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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 Services, Division of Licensing.

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 of seeing the world through God's eyes.

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 to the school office or upload it to your TADS application.

3-4 year old class: T/Th: must be 3 by September 1st (completely toilet trained is required)

4-5 year old class: M/W/F: child must be 4 by September 1st with the plan to enter Kindergarten the following fall (school year)

2. Application Process

Application forms are available on NCS's website, 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 will be emailed the NCS Preschool 1st Day Packet, which is also posted on the NCS web-site. The packet includes all the forms that must be filled out, signed, and given to the NCS office before August 15th of the current school year. It is required by the Minnesota Department Services Division of Licensing that a child must have all forms on file before they are allowed to enter the classroom. If any of the forms are incomplete and the child is enrolled, the parent will be financially responsible. The child will be unable to attend class until all forms are complete.

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 problem in class.

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 the current 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 emailed to nsideschool@comcast.net 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 family's 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. The form is located on the web-site www.northsidemn.org under the preschool link labeled 'Northside Preschool First Day Packet'. 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. A signed form is required.
 - ii. **Nonprescription medication** may be administered to children by the classroom teacher, but the teacher is required to strictly follow the manufacturers' recommendation for dosage on the label. No modifications will be made. A signed form is required. The form is located on the web-site www.northsidemn.org under the preschool link labeled 'Northside Preschool First Day Packet'.
 - iii. **Life threatening conditions** (such as **serious allergies**) require detailed, written instructions signed by your physician, including the physician's emergency contact information. These instructions will be posted in the classroom, lunchroom and office for all NCS staff to be informed of the emergency procedures (i.e. peanut allergies).

- iv. **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**

- a. **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).
 - Fever of 100 degrees or higher under arm (auxiliary)
 - Conditions of diarrhea, ear ache, strong signs of irritability or confusion, sore throat or rash
 - Vomiting within the past 24 hours
 - Draining rash or undiagnosed rash lasting over 24 hours
 - Eye discharge or pink eye
 - Fatigue that prevents participation in regular activities
 - Open oozing sores and scabs unless properly covered and on antibiotic treatment
 - Head lice – until treatment is effective and all lice and nits are gone
- b. **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 to provide health and safety for the other students. Parents will need to make plans to promptly pick up their child.
- c. **Call the office:** Please call the school office if your child is ill and/or if your child has been diagnosed with a contagious illness. 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 Fee:** this nonrefundable fee is due upon submission of enrollment.
 - b. **Material Fee:** 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 child 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. Credit is not 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 costs for withdrawing** 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 the costs in this situation.
 - c. **Tuition costs for schedule changes** is prorated based the date of the change and if the child is changing from a half to full day or a full to half day.

ATTENDANCE AND BUILDING POLICES
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- 1. **Preschool Hours:**
 - a. 3-4 year old program:
 - HALF DAY:** Tuesdays & Thursdays 7:45am – 11:00am
 - FULL DAY:** Tuesdays & Thursdays 7:45am – 2:00pm
 - b. 4-5 year old program (Pre-Kindergarten):
 - HALF DAY:** Mondays, Wednesdays & Fridays; 7:45am – 11:00am
 - FULL DAY:** Mondays, Wednesdays, & Fridays 7:45am – 2:00pm
 - FULL WEEK:** 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 grades K-12.

2. After Care Procedures:

- a. After school care is a separate program that is not under Minnesota Department Services for Licensing Regulations.
- b. **Hours** are 2:00pm to 4:15pm
- c. **Sign in and out:** Children are signed into the After Care Program each day by a NCS teacher or aide. A phone number for the After Care teacher will be provided to parents to contact the time they arrive for pick-up, since the doors are locked and the program is held downstairs.
- d. **Form:** Each child using the After Care Program on a regular basis must fill out and sign the After Care form found in the NCS Preschool 1st Day Packet.
- e. **Cost:** The charge is based per hour that the child is in the program. Parents should note that if the child is picked up past 4:15 the cost will increase. The monthly charges will be added to the family's TADS billing account at the beginning of the next month.

3. Early Drop Off or Late Pick Up:

- a. For any **changes** the parent is required to contact the office 763-755-3993 and/or the teacher to notify them of the changes.
- b. **Early drop off:** the earliest time is 7:30 am
- c. **Half day late pick up:** there will be an additional cost of \$20 which pays for hot lunch and the additional class time. If the parent is unable to pick up by 2:00 pm the child will be placed in the After Care Program.
- d. **Full day late pick up:** the child will automatically become part of the After Care program. There is charged according to the time spent in the program unless there is an emergency, bad weather, an accident, etc.

