



Plymouth Christian Preschool 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/Secondary Principal
Preschool – 8th Grade Principal
Early Childhood Coordinator
Preschool/Elementary Administrative Assistant
Preschool/Elementary Receptionist
Tuition Office

Mrs. Caryn Huntsman Ext. 3131
Mr. Ryan Batson Ext. 3140
Mrs. Bonnie Varney Ext. 2120
Mrs. Melissa Warmbier Ext. 3125
Mrs. Laura Imlach Ext. 3158
Mrs. Crystal Edwards Ext. 3156

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

Teaching Staff:

Preschool Master Teacher (all classes) Mrs. Sharon Hay
Preschool Assistant (all classes) Mrs. Sarah Morby
Preschool Assistant (MWF classes) Mrs. Laurinda Mistele
Preschool Assistant (TTH classes) Mrs. Michele Lindberg
Beginnergarten Teacher Mrs. Jennifer Newsome
Beginnergarten Assistant Mrs. Elizabeth 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 and reference checks will be conducted on all parent volunteers and they will not have unsupervised access to children.

Plymouth Christian Academy Website:

www.plymouthchristian.org

Teacher E-mail Address:

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

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

ENROLLMENT REQUIREMENTS

1. 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 old by Dec. 31 for the Beginnergarten 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.
2. Potty Trained: Children must be able to meet their own toilet needs with little or no assistance from an adult. Dependence on pull-ups is not considered potty-trained.
3. All forms must be completed, signed, and returned before the first day of school.
 - * Physical form signed and dated by the physician
 - * Immunizations
 - * Birth Certificate (copy)
 - * Volunteer applications
 - * Statement of receipt of the Preschool Handbook
 - * Data verification report must be filled out completely and include emergency contact information. (This is emailed to families in July)*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 of the previous school year, or a 1.5% discount for tuition paid in full by the end of the 1st 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 fee will be held, but tuition and materials fees 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.

PHILOSOPHY

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.**

GOALS

Your child is the most important part of our Preschool. 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 speech and language, math readiness, reading readiness, and science and social studies exploration.
- Provide a balance between teacher-directed and child-directed activities.
- Provide a positive “first school” experience.

Plymouth Christian Preschool Curriculum Guide

Preschool 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, school readiness skills, social, emotional and spiritual development, concept development, and the development of fine and gross motor skills.

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 oral 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 concepts:
 - The Bible is God's special book for us and contains all the important things He wants us to know and to do
 - The Bible is true
 - God created me. I have value and purpose because He created me.
 - God created the world in six days
 - God loves and cares for us wherever we are
 - God's promises are true. God always keeps His promises
 - God's miracles show His power
 - God has a plan for us
 - Jesus is God's Son
 - Jesus died and rose again to pay the penalty for our sin
- Songs relating to the Bible stories and God's love and character
- Christian Character Traits such as kindness, truthfulness, patience, self-control, gentleness, and joyfulness
- Children will learn simple Bible verses
- Children will demonstrate Jesus' example of love and kindness through actions toward others.

Cognitive Development - 3 Year Old Classes: Literacy / Language

The children will . . .

- Listen attentively to stories in large group and small group settings
- Learn and use new vocabulary words
- Expand their ability to speak and comprehend language
- Ask and answer questions
- Take part in dramatic play, acting out familiar roles with dress-up clothes
- Recognize their names written in capital and lower case letters.
- Print their first names
- Sing and say the alphabet
- Hear and discriminate the sounds of language – phonemic awareness
- Identify capital and lower case letters of the alphabet
- Explore the phonetic sound of each letter of the alphabet

Cognitive Development – 4 Year Old Classes: Literacy / Language

Children will continue and expand on the 3 year olds curriculum above and will . . .

- Re-tell stories in their own words
- Create their own stories
- Explore left to right progression and sentence structure
- Identify capital and lower case letters of the alphabet
- Identify the sound of each letter of the alphabet
- Listen for and identify sounds in the initial position of words
- Learn to blend sounds
- Use emerging phonemic skills to make meaning from print
- Recognize the beginning, middle, and end of a story
- Print the letters of the alphabet

Cognitive Development: Math (3 Year Old Classes)

The children will . . .

