



## **NORTHSIDE CHRISTIAN SCHOOL**

804 131<sup>st</sup> Ave. NE, Blaine, MN 55434 • 763-755-3993 • Fax 763-755-4405

Email: [nsideschool@comcast.net](mailto:nsideschool@comcast.net) • Facebook: <https://www.facebook.com/NorthsideChristianSchool?fref=ts>

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### **Preschool Handbook**

Welcome to Northside Christian School (NCS), a ministry of Way of the Lord Church! Our mission at NCS is to provide an excellent academic education integrated with a Biblical worldview, building children of excellence through God's Word and Spirit. Northside Christian School's Preschool is State Certified and offers a safe, creative, clean, nurturing environment and flexible schedules. NCS emphasizes critical thinking, social awareness, spiritual acuteness, literary excellence, and scientific thinking, all while promoting imagination and creativity. Northside Christian School is a member of the Association of Christian Schools International (ACSI), and our Preschool is licensed annually by the Minnesota Department of Human Resources.

Parents choose our Christian Preschool because:

- We understand that each child is unique and develops within his or her own God-designed timetable.
- Our curriculum addresses cooperative learning and academic readiness skills that feed into NCS's K-12 program.
- Biblical foundations are integrated into academic, spiritual, physical and social arenas.
- Our students are encouraged to know God personally and aim at being intentional servants to others.
- Our students are taught a Biblical worldview, where students seek to be motivated and empowered by God's word.

The teachers and staff at NCS love Jesus and love our students. Teachers pay personal attention to each child, focusing on each child's individual needs. Our small class size provides the perfect environment to ensure students get individual attention, and creates a family-like environment in which each child can feel loved and nurtured. This allows our focus to not just be on academic and social skills, but on the heart of the child as well.

Please take the time to read all the following information to help you better understand our program and philosophy.

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## **PRESCHOOL ADMISSIONS**

### **1. Birth Date Requirements**

Please be sure to give a copy of your child's Birth Certificate the school office or upload it to your TADS application.

3-4 year old class: T/Th: must be 3 by September 31<sup>st</sup> (completely toilet trained is required)

4-5 year old class: M/W/F: child must be 4 by September 31<sup>st</sup> and plan to enter Kindergarten the following fall (school year)

### **2. Application Process**

Application forms are available on NCS's website, [www.northsidemn.org](http://www.northsidemn.org), by clicking on the "apply online" link on the homepage. You will be directed to start an account with TADS which manages each family's tuition and registration information.

The TADS website includes the Admissions Application as well as all the other steps and documents included in the enrollment process. Once your child's Admissions Application has been approved by the school office, parents must then complete the enrollment process which includes the following: Financial Contract, Church Leadership Questionnaire, Immunization and MN Health Care Summary, Extended Care (optional), Registration Fee, and the Parent Volunteer Program (these forms are required before first day of class).

- 3. Change of Day/Time Policy** – Parents may choose to change what days and/or times their child attends preschool by first discussing it with the preschool teacher. Once a decision is agreed upon, parents are to notify the school office (763-755-3993) to adjust their student's enrollment documents and financial contract (this will happen in your TADS account).

### **4. Termination of Enrollment**

Termination of enrollment is based upon both the circumstances that have occurred and the best interest of child. A final decision is made after multiple attempts have been made to correct the behavior in class. Possible causes: disruptive/dangerous behavior or abuse of property.

### **5. Registration for the following school year**

Sometime in January-March you will receive a notice from TADS letting you know how to re-enroll your child for the following school year. Please be sure to update your TADS account at that time, including changes to address and phone number. If your child will be attending Kindergarten at Northside, a Readiness Screening will be given to your child in May (this will occur during the school day, in some cases, during the summer). You will receive a written report of the results of this screening. This screening is used to help determine your child's readiness for the classroom learning environment development; it is not an IQ ability test.

## HEALTH REGULATIONS

### 1. **Minnesota Immunization Laws** –

- a. Minnesota state law requires that Verifiable Documentation of Immunization be provided to the school before the child is allowed to enter the first day of school. This documentation must show the date and type of each dose administered or laboratory evidence of the required immunizations for their age as required by the Minnesota Department of Health. The documentation must be faxed (763-755-4405) or mailed to the Northside Christian School Office from the clinic; any handwritten documentation will not be accepted.
- b. Note: Parents can sign and have notarized the portion of the Child Care Immunization Record that indicates that they conscientiously oppose immunizations for their child.

