

Begindergarten 2020-2021 School Year

**A Division of
Plymouth Christian Academy
43065 Joy Road
Canton, MI 48187
(734) 459-3505
www.plymouthchristian.org**

Vision Statement: *The Early Childhood Division of Plymouth Christian Academy will provide children with a biblical worldview curriculum and inter-active experiences to build a foundation in their understanding of God and His Word and in their readiness for success in school, in relationships, and in citizenship.*

Mission Statement: *Plymouth Christian Academy, in partnership with parents, educates students from a biblical worldview and equips them for a lifetime of learning, leadership, and service.*

Disclaimer: Due to the ever-changing situation regarding COVID-19 protocols, this document and all policies are subject to change. Plymouth Christian Academy has implemented enhanced sanitation measures on its campus and has put in place health and safety protocols to help reduce the spread of COVID-19, which health and safety protocols may be updated at any time. However, PCA cannot promise that even with the steps the school is taking, that your child will not be exposed to or infected by COVID-19. An inherent risk of exposure to COVID-19 exists in any place where people are present.

As a parent of a PCA student, you agree that you will help your child understand and cooperate in complying with the health and safety protocols, rules, and precautions implemented by PCA which may include, but are not limited to, participating in daily temperature checks and other screening measures conducted by PCA, face coverings, hand washing, hand sanitizing, and physical distancing. You understand that students who do not adhere to all health and safety protocols, rules, or precautions may be subject to immediate removal from PCA's campus.

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STAFF

PCA Administrative Staff:

Superintendent/ High School Principal	Mrs. Caryn Huntsman	Ext. 3131
Preschool – 8 th Grade Principal	Mr. Ryan Batson	Ext. 3140
Early Childhood Coordinator	Mrs. Bonnie Varney	Ext. 2120
Preschool/Elementary Administrative Assistant	Mrs. Melissa Warmbier	Ext. 3125
Preschool/Elementary Receptionist	Mrs. Laura Imlach	Ext. 3158
Tuition Office	Mrs. Crystal Edwards	Ext. 3156

All emails at PCA are firstname.lastname@plymouthchristian.org

Teaching Staff:

Preschool Master Teacher (TTH and MWF classes)	Mrs. Sharon Hay
Preschool Assistant (TTH and MWF classes)	Mrs. Sarah Morby
Preschool Assistant (MWF classes)	Mrs. Laurinda Mistele
Preschool Assistant (TTH classes)	Mrs. Michele Lindberg
Beginndergarten Teacher	Mrs. Jennifer Newsome
Beginndergarten Assistant	Mrs. Elizabeth (Libby) D'Amico

Plymouth Christian Academy checks references and conducts criminal background checks on all staff members. Preschool staff members also receive clearance from the Department of Human Services/Central Registry. Background checks will be conducted on all volunteers and they will not have unsupervised access to children.

Plymouth Christian Academy Website:

www.plymouthchristian.org

Teacher E-mail Addresses:

Sharon Hay:

sharon.hay@plymouthchristian.org

Jennifer Newsome

jennifer.newsome@plymouthchristian.org

CLASS TIMES

MWF AM (Four Year Olds)	8:00 - 10:45 am
MWF PM (Four Year Olds)	12:00 - 2:45 pm

TTH AM (Three Year Olds)	8:00 - 10:45 am
TTH PM (Three Year Olds)	12:00 - 2:45 pm

Beginndergarten (Young Fives): MTWTH 11:45 am - 2:55 pm
Optional Friday Enrichment: 11:45 am - 2:55 pm

ENROLLMENT REQUIREMENTS

- Age: Children must be 3 years old by Sept. 1 for the TTH classes.
Children must be 4 years old by Sept. 1 for the MWF classes.
Children must be 5 years by December 31 for the Beginndergarten class.
Students with birthdates soon after the deadline and who are developmentally ready MAY be considered for enrollment in an older class. School administration approval and written parental permission are required for early entry.
- Toilet Trained: Children must be able to meet their own toilet needs with little or no assistance.
- All forms must be completed, signed, and returned to the school before the first day of school.
*Physical form, signed and dated by a physician
* Immunizations
* Birth Certificate (a copy)
* Volunteer Applications
* Statement of receipt of the Beginndergarten Handbook
* Data Verification Report must be filled out electronically and contain complete and accurate information, including emergency contact information. The emergency card is generated from this report. (Emailed to families in early August)

All admission decisions are within the sole discretion of Plymouth Christian Academy.

TUITION / WITHDRAWAL POLICY

TUITION POLICY

Tuition is based upon the full academic year for the number of days for which the child is enrolled. Tuition is paid electronically through our FACTS Tuition Management System. There are two options for tuition payment.

1. Tuition and fees may be paid in full. There is a 2.5% discount for tuition paid in full by May 31 preceding the start of school or a 1.25% discount for tuition paid in full by the end of the first semester.
2. Tuition may be paid in monthly installments. Families may choose a 10 month payment plan (July - April), or an 11 month payment plan (June - April). Monthly payments are made by electronic transfer.

Tuition is a fixed amount, regardless of absences or emergency school closings. A place cannot be reserved for a child due to illness or trips out of town unless the regular tuition payments are made. All financial arrangements are handled through the School Tuition Office.

2020-2021 TUITION INFORMATION

Application Fee: \$50.00

This is a non-refundable fee that will reserve your child a space in the Preschool or place your child's name on the waiting list when applicable.

Fees: \$140.00

Fees shown are a combination of Materials, Field Trip, and Student Enrollment Management fees.