- Count to 30 and beyond
- Identify numbers
- Count objects using one to one correspondence
- Sort items by size, color, or other properties
- Measure sizes and amounts
- Identify shapes (circle, square, triangle, rectangle, diamond, oval)
- Identify colors
- Recognize simple patterns
- Explore positional words
- Explore cause and effect

Cognitive Development: Math (4 Year Old Classes)

Children will continue and expand on the 3 year olds math curriculum above and will . . .

- Count to 30 and beyond
- Identify the numbers 1-30 and beyond
- Count up to 10 objects using one to one correspondence
- Recognize, repeat, and create simple patterns
- Explore graphing and comparing
- Explore sequencing

Cognitive Development: World Language -Spanish

Children will explore the concept of other cultures and languages. They will learn beginning Spanish vocabulary and short phrases relating to the classroom and family life.

Cognitive Development: Science and Social Studies

Children will explore a wide variety of concepts and themes in the areas of science and social studies, and will be able to experiment with science concepts.

Physical Development: Fine Motor Skills

Children will

- Learn the proper grip of scissors and practice cutting successfully along lines.
- Practice proper crayon and pencil grip.
- Practice writing their name using upper and lower case letters.
- Practice squeezing and controlling a glue bottle.
- Practice fine motor movements and eye-hand coordination through a variety of manipulative activities.
 - playdough and other moldable materials
 - puzzles
 - legos
 - putting pegs in holes
 - stringing beads
 - tracing around patterns
 - tracing dots
 - sorting objects
 - sand and water play
 - picking up small objects
 - painting
 - computer activities
 - coloring and printing

Physical Development: Gross Motor Skills

Children will practice the following skills using a variety of equipment (balance beam, climber, slide, mats, teeter totter, rocking boat, balance board, hopscotch mat, parachute, balls, and outdoor playscape)

- Basic locomotor skills - jumping, hopping, and skipping
- Balance
- Eye, hand and foot coordination on a ladder
- Climbing up and down stairs using a railing
- Climbing in and out
- Walking on a line and in a line
- Catching and throwing a large ball
- Creative body movements in response to music

Preschool Daily Schedule

The preschooler's day includes time to learn through free play experiences, large group activities, and small group/individual projects. The structure of the day allows for a balance between teacher directed learning activities and child directed exploration. Our large classroom and indoor climbing equipment also allow for movement, balance, and large muscle development during play.

Free Choice Time: The teacher opens the classroom door and greets each child as he/she enters. Children 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 verbal skills.

Circle Time: Children gather on the story rug for a time of large group learning and interaction. Circle Time includes concept development, calendar and counting activities, phonics and phonemic awareness, literacy activities, vocabulary expansion, music, listening and speaking skill development, a story, and an introduction to the Center Time projects for the day.

Center Time: At Center Time, teachers 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. When center time projects are completed, the children have another opportunity to play in the play centers of their choice.

Center Time Wrap Up / World Language: Children gather at the story rug for Center Time wrap up discussion and for occasional Spanish language instruction.

Snack Time: As the children nourish their bodies with healthy food, they are given the opportunity to practice social skills, language skills and table etiquette.

Bible Time: Children are introduced to basic Bible truths and Christian character through Bible stories, application stories, Bible verses, and music. These concepts are developed and reinforced throughout the preschool experience.

Large Muscle Activity / Outdoor Play: When the weather allows in the fall and the spring seasons, the children are given the opportunity to run, play, and explore at the outdoor school playground. During cold, snowy, or rainy weather, our large classroom and large lobby area is perfect for a wide variety of indoor movement games and activities designed for large muscle development.

Play and Learning Centers

Play is the “work” of a child. Children learn and develop through hands-on play experiences. Our equipment is carefully designed to provide for a wide variety of experiences including both large and fine motor development, and to encourage imagination and creativity. Our large classroom and indoor climbing equipment allow for movement and large muscle development even during inclement weather when outdoor play is not possible. Our classroom is air conditioned and designed for the safety and enjoyment of your child.

Library Center

In the library, a child can curl up with a book or entertain at the puppet theater. This area stimulates the child’s interest in literature and books and opens the door to the world of imagination.

