

Judah Christian Preschool

Parent Handbook

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Welcome to Judah Christian Preschool. We're glad that you are a part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by Judah Christian Preschool, ACSI (Association of Christian School International), and the State of Illinois. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

Statement of Faith

1. We believe the Bible is the only written word of God; it is inspired by Him and is wholly trustworthy and authoritative. (II Timothy 3:15-16)
2. We believe in one God, eternally manifested and existent a Father, Son, and Holy Spirit. (Matthew 28:19, John 10:30 & 16:13-15)
3. We believe in the deity of our Lord Jesus Christ (John 1:1,14), in His virgin birth (Isaiah 7:14, Luke 1:34-35), in His miracles (John 2:11, Acts 10:38), in His vicarious and atoning death (I Corinthians 15:4, John 2:21-22, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Ephesians 1:20, Colossian 3:1), and in His personal future return to the earth in power and glory (Mark 13:26, Matthew 16:27).
4. We believe in the necessity of regeneration by the Holy Spirit because of man's sinful nature inherited from Adam, and we believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood (John 3:16-19, Romans 3:32-34, Proverbs 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (John 5:28 - 29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present, active ministry of the Holy Spirit by whose indwelling the believer receives sanctification and the power to live a Godly life (Romans 8:13-14, I Corinthians 3:16, & 6:19-20, Ephesians 5:18 & 4:30).

Judah Christian School Mission Statement

Judah Christian School & Preschool, an independent Christian School, reinforces Biblical values taught in the home, educates young people from a scriptural perspective, and prepares them to live, learn and work as faithful citizens of God's kingdom.

Non- Discriminatory Policy

Judah Christian School admits students of any race, color, nationality, and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to JCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admission procedure, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying handicap, or whose personal life-style is not in harmony with the stated philosophy and purpose of Judah Christian School.

Statement of Philosophy

We believe:

- *That Christ died and rose again for the salvation of children and adults.*
Romans 3:22-26, Romans 4:7-8, Romans 5:1-17, Matthew 19:13-15
- *That the Holy Bible is God's inerrant Word.*
2 Timothy 3:16-17, Colossians 1:5
- *That parents are the primary educators of their children spiritually, physically, emotionally, academically and socially.*
Deuteronomy 4:9, Deuteronomy 6:6-9, Psalms 127:3-5, Proverbs 1:8, Proverbs 22:6, Ephesians 6:1-4
- *That the Christian Preschool should partner with the parents to provide a Christian education for the child.*
Deuteronomy 6:6-9, 1 Timothy 4:13, 2 Timothy 4:2, Titus 3:1-2, Ephesians 4:22-24
- *That sexual lifestyle of the family and students should be in harmony with Biblical principles.* Romans 1:27, I Corinthians 6:9

Program Description

Judah Christian Preschool is a Christ-centered program that enables children to grow spiritually, socially, emotionally and physically in an age appropriate environment. Included in the child's daily activities are:

- Bible stories and Bible memory verse activities
- Art activities
- Science, through hands-on introduction to God's world
- Large and small motor skill development
- Music
- Social skill development
- Children's literature
- Number and letter recognition
- Color and shape recognition
- Scissors skill development
- Increased vocabulary
- Occasional field trips

Expectations

Attendance

Class time begins at 8:30am. In order for your child to fully benefit from the preschool experience, it is imperative that he/she be here by or before this time. Children, who arrive after 8:30am, without notification to either teachers or director, will be considered absent and their admission to the classroom shall be up to the discretion of the director. It is during the first part

of the morning that children are given an opportunity to participate in planning for the direction of the day. It is to your child's educational disadvantage if they are continually late for class. Continued lateness could jeopardize your child's progress in the preschool. We understand that sometimes things will come up and for those cases exceptions can be made on an individual basis, with prior arrangements with your child's teacher.

Potty Trained

Children are expected to be fully potty trained before entering the preschool program. You are asked to bring a spare set of clothing in case of the occasional accident. These accidents are a part of the growing process and will be handled in a kind and gentle way, with respect for the child's feelings.

