EVERGREEN CHRISTIAN PRESCHOOL

Parent Handbook

Evergreen Christian Preschool

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Olympia, WA 98502
360.357.5590
www.ecsonline.cc

Welcome to Evergreen Christian Preschool

We are so glad that you are a part of our family.
This preschool parent handbook is designed as a handy tool for you. It contains specific information as well as the policies and procedures set forth by Evergreen Christian Preschool, AdvanceED, and the State of Washington. After reading it, please sign the inserted "Parent Agreement" form stating that you have received, read, and understand the information. Please keep this handbook as an easy referral throughout the year.

Accreditation

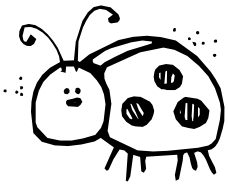
Evergreen Christian School and Preschool are accredited through AdvancED.
The result of the accreditation process is to understand where we are strong and where there are opportunities for improvement. This results in a school that has studied itself, has been studied by a team of visiting educators, and has achieved the status of being accredited. In the educational community this is the standard for quality, integrity, and excellence. The AdvancED program goes beyond general educational issues.
Our goal is to continue to maintain this standing of excellence for our school in the state of Washington. Though Evergreen Christian Preschool is religiously exempt from licensure, we self-regulate to the Washington State regulation for early education programs.

ACSI

Evergreen Christian Preschool is a member of the
Association of Christian Schools International

Vision Statement

Evergreen Christian School is committed to integrating excellent education with devotion to Jesus Christ.



Mission Statement

Love (our students and families)
Partner (with all, but especially with families)
Teach (academics and God's Word)
Guide (to be Christ followers)
Inspire (to be equipped for service)

Statement of Non-Discrimination

Evergreen Christian Preschool recruits and admits individuals of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the preschool does not discriminate on the basis of race, color, or ethnic origin in administration or its programs.

Preschool Philosophy

OUR PHILOSOPHY is based on a God-centered view that all truth is the inspired and the only infallible Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of Glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of Salvation through his Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

OUR GOAL is to provide a Christian Perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play, and at worship—all grounded in the Christian concept of love.

OUR PURPOSE will be aimed to promote Christian values in a nurturing environment to help children achieve skills which are Christ-like in nature. The object of our Preschool program is to enable the children to pursue moral character and academics that will prepare them for Kindergarten and their academic careers.

OUR AIM is to encompass the total preschool child.

Spiritually: by introducing the Bible through songs, stories and by sharing a biblical worldview throughout the child's learning and curriculum. Evergreen Christian Preschool's staff will be a model of Christ-centered character qualities in their lives and responses given to their students.

Intellectually: by encouraging a love for learning through exploring and hands-on experiences.

Physically: by giving each child opportunities for large and small muscle coordination and motor skill development.

Socially and emotionally: by developing in each child a feeling of security and belonging to preschool and by encouraging active participation in group activity and positive peer interaction.

Educational Philosophy

In the classroom, teachers are expected to center the day, and every lesson possible, on the truth of Jesus Christ as revealed in the Bible. Students are taught to relate with family members, one another, staff, and all adults in accordance with Biblical concepts. The development and use of each student's God-given talents in service to God and His church is encouraged. Every staff member is committed to this mission, believing it to be the will of God for ECS.

"Your word is a lamp to my feet and a light for my path." Psalm 119:105

Classroom Hours

Morning Classes	**8:45 am – 11:15 am**
Afternoon Classes	**12:30 pm – 3:00 pm**

We provide preschool classes for children from ages 3 through Pre-Kindergarten.
Classes begin in September and continue through May
School holidays are observed according to the Evergreen Christian School calendar.

Preschool Closures and Late Start

Preschool follows the K-8th grade standards for cancelling the full day of school due to poor weather.
If the morning classes are delayed due to poor weather the following class adjustments will be made:
AM 10:00 – 12:00 (late start)
PM 1:00 – 3:00 (late start)
ECS uses an emergency and school closure alert system for the parents of our students and staff. FlashAlert uses texting, push notifications and email to let you know that we have a school closure or if there is an emergency at school that you should know about. In addition to sending you the information, the FlashAlert System also distributes to our local Olympia radio stations and Seattle TV stations so that you can tune into them to see if school is closed. If it is a possible snow day you can also look on our Facebook Page and School Website's Breaking News button for closure information as well. Another nice feature about the FlashAlert System is that