Art Cart

At the art cart, children can experience a sense of creativity and accomplishment as they use the various materials to develop their own art projects. The emphasis is on the “process” rather than on the finished product.

Dramatic Play Center

Through dramatic play with dress-up clothes, a playhouse, kitchen set, and various other props, children can use their imaginations to escape the limitations of their own age and size.

Manipulative Toy Center

Manipulative toys such as puzzles, legos, magnets, games, and more provide for the development of fine motor and eye/hand coordination as well as the exploration of size, shape, and spatial relationships.

Blocks/Building Center

A variety of blocks allow children to explore spatial relationships and develop problem solving skills as they create towers and buildings. Children also practice language and social skills as they learn to work together to complete a task.

Castle Climber / Large Muscle Center

Our castle climber with its rock wall, ladder and slide works together with balance beams, balance boards, a rocking boat, and other equipment to allow for the development of large muscles, balance, coordination and creative play. Special safety flooring completes this center.

Cars, Trucks and Trains Center

Vehicles of all kinds and sizes provide another outlet for the imagination.

Sand / Water / Easel Paint Center

Students can experiment with math and science concepts while sifting through the sand at the sand table or pouring with props at the water table. On other days, students can express their creativity at the paint easels. This changing center is always a favorite. ***Due to safety protocol for COVID-19, we will be unable to use the sand and water tables until guidance that these centers are safe for use once again. We will use the easels for painting with proper cleaning precautions.***