### 2. **Preschool Health Care Summary**

- a. A Preschool Health Care Summary form is required to be filled out **by your families' health care physician.** In order for your child to be admitted to the first day of class, the Health Care Summary form must be completed and submitted to the school office.
- b. Your child will also be allowed to enter the first day of class if you provide a document from your clinic that serves as proof of a scheduled doctor's appointment in which the Health Care Summary will be completed.

### 3. **Medication**

- a. Please inform your physician that your child is in preschool and that you prefer to give your child his/her medications at home. Limiting medications dispensed away from home prevents medication errors.
- b. If medications must be administered at school the following conditions must be met:
  - i. Prescription medication must be in its original container with the child's name on the label, as well as the prescription number, name of the medication, dosage and expiration dates (for emergency purposes). The medication must be accompanied by written permission and instructions from the doctor.
  - ii. Nonprescription medication may be administered to students by teachers, but teachers are required to strictly follow the manufacturers' recommendation for dosage on the label. No modifications can be made.
  - iii. All medication must be in its original container and accompanied by written permission and instructions by the parent.
  - iv. Life threatening conditions (such as **serious allergies**) require detailed, written instructions signed by your physician, including the physicians' emergency contact information. These instructions will be posted in the classroom, lunchroom and office so all staff at NCS will be informed of the emergency procedures (i.e. peanut allergies).
  - v. Medications must go home with your child after the last day of the school. NCS staff will make every effort to contact parents to pick up medications

that were left behind, but any medications not picked up within a reasonable time will be properly disposed of by NCS staff.

#### 4. **Illness**

1. **Prior to the School Day:** Do not send your child to school if they are demonstrating the following symptoms. By keeping your child home, you are protecting other students by not spreading your child's illness, and your child is not being exposed to others while his/her resistance to infection is low. (NOTE: most conditions require 24 hours of normal/free from symptoms or 24 hours of treatment before returning to a classroom setting):
  - a. Fever of 100 degrees or higher under arm (auxiliary)
  - b. Conditions of diarrhea, ear ache, strong signs of irritability or confusion, sore throat or rash
  - c. Vomiting on two or more occasions with the past 24 hours
  - d. Draining rash or undiagnosed rash lasting over 24 hours
  - e. Eye discharge or pink eye
  - f. Fatigue that prevents participation in regular activities
  - g. Open oozing sores and scabs unless properly covered and on antibiotic treatment
  - h. Head lice – until treatment is effective and all lice and nits are gone
2. **During the School Day:** If a child becomes ill at school, the teacher will immediately notify the parent. The child will be kept separated from the group and parents will need to make plans to promptly pick up their child.
3. **Call the office:** Please call the school office if your child is ill and/or if your child has been diagnosed with a contagious disease. Do not send your child back to school unless they can participate in all classroom activities, including going outside. Email notices of illness will not be accepted as notification of illness; please be sure to call and speak directly to the office staff or leave a voice mail for them.

#### 5. **Injury/Accident Policy or Non-Medical Emergencies**

- a. **Minor injury/accident:** in the case of a minor injury or accident, the NCS staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up.
- b. **Delayed professional care for injury or accident:** when immediate medical attention is **NOT** needed but professional care is required, the staff will contact the parents or the emergency contact.
- c. **Immediate professional care for injury, illness or accident:** if immediate professional care (emergency) is required, the NCS staff will call 911, giving the location and nature of emergency. As appropriate, the NCS staff will administer CPR and/or first aid measures. Parents (or the emergency contact) will be notified immediately.
- d. **Syrup of Ipecac:** NCS has taken every precaution to ensure that potential poisons are out of reach of the children we care for. If a poison has been swallowed, it is sometimes necessary to induce vomiting with Syrup of Ipecac. NCS will only use Ipecac upon the advice of the MN Poison Control System (1-

800-222-1222) or a doctor. Parents or emergency contact will be notified immediately.