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, they will 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 significant 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 children. 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:
 - To develop an interest in academics and the other activities of the preschool
 - To feel comfortable with other children and at preschool, expanding their social outlook
 - To understand that all parents leave for a time period, but always return for them
 - To prepare themselves for the more rigorous classroom setting they will experience in kindergarten.
- b. The difficulty of separation from a parent may come after an extended break or because of the inconsistencies with the child such as a growth spurt. This period may occur anytime from October to December, or in the spring, but it usually lasts only a short time. It is best for children to stay in a routine by consistently coming to class. If any of these situations occur, here are some suggestions which may help you handle the situation:
 - Talk to your child about all the fun activities they get to do at school and about all their friends they get to see.
 - See that the child is involved in a specific activity or is in the hands of the teacher before you leave.
 - Tell the child you are leaving and that you will be back after school.
 - **Avoid prolonged good-byes!**
 - Ask your child's teacher for help in the separation process.
 - 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.
 - 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 will be made the evening prior or early morning the day of school. It will be based upon the current weather conditions/forecasts at that time. Northside's weather-related closings align with the Anoka/Hennepin School District. School closings will be announced on TV (WCCO-4, KSTP-5, KARE11 AND KMSP-FOX 9). We recommend that you sign up for the text or email school closing alerts for both Anoka/Hennepin and Northside Christian School, a

- free service offered by most local news stations. Northside will also send out a special 'Loop' which is sent to your email address. Please note that on a rare occasion NCS may be closed when Anoka/Hennepin schools remain open.
- c. **Delayed Starts:** If Anoka/Hennepin announces a two-hour morning delay the morning the morning time for preschool will run from 10:00am to Noon. Parents may have the option to not attend class.
 - d. **Early Dismissal:** In case of loss of power due to severe weather, 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.

TRANSPORTATION

1. Traffic Rules:

- a. Please use caution and keep your speed to 5mph when on school property, especially when a group of children is visible.
- b. The school is not responsible for any theft or damage to motor vehicles while on school property.

2. Parking:

- a. Children and parents will enter the school through 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 to sign in and pick up your child from their classroom to sign out.

PRESCHOOL CURRICULUM

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:**
The half and full day program is only available on Tuesdays and Thursdays. The 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 child must be 3 years old to enter this program and must be fully toilet trained.

c. **4-5 Year Old Program (Pre-Kindergarten):**

A child must be 4 by September 1 to enter the Pre-K program and plan to enroll in kindergarten the following fall. The half and full day program is only available on Mondays, Wednesdays and Fridays. Northside will make special allowances for Pre-K students to enroll in a five-day program, where Tuesdays/Thursdays become review days. The program addresses academic readiness skills which include the following: pre-phonics, numbers, and visual and fine motor skills (writing, coloring, and cutting), and social skills.

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, 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 develop self-control and self-discipline skills

- d. **Physical:**
 - i. To develop large and fine muscle control
 - ii. To develop 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 develop skills for memory, concentration, problem solving, and questioning
 - iii. To develop listening skills and hearing discrimination
 - iv. To develop expressive language skills
 - f. **The 3-4 Year Old Program Promotes Readiness Skills Such As:**
 - i. To recognize basic colors and shapes
 - ii. To recognize numbers 1-10 (some 20) and begin counting forward
 - iii. To recognize the child's own first name in print and practice writing their first name
 - iv. To recognize the letters A-Z and the sounds
 - v. To recognize the parts of the calendar
 - g. **The Pre-Kindergarten Program Promotes Readiness Skills Such As:**
 - i. To review of the above foundational skills
 - ii. To recognize and know capitals and lowercase letters
 - iii. To learn how to print the letters of the alphabet and the numbers 1-20 which includes learning the correct pencil-grip (thumb and pointer finger)
4. **Parent-Teacher Mid-Year Conferences:**
 Conferences are not mandatory, but are offered twice a year: once in the Fall and once in the winter. The conference dates are the same dates as K-12 and can be found on the NCS yearly calendar. The conferences are scheduled by the teacher for any parent who chooses to meet to discuss their child's progress for learning or behavior.

CLASSROOM POLICIES

1. **Daily Schedule and Lesson Plans:**
 7:45am to 11:00am – Academic Readiness Skills
 11:00 am – Morning Dismissal and Lunch for Full Day Students
 11:30 to 2:00pm – Organized Activities, Story time and Rest Time
- 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 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. 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.
- c. For the sake of security or communication, the teacher will provide contact information if the parent needs to make any changes based on sickness, early/late pick-up, or if a different person will be dropping off or picking up child.