DROP-OFF AND PICK-UP PROCEDURES/ Temperature Screening

DROP-OFF PROCEDURE

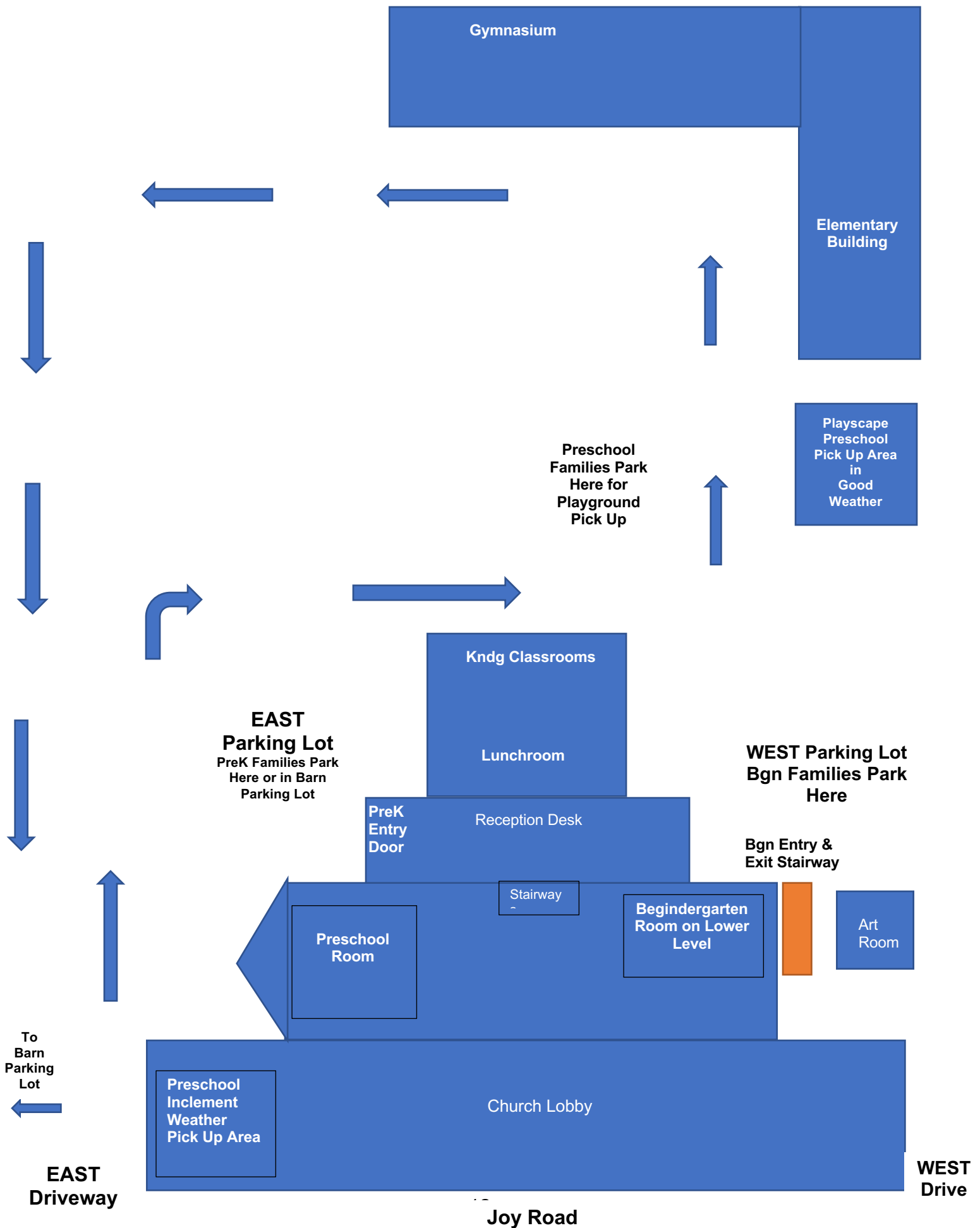
1. Enter the parking lot using the **EAST** drive (Lilley Road side). Park in the rows behind the sidewalk or by the Barn. Students and drivers should put on face coverings before coming to the entrance door. Siblings over 2 years old must also wear a face covering in the school hallways or lobby area. Only one parent or driver may enter the building with the student and any siblings must remain next to the parent or driver.
2. Enter the school at the East parking lot door. Use the social distance markings to help you maintain distance as necessary as we perform quick touchless temperature checks on students and drivers at the door. Temperatures need to be below 100.4 for school entry. If a temperature is above 100.4, it will be re-checked after a 1 minute break. People with a temperature 100.4 or above will not be able to enter the school building. In inclement weather, temperature checks will be performed inside the school entrance.
3. Parents should wait and closely supervise their children outside the classroom door until it is opened by the teacher. You can maintain distance by spreading out in both the lobby areas by the classroom. Once the classroom door is opened, the parent or driver may walk the student to the doorway. Teachers will be there to greet and sign in children outside the classroom door. Before entering the classroom, children will be given a squirt of hand sanitizer. **The parent or driver will not be allowed to enter the classroom and can say goodbye at the door.** Exception: If a child is in great distress and needs a parent to enter the classroom for social and emotional adjustment, the parent will be allowed to enter the classroom.
4. Once in the classroom, teachers will help the children hang up coats and totes in their assigned cubbie. Teachers will also help children remove their face coverings and put them in their tote bags unless a parent desires their child to wear the face covering in the classroom. We suggest having a zip lock bag in the tote bag to keep the face covering clean and dry.
5. Parents should leave the building quickly after dropping off their children. Connecting with other parents can best be accomplished outdoors.

PICK-UP PROCEDURE

1. Drivers will not enter the building for pick up this year. Students will be dismissed from the school playground except in inclement weather (see below). Pull in the **EAST** driveway, follow the directional signs, and park near the playground. Wait in or by your cars until you see the children line up for dismissal. Then you may approach the playground and teachers will dismiss students one by one to their driver. Parents or drivers should wear a face covering at pick up when distancing is not possible.
2. **In inclement weather**, pick up will be at the EAST church lobby stairway entrance. Parents should pull in the EAST driveway and park in the barn parking lot in a spot where the church entrance stairway is visible. Remain in or by your car until you see the children arrive at the stairway. Parents may then come to the stairway and teachers will dismiss the children one by one to their driver. Parents or drivers should wear a face covering when distancing is not possible. **Please take care to supervise the children as you cross the driveway area.**

Please do not turn left off of Joy Road onto Manton St. unless you live on that street.

Please do not use your cell phone while driving in the PCA parking lot.