- e. Emergency Contact changes: if you have any address or phone number changes (home, cell or work), it is important to both contact the school office and change the data in your TADS account. The teacher or office must be able to contact you or emergency contacts during the day in case of an illness or accident.

## **BUSINESS POLICIES**

1. **Fees**:
  - a. Registration/Enrollment Fees: this nonrefundable fee is due upon submission of enrollment.
  - b. Material Fees: this nonrefundable fee for books and supplies is due before the first day of the school year.
2. **Tuition**:
  - a. NCS tuition is based upon the number of hours a students attends per day.
  - b. The full day program includes the price of hot lunch (menus are posted at the beginning of each month).
  - c. Tuition payments are all made to TADS. Manual and automatic payments are available.
  - d. There is no credit given for absences due to vacation, illness or holidays.
3. **Withdrawal or Schedule Changes**:
  - a. A **TWO WEEK** notice is required for withdrawal or a change of schedule.
  - b. Tuition is non-refundable if a child withdraws from the program during a month in which the child has attended a class. We do not prorate tuition in this situation.
  - c. If you change your child's schedule (number of days attending, time attending), your tuition requirements will be modified in your TADS account by the school office. See page 3 for the "Change of Day/Time Policy."

## **ATTENDANCE AND BUILDING POLICES**

1. **Preschool Hours**:
  - a. 3-4 year old program:
    - i. Option 1) Tuesdays & Thursdays 7:45am – 11:00am
    - ii. Option 2) Tuesdays & Thursdays 7:45am – 2:15pm
  - b. 4-5 year old program (Pre-Kindergarten):
    - i. Option 1) Mondays, Wednesdays & Fridays; 7:45am – 11:00am
    - ii. Option 2) Mondays, Wednesday, & Fridays 7:45am – 2:15pm.
    - iii. Option 3) Pre-Kindergarten students may opt to attend for all 5 days: Monday through Friday, half days or full days.
  - c. Preschool is available September through first week of June, following the same school and vacation calendar as K-12.

**2. After School Care:**

- a. After school hours:
  - i. After school care is offered from 2:15pm to 4:15pm
  - ii. Students are signed into the extended care program each day by a NCS teacher or aide.
  - iii. Each child using the Extended Care program on a regular basis must be registered prior to participating in the program. Registration is on your TADS account and you must also notify the school office if you are planning to use this service either temporarily or on a regular basis.
  - iv. this program is only offered if enough students are signed up. Please contact the school office to see if it is being offered.
- b. Current fees for the Extended Care program are available from the school office or on the TADS website.

**3. Early Drop Off or Late Pick Up:**

- a. Children can be dropped off after 7:30am. Children picked up after 11:00am or 2:15pm (depending upon whichever program your child is signed up for) will automatically become part of the After School Care program and will be charged according to the time spent in the program unless there is an emergency, bad weather, an accident, etc.
- b. If you had an early drop off or a late pick up, you will be billed by the school on your TADS account at the end of that month.
- c. A late pick up requires you to contact the office (763-755-3993) so that the teacher can be informed.
- d. If your child is part of our AM only preschool program, and you will have a late pick up, NCS will require notification if a hot lunch will be needed. If this occurs, a payment of \$3.50 will be added to your bill for After School Care.

**4. Sign-In and Sign-Out:**

- a. Please be PROMPT.
- b. State regulations require that students be signed in and out each day with a parent or guardian's full signature. Sign in sheets are in a three-ring-binder by the main classroom door.
- c. Time changes: late arrival or early pick-up times should be communicated to the preschool teacher in advance.
- d. Different pick-up person: if you or your child's guardian will not be picking up your child from preschool, please write a note for the teacher with the pickup person's name. Please include the date and your signature in this note. If the person is unfamiliar to the teacher, she may ask for an ID to validate the name with your signed note. In case of change of plans that occurs during the day, please call the school office (763-755-3993) to get a message to the teacher.
- e. Absent: Please call the school office (763-755-3993) to report your child's absence. If there is no answer, simply leave a message with your child's full name, grade and reason for absence. Email absence reports are not acceptable.

