



Plymouth Christian Preschool 2024-2025 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, service, and as a faithful follower of Christ.*

TABLE OF CONTENTS

Staff / Staff Screening / Website	3
Class Times	3
Enrollment Requirements	3
Tuition / Withdrawal Policy	4
Philosophy	5
Goals	5
Curriculum Guide	6-8
Daily Schedule	9
Play and Learning Centers	10
Drop Off and Pick Up Procedures	11
Traffic Flow Chart	12
Parent Responsibilities	13
Health / Hand Washing / Health Screening	14
Facility Upgrades / Cleaning Protocol / Campus Security	14
Parent Teacher Communication	15
Shining Star / Birthdays	15
Snack Time	16
Dress Code / Outdoor Play / Toys from Home	16
Discipline	17
Parent Visitation / Classroom Helpers / Volunteer Policy	17
Field Trips	18
Child Abuse Reporting Policy	18
Licensing Notebook Availability	18
Snow Days / Purple Flag Dismissal	19
Pesticide Notification	19
2023-2024 Preschool Calendar	20/21

STAFF

PCA Administrative Staff Phones: 734-459-3505

Elementary Principal	Mrs. Sarah Jayne Gach	Ext 3140
Preschool Coordinator	Mrs. Sharon Hay	Ext 2120
Preschool/Elementary Administrative Assistant	Mrs. Sheena Bechler	Ext. 3125
Preschool/Elementary Receptionist	Mrs. Belinda Dotson	Ext. 3158
Office Manager	Mrs. Melissa Warmbier	Ext. 3145
Tuition Office	Mrs. Laura Imlach	Ext. 3156

Teaching Staff:

Lead Teacher, MWF Classes	Mrs. Sharon Hay
Lead Teacher, TTH Classes	Mrs. Laurinda Mistele
Preschool Assistant (MWF classes)	tbd
Preschool Assistant (MWF classes)	Mrs. Jamie Weertz
Preschool Assistant (TTH classes)	Mrs. Stacy Yakuber
Preschool Assistant (TTH classes)	Mrs. Sarah Morby

EMAILS:

PK Coordinator & MWF Lead Teacher: Sharon Hay sharon.hay@plymouthchristian.org

TTH Lead Teacher: Laurinda Mistele laurinda.mistele@plymouthchristian.org

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 parent volunteers and they will not have unsupervised access to children.

CLASS TIMES

MWF AM (Four Year Olds) 8:00 - 10:45 am

MWF PM (Four Year Olds) 11:55 - 2:40 pm

TTH AM (Three Year Olds) 8:00 - 10:45 am

TTH PM (Three Year Olds) 11:55 - 2:40 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 Begindergarten 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.
 - * Health Appraisal Form signed and dated by the physician
 - * Immunizations or Waiver from the Health Department
 - * Birth Certificate (copy)
 - * Volunteer applications
 - * Statement of receipt of the Preschool Handbook
 - * Back to School Email Data Verification from the August 1 email, including all emergency contacts, must be filled out completely and submitted.

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.

2023-2024 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: \$155.00

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

TTH Classes

Tuition: \$1584.00

MWF Classes:

Tuition: \$2376.00

*Pre-payment Discount: 2.5% if received before May 31 or within 30 days of acceptance for new students

*Full Time Ministry Personnel: Contact the Tuition office. 734-459-3505 x3156

*Multiple Child Discount: 2% for second child enrolled, 10% for 3rd child enrolled, 50% for 4th child and beyond enrolled.

*CBC Membership Discount: 20% 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: 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.

Clean up/Wrap Up: Children clean up the toys and gather at the story rug for Center Time wrap up.

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.

DROP-OFF AND PICK-UP PROCEDURES

DROP-OFF PROCEDURE

Parent, please closely monitor your children while waiting for the preschool doors to open before class. Children should remain with you and not run around the lobby area. It is very difficult for the receptionist and office staff to hear their phones when children are loud and running around. Thank you so very much for helping us in this way.