If a pattern of accidents occurs the following steps will be taken:

- Step 1 daily or multiple accidents over a three-day period the child will be asked to stay home for one week.
- Step 2 multiple accidents over a period of 2 weeks, the child will not be considered potty trained and will be asked to withdraw from the program. Dependent upon space availability, the child would be able to return when the parents and teachers feel that he/she has gained control of the situation.

Regulations

In compliance with the State of Illinois Department of Children and Family Services, Judah Christian Preschool is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis.

Health Status

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Immunization Form

Information regarding all immunizations the child has had, including month and year each immunization was administered, will be required for all students. Immunizations must be recorded on the certificate of immunization form supplied by the Illinois Department of Public Health. **The immunization form shall be obtained at the time of admission or within 30 days after admission.**

Emergency Form

Information including parents' home and work phone numbers as well as an emergency contact name and number, needs to be turned in within 30 days of admission to Judah Christian Preschool. Also

needed are any food or medicine allergies the child might have. Within the admission packet is a medical release and a field trip release that needs to be in the child's file. If at any time there are changes in the parents emergency contact phone numbers, please let the preschool office know. Children should have an alternate person that is authorized to pick-up and care for them, in case of an emergency.

Authorization for Pickup

Any person other than the child's parent will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the authorization for pickup form to pick up the child. In such cases, the parent must give a pick-up card to the person that will be authorized to pick up their child. In addition to the pick-up card, that person will need to show a picture I.D. (drivers license) in order to have the child released. This may sound extreme, but our first concern is the safety of your child. If there is a court appointed reason someone is not to pick up your child, please make sure and fill that section out on the original application packet.

Handbook Verification

A parent/guardian signed verification that the parent has received, read and agrees to abide by the policies and practices in the Parent handbook is listed on the Parental Commitment form in the admissions packet.

Video Authorization/Release

If there is ever a request to video tape or photograph your child or your child's classroom for public use (T.V., commercial or publicity brochure), you would first be consulted and then a release would have to be signed. The release would be effective only for that event. Parents or other individuals are not allowed to videotape children in the classroom without parents' knowledge or consent.

Re-enrollment

Re-enrollment is held during the month of February at Judah Christian Preschool. During this month you will have an opportunity to re-enroll your child in a preschool class, before enrollment is offered to the public. A \$50.00 fee is charged at the time of re-enrollment.

Daily Issues

Phone System

All preschool calls will be received through the Preschool office, in the event that no one is available to take your call you will be connected to a voice mail system. You can either leave a message on the system or you may choose to bypass the voice mail system. This is accomplished by dialing *812 as soon as the voice mail message begins. By doing this you will be transferring your call to the classrooms. Voice mail will connect on this line only if the line is currently busy or if there is no staff member available.

Parking Lot

In order for traffic to flow safely and efficiently please follow the traffic pattern explained below.

Enter by way of Sherwood Terrace, and then turn left into the main parking lot.

There are three "**PRESCHOOL ONLY**" parking spaces located in the southwest corner for your use, or you may park in any open space. When exiting please use the Prospect exit just north of the "**PRESCHOOL ONLY**" spaces.

Preschool Pick-up (11:30 a.m.)

When picking up your preschooler you have two choices. The first is to park your car and come in to sign out your child. The second is to join the pick up line, and have your child brought to your car. If you choose the second option, please follow these directions :

1. Do not arrive before 11:20 p.m. (unless you park and come in).
2. When you pull into the parking lot get into line. (Cars will line up adjacent to the gymnasium). Please continue moving forward as the cars in front of you leave. Pre-schoolers will exit at the first set of doors, closest to the gymnasium.
3. Keep your car running and your child will meet you at the car.
4. Secure your child as quickly as possible.
5. Once your child is secured please exit the parking lot onto Prospect.

Parking & Entering

In order to enter the building you will have to use the doors that are facing Prospect on the west end of the school. You can use the other doors as exits, be aware that they will lock automatically behind you. Parents are able to use any open parking space while picking-up or dropping off a preschooler. For your convenience there are three **PRESCHOOL ONLY** spaces reserved for your use.

School Hours:

Early Preschool 8:30A.M. to 11:30 A.M.
 Afternoon Preschool 12:45 P.M. to 3:45 P.M.
 Half -Day Preschool 7:30A.M. to 12:30 P.M.
 Full Day Preschool 7:30A.M. to 5:30 P.M.