## 5. **Separation from Parents:**

- a. Entering Preschool is a huge developmental step for your child. The process of adapting to their new world of school, coupled with separation from their parents can be challenging for some students. This step is one of the most important accomplishments a preschool child can achieve. The process requires much parental patience and consistency. At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:
  - i. To develop an interest in academics and the other activities of the preschool
  - ii. To feel comfortable with other children and at preschool, expanding their social outlook
  - iii. To understand that all parents leave for a time period, but always return for them
  - iv. To develop an acceptance and willingness to allow the parent an open-door policy
  - v. To prepare themselves for the more rigorous classroom setting they will experience in Kindergarten.
- b. It is important to point out that sooner or later after the initial successful adjustment to school is made, all children will want to explore the limits of not going to school. This period may occur anytime from October to December, or in the spring, but it usually lasts only a short time. When this occurs, here are some suggestions which may help you handle the situation:
  - i. Talk to your child about all the fun activities they get to school, and about all their friends they get to see. Temporarily restrict discussions on the fun of home activities.
  - ii. See that the child is involved in a specific activity or is in the hands of the teacher before you leave.
  - iii. Tell the child when you are leaving, and that you will be back after school.
  - iv. **Avoid prolonged good-byes!**
  - v. Ask your child's teacher for help in the separation process.
  - vi. We are accustomed to hearing children cry as their parents leave, but parents should feel encouraged - usually the tears only last for a short time after the parent leaves.
  - vii. We understand that this is a transitional time for not only your child but for you as well. Be bold and trust the process!

## 6. **School Closings & Calendar:**

- a. NCS's preschool year is nine months long: September through the first week of June. Holidays and vacation days for preschool are the same as they are for NCS's K-12 students. All days off and holidays are listed on the yearly school calendar (see School Calendar section on website).
- b. **Full Day Closings:** In the event of bad weather, the decision concerning a possible school closing has to be made by 5:30am and is based upon the current weather conditions/forecasts at that time. School closings will be announced on TV (WCCO-4, KSTP-5, KARE11 AND KMSP-FOX 9). Since we share a bussing system with them, NCS will always be closed when the Anoka District #11

schools are closed. We may, however, on rare occasions be closed when Anoka District #11 schools remain open.

- c. Delayed Starts: If Anoka District #11 announces a two-hour morning delay (which refers to Kindergarten – 12 which begins at 7:45 am), morning Preschool will run from 10:00am to Noon.
- d. Early Dismissal: In case of loss of power due to severe weather or a bad snow storm, parents will be notified to pick up their child immediately and the school will be closed. Appropriate staff will stay at the school until all the children are picked up. Please react quickly to a pick-up request.

7. **Lost and Found**:

- a. Please label all of your child's personal belongings (backpacks, coats, snow pants, etc.).
- b. If you are looking for a lost item, please ask your child's teacher to direct you to the lost and found.
- c. After a 30 day time period, unclaimed items will be given away.

<b><u>TRANSPORTATION</u></b>
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1. **Traffic Rules**:

- a. Please use the utmost caution when driving in or out of school parking lots.
- b. Please keep your speed to 5mph when on school property, especially when a group of children are visible.
- c. The school is not responsible for any theft or damage to motor vehicles while on school property.

2. **Parking**:

- a. Students and parents will enter the school at the front left doors of the sanctuary.
- b. When dropping off or picking up your child, you must park your car in the side parking lot. Please walk your child to their classroom and pick up your child from their classroom.

<b><u>PRESCHOOL CURRICULUM</u></b>
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1. **Curriculum**:

- a. Our Preschool program uses Christian curriculum. Our curriculum emphasizes essential foundational skills in all subject areas from a Christian perspective. The curriculum covers a wide range of subjects and is designed for students aged 3-5 years old. Supplementary materials are added to enhance learning experiences.
- b. **3-4 year old Program**: Attendance in this program is required on both Tuesdays and Thursdays from 9:00am to noon. This program addresses: recognition of numbers, letters, colors, calendar, weather, fine motor skills (pencil grip and coloring), and teaches social skills (how to interact with peers). A student must be 3 years old to enter this program and must be fully toilet trained.