TTH Classes

Tuition: \$1500.00

MWF Classes:

Tuition: \$2250.00

Beginnergarten MTWTH

Tuition: \$3000.00

Beginnergarten with optional Enrichment Friday: MTWTHF

Tuition: \$3660.00

There is a 9% discount available for Calvary Baptist Church members in good standing. A separate Membership Discount Application must be filled out, approved, and renewed each year to receive this discount.

Withdrawal Policy

If a student withdraws after entering classes, tuition is due and payable through the current month. For example, if a student withdraws between October 1 and 31, the October tuition payment is still due in full. No refund will be made of application and materials fees. *A student will be considered to have withdrawn from class only when a parent notifies the **Preschool/Elementary Office** of the student's last day.*

Notifying a teacher is not considered official notification. All tuition is due until the Preschool/Elementary office is officially notified of the withdrawal.

Should a student withdraw after being accepted, but prior to the beginning of school, the application and materials fees will be held, but tuition will be refunded.

Students who withdraw from Plymouth Christian Academy, and wish to re-enroll during the same school year, must pay the application fee at the time of re-enrollment. They will not be required to re-pay the materials fee.

Goals

Plymouth Christian Academy wishes to partner with you in the education of your child. Together, the home, school, and church all share a vital role in education. We believe that young children learn most effectively using all their senses. Our program is therefore designed to provide a wide variety of hands-on experiences, within a loving Christian environment, and to promote the development of foundation skills for future **learning, leadership, and service**.

Our program is carefully designed to:

- Help your child reach his/her full potential in every aspect of development; physical, cognitive, social, emotional, and spiritual.
- Promote the development of a positive self-concept through success experiences and staff and peer encouragement.
- Promote the development of curiosity and an eagerness to learn by providing stimulating materials and giving your child the opportunity to explore.
- Encourage creativity and emotional self-expression through art and dramatic play.
- Provide a warm and accepting atmosphere where your child is free to experiment and make mistakes.
- Promote an age appropriate understanding of and respect for God and His Word, the Bible.
- Develop gross and fine motor skills through a wide variety of equipment and experiences.
- Promote the development of age appropriate decision-making and problem solving skills.
- Promote the development of listening skills and the ability to follow directions.
- Encourage social interaction with other children.
- Provide experiences fundamental to the development of skills in the areas of Bible, math, literacy/reading/language/vocabulary, science, social studies, and fine arts.
- Provide a balance between teacher-directed and child-directed activities.
- Provide a positive school experience.

Beginnergarten Curriculum Guide

Beginnergarten children will experience learning through hands-on exploratory experiences, play experiences, and teacher directed large and small group experiences. Each day will include activities to emphasize language/vocabulary development, literacy skills, writing skills, math, science, and social studies concepts, social, emotional, and spiritual development, and the further development of fine and gross motor skills. Beginnergarten children will also participate in art, music, physical education, library, and world languages classes.

Social / Emotional Development

Children will increase in their ability to . . .

- Use words to express thoughts or needs individually and in a group setting
- Adjust to new situations
- Follow classroom routines and rules
- Listen to and follow directions
- Practice good friendship skills
- Share with others
- Wait for a turn
- Wait for the teacher's attention
- Recognize and respond to authority figures
- Accept consequences of unacceptable behaviors
- Recognize and accept differences in children's abilities, likes and dislikes, cultures
- Act out familiar roles in dramatic play
- Respond to frustration/conflict appropriately
- Try new things

Spiritual Development: Bible

Children will be introduced to . . .

- Bible stories from the Old and New Testaments
- The Biblical accounts of Christmas and Easter
- Bible truths:
 - God made me
 - Nobody made God
 - God made all things
 - God made me and all things for His own glory
 - There is only one true God
 - God will always be alive
 - God knows all things
 - God is everywhere
 - I cannot see God, but He always sees me
 - All scripture comes from God
 - I can glorify God by loving Him and doing what He commands
 - I ought to glorify God because He made me and takes care of me
- Songs relating to the Bible stories and God's love and character
- Christian Character Traits such as kindness, truthfulness, patience, obedience, responsibility, courage, forgiveness, trust, respect, thankfulness, prayer, generosity, and contentment.
- Children will learn simple Bible verses that relate to Christian Character Traits

Cognitive Development: Literacy/Language

Children will continue and expand on preschool curriculum and will . . .

- Identify and create word families
- Identify and create compound words
- Identify and count syllables in words
- Expand their vocabulary
- Identify and create rhyming words
- Sequence a story
- Write upper and lower case letters
- Recognize and identify letter names and sounds
- Recognize sight words (I, like, me, is, and, am, a, see, etc.)
- Explore sentence structure
- Explore punctuation
- Recognize beginning, middle, and ending sounds of words
- Explore consonant blends
- Students who exhibit readiness may read at their readiness level

Cognitive Development: Mathematics

Children will continue and expand on preschool curriculum and will . . .

- Count to 50 and beyond
- Skip count by tens
- Identify numbers 1-30 and beyond
- Recognize, repeat, and create patterns
- Explore measurement: length, weight, and volume
- Recognize and create 2D and 3D shapes
- Explore addition and subtraction problems
- Create story problems for addition and subtraction
- Describe and sort objects by their attributes
- Explore ordinal numbers
- Identify positional words
- Recognize groups of objects as having more or less than another
- Explore money and the value of different coins

Cognitive Development: Smart Board

Children will use SMART Board technology to expand upon learning activities in the classroom.

Cognitive Development: Science

Children will be involved in hands-on science learning and will . . .