Late Pickup Fee

In order for children to maintain their sense of security and the staff to maintain the correct ratios it is very important that parents pick up their children at the designated time. Preschool and Half-Day Parents who fail to pick up their children at the designated time will be charged a \$5.00 late fee for every 15 minutes you are late.

Full Day Parents who fail to pick up their children before closing time will be charged a late pickup fee of \$5.00 for the first 15 minutes, an additional \$10.00 for the second 15 minutes, an additional \$15.00 for the third 15 minutes, and an additional \$30.00 for the fourth 15 minute period (total of \$60.00 per hour). After one hour if the teacher has not heard from you or someone representing you, or is unable to contact someone, we will consider the child abandoned and will proceed according to our standard policies, which are published in the teacher's handbook.

Sign-in/Sign-out Procedures

Each child must be signed in and out by an adult. Sign-in logs for preschool students are located on a table inside the preschool class. Anyone, other than a parent, who comes to pick up a child, must have a signed child pick-up card and proper identification. Parents must approve the use of this card through written or verbal communication with the child's Teacher or Director. In addition to the written or verbal communication, anyone unfamiliar to staff will be asked to produce photo identification before a child will be released into their care.

Morning Routine

Each morning as your child comes into the building, we ask that you take them to the restroom, make sure they attempt to use the restroom, and then have them wash their hands. We understand that most children use the restroom before they come to school, but almost without exception, within 20 minutes of arrival, the children need to go to the restroom. This takes a teacher out of the classroom and makes the morning adjustment time more difficult. The reason we ask them to wash their hands before coming in, is to make sure they come in with clean hands and no germs! Our goal is to have a healthy year!

Adjustment Period

Starting preschool for the first time often causes anxiety for children. We recommend that you visit the Preschool before the first day of preschool with your child, allowing him/her to meet some of the staff and see other children at play. The best time to visit is during visitation days. The week before school begins is not a good time. This is the time of the year that the teachers are preparing the classrooms for the next semester. We do schedule a screening with your child and one of their teachers during August, and that will be a great time to walk around with your child and introduce them to the school.

We will work with you and the child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the preschool experience.

Payment Procedures

Tuition Policy

It is the Policy of Judah Christian Preschool that all preschool tuition be paid on or before the first day of the week that your child attends. Payments may be made on a weekly, biweekly or monthly basis. If payment is two weeks delinquent, notice will be given and the child will be removed from the roll at the end of the third week if the account has not been paid in full. In the Preschool hallway there is a mailbox with "Preschool Payments" written on it. This would be the place to leave your payment or you can mail it in as well.

Withdrawal Notice

A two-week advance written notice is required to withdraw a child from the preschool program.

Re-Enrollment

There is an annual re-enrollment fee for the following school year. For every student the cost is \$50.00.

Holidays

The school will be closed for the following days each year:

Labor Day

The Wednesday before Thanksgiving, Thanksgiving and the Friday after

Two weeks Christmas Break (there will be no tuition billed for these weeks)

New Years Day

Martin Luther King Day

President's Day

Good Friday and the Monday after Easter

Memorial Day

Veteran's Day

Spring Break (there will be no tuition billed for this week)

If any of the above holidays fall on a Saturday they will be celebrated on Friday if on a Sunday it will be celebrated on Monday. You are required to pay for these days if the holiday falls on a day when your child would normally be in attendance.

In-service Days

The Preschool will be closed for prescheduled in-service days throughout the year. The first in-service date is the ACSI convention in either late September or early October. We will let you know in plenty of time. Also, the very end of January we have an in-service day to prepare Progress Reports. These will be billed as regular weeks.