- c. **4-5 Year Old Program (Pre-Kindergarten):**  
Attendance in this program is required on 3 days: Mondays, Wednesdays and Fridays from 7:45am to 11:00am. This program addresses academic readiness skills which include pre-phonics, numbers, and visual and fine motor skills (writing, coloring, and cutting). This program also teaches social skills (how to interact with peers). Music is offered one day a week and teaches students beginning rhythm and singing with instruments. We also offer Pre-K students a five-day program, with Tuesdays/Thursdays being review days. A child must be 4 by September 15 to enter the Pre-K program, and plan to enter Kindergarten the following fall.
- d. **Full Day Program:**  
If you choose the full day preschool program, your child will attend morning classes as stated above. Following the morning programming, your child will have lunch with his/her classmates and then have a required rest time. The last part of the day includes interactive activities that are designed to enhance your child's social skills. Full days can be added to the 2 day, 3 day, or 5 day option for your child.

2. **Objectives for Learning:**

NCS's Preschool Program believes that the young learner needs:

- a. To learn with the whole child in mind: mental, social, emotional, spiritual and physical.
- b. To learn using the five senses and hands-on activities: music, games, play, art, creative imagination, experiments, pictures, books and other sensory methods.
- c. To learn in developmentally appropriate steps.
- d. To be nurtured as an individual according to his/her unique God-given time table for development.
- e. To learn with a variety of teaching methods and styles.
- f. To learn in a positive atmosphere that promotes respect, kindness and Godly characteristics
- g. To learn self-control and how to relate to others.
- h. To have family involved in the education process through both participation and communication.

3. **Goals:**

a. **Bible / Spiritual:**

- i. To make God the Father, God the Son and God the Holy Spirit a part of their daily experience
- ii. To learn how to worship God through prayer and song
- iii. To feel a genuine reverence for God and respect the Bible as His Word
- iv. To develop a desire and love for sharing God with others
- v. To teach specific truths about the Christian Faith, such as: creation, God's love, that Jesus is the Son of God, Jesus came, died, resurrected, ascended and is coming again, and that God will help and heal us, and to be thankful

b. **Social:**

- i. To help children learn to work and play cooperatively

- ii. To encourage feelings of mutual respect for individual differences among people
- iii. To help children communicate constructively with other children and adults
- iv. To use manners in all situations
- c. **Emotional:**
  - i. To help each child develop confidence in a learning environment
  - ii. To make the child's first school experience positive and successful
  - iii. To encourage self-control and self-discipline
- d. **Physical:**
  - i. To encourage the development of large and fine muscle control
  - ii. To encourage hand-eye coordination
  - iii. To promote healthy habits (exercise, hand washing, etc.)
- e. **Mental:**
  - i. To help children learn about God's world and themselves
  - ii. To encourage the development of memory, concentration, problem solving and questioning
  - iii. To encourage listening skills and hearing discrimination
  - iv. To encourage expressive language skills
- f. **The 3-4 Year Old Program Promotes Readiness Skills Such As:**
  - i. Recognition of basic colors and shapes
  - ii. Recognition of numbers 1-10 (some 20) and introduction to counting
  - iii. Recognition of the child's own first name in print and practice writing their first name
  - iv. Introduction to letters A-Z and the sounds
  - v. Introduction to calendar skills
  - vi. Memorize address and phone number
- g. **The Pre-Kindergarten Program Promotes Readiness Skills Such As:**
  - i. Review of the above foundational skills
  - ii. Recognition of letters includes capitals and lowercase
  - iii. Introduction of printing letters of the alphabet and numbers 1-20 (use of correct pencil-grip)

<b><u>CLASSROOM POLICIES</u></b>
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1. **Daily Schedule and Lesson Plans:**

7:45am to 11:00am – Academic Readiness Skills

11:00 to 11:15pm – Morning Dismissal and Lunch for Full Day Students

11:45 to 2:15pm – Nap/Rest Time and Interactive Social Play Skills

- a. The daily schedule is planned very carefully, taking into account the attention spans of this particular age group, the need for regular routine with variety, the need for one activity to prepare the student for the next, and the need to coordinate classroom schedules.
- b. Daily schedules include: small group and large group learning, indoor and outdoor activities, special projects, singing, reading, playing and snack time.