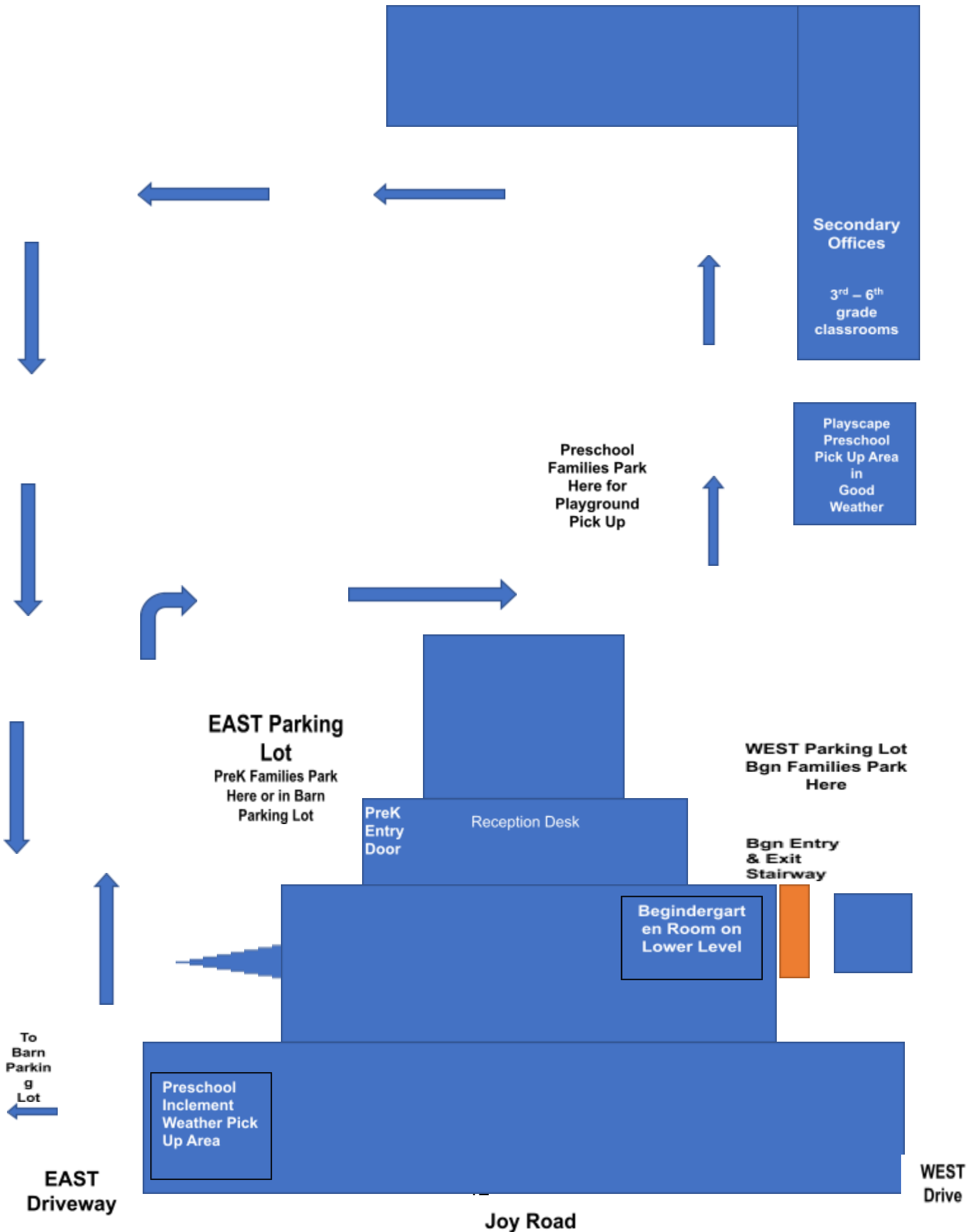
1. Enter the parking lot using the **EAST** drive (Lilley Road side). Park in the rows behind church building or by the Barn.
2. Enter the school at the East parking lot door. Go up the stairs to the lobby outside the preschool room. Check your child in at the check in table.
3. Parents should wait and closely supervise their children outside the classroom door until it is opened by the teacher. Please keep your children near you and have them use quiet voices. This will assist our receptionist in hearing her phone. Once the classroom door is opened, the parent or driver may walk the student to the classroom door. Teachers will be there to greet the children. Parents or drivers will say goodbye outside the classroom 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 totebags in their assigned cubbie,
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. 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. Parents may come and get to know each other at the playground, or wait in or by their cars until they see the children line up for dismissal. At dismissal time, children will line up and teachers will dismiss students one by one to their driver.
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. **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.



Secondary Offices

3rd - 6th grade classrooms

Playscape Preschool Pick Up Area in Good Weather

Preschool Families Park Here for Playground Pick Up

EAST Parking Lot
PreK Families Park Here or in Barn Parking Lot

WEST Parking Lot
Bgn Families Park Here

PreK Entry Door

Reception Desk

Bgn Entry & Exit Stairway

Beginnergarten Room on Lower Level

Preschool Inclement Weather Pick Up Area

To Barn Parking Lot

EAST Driveway

Joy Road

WEST Drive

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. 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, etc. with your child's full name.
5. Send the preschool tote bag with your child each day.
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 increase 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 with you and using quiet voices 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 and children are running around. Thank you for your help.

GENERAL INFORMATION

GENERAL HEALTH

1. Let the preschool/ elementary office and the preschool teacher know in writing if your child has a medical condition or allergies and provide an action plan with a picture. A medical form must be filled out and signed by your doctor if your child requires medication or may need an epi-pen during the school day.
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 be isolated from other students until a parent is able to pick up..
4. Please keep your child home if he/she feels sick or exhibits symptoms.
 - A. No child should attend with symptoms of illness (excessive cough, contagious rash, diarrhea, fever, loss of taste or smell, respiratory issues, or if he/she has vomited within the previous 24 hours.
 - B. Your child must have a temperature below 100 degrees without the use of fever reducing medicine and/or have been on any prescribed antibiotic for 24 hours before returning to school.
 - 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-born pathogens, CPR, epi-pen use, and first aid, and will follow safe practices in caring for the children.