- Explore living and nonliving things in life science
- Explore day and night, seasons, and weather in earth science
- Examine light, shadows, and reflections in physical science

Cognitive Development: Social Studies

Children will . . .

- Explore what it means to be part of a family
- Explore the community
- Recognize that maps and globes represent places
- Identify the difference between wants and needs

Cognitive Development: World Language

Children will be introduced to other cultures and will have instruction in beginning Spanish.

Physical Development: Fine Motor Skills

Children will . . .

- Use scissors to cut a variety of shapes properly
- Use proper pencil grip
- Demonstrate proper control when using glue bottles
- Practice writing all upper and lower case letters
- Practice fine motor movements and hand-eye coordination through a variety of manipulative activities
 - Playdough and other moldable materials
 - Puzzles
 - Legos
 - Lacing cards
 - Printing letters and numbers
 - Painting
 - Computer activities
 - Coloring
 - Various art projects
 - Drawing

Physical Development: Gross Motor Skills

Children will develop gross motor skill by . . .

- Participating in physical education classes
 - Catching and throwing balls
 - Running, jumping, skipping and hopping
 - Kicking and rolling a ball
 - Completing obstacle courses
 - Balance
- Outdoor Play
 - Climbing
 - Running
 - Jumping
 - Kicking, throwing, and catching balls

Manuscript Alphabet

Students will practice printing in this style.

a b c d e f g
h i j k l m n
o p q r s t u
v w x y z

A B C D E F G
H I J K L M N
O P Q R S T U
V W X Y Z , ' . ?

1 2 3 4 5 6
7 8 9 10

Beginnergarten Daily Schedule

The Beginnergarten day is structured to allow for learning through free play and exploration, whole group learning activities, and small group/individual activities. Children will take part in the following special classes once each week: art, music, physical education, world language, library.

- Free Choice Time:** The teacher will open the classroom door five minutes before class is scheduled to begin and greet each child as he/she enters. Children will then begin to explore the play and learning centers of their choice. This is an opportunity to learn through free play and to develop friendship and language skills.
- Daily Meeting:** Children will gather at the story rug for whole group activities (calendar, counting, patterning, etc.), show and tell, and language interaction.
- Literacy:** Children will engage in phonics, phonemic awareness, pre-reading, and reading activities.
- Centers:** Teachers will work with children at their own developmental level in small groups or individually to develop curriculum skills through hands on projects and activities. When children have demonstrated skill mastery, teachers will challenge them at the next level of application. Centers will include reading, writing, math, science, social studies, and fine motor activities.
- Bible:** Children are introduced to Bible truths and Christian character through Bible stories, application stories, Bible verses, and music. These concepts are developed and reinforced throughout the school day.
- Snack:** Children will bring a healthy snack from home each day and will be given the opportunity to replenish their bodies and practice social, language, and etiquette skills.
- Recess:** When the weather allows, the children are given the opportunity to run, play, explore, and develop gross motor skills at the outdoor school playground. Recess will be held indoors in inclement weather.
- Math:** Children will engage in hands on math activities.
- Science / Social Studies:** Children will explore a variety of hands on science and social studies units. Science and Social Studies units will be held on alternating days as units dictate.
- Story / Wrap Up:** Children will meet at the story rug for a story and daily wrap up.
- Dismissal:** Parents will wait in the area outside the classroom. Teachers will open the classroom doors and release one child at a time to their parent, guardian, or the person picking up.