- c. Lessons are age appropriate, keeping in mind that young children learn best through activities that involve the five senses.
2. **Classroom Visits:**
    - a. Parents are welcome to visit or join in special classroom activities at any time. It is best if parents wait until after the first 4 weeks to allow the child to adjust to the preschool experience.
    - b. Classroom visits will require prior approval from the teacher. Keep in mind that some children behave differently when a parent is present.
    - c. It is very common that new students may be shy or upset when he/she is first dropped off at class. This is normal, and it is our experience that children adjust more quickly if the parents leave right away and do not prolong their goodbyes.
  3. **Staff to Student Ratio:**
    - a. NCS's Preschool program maintains a one-to-ten teacher-to-child ratio. This number is determined by the Minnesota Department of Human Services.
    - b. If the enrollment exceeds ten students, a qualified assistant or aide will be added to the class.
  4. **Behavior Management:**
    - a. Understanding that each child is loved by God, made in His image, and redeemed for His service, we view discipline as a process of developing appropriate behaviors.
    - b. We begin our behavior guidance methods/policies by discussing the issue with each child's parent at the time of enrollment. NCS's preschool promotes a positive approach to managing the behavior of all children. Our goal is to help the child learn problem-solving skills by using acceptable behavior and inner control. We will use:
      - i. **Prevention:** Well-designed and equipped areas and activities suitable to meet the needs of the students. We will give advanced warnings about transition between activities.
      - ii. **Positive Redirection:** Verbal praise, reminders of the routines, rewards and redirection with emphasis on cooperation
      - iii. **Modeling:** Teacher modeling of good behavior and providing key words for the children to use. In most cases the teacher will have the child repeat the direction or desired behavior.
      - iv. **Problem Solving:** Teaching children how to find solutions through play and the use of words. Teachers take time to pray with the child to ask God to open their hearts to His will. If needed, children are taught to reconcile with one another or are redirected to another activity.
      - v. **Limit-setting:** Children cannot hurt themselves; hurt others; or damage property or the facility.
      - vi. **Consequences:** 1) Logical: remove the toy or object; 2) Time Out: separation from the activity for a short time to think about behavior and regain control
      - vii. **Behavior Modification Plan (BMP) or Withdrawal from Program:** If undesirable behavior persists, a BMP will be written, together with the

parents, school administrator and the preschool teacher. If the BMP fails, for the best interest of the child and the school, the parents will be asked to withdraw their child from the program.

viii. **Conflict Resolution/Parent Grievance Policy:** When differences occur within our Christian family, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the directions of the Bible as outlined in Matthew 18 as a method of dealing with our differences:

1. **First:** One should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, another parent, etc. The issue should be addressed in a non-accusatory manner and an attempt made to teach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.
2. **Second:** If conversation with the person directly does not bring resolution, the concern should be discussed with the preschool teacher.
3. **Third:** If the conversation with the teacher does not bring resolution, the concern should be discussed with the administrator, who may arrange a meeting that includes all persons involved to discuss the issue.
4. **Fourth:** If conversation with the administrator does not bring a resolve, the administrator will arrange a meeting with the school's Educational Board/Team, who will pursue the matter, as they deem appropriate.

## 5. **Clothing:**

a. **Indoor / Outdoor:** Your choice of clothing for your child should be practical and washable to permit the child to freely play without the worry of ruining them or getting them dirty while actively playing.

i. **Shoes:** Shoes should be active wear in which your child can run (no sandals or flip-flops, please). We ask that your child be able to easily fasten any buttons/snaps/zippers on the shoes by him/herself to allow the child to be as independent as possible. If the skills have not yet been developed, then please use elastic laces or Velcro items.

ii. **Weather Appropriate Clothing:** Children need to be dressed appropriately to the temperature of the classroom and for the temperature/weather for outdoor play. All removable clothing such as sweaters, coats, hats, scarves, boots and mittens should be marked with your child's name for the sake of returning lost items. If the outside temperature is below 20 degrees, we will not go outside. If the child wears boots to school, he/she should also bring another pair of shoes to wear in the classroom.

b. **Change of Clothing:** It is helpful to have an extra set of clothing (including socks and underwear) in case your child has an accident. The change of clothing must be in a zip-locked bag, clearly marked with the child's name on it. The soiled

clothing will be put in the zip-locked bag and given to the parent when they come to pick the child up from school. Please send a new set of back-up clothing the next school day. Do keep in mind to change clothing that is kept at school to accommodate the change of weather or the child's sizes.