Medical/Emergency Information

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend preschool, please notify the preschool office. We love and care about your child and would want to lift them up in prayer if they are ill. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. **We are required to notify all parents of communicable diseases.** (*Chicken pox, strep throat, fifth's disease, pink eye or head lice*)

Illness

The Department of Children and Family Services requires that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable

diseases or other evidence of ill health. A child who is ill upon arrival at school will not be admitted or will be separated from the other children until the parent or guardian can pick up the child.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, the school shall notify all staff members and all parents or guardians of children immediately. With infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival. **If a child displays any of the following symptoms, he/she must be kept at home:**

- Fever (100° F orally/ 99° F axillary-- under arm)
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Skin rashes that are yellowish, unusual or persistent, severe itching of body or scalp, potentially infectious skin patches that are crusty (dry scabbed, weepy or gummy, i.e. ringworm, 5th disease, impetigo, etc)
- Child not feeling well, such as lethargic behavior and/or excessive crying

The child may return to the preschool after illness when:

- Fever has been broken for **24** hours
- Nausea, vomiting or diarrhea has subsided for **24** hours
- Antibiotic have been given over a 24-hour period for any type of strep or bacterial infection before returning to school.
- Upon presentation of a note from the child's physician stating that the child is not infectious.
- Child is feeling well again and normal behavior has returned

Medication

The giving or application of medication including tranquilizers and sedatives, or individual special medical procedures shall be provided only on written order or a prescription from a physician to the child's parent(s) or guardian(s). All prescribed medications must be in their original container. Parents or guardians must sign the Medication Release stating what the medication is, the quantity to be given, and the time when the medication is to be administered. In severe asthma cases, or during seasonal flares, the teachers can give an asthma nebulizer treatment.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Illinois law requires that we have a signed note from your physician stating any food

allergies that your child may have. The physician must recommend alternate food choices for your child. Information about children with allergies will be posted in all classrooms. If your child has severe allergies, it might be good to bring a few snacks that the teachers can use if they are unable to be sure the snack for the day is something your child is able to eat.

Accidents

All teachers and the director are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent. A copy of this signed document will be given to the parents.

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside the classrooms. For daily outdoor play, sunscreen should be applied at home.

Tornadoes

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety procedures. We have two tornado drills each school year to help ease the stress the children might feel in the event of an actual tornado.

Snow Days

When severe weather conditions exist, please listen to the radio for school closings. Stations WBGL 91.7, WDWS 1400, 97.5, WCIA Channel 3 and WICD Channel 15 will carry this information. In the event of a delayed opening, please listen to the radio for specific information about preschool.

In the event of a blizzard while the children are at the school, the children's safety and well being will be the prime concern for the staff. If Judah Christian Preschool closes, parents will be notified immediately and asked to pick up their children. The schools closing will also be listed on Channels 3 & 15 and on WBGL radio.

Fire Drills

Fire drills are held in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan. The preschool is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the preschool office.

Child Abuse

The staff of Judah Christian Preschool is required by the Illinois state law to report any suspicion of child abuse.

Health

Judah Christian Preschool is inspected on a regular basis by the Department of Public Health. The most recent inspection information is located in the preschool office.

Parent Communication

We want to do our best to keep all our families informed about what is happening here at Judah Christian Preschool. There are several very important ways that the teachers and the director use to help parents stay current on happenings here at Judah! Here are a few...

Parent/ Teacher Conferences

The teachers and the director are available throughout the year for individual conferences with parents. Please let your child's teacher know any time you would like to schedule a meeting. The best time to schedule these meetings would be during the naptime, from 1:00pm to 3:00pm.

Judah Chronicle

This monthly publication includes information about activities happening at Judah Christian School. As a part of the Judah Parents Society this publication is a good way of keeping up on all the functions occurring Preschool through High School.

Weekly Classroom Updates

Each week your child's teacher(s) will send home a letter giving a detailed sketch of what will be taught that week. This will include the Bible unit, memory verse, letter of the week and any art projects that will be done. This is a great way to stay connected with your child's week at school.

Monthly Classroom Newsletter

The teachers send home a monthly newsletter containing specific class information.

Parent Information Board

This bulletin board is located across from the director's office in the Preschool Hallway. On this board you will find copies of all Director's Comments as well as topics of interest from the Administration. Information regarding the PTF (Parent Teacher Fellowship) will be on this board as well.

Directors Notes

Each month the director will send home a Parent Letter giving additional information regarding school-wide activities and addressing issues that may have come to their attention.