DROP-OFF AND PICK-UP PROCEDURES

DROP-OFF PROCEDURE

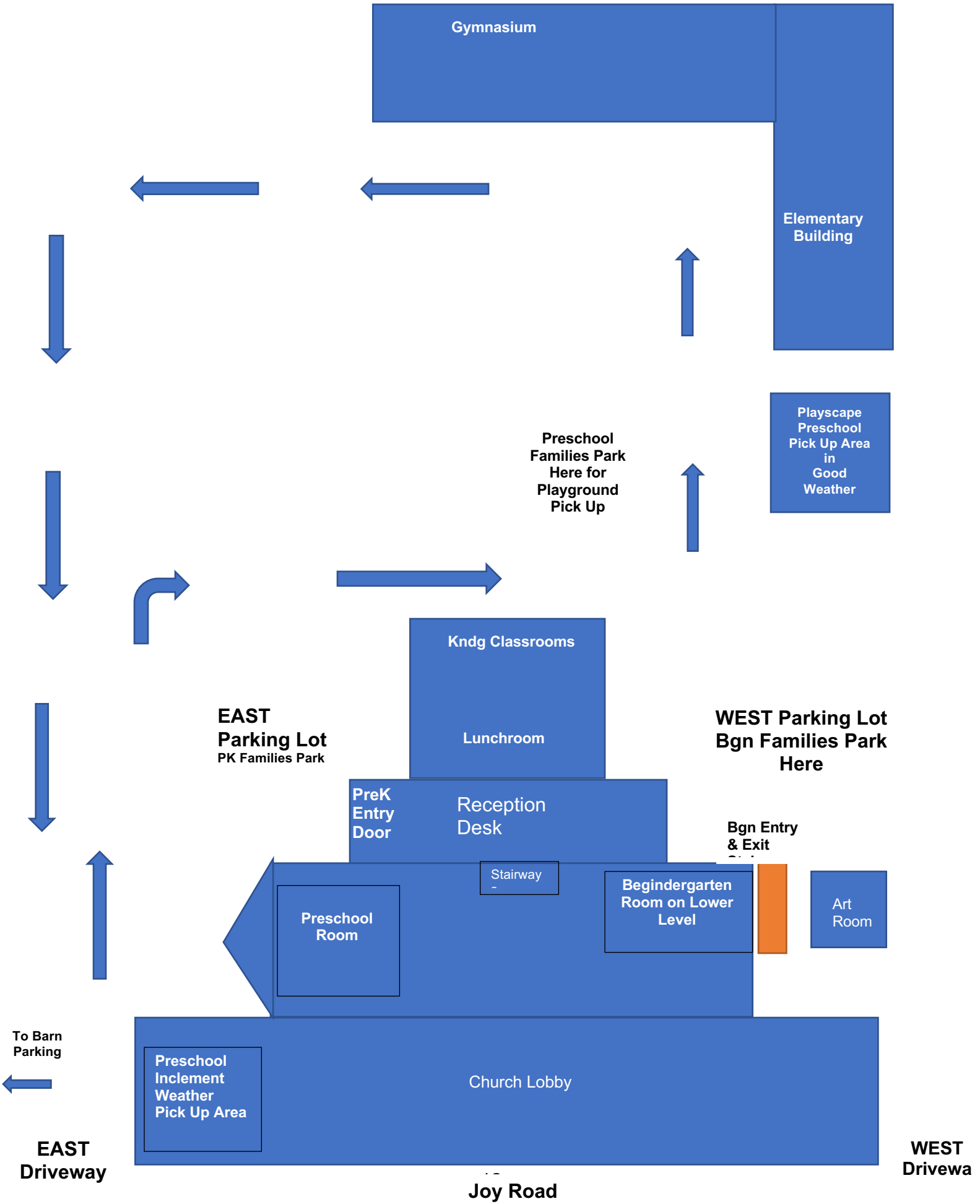
1. Enter the parking lot using the **WEST** drive (Fruit Market side).
2. Park and wait in your car until you see the Begindergarten teacher open the fire exit doorway by the stairway (between the Art Portable and the church building.)
3. When you see the teacher, exit your car and approach the stairway. Adults and students should wear face coverings since physical distancing may not be possible at the stairway entrance.
4. Students will receive a temperature screening using a touchless thermometer before entering the door. Students with a temperature of 100.4 or over will be rescreened after a one minute wait. If the temperature is still 100.4 or above, the student will be asked to return home and it will be suggested to touch base with your health care provider. If a parent must enter the building for the adjustment of their child, the parent will also receive a temperature screening. One parent may enter the building in cases where it is necessary for the adjustment of the child. Exception: On the first day of school, both parents may enter the building.
5. After entering the building, students will keep their face coverings on while putting coats and backpacks in their locker. By executive order, all students 4 years old and above must wear face coverings in hallways and common areas. Then the student will enter the classroom and teachers will assist them as needed in removing their face coverings unless the parent wishes their child to continue wearing the face covering in the classroom all day.

PICK-UP PROCEDURE

1. Enter the **WEST** driveway and park. Wait until you see the teacher open the same fire exit door by the stairway that the children used for entry.
2. Parents should put on a face covering and come to the sidewalk by the stairway. Teachers will release the students to you one by one. **Please help your children understand that they must wait for the teacher to individually release them, even if they see you.**
4. If you have another child (in another grade at PCA) to pick up, follow the Begindergarten procedure first. Then move to the parking lot area and wait for your other child. Exit using the WEST driveway. Please watch carefully since children will be walking on the west side of the parking lot near the chains after school.

*Note: The parking lot tends to be congested during the first few days of school as everyone gets back into the routine. We thank you for your patience and understanding.

***PLEASE SUPERVISE YOUR CHILDREN IN THE PARKING LOT.
PLEASE DO NOT USE YOUR CELL PHONE WHILE DRIVING IN THE
PARKING LOT.***



PARENT RESPONSIBILITIES

1. It is the responsibility of parents to read the Beginndergarten handbook, emails sent from the school, and all notes and calendars sent home or posted on the bulletin boards.
2. Make sure your child has proper rest and nourishment. A hungry, sleepy child cannot learn to his/her full potential.
3. Call the school office to report absences due to illness (also see COVID-19 procedures). Please notify the preschool teacher and school office if your child will be absent for over a week due to a vacation or other circumstances. (Note: Tuition cannot be pro-rated due to absence or illness.)
4. Clearly label all coats, hats, **face coverings**, etc. with your child's full name.
5. Send a backpack that will fit in your child's locker each day. Backpacks with rollers will not fit. Be sure his/her full name is visible on the outside.
6. Send a **zip lock bag** with your child's name to store his/her face covering when not in use. Please also send a **filled water bottle labeled** with your child's full name each day. We will not be using drinking fountains this year. Water filling stations will be available to refill the bottles. Make sure the water bottle has a tightly closable lid.
6. Please send an extra set of clothes (underwear, socks, and pants) in a plastic bag in your child's tote bag in case of an "accident". This will allow us to assist him/her quickly and quietly and avoid embarrassment.
8. ***Be prompt in picking up your child after school.*** Children often become upset if you are not here at the end of the school day. Teachers also have responsibilities for which they must be on time after school including teacher's meetings, room clean-up, professional development, and athletic events.

SPECIALS CLASSES

Beginndergarten students will take part in specials classes including art, physical education, music, world language, STEM lab, and library. Students will wear face coverings as they walk to their specials classrooms and will only be with only their own class cohort during special classes. They will carry their own student supply boxes with them. Students will be distanced and classrooms will be cleaned between classes. Physical education will take place outdoors as much as weather will permit. For library, students will "order" books online and they will be delivered to the classroom.

GENERAL INFORMATION

All information related to COVID-19 is subject to change according to the State of MI guidelines and executive orders.