HAND WASHING/SANITIZING

Hand sanitizer and sinks will be available for children. 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.

FACILITY HEALTH AND SAFETY UPGRADES AND CLEANING PROTOCOL

In order to provide for a high standard of air quality and increase health and safety for our students, PCA has upgraded our HVAC system in the classroom. The classroom is also equipped with Lasko Ionizing tower fans for improved air flow.

Classrooms are cleaned daily. PCA has purchased electrostatic disinfectant sprayers for quick, thorough disinfection as needed. 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.

CAMPUS SECURITY

We are committed to the safety of our students and will continue to facilitate a safe environment. All entrance doors will remain locked and accessible only by security passes. Security cameras will be monitored throughout the campus. Special night locks have been provided for classroom

doors. Teachers have received extensive training in security protocols. Our full-time Director of School Security and Safety will be on site and monitor safety conditions throughout the campus.

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 will be scheduled during November. Formal spring conferences are scheduled in March for MWF classes.
5. Parents may request a personal conference, video conference, or a phone conference with the teacher at any time during the year. The teacher will do her best to return your call by the next 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 Preschool Coordinator and Elementary Principal are both available to talk with you in person, by phone or via e-mail. 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 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 with the class sign in sheets. Parents may choose to provide an alternate snack for their child with special food requirements.
5. Teachers will serve snacks on individual plates. 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. 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. We will go outside unless the temperature or wind chill is below 15 degrees. 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.

CLASSROOM HELPERS / VOLUNTEER POLICY

We welcome our parent partners to help in the classroom or volunteer in other capacities in the school. In order to allow children time to adjust to the classroom and learn that their teachers will keep them safe, we do not begin parent volunteers in the classroom until October. Any parent or other person wishing to volunteer in the classroom must fill out a volunteer application. An email link was emailed to you in August. Forms are also available in the elementary office or on your parent portal or the website under parent resources. A screening process, including a background check, 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. PLEASE DO NOT BRING YOUNGER SIBLINGS TO CLASS ON DAYS YOU WILL BE HELPING IN THE CLASSROOM.**

FIELD TRIPS

We are pleased to be able to offer of campus learning experiences several times throughout the school year.

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.** The volunteer applications are available in the school office, in your portal, or on the website.
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 or online at www.michigan.gov/michildcare. 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.**

PUPPLE FLAG DISMISSAL

A Purple 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 6, 2023
October 4, 2023
November 1, 2023
December 6, 2023
January 3, 2024

February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024
June 5, 20234

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 the Covid-19 pandemic, guidelines and policies will be subject to change based on CDC or State guidelines or MI Department of Health Guidelines.



PRESCHOOL CALENDAR

2024– 2025 School Year

AUG	19	Monday	PK New Parent Orientation 6:00 pm
	28	Wednesday	Visitation Day for MWF Classes 9:00 – 10:00 am MWF AM Class 12:00 – 1:00 pm MWF PM Class
	29	Thursday	Visitation Day for TTH Classes 9:00 – 10:00 am TTH AM Class 12:00 – 1:00 pm TTH PM Class
SEPT	8/30 - 9/2	Friday-Monday	No School – Labor Day Weekend
	3	Tuesday	First Regular Day for TTH Classes
	4	Wednesday	First Regular Day for MWF Classes
	18	Wednesday	School Picture Day - MWF Classes
	19	Thursday	School Picture Day - TTH Classes
OCT	11	Friday	No Preschool - Professional Development Preschool AM and PM classes WILL meet Half Day for Elementary
	25	Friday	
NOV	7	Thursday	No Preschool – Parent-Teacher Conferences for TTH Classes
	8	Friday	No Preschool
	12	Tuesday	Parent Teacher Conferences for TTH Classes - Preschool WILL be in session
	27-12/1	Wed-Sun	No School - Thanksgiving Vacation
DEC	2	Monday	School resumes
	18	Wednesday	MWF Classes –Christmas Program MWF AM Class: 9:00 am MWF PM Class: 1:00 pm

DEC	19	Thursday	TTH Classes Christmas Celebration in Class
	20	Friday	No Preschool – Christmas Break Begins

2025

JAN	6	Monday	No School – Teacher Professional Development Classes resume
	7	Tuesday	
	17	Friday	Preschool AM and PM classes WILL meet – Half Day for Elementary
	20	Monday	

FEB	17-21	Monday-Friday	No School – Mid-Winter Break
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Watch your emails in February for information on Enrollment for the 2025-2026 School Year.

MARCH	5	Wednesday	Parent/Teacher Conferences for MWF Classes Preschool WILL be in session
	6	Thursday	Preschool Conferences for MWF Classes Preschool WILL be in session
	7	Friday	No Preschool – MWF Parent Teacher Conferences
	24-28	Monday - Friday	No School – Spring Break
	31	Monday	Preschool AM and PM classes WILL meet – Half Day Elementary

APRIL	18	Friday	No School - Good Friday
	21	Monday	No School – Teacher Professional Development

MAY	22	Thursday	TTH Last Day Celebration
	23	Friday	MWF Last Day Graduations MWF AM Class Graduation 9:00 am MWF PM Class Graduation 1:00 pm