PARENT RESPONSIBILITIES

1. It is the responsibility of parents to read the preschool handbook, all notes and calendars sent home or posted on the bulletin boards, and PCA emails.
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 the preschool tote bag with your child each day. Include a zip lock bag to store your child's face covering while not in use.
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.
7. Please do your best to get your child to class on time. The free choice play at the beginning of the school day is an important learning time for the children. Teachers will intentionally help the children learn friendship skills, build godly conflict resolution skills, and increased vocabulary skills during free choice time. Children are also often upset when they have arrived late and have to clean up the toys before they have had a chance to play for long enough.
8. ***Be prompt in picking up your child after preschool.*** 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 room clean-up, professional development classes, and athletic events.
9. Please be courteous to office personnel by keeping your children from making excessive noise while waiting for the preschool doors to open. It is difficult for office workers to hear others on the phone when noise levels are high. Please also keep your children right by your side as we try to distance in the lobby. You may spread out into the church lobby area as you wait.

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 guidelines 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, glue 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 (gloved and masked) 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 Kindergarten 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.

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 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 disposable 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 monthly calendar of events will be provided for your information.
2. Frequent notes will go home in your child's tote bag. **Please check it after each school session.** The school will also email families with up to date information.
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 for the TTH class and new MWF families will be scheduled during November. Formal spring conferences are scheduled in February for MWF classes.
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 emails by the next day.
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
6. The Early Childhood Coordinator and Elementary Principal are both available to talk with you in person, by phone or via e-mail at any time. Contact information for teachers and administrators is on page two of the handbook.

SHINING STAR

Each child will have the opportunity to be the "Shining Star" several times throughout the school year. Turns are taken alphabetically by the first name. Being the "Shining Star" entitles your preschooler to the following special privileges:

1. Sit in the special chair and pick the first song at Circle and Bible times.
2. Be the Line leader.
3. "Show and Tell" (The "shining star" may bring **ONE** special "show and tell" item, toy or book to show the class during circle time. Please do not send toys that would encourage aggressive behavior. Please label all items.) Show and Tell items will not be passed around to the other students during this time.
4. Provide the snack. (Refer to "Snack Time")

BIRTHDAYS

1. Birthdays are special days and your child may want to celebrate at school. Each child will celebrate on his/her birthday or the school day closest to it. The birthday child will wear a special badge and be recognized during circle time.
2. The birthday child may bring a simple "take home" treat bag or item to put in each classmate's tote bag. Suggestions might be a pencil, a sticker, a sucker for the sucker tree, or a special pre-packaged food item in a zip lock bag. Birthday treats will not be eaten during class time. ***Sending a take home treat is completely optional.***
3. Birthday party invitations ***may not*** be passed out in school unless all students are included.

SNACK TIME

A snack is served to the preschoolers each day. Snack time is one of the learning experiences in the classroom. Important socialization skills are developed, table etiquette is practiced, “taste” and “texture” are experienced, and nutrition education is facilitated as we nourish young bodies with wholesome food. Snacks are not intended to be a replacement for meals. Afternoon classes should eat lunch before coming to school.

1. Each student will be asked to bring the snack several times throughout the year on the day he/she will be the “Shining Star”. Snacks must be store/bakery bought and not homemade during this time. Snacks do not need to be expensive or fancy. We ask that the snack be nutritious. A list of “healthy” ideas will be provided by the teacher. You will be notified of any food allergies in the class affecting the types of snacks allowed. PLEASE DO NOT SEND CUPCAKES!
2. In accordance with guidelines suggesting children should drink less juice and more water, we will provide water in cups during snack time. Parents may choose to bring a drink such as juice or milk on their snack turn, but it is not required.
3. You will be notified on the monthly calendar when it is your child’s turn to be the “Shining Star” and bring the snack.
4. Parents of children on a special diet, or with food allergies, will be required to check with the teacher or check the snack each day and sign whether or not that snack is safe for their child. The snack check list will be located outside the classroom door. Parents may choose to provide an alternate snack for their child with special food requirements.
5. Teachers will serve snacks on individual plates and will wear gloves when serving. Food will not be served family style. Children will not share food with each other.

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 preschoolers or Kindergarteners. Non-slip shoes should be worn in the classroom and on the playground to increase safety on the climbing equipment. Flip flops and open toed shoes are not safe on our indoor climbing equipment or outdoor playground. Velcro shoes are appreciated to help the children care for their own needs and to keep the teachers from repeatedly tying a class full of shoes each day.