GENERAL HEALTH (Also see COVID-19 Health Information)

1. Let the preschool/ elementary office and the preschool teacher know in writing if your child has a medical condition or allergies. Please provide an action plan with a picture.
2. Notify the school office if your child will be absent due to illness. Indicate if your child has a communicable illness such as covid-19, strep throat or chicken pox, or if lice is identified in your child's hair. Include information on when you first noticed the symptoms. Parents will be notified by email of communicable illness in their child's classroom.
3. Parents will be called if a student indicates he/she does not feel well, has a fever, vomits, or exhibits other symptoms of illness while in school. The student will put on a face covering (unless vomiting) and will be isolated from other students in an area across from the elementary office. The isolation area will contain a cot and equipment needed to safely care for the student. The caretaker will wear a mask and gloves.
4. Please keep your child home if he/she feels sick.
 - A. No child should attend with a fever, contagious rash, or if he/she has vomited within the previous 24 hours.
 - B. Your child must be fever free or have been on any prescribed antibiotic for 24 hours before returning to school. The CDC had defined "fever free" as a temperature below 100.4 degrees. (See COVID Guideline for COVID symptoms)
 - C. Please keep your child home if there is excessive coughing or "colored" nasal discharge not due to an identified allergy
 - D. Staff members who are ill will not have contact with students.
5. Early Childhood staff will be trained in universal precautions/blood-borne pathogens, CPR, epi-pen use, and first aid, and will follow safe practices in caring for the children.
6. Student will be issued a box of learning materials (crayons, pencils, glues sticks, etc.) and will not share learning materials.

HAND WASHING/SANITIZING

Students and staff will use hand sanitizer before entering the classroom. Hand sanitizer will be available at stations throughout the classroom. Sinks will be available for children and they will be encouraged to wash for 20 seconds with proper hand washing techniques after toileting, coughing, painting, art projects, and throughout the day. Children will wash their hands or sanitize before snack time using antibacterial hand sanitizer with 60% or above alcohol content.

TEMPERATURE CHECKS / HEALTH SCREENING

Fever is a leading indicator of illness in children, including COVID-19. Staff members will make every effort to do a temperature check at the entrance doorway using infrared touchless thermometers. However, it is also a good practice for the parent to check the student's temperature before leaving home. If the temperature is 100.4 or above, a re-check will be taken one minute later. Students or drivers with a temperature 100.4 will be asked to return home and it will be suggested that they check with their health care provider. Staff members will receive the same temperature check and health screening daily.

FACE COVERINGS

All staff, adults, and children ages 3 years old and up will be required by executive order to wear a face covering in hallways, the lobby, and common areas. Preschool and Begindergarten students will not be required to wear face coverings in the classroom unless a parent chooses to have their child wear a face covering in class. Teachers will help students place their face coverings in their tote bags upon entering the classroom. Students will wear face coverings in the hallways on the way to their special classes and at arrival and dismissal times.

DISTANCING

Teachers will train the children in fun distancing techniques such as airplane or eagle arms and every attempt will be made to help the children maintain distance and keep their hands off another student. Children will be distanced at circle and Bible times according to current CDC and state guidelines. Clear dividers will be used at the tables to separate children when distancing is not feasible. Markers will be used as visuals to help the children maintain distance. However, it is recognized that young children will not always be able to maintain distance.

COVID-19 HEALTH INFORMATION

We rely on our school community to follow CDC guidelines while at home or on campus. If your child feels ill and is experiencing any of the following symptoms, please do not send him/her to school: fever 100.4 or above, diarrhea, cough, shortness of breath, loss of taste or smell, vomiting, physical weakness, rash. If these are present, keep him/her home, call your physician and monitor your child's health. **PARENTS MUST CALL THE SCHOOL OFFICE TO REPORT A POSITIVE TEST IN A STUDENT OR FAMILY MEMBER OR AN ILLNESS WITH SYMPTOMS CONSISTANT WITH COVID-19.**

If a child has a fever or symptoms of illness and the child's health care provider has diagnosed an illness other than COVID-19 (ie. strep throat), the protocol for that illness will be followed. For example, if a child is diagnosed with strep throat, he/she may return to school after 24 hours on the antibiotic and 24 hours being fever free without the aid of a fever reducing medication.

When may a child return to school after having symptoms of COVID-19 or a positive COVID-19 result? According to CDC guidelines issued in August 2020, a child may return to class after

*At least 10 days since symptoms first appeared AND

*At least 24 hours with no fever without fever reducing medication AND

*Symptoms have improved

Depending on your health care providers advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If a child has had a positive COVID-19 test result but has no symptoms and continues to have no symptoms, he/she may return to class if 10 days have passed since the test. As above, depending on your health care providers advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If a child is exposed (within 6 feet for 15 minutes or more) to a confirmed case of CoVID-19, he/she should self-quarantine at home for 14 days. If symptoms appear, follow the above guidelines.

What is the procedure for school closures if there is a positive COVID-19 result in a student? If a student tests positive for COVID-19, the school is required to notify to Wayne County Health Department and our licensing consultant, who will instruct us of the procedure to follow. It does not necessarily mean a school closure depending on community spread and many factors.

FACILITY UPGRADES AND CLEANING PROTOCOL FOR HEALTH AND SAFETY

In order to place as many layers of safety around our children, PCA has made many facility upgrades and put increased cleaning protocols in place.

*Installation of HVAC upgrades to improve air quality in the preschool room (and other large rooms on campus) and a portable air purifying system in the Begindergarten classroom.