School Directory

A school wide directory is published at the beginning of each school year. The directory contains names, addresses, and phone numbers of all students enrolled at Judah Christian School and Preschool. A copy of the directory will be made available to you within the first quarter of school.

Discipline

Discipline has an important place in the preschool program at Judah Christian Preschool. Parents and teachers will need to work together in order to be consistent and effective in training children

to make appropriate choices in a classroom setting. Below you will find an explanation of our discipline procedures. If you have any questions about this process, please talk to your child's teacher or the preschool director.

Discipline Procedures

A child's behavior is redirected if it is inappropriate or harmful to another child. The teacher will go to the child and attempt to change the circumstances to bring about acceptable behavior. A child who continues to disrupt the class or bother another child will be spoken to about their behavior. If the behavior continues, the child will take a time-out. (5 min. for 4-5 year-olds, and 3 min. for 3 year-olds) If a student does something very serious, such as hitting, they will be given time-out immediately. It is our goal to work with the children to have them act with kindness towards others at all times. We also work on first time obedience and asking forgiveness of each other and extending it as well. After a time-out, the teachers always pray with and for the child to reinforce the attitude of forgiveness. Our desire is to reach the children's hearts!

Dismissal Policy

In the Department of Children and Family Service Licensing Standards for Day Care Centers, it states in section R4C7 18-4t "Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility." Discharging a child does not imply the child has failed or there is anything "wrong" with the child. It implies the child has natural needs which cannot be met with our group setting, and it is in that child's best interest that another form of care be found. This will only be done after a meeting with the child's parents and teachers, and after attempts have been made to help meet this child's needs.

School Visitors

Parents are encouraged to visit the school at any time. When visiting the preschool for any reason, please sign in at the desk in the hallway by the main office, and pick up your Parent badge. This badge will identify you as a Judah Parent and will allow us to monitor the security of the building more effectively.

While it is true that parents are encouraged to visit the school at any time, in the Preschool we would like to schedule parents' visits. Having another adult in the classroom tends to change the dynamics, and projects may have to be moved around. The teachers would like to know ahead of time if you were planning to come in and observe the classroom. This will help things run smoother and you can get a true picture of what your child's day is like. During these visits, we request that siblings not attend. Again, this changes the entire atmosphere of the classroom and can be very unsettling to the children.

General Information

Preschool Information

The preschool activities revolve around a weekly theme. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner.

Parent Involvement

We welcome parent involvement in the preschool classroom, and we feel that it benefits not only the preschool but the parent and child as well. Parents are encouraged to participate in the classroom as a helper on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. For these special project time helpers, there will be a sign-up sheet in your child's classroom. All parent volunteers must sign in when they come to work in the classroom. Other opportunities that parents have to participate in the preschool experience are driving and chaperoning on preschool field trips, special-day theme events, teacher appreciation committee, and much more. Parents driving on field trips must have evidence of insurance in their child's file. Preschool parents are not required to do PIP hours, but anything they do to help in the Preschool will count for the elementary PIP hours.

Field Trips

Field Trips are an integral part of the preschool experience. They enhance the learning experience by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip at least two weeks in advance. We encourage all children going on a preschool field trip to wear a preschool T-shirt. T-shirts are sold at minimal cost throughout the year and are available in the preschool office. Also, parents are required to bring their child's carseat or booster seat to school the day of the field trip with their name on it. We want all the children to be safe and to follow the law, so **any child without a seat will not be allowed to go on the field trip.**

Special Event Days

Throughout the school year the preschool staff plans special activity days to enhance the monthly or weekly themes. Parents are encouraged to participate by helping in the classroom or providing special snacks or activities.