OUTDOOR PLAY

Preschoolers will have an opportunity to use the outdoor playground when weather conditions allow, including the winter months. Please dress your child appropriately for the weather. When inclement weather makes outdoor play more difficult, our large classroom and lobby area are perfect for indoor movement games and activities.

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 “Shining Star”. Please do not send toys that would have a tendency to encourage aggressive behavior.

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.

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.

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.**

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 monthly calendar of events
 - 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.

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

Plymouth Christian Academy Early Childhood Programs are licensed by the State of Michigan, Department of Human Services. 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. Plymouth Christian Academy is proud of our record of excellent renewal reports.

SNOW DAYS - Inclement Weather

1. If school is canceled due to inclement weather conditions, you will receive an email and text 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.** There will not be a separate announcement for the preschool. 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 card.**

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 issues.

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 Orkin 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
October 7, 2020
November 4, 2020
December 2, 2020
January 6, 2021

February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
June 2, 2021

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.

PCA DISTANCE LEARNING

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

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.



PRESCHOOL CALENDAR 2020– 2021 School Year

AUG	20	Thursday	PK Parent Orientation Zoom Q & A 6:00 pm
	27	Thursday	Visitation Day for TTH Classes 9:00 – 9:45 am: TTH AM Class Last Name A-M 10:30-11:15 am: TTH AM Class Last Name N-Z 12:30 – 1:15 pm TTH PM Class Last Name A-J 2:00 – 2:45 pm TTH PM Class Last Name K-Z
	28	Friday	Visitation Day for MWF Classes 9:00 – 9:45 am: MWF AM Class Last Name A-J 10:30 – 11:15 am MWF AM Class Last Name K-Z 12:30 – 1:15 pm MWF PM Class Last Name A-J 2:00 – 2:45 pm MWF PM Class Last Name K-Z
	31	Monday	First Day for MWF Classes
SEPT	1	Monday	First Day for TTH Classes
	4	Friday	No School – Labor Day Weekend
	7	Monday	No School – Labor Day
	8	Tuesday	School resumes
	16	Wednesday	School Picture Day - MWF Classes
	17	Thursday	School Picture Day - TTH Classes
OCT	22	Thursday	Parent Teacher Conferences for TTH Classes Preschool WILL be in session
	23	Friday	Preschool will meet all day - Half Day Elementary
	29	Thursday	No Preschool – Parent Teacher Conferences for TTH Classes (Half-Day K-12)
	30	Friday	No Preschool – Parent Teacher Conferences
NOV	25-29	Wed-Sun	No School - Thanksgiving Vacation
	30	Monday	School resumes
DEC	16	Wednesday	MWF Classes – Tentative Christmas Program <i>Depending on MI Phases and Guidance at this time</i> MWF AM Class: 9:00 am MWF PM Class: 1:00 pm
	17		TTH Classes Christmas Celebration in Class
	18	Friday	No Preschool - Christmas Vacation Begins (K-12 Half Day)

JAN 2021	4	Monday	Classes resume
	15	Friday	Preschool will meet all day – Half Day Elementary
	18	Monday	No School – MLK Day
FEB	1	Monday	PCA 2020-2021 Priority Enrollment Begins (Re-enrollment and/or sibling enrollment)
	15-19	Mon-Fri	No School – Mid Winter Break
	28	Sunday	PCA Priority Enrollment for 2020-2021 Deadline
MARCH	3	Wednesday	MWF Class Parent Teacher Conferences - Preschool WILL be in session
	4	Thursday	No Preschool – Parent Teacher Conferences
	5	Friday	No Preschool -Parent Teacher Conferences
	Feb 29-Mar 2		No School – Easter Break
APRIL	5	Monday	School resumes
MAY	7	Friday	PCA Kindergarten Round-Up for the 2021-2022 School Year - Preschool WILL meet.
	27	Thursday	TTH Last Day Celebration
	28	Friday	MWF Last Day – Preschool Graduations MWF AM Class Graduation 9:00 am MWF PM Class Graduation 1:00 pm