6. **Snacks / Meals:**

- a. **Snacks:** Parents sign up to share in the responsibility of bringing nutritious snacks to the classroom throughout the school year; snacks must **not** include peanut ingredients.
- b. **Meals:** Full Day preschool students will be provided a nutritious hot lunch and milk from Northside Christian School's licensed hot lunch service. Lunch will be served in the preschool classroom at 11:15am, immediately following the dismissal of the morning-only students. Monthly menus are sent home for you to view, and are also posted in the classroom. If your child would prefer a cold lunch, he/she may bring a nutritious lunch from home in a clearly marked lunch box with his/her name.
- c. **Allergies:** Please make sure the teacher is aware of any food allergies and diet restrictions before the start of the school year.

7. **Toilet Training:**

- a. Our Preschool is not licensed for children who are not toilet trained. Therefore, **every child must be completely toilet trained in order to be enrolled and remain enrolled in preschool.**
- b. If a child has more than one "accident" per quarter, the child will need to be withdrawn until he/she is fully toilet trained. Training pants or pull-ups are an obvious indication that the student is not fully toilet trained and are therefore not allowed in preschool.

8. **Nap & Rest Policy:**

- a. As outlined by the Department of Human Services Child Care Centers policies (#9503.0050), naps and rest times are appropriate and necessary for young children in childcare for six hours or more.
- b. Rest time is generally one hour; however, this will depend upon the age of the child.
- c. Cots are provided by the school and will be placed in a quiet, supervised area. A child who has finished a nap or rest of 60 minutes will not be required to remain on the cot.
- d. After consultation with the child's parent, any necessary deviation from the policy on naps/rest time must be noted in the child's school records.

8. **What My Child Can Bring:**

- a. **Toys:** We ask that children not bring toys to school unless it is a special event designed by the teacher. No toys, movies, or books with violent themes will ever be permitted. No toy or real guns or swords will be allowed at school. If fragile items are brought for special events, they should be given to the teacher by the parent when they drop off their child. Keep in mind that toys with small parts could be a choking hazard.

- b. **Pets:** We request that no pets be brought to the classroom. Exceptions may be made for show & tell, at the discretion of the preschool teacher (advance approval is required). If an exception is made, the pet is to be brought in and taken home by the parent, and the parent needs to stay with the pet in the classroom at all times. In the case of another child being allergic to animals, the bringing of a pet may be denied or it could be requested that the class see the pet outdoors.

9. **Field Trips or School Events:**

- a. Preschool classes will have field trips occasionally during the school year.
- b. Permission Slips: Written permission slips will be sent home prior to the event and must be signed by the parent/guardian for every field trip taken. In case of an emergency, school emergency procedures will be followed; a copy of which will be in all first aid kits.
- c. Costs: Some field trips may require parents to pay a small cost in addition to their tuition; the fee should be included with the permission slip. In the case that a parent and sibling would like to join the class an additional fee to cover their costs must be included.
- d. Transportation: We use parents to provide transportation and to be chaperones on field trips in order to keep the adult-child ratio appropriate for leaving school grounds. If you plan to transport children for field trips in your vehicle, you are required by state licensing to complete a Background Check through the 'State of Minnesota – Department of Human Services'. Parents or drivers can submit a Background Check Release Form to the office at the beginning of the school year, along with a copy of your driver's license and proof of insurance. These copies will be kept in the school office. The choice of vehicle must allow for each child being transported by sitting in a car seat. If an accident occurs during a field trip, the drivers' personal insurance will be used to manage the claim.
- e. Be sure to leave your child's car seat at school the day of a field trip. Please label your child's car seat.