*Lasko Ionizing tower fans in the classrooms to improve air flow.

*Simple ventilation steps such as opening windows and doors in classrooms, with safety measures in place, will assist with air flow.

* Custom made protective acrylic shields have been added to the tables in both the Preschool and Begindergarten classrooms as well as other areas on campus.

* The Preschool and Begindergarten classrooms and toys will receive robust cleaning after school and between classes each day. The school has purchased two electrostatic disinfectant sprayers for quick, thorough disinfection for daily use. The EvaClean tool is a trusted device used in hospitals and by the Department of Defense. It provides a more effective, non-toxic, EPA-certified, human, and environmentally-friendly solution that is less toxic and more effective than traditional sanitization.

* High touch points and bathrooms throughout the school will receive cleaning throughout the day on a regular schedule.

*Touchless bathroom faucets have been installed throughout both the church and school building. Hand dryers in restrooms will be disabled and paper towels will be used. The sinks in the preschool room continue to have traditional faucets because paint and residue from art projects will cause the sensors to be ineffective and water will not turn on.

* Four traditional style drinking fountains, located in both the church and school building, will be replaced with updated drinking fountains with bottle filler stations. The drinking fountain portion of this station will be disabled, and students will only have access to the fillable drink station. Begindergarten students will be encouraged to bring their own labeled water bottles. Preschool students will NOT bring water bottles and will be given cups of water as needed.

*A special area across from the elementary office has been developed to isolate children exhibiting signs of illness while they wait for a parent. This room will be equipped with masks, gloves, a thermometer, cot, and items necessary to safely care for the student. The person caring for the student will wear a mask and gloves. Parents will be called to come and pick up their student. The room will then be thoroughly disinfected.

CAMPUS SECURITY

We are committed to the safety of our students and will continue to facilitate a safe environment even while opening classroom doors and windows to increase ventilation during this pandemic. All entrance doors will remain locked and accessible only by security passes. Security cameras will be monitored throughout the campus. We are also pleased to announce the addition of a full-time Director of School Security and Safety this year. This role is being filled by Rachelle Erwin. For five years, Rachelle served as a Deputy with the Charlevoix County Sheriff's Department. For the past several years, she has served as a paramedic for the Belle Aire, Michigan Township Authority. She has training in CPR, International Trauma Life Support, Pediatric Advanced Life Support, Advanced Cardiac Life Support, Tactical Trauma Certification, 911 Response, and so much more. We are thrilled to welcome her to the PCA community!

PARENT / TEACHER COMMUNICATION

Communication between parents and teachers is extremely important and will be facilitated in the following ways:

1. A weekly classroom calendar of events will be provided for your information.
2. Frequent notes will go home in your child's folder. Please check it after each school session. School announcements will also be sent home via email and texts.
3. Up-to-the-minute information, announcements, and sign-up sheets will be placed on the bulletin board outside the classroom doors. Please check it daily.
4. Formal Parent / Teacher conferences will be scheduled during November. Formal spring conferences are scheduled in March.
5. Parents may request a personal conference or a phone conference with the teacher at any time during the year. The teacher will do her best to return your call the same day.
6. Parents may email teachers with questions, concerns, praises, or other information. Teachers will do their best to return the email by the next day.
Preschool Teacher: Sharon Hay sharon.hay@plymouthchristian.org
Beginndergarten Teacher: Jennifer Newsome jennifer.newsome@plymouthchristian.org
7. If you have an emergency message for the teacher, please call the preschool/elementary office and administrative assistants will deliver the message to the teacher right away. (734-459-3505)
8. The Early Childhood Coordinator or Elementary Principal are both available to talk with you in person, on the phone, or via email at any time. Contact information is at the front of this handbook.

STAR STUDENT OF THE WEEK

Each child will have the opportunity to be the "Star Student" during the school year. Turns are taken alphabetically. Being the "Star Student" entitles your child to the following special privileges:

1. Line leader for the week.
2. When your child is the Star Student, he/she will be able to bring one special "show and tell" item, toy or book to show the class during circle time one time during their star student week. Show and Tell items will not be passed around to classmates. Please do not send toys that would encourage aggressive behavior. Please label all items.

CLASSROOM JOBS

Teaching responsibility can begin early in life. Each week students will take turns being assigned a specific job. Jobs will include being the door holder (using their body, not their hands on the knob), calendar helper, supply captain, floor monitor, librarian, and "end friend" (the special person who monitors the end of the line).

BIRTHDAYS

Birthdays are special days and your child may want to celebrate at school. You are welcome to send a special treat for your child's birthday. However, PLEASE DO NOT BRING CUPCAKES. The children struggle to eat these and clean up is difficult. Bringing a treat is completely optional. However, we will always celebrate your child in class by singing and acknowledging that he/she was created by God and is a special gift. Birthday party invitations **may not** be passed out in school unless all students are included.

SNACK TIME

Please send a healthy snack with your child each day. In accordance with health guidelines suggesting children should drink less juice and more water, we suggest that you send water with your child instead of juice. Students may keep water bottles, labeled with their name, in their cubbie in the classroom.

DRESS CODE

Casual clothes are most appropriate for our art activities and active play. The dress code in effect for Plymouth Christian Academy does not apply to Preschool and Begindergarten students. Non-slip shoes should be worn in the classroom and on the playground to increase safety. Flip flops and open toed shoes are not safe on our playground.

OUTDOOR PLAY

Begindergarten students will have an opportunity to use the outdoor playground when weather conditions allow. Please dress your child appropriately for the weather. During inclement weather, our large lobby area is perfect for indoor movement games and activities. Students will be a part of their classroom cohort on the playground and will not mix with other classes during Phase 4 of Michigan's guidelines.

