing/kicking, etc.)

## **Michigan State Health regulations**

-Each child needs a complete series of immunizations and must have proof of vaccination or must have a signed waiver form on file at OCS by the first day of school.

-Health forms signed by a physician are to be turned in to the teacher prior to the first day of school. No child will be allowed to attend without proper forms on file.

-A child's TB test will be left to the discretion of the child's doctor.

-Remember to report to the teacher any evidence of communicable disease so she may inform other parents.

-Medication: Medication may not be given without written permission from a parent.

Prescription medication must be in the pharmacy labeled container and kept in the office.

## **When to Keep Children at Home**

Fever: No child may remain in school with a temperature above 100.4 taken by mouth or 99.4 taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.

Vomiting: A child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.

Rash: If a child develops a rash and has a fever or a change in behavior, he should be excluded until the rash subsides or until a health care provider has determined it is not infectious.

Diarrhea: Diarrhea is when a child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.

**\*\*Children with colds in the contagious state, or coughs that are likely to spread germs, must be kept home.**

**\*\*Children who have had a contagious disease must not be readmitted to school for the following days:**

-Chicken Pox = 7 days / German Measles = 7 days / Red Measles = 4 days / Pink Eye = 24 hours after initial dose of medication / Whooping Cough = 5 days after start of medication / Mumps = 5 days after onset of swelling / Strep Throat & Impetigo = 24 hours after initial dose of medication

These are a minimum number of days. If a child has a temperature or appears to be ill, he should be kept home for a few more days. Cases of diphtheria, scarlet fever, rheumatic fever, hepatitis, and other dangerous diseases should be reported to the teacher immediately so that the County Health Department can take necessary steps to prevent epidemics.



### **Staff Health Guidelines**

Staff will also adhere to the "When to Keep Children at Home" guidelines regarding their personal illness and attendance at school.

### **Procedures for accidents, injuries, incidences, or illness**

\* When a child throws up, he/she will be removed from the rest of the class. A parent/emergency contact will be called. Using protective gloves, staff will clean up any mess and dispose of it in an appropriate container. \* When a child has a temperature or becomes sick at school, he/she will be removed from the classroom. A parent/emergency contact will be notified. \* When a child is bleeding, staff will apply pressure to the needed area while wearing protective gloves. They will dispose of any material that comes in contact with any bodily fluids. If severe, they will notify a parent/emergency contact. If contained, staff will apply an appropriate bandage. \* When a child is severely injured, staff will employ first aid measures and notify a parent/emergency contact.

### **Head Lice Policy**

\* Staff will contact the parent as soon as lice are detected. If possible, the child will be removed from school. If not possible, the Health Department states that "immediate removal of the child is unnecessary". \* Staff will send a note home to parents alerting them that a case of head lice has been reported (if there was contact with other children). \* Staff will talk to the parent of the child with lice and make sure that treatment and nit removal has been carried out. If so, he may return to school the next day (advice from Health Dept.). \* Staff will check the child for active lice when he/she returns to school. A child does not have to be sent home if there are still nits present, but they need to be dealt with at home. \* Staff will check again in 8 days. \* For recurring cases, staff will see the MDCH Health Manual.

### **Staff Training**

All lead teachers and program director are required to complete the following training:  
\*Current CPR and First Aid certification \*One-time Bloodborne Pathogens training \*16 hours of professional development, yearly \*Annual local school orientation \*Training in emergency procedures, twice during the year

### **Staff Screening**

Oceana Christian Care Center is a state-licensed day care facility and we require that a criminal history check be completed on all of our staff and unsupervised volunteers, including volunteers who are parents of a child in care. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

\*\*A Licensing Notebook is available during regular business hours to any who wish to review our licensing history. Licensing information regarding inspections and special investigation reports are also available for at least the past three years at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)