10. **Celebrations (Holidays & Birthdays):**

- a. **Holidays:** Special events will be scheduled around specific holidays as listed on the school calendar. We desire to bring honor to the Lord in the way holidays are presented; therefore these events may include Christian background & teachings about the holiday or cultural tradition. Polarizing holidays such as Halloween will not be celebrated.
- b. **Birthdays:** Birthday celebrations are special and important. Special arrangements must be made through the teacher before treats are brought from home. Please do take into consideration if there are any children in the class who may have allergies to certain foods. Invitations for home parties may be distributed at school ONLY if there is one for each child in the class.

11. **Communication:**

- a. Outside of the classroom door, each child is given a cubby to hold their papers. Most important information will be communicated to you through memos/class news in child's cubby. Please check your child's cubby daily when you pick your child up.

- b. The preschool teacher will remain in continuous communication with the parents via take home notes and flyers, emails, and personal conversations.
- c. NCS regularly sends informational emails and newsletters to all parents of NCS. Please read these carefully to be kept in the loop with school events and updates.
- d. Website: NCS also communicates school-wide news and upcoming school activities on their website ([www.northsidemn.org](http://www.northsidemn.org)). Fundraising information, school documents, teacher emails, uniform policies and calendars can all be found there.

## SCHOOL CALENDAR

1. **School Calendar:** Preschool classes are offered September through the first week of June. A school calendar will be given to families at the beginning of the school year for home reference throughout the year. Parents may also check NCS's website: [www.northsidemn.org](http://www.northsidemn.org) for the calendar and list of upcoming events. Please mark the 'NO SCHOOL' days on your personal calendar. If there is no school for grades K-12, there will be no school for Preschool students.
2. **Holidays Observed:** Preschool is closed for the following Holidays:
  - o Labor Day
  - o Thanksgiving Break (3 days)
  - o Christmas – New Year's Break (1 ½ to 2 weeks)
  - o Martin Luther King Jr. Day
  - o Presidents Day
  - o Good Friday
3. **No School Days:** These days are clearly marked on the Northside Christian School calendar and include such days as:
  - o ASCI Teacher's Convention
  - o Parent/Teacher Conferences
  - o Staff Planning Days
  - o Winter Break
  - o Summer Break (June – August)
  - o Please see the "Attendance" section on page 6 for school closing policies due to bad weather.
4. **Special events:** Preschool families are invited to be a part of all school events such as:
  - a. **Fundraising Activities** – These are fundraiser events that the K-12 families participate in, however, preschool families are also welcome and encouraged to participate. Parents can find out specific fundraising information from the NCS Newsletters/emails and website.
  - b. **Christmas & Spring Concert Programs:** Preschool students will have choir practice once a week and will perform with the K-12 students in the two scheduled music programs during the school year. The program dates are listed on the school calendar and are performed in the evenings so that parents and other relatives can attend.
  - c. **Last Day of School – Games and Picnic Celebration:** The last day of school each June is a fun half day that includes games and a picnic. All preschool

students are invited to attend. Flyers and emails with details of this event will be sent out in May.

- d. **Other Events:** Be watching for flyers and emails that will inform you of all the great activities happening in our school. These valuable emails will go to every family who has disclosed their email address during the application process.

## **NOTICE OF NON-DISCRIMINATION**

Northside Christian School does not discriminate on the basis of race, color, national and ethnic origin, ancestry, disability, gender and age in the administration of its educational policies, admissions policies, financial aid and loan programs, athletic and other school-administered programs, or employment.

## **FINAL THOUGHTS**

When you enroll your child at Northside Christian School, you can feel confident that we as a staff understand how important this decision is for you. And we know how important your child is to you.

Let us work together to meet your child's needs. We pledge to love and respect your child and help him/her grow spiritually, emotionally, socially, physically and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and we will present a planned program to provide a beneficial educational experience.

We at NCS like to paint the picture of a three-legged stool. The legs of this stool are family, church and school. We stand together with parents and churches to form this three-legged stool in order to give students a solid foundation for their lives. This firm foundation gives our students the courage to exceed the world's expectations, both academically and spiritually. In a world of outward appearances, we aim at training the heart.

In short, our goal is to provide an excellent education coupled with excellent quality care in an atmosphere of love and respect which will foster growth in your child's academic, moral and spiritual life.

Thank you for sharing your child with us - we can't wait to begin this educational journey with you!