TOYS FROM HOME

Please do not let your child bring toys, pacifiers, money, gum, candy, or other small or sharp objects to school. **Exception:** Your child may choose to bring a favorite toy, stuffed animal, book, or theme related object for Show and Tell when he/she is the "Star Student". Please do not send toys that would have a tendency to encourage aggressive behavior. Show and Tell toys will not be touched by other students.

CLEANING

The Begindergarten classroom and toys will be robustly cleaned each night. The school has purchased a electrostatic disinfectant sprayers for quick, thorough disinfection for daily use. The EvaClean tool is a trusted device used in hospitals and by the Department of Defense. It provides a more effective, non-toxic, EPA-certified, human, and environmentally friendly solution that is less toxic and more effective than traditional sanitization.

DISCIPLINE POLICY

Discipline involves guiding, molding, encouraging, teaching, and correcting . . . all with the goal of helping the student learn to handle situations appropriately by him/herself using principles from the Bible. Teachers will intentionally model and teach children godly responses, how to use words when frustrated or angry, and provide the student with a path of help when necessary. Teachers will redirect behavior and use positive language to remind the student of classroom rules. ("Please walk" instead of "Don't run.") If a child is unable to follow a rule or control his/her behavior, a "time out" procedure will be used. The student will sit on a chair in the classroom for a few minutes in order to regain self-control and be reminded of a more appropriate response, and then will be allowed to move back into regular activities making good choices. Teachers will not use corporal punishment, isolation, or verbal abuse at any time.

Basic Classroom Rules

Listen to the teachers.

Obey the first time.

Use kind words and actions.

Walk in the classroom.

It is important to remember that at times mildly aggressive feelings/behaviors in young children are a normal part of the developmental process of growing. However, biting, scratching, kicking, pushing, and hitting behaviors can jeopardize the safety of other children. If disruptive, defiant, or aggressive behavior becomes excessive, the early childhood staff will communicate with parents and will use the following guidelines. Teachers will document the behaviors and interventions on an Incident Report. (continued)

Guidelines for Excessively Disruptive, Defiant, or Aggressive Behaviors

First Incident of the Day:	Reminder and time out in the classroom.
Second Incident of the Day:	Time out in the classroom or office. Parent will be notified at the end of the day.
Third Incident of the Day:	Time out in the office and phone call to parent.
Fourth Incident of the Day:	Parent will be called to come and pick up the child for the remainder of the day.

Note: If an act of aggression is extreme, the parent will be called after the first incident.

It is important to recognize that each new day begins with a clean slate for all children. However, if efforts between the home and school are exhausted and the pattern of behavior continues jeopardizing the safety of children or the ability for others to learn, we will require that you withdraw your child from the early childhood program. The tuition for the remainder of the year will be refunded. The application fee, materials fee, and tuition for days enrolled will not be refunded.

FIELD TRIPS

In Phase 4 of Michigan's Safety Plan, **we are unable to take field trips**. There are many virtual field trips and students may take part in some of those this year. If conditions improve and field trips are once again allowed, we will follow the procedure below.

1. You will be notified of an upcoming field trip in several ways:
 - A. On the weekly parent note
 - B. A note and permission slip will be sent home
 - C. Information may be posted on the bulletin board outside the classroom
2. The permission slip will go home in your child's tote bag at least one week prior to the day of the field trip. ***This must be signed and returned to the teacher at least one class day before the field trip.***
3. We will need some parents to help supervise on field trips. Notify the teacher in advance if you wish to attend a field trip. Parents attending a field trip will be responsible for any fees required for themselves. **All parents or people wishing to help or attend a field trip must first complete the volunteer application process.**
4. Transportation for field trips will be provided on our school busses. Bus drivers are employees of Plymouth Christian Academy or Calvary Baptist Church and have state certification and special training and licensing to drive the school busses.
5. We are unable to accommodate siblings on most field trips. You will be notified in advance if siblings are able to attend a particular field trip.

PARENT VISITATION / CLASSROOM HELPERS / VOLUNTEER POLICY

Although we have always welcomed the participation of parents in the classroom, we are following state and CDC guidelines and allowing only essential visitors to the building this year. **We will not be able to have visitors or parents in the classroom at this time.**

If conditions improve and we are able to allow parents or visitors in the classroom, we will communicate that to families and re-activate our volunteer applications and policy. In the event that occurs during the school year, any parent or other person wishing to volunteer in the classroom must fill out a volunteer application. These are available in the elementary office or on the school website. A screening process, including background and reference checks, will be completed for all volunteer applicants. Volunteers will not be allowed unsupervised access to children. **No one will be allowed to help in the classroom or on a field trip before completing the volunteer application process.** information desk when you leave. **PLEASE DO NOT BRING YOUNGER SIBLINGS TO CLASS ON DAYS YOU WILL BE HELPING IN THE CLASSROOM.**

CHILD ABUSE REPORTING POLICY

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

LICENSING NOTEBOOK AVAILABILITY

PCA's Early Childhood Programs are licensed by the State of Michigan, Department of Human Services. Regular licensing renewal reviews occur every year and include an on-site visit by our licensing consultant. Parents may review licensing renewal reports, as well as any corrective action plans or special investigation reports. The Licensing Report Notebook is available in the Preschool/Elementary office during regular office hours. PCA is proud of our record of excellent renewal reports.

