

**Oceana  
Christian  
School**

Moral Character  
Biblical Faith  
Quality Education



# Oceana Christian Care Center Handbook for Preschool Families

3 & 4 Year Old Preschool Programs

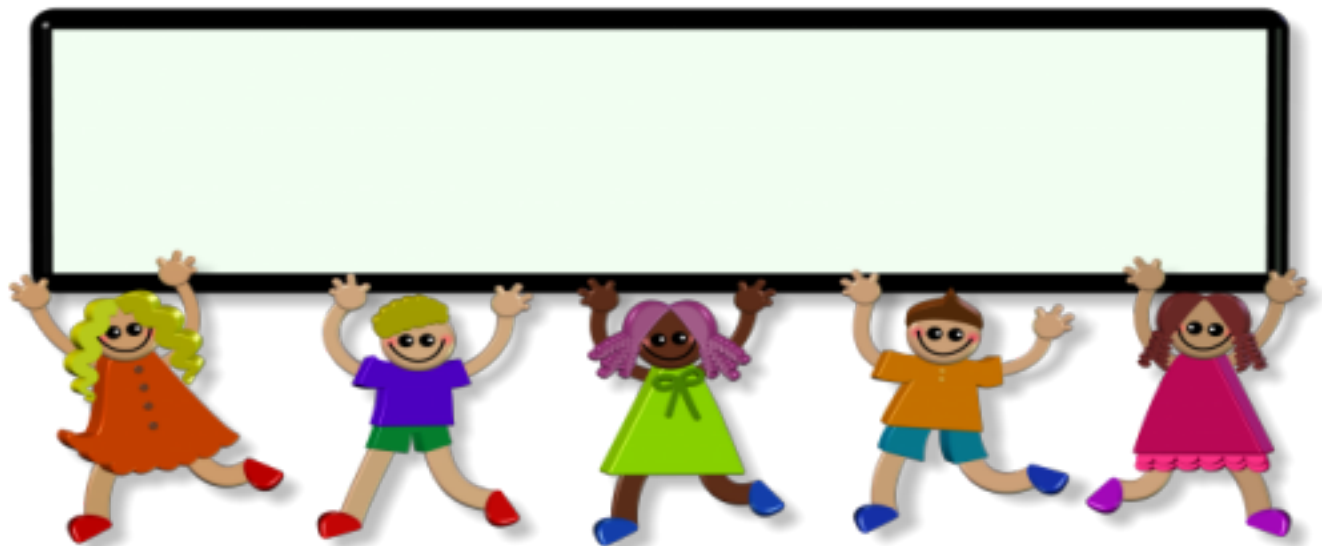
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Website: [oceanachristianschool.com](http://oceanachristianschool.com)



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. We are looking forward to working with you in this coming year.

Sincerely,

Stacy Vander Zwaag

\*3 year old Preschool Teacher

Amy Ackley

\*4 year old Preschool Teacher

Julie Arnone

\*4 year old Preschool Teacher

Sheri DeGraaf

\*OCS Administrator



### **Our Philosophy**

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@oceanchristianschool.com](mailto:administrator@oceanchristianschool.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 gender.
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**

A two weeks written notice of an intended withdrawal is preferred. 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 Mondays and Wednesdays

4/5 year old Tu/Th class 8:15 a.m. - 3:05 p.m. on Tues/Thurs

4/5 year old FULL DAY class 8:15 a.m. - 3:05 p.m. on Mon-Thurs

### **Arrival**

Children in the 3 year old MORNING class and the 4/5 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.

### **Departure**

Please inform us with a written note or phone call (231-873-2514) 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 (231)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 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: sweaters, 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 are scheduled twice each year.

### **Preschool Discipline Policy**

In order to maintain a safe and enjoyable learning environment each child will be taught and held accountable for school appropriate behavior. Positive classroom rules, structure, and reinforcement help children understand expectations of behavior. Children will be taught to use \* Kind Hands \* Listening Ears \* Quiet Voices \* Looking Eyes \* Walking Feet Minor behavioral concerns will initially be addressed by modeling appropriate behavior, redirection, and positive reinforcement through praise and encouragement. (Some teachers may choose to use a visual behavior monitoring system to give children visual cues as to how they are doing each day.)

When a child doesn't respond to these initial steps, they may be asked to go to a "calming spot" where they can take a break from the group activities by sitting quietly on a soft seating option with access to soft toys and books.

If the child is unwilling to use the "calming spot" or continues to refuse to follow classroom rules, the teacher may choose to bring them to the office to talk to the principal or another staff member. The goal of this step will be to help the child rejoin their classroom with a cessation of the disruptive behavior. If successful, no further action will be necessary. In the case of repeated disruptive behavior, more serious steps, outlined below, may have to be taken.

### **Inappropriate/unacceptable Behavior Policy**

While the behavior issues listed below are uncommon at OCS, the occasional incident does occur. Because these behaviors are potentially harmful to other children and staff, a policy for how they will be handled is necessary.

Our primary goal will be to identify the cause of these behaviors and prevent them from occurring again. If the issue cannot be resolved, this policy provides protection for those being harmed as well as clearly laying out the actions that will be taken.