Preschool Supplies

Each preschool class provides a list of school supplies individually. In addition to those items, children that nap at school should also bring:

- Full-size pillow
- Small cot-sized blanket
- Soft toy or doll (To nap with)
- Comb or brush to leave in the child's cubby

Snacks

Although the Preschool does provide the children's snack, we love to have parents participate in sending in their child's favorite snack! Parents are able to sign up on a voluntary basis to provide the morning or afternoon snack for the class. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. Some suggested snacks are:

Graham crackers	Cheese and crackers	Goldfish
Wheat Thins	Apples	Oranges
Plums	Pears	Nectarines
Watermelon	Animal Crackers	Pretzels
Cereal Mix	Raisins	Nacho Chips & Cheese
Pudding	Jell-O or Jigglers	Cookies
Yogurt	Carrots & dip	Popcorn

Flavored Crackers	Fruit roll-ups	Granola bars
Granola Mix	Rice Crispy Treats	Apple Sauce
Bananas	Bagels and Cream Cheese	Popsicles
Bite size muffins	Vanilla Wafers	Dried Fruit

Due to children having peanut allergies, please do not bring anything that has peanut butter in it or peanuts in the mix. Other allergies will be listed in your child's classroom.

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special birthday snack. Cakes or cupcakes are appropriate for the occasion.

Book Clubs

Periodically, parents will receive a book club newsletter and order form. These books are offered at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the preschool receives points with which we can order books, free of charge, for the preschool. We do ask that you choose your books carefully, as we cannot endorse all the materials offered. If you have a question about a particular book or would like recommendations, ask your child's teacher. When ordering books from a particular book club, please use a check as payment and make sure your check(s) are made out to that particular club.

Solicitation

The preschool may not be used as a setting for solicitation. The Judah Christian School directory also may not be used for this purpose.

Gum/candy

Please do not allow your child to bring candy or gum to school at anytime.

Personal hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before each day begins, before meals and after toilet use. Disposable paper towels are used for drying hands.

Toys

Please do not allow your child to bring toys to school except on designated "show and tell" days. Full day children are allowed to bring one soft naptime toy to sleep with. This item is kept in the child's cubby except for naptime.

Dress Code

We often paint, play with clay, and use glue, please dress your child in play clothes. They feel much freer to take part in messy activities if they do not have to worry about staying clean. We go outside almost every day, dress your child in clothing appropriate for the season. Include boots, snowsuits, hat and mittens for winter weather. Girls should wear shorts under their dresses. Shoes should have a back strap and should be worn with socks to protect the child and his/her feet. Any shoe that does not have a back would be a safety hazard to the child trying to play on the playground equipment.

We also ask that parents be cautious about what your child wears to preschool. It is the goal of the teachers and staff to provide children with constructive ways to display their feelings, and enable them to develop the skills they need to handle differences with others constructively. In order to do this we would like to limit the amount of outside influences that children could bring in on their clothing. We feel that Batman, Spiderman, Poke'mon and others like them, teach children that violence is the way to handle problems. When at home you should use your own discretion about what your child wears. However, at school, we ask that you would please not send your child dressed in this type of character clothing. In this same light, we ask that the children's backpacks do not have super hero characters on them. Some characters that are not to be at school, are, Superman, Spiderman, Batman, Poke'mon, Digimon and Power Rangers. We are trying to focus the children's attention on Christ during their time at Judah Christian Preschool, and we feel these influences are not conducive to that.

Judah Christian Preschool Rules:

Here at Judah Christian Preschool we have 4 main rules that each classroom goes by. These may be worded differently in each room, but the main idea remains the same...

1. I will treat others with kindness in everything I do and everything I say.
2. I will listen when my teacher(s) are talking.
3. I will treat the things in my school with care.
4. I will run on the playground, but when I am in the school, I will walk.

These four rules will help the child understand that we need to treat others with kindness and love others just as Jesus loves us! The most important thing we can teach your child at Judah Christian Preschool is that Jesus loves them, gave His life for them, and rose from the dead to take away their sins. If we can see a heart given to Jesus, then we will have had a productive year. The scholastic lessons will come when the heart is in line with what God is teaching them.

If at anytime, you have any questions please do not hesitate to call me at 359-9210.

May God bless your time at Judah Christian Preschool - we are praying for you!

Teachers Handbook Only

Child Abandonment Policy:

A child will be considered abandoned under these conditions:

- The teacher is unable to contact anyone listed in the child's file.
- After one hour from closing time.

If these criteria are met the following steps will be taken:

1. The police Department will be notified and asked to pick up the child.
2. A note will be left on the door of the school notifying the parent where the child is.

The above steps should be taken with careful consideration for the child's feelings.