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:

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 through acceptable behavior and self-regulation. We will use:

- a. **Prevention:** Well-designed and equipped areas and activities suitable to meet the needs of the students. We provide advanced communication about transition between activities.
- b. **Positive Redirection:** Verbal praise, reminders of the routines and redirection with emphasis on cooperation
- c. **Modeling:** The teacher models good behavior and provides key words for the children to use.
- d. **Problem Solving:** Teaching children how to find solutions through play and the use of words. Teachers take time to pray with the child for God to open their hearts to His will. If needed, children are taught to forgive one others, empathize with other's feelings, or are redirected to another activity.
- e. **Limit-setting:** Children cannot hurt themselves; hurt others; or damage property or the facility. All children must remain in the classroom with the teacher at all times unless escorted by an adult.
- f. **Consequences:**
 - 1) Logical: remove the toy or object;
 - 2) Reposition or redirect the child within the classroom
 - 3) Call the parent
- g. **Behavior Modification Plan (BMP) or Withdrawal from Program:** If the dangerous 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.

- h. **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:
- **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.
 - **Second:** If conversation with the person directly does not bring resolution, the concern should be discussed with the preschool teacher.
 - **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.
 - **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. **Note:** Preschool children do not have to abide by the K-12 modest dress code. However, clothing should be appropriate for a school setting.
- b. **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 closed toe in which your child can run (no sandals or flip-flops, please).
 - ii. **Easy Fasteners:** 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. This also refers to slacks or a trouser having an elastic waist line verses a zipper front to make it easier to use the restroom when needed.
 - iii. **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, the class 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.

- iv. **Change of Clothing:** It is helpful to have an extra set of clothing (including socks and underwear) in case your child's clothing gets soiled while in class. 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 share in the responsibility of providing a healthy nutritious snack based on a teacher directed weekly rotation; snacks must **not** include peanut ingredients.
- b. **Meals:** All day preschool children 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 11:00am, immediately following the dismissal of the half day children.
- c. **Allergies:** Please fill out the Individualized Personal Care form to alert teacher of any food allergies and diet restrictions before the start of the school year. The form is in the NCS Preschool 1st Day Packet.

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.**

8. **Rest Policy:**

- a. As outlined by the Department of Human Services Division of Licensing Policies; rest times are appropriate and necessary for young children in childcare for six hours or more.
- b. Cots are provided by the school and will be placed in a quiet, supervised area. A child who has finished their rest time will not be required to remain on the cot.
- c. 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. **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 and 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.

10. **Communication:**

- a. **Child's Cubby:** Outside of the classroom door, each child is given a cubby for outside gear. Inside the classroom there is a daily communication folder for each child's parents. The child will have a cubby for spare clothing and rest time items.
- b. **Parent Folder:** The preschool teacher will remain in continuous communication with the parents via take home notes and flyers, emails, and personal conversations.
- c. **All School Communication:** NCS regularly sends 'The Loop'; these are informational emails 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).
- e. For additional parent child care information, parents may contact Minnesota Department Services Division of Licensing 651-431-6500.

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 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 children.
- 2. **Holidays and No School Days:**
 - Labor Day
 - ASCI Teacher's Convention
 - Thanksgiving Break (3 days)
 - Christmas – New Year's Break (1 ½ to 2 weeks)
 - Martin Luther King Jr. Day
 - Presidents Day
 - Good Friday
 - Staff Development/Planning Days
 - Winter Break
 - Memorial Day
 - Summer Break (June – August)
 - Bad weather closings: see page 6 for school closing policies

3. **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.
 - b. **Christmas & Spring Concert Programs:** Pre-Kindergarten children will have the opportunity to be a part of these programs with the K-12 students. The program dates are listed on the school calendar and are performed in the evenings so that parents and other relatives can attend.
 - c. **Pre-Kindergarten Graduation:** During the last week of school there will be a special graduation program. All preschool families are invited to attend. There will be time at the end to pick up the school yearbook and take pictures.
 - d. **Other Events:** Be watching for flyers and emails that will inform you of all the great activities happening in our school. Events include celebrating Thanksgiving, Christmas, Valentines and an end of the year party.

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. We know how important it is to you to bring up your child in the ways of the Lord.

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 children a solid foundation for their lives. This firm foundation gives our children 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 look forward to begin this educational journey with you!