In the rare event that a child does not respond to the previously stated methods or behaviors deemed more serious occur, the following procedures will be used:

Inappropriate/unacceptable behaviors include but are not limited to:

- Repeated disruptive behavior
- Endangering the health and/or safety of other children and/or staff (biting, pushing, kicking, etc...)
- Repeated use of inappropriate language despite warnings
- Verbal threats of bodily harm or death
- Repeated willful disobedience
- Defacing or destruction of school property, building, or grounds

The following steps will be implemented when addressing inappropriate/unacceptable behaviors:

1st offense:

The OCS administrator will be informed, parents will be notified, and a plan for resolution will be discussed.

2nd offense:

The OCS administrator will be informed, parents will be notified, parents may be asked to pick up their child from school early, a mandatory meeting between administration and parents will be held, and a plan of action will be developed and implemented.\*

3rd offense:

The OCS administrator will be informed, parents will be notified and required to pick up their child immediately, the child will be temporarily suspended from the program until an acceptable behavior plan can be researched, developed, and implemented between OCS administration, staff and the parents.\*

\*Our primary goal will be to identify the cause of these behaviors and prevent them from occurring again while successfully reintegrating the child into the program in a manner that protects the safety of the other children and staff. In order to facilitate the child's successful reintegration into the program, parents must be willing to work with OCS staff regarding the behavior and allow OCS staff to seek further support from outside help such as Westshore ESD or another organization equipped to assist us in developing a plan to maintain safety for other children while diminishing or stopping the inappropriate behavior. Ultimately, OCS will make the final determination as to the outcome that will be in the best interest of all involved. In the rare event that a child does not respond acceptably to the steps laid out above, OCS reserves the right to remove the child from the program.

### **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**

At OCS we love celebrating birthdays. If you want to send a birthday treat to school on or around your child's birthday, please make arrangements with your child's teacher.

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

We partner with HPS for optional daily lunches. Parents may also choose to provide lunch for their child. Students bringing a sack lunch from home can purchase milk, but it is included with the HPS hot lunch . (Milk prices will be announced at the beginning of the school year.) The preschool students will be eating lunch in their individual classrooms.

### **Snack Time**

3 year old program: There is one snack time for each class session. The parents will take turns providing snacks 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, and the afternoon snack is one that each child brings for himself.

### **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: DTP, polio, measles, mumps, and rubella, HIB, hepatitis B, and varicella or reliable history of disease on file 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 (including sunscreen and bug repellent) may not be given without written permission from a parent. Prescription medication must be in the pharmacy labeled container and kept in the office.

### **Administration of Medication for Children**

Medications will only be administered if the required dosage is due during the time the child is at school and under the following conditions:

- The administration of non-prescription and prescription medications for a child will not occur without the written consent of the parent and the child's physician and parents with a signed Medication Permission Form.
- Medications will not be administered contrary to the directions on the original medication container.
- All medications must be in their original packaging with the prescription label, child's name, directions for administration, the dosage, number of doses per day, and number of days the medication has been prescribed.
- The medication and/or dosage (prescription or over the counter) being requested to administer must not be the child's initial dose (meaning, the child must have taken this medication or this dosage in the past. A new medication or new dosage of medication cannot be given in a child care program. )

The teacher, director, or certified office staff will administer medications to a child. Staff will keep a written record of all administered medications using the Medication Permission & Instructions form (see form N in the appendix). Medications will be stored out of reach of children, under proper conditions for sanitation, preservation, security, and safety.

## **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 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 has come 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 Preschool is a state-licensed day care facility and must adhere to the standards of the Michigan Department of Human Services. Therefore, Oceana Christian Care Center requires that a criminal history check be completed on all its employees.

\*\*A Licensing Notebook is available during regular business hours to any parent who wishes to review our licensing status or history. Licensing information regarding inspections and special investigation reports are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

**Parent Permission Page** Date: \_\_\_\_\_ **Student**

**name:** \_\_\_\_\_

Parent name: (printed) \_\_\_\_\_

Please initial each statement and sign at the bottom. Thank you!

\_\_\_\_\_ Philosophy: I have read and agree with the philosophy of the OCS Preschool program which is as follows: 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.

\_\_\_\_\_ Discipline System: OCS Preschool uses classroom rules for good behavior that are monitored on a daily basis. I have read and understand the discipline program.

\_\_\_\_\_ Accident, injury, illness: I understand that while my child is under the direct care of the staff at OCS Preschool, I will be notified of any incidents through a phone call or in writing.

\_\_\_\_\_ Transportation: If a special outing is scheduled for the OCS Preschool class, I understand that I will be notified in advance. Today I give my permission for routine transportation (should it be necessary) and recognize that my permission must be obtained before any non-routine trips.

\_\_\_\_\_ Pesticide Notification: I understand that I will receive advance notice of pesticide applications both in writing and by email/text message.

\_\_\_\_\_ Licensing Notebook: I understand that the licensing notebook is available to parents during regular business hours.

\_\_\_\_\_ Handbook: I have read the Oceana Christian Preschool Handbook in its entirety and understand its policies.

\_\_\_\_\_

Parent signature

**PLEASE REMOVE THIS PAGE AND RETURN IT TO YOUR CHILD'S TEACHER. THANK YOU!**