SNOW DAYS - EMERGENCIES

1. If school is canceled due to inclement weather conditions, you will receive email and text announcements from the school. There will also be announcements on the local TV stations. **The school closing will be announced under the title PLYMOUTH CHRISTIAN ACADEMY.** You may also call the school phone line (459-3505) or check the school website (www.plymouthchristian.org). If school is not closed but you feel uncomfortable driving in the weather conditions, you may choose to keep your child home from school on that day. No refund will be made for days a child does not attend.
2. On rare occasions, school may need to be closed early due to rapidly deteriorating weather conditions, power outages, etc. You will be notified by phone, email, or text if such an emergency develops. **If you are not at home during class times, please make arrangements ahead of time for someone to care for your child in such an emergency and indicate this person on your emergency contact list.**

RED FLAG DISMISSAL

A Red Flag in the parking lot simply means that the elementary school is instituting an alternate dismissal plan for their students in inclement weather. It is not an indication of any campus safety issue.

PESTICIDE NOTIFICATION

As a part of PCA's pest management program, pesticides are applied on a routine basis. The pesticide is a non-toxic gel, not a spray, and is applied primarily where the wall and floor meet in the hallways, restrooms, and in classrooms only as needed. Our primary concern is for ants. A certified technician from Orcan performs the pesticide applications. You have the right to be informed as to when any pesticide applications are made to the school grounds and buildings. This information is provided below and on our school website under Parents/Safety and Security.

Applications will occur after school on the following Wednesdays:

September 2, 2020	February 3, 2021
October 7, 2020	March 3, 2021
November 4, 2020	April 7, 2021
December 2, 2020	May 5, 2021
January 6, 2021	June 2, 2021

PCA DISTANCE LEARNING

PCA's Online Learning Experience if Michigan is in Phase 3 or Below Preschool & Kindergarden

Online Learning will not change our mission to partner with parents and equip students to know, love, and serve Jesus Christ and to provide for academic excellence. We deeply value every student and family at Plymouth Christian Academy and we will continue to provide a high-quality education taught through the lens of a biblical worldview even through these unique circumstances.

Online learning can appear daunting and we want to provide parents and students the tool kits and face-to-face time they so desperately need. Early elementary learning should occur in small doses throughout the day and in many different forms. Because of challenges early childhood learning poses, we will be providing both synchronous and asynchronous instructional activities for our youngest Eagles.

What will PCA provide?

- Weekly live stream schedules for students to engage with their classmates on their regular school day for one hour, in small doses of no more than thirty minutes. This format is used to maximize student engagement at young ages. Live Streaming will be provided via Google Meet. Note: Google Meet does allow for students to engage with the teacher and ask questions in real time.
- Online support as needed.
- A rich and robust curriculum with synchronous and asynchronous learning opportunities that are age appropriate.
- Material pick-ups, if allowed, that include any necessary items students would need to replicate the in-class experience.
- The ability to seamlessly re-enter the traditional classroom upon clearance from the State of Michigan.
- Social-emotional support and community opportunities. PCA wants all of our student's social and emotional needs met and tended to.

Daily Workload Breakdown for Preschool

All increments are approximate and subject to change.

Minimum Daily Minutes of Instruction	
	Minutes
Bible	15
Circle Time	15
Center Time (Core Subjects)	30
Approximate Total	1

Please note that online learning will require a strong partnership between parents and the classroom teacher to maximize student learning.

Plymouth Christian Academy reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.

In the ever-changing environment of this pandemic, guidelines and policies will be subject to change based on CDC or State guidelines or executive orders.



BEGINDERGARTEN CALENDAR 2020-2021 School Year

August	20	Thursday	Parent Connection Q & A Zoom Meeting, 6:00 pm
	24	Monday	Beginndergarten Visitation Day
	25	Tuesday	First Regular Day of Beginndergarten
September	4	Friday	No School – Labor Day Weekend
	7	Monday	No School – Labor Day
	11	Friday	Beginndergarten Enrichment Begins
	16	Wednesday	School Picture Day
October	23	Friday	No Beginndergarten Enrichment (Half Day Elementary)
	29	Thursday	No Beginndergarten – Parent Teacher Conferences
	30	Friday	No Enrichment – K-12 Parent Teacher Conferences
November	25-29	Wed-Sun	No School– Thanksgiving Break
	30	Monday	Christmas Concert Week Begins <i>Classes will have separate concerts due to COVID Protocols</i>
December	1-4	Tues-Fri	Christmas Concert Week Continues
	18	Friday	No Beginndergarten Enrichment (Half Day K-12)
	Dec 21-Jan 3		No School – Christmas Break
January	4	Monday	School Resumes
	15	Friday	No Beginndergarten Enrichment (Half Day K-12)
	18	Monday	No School – MLK Day

February	1	Saturday	Priority Enrollment for 2021-2022 Begins
	15-19	Mon-Friday	No School -Mid-Winter Break
	26	Friday	Priority Enrollment for 2021-2022 Deadline
March	4	Thursday	No Begindergarten – Parent Teacher Conferences
	5	Friday	No Bgn Enrichment (Half Day K-12 – Conferences)
	29-31	Mon-Wed	No School – Spring Break Begins
April	1-2	Thurs-Fri	No School – Spring Break Continues
	5	Monday	School resumes
	30	Friday	Bgn-Elementary Concert 6:30 pm
May	7	Friday	No Bgn Enrichment Kindergarten Round Up for 2021-22 school year
	31	Monday	No School – Memorial Day
June	3	Thursday	Last Day of Begindergarten Celebration <i>Have a great summer vacation! We hope to see you in Kindergarten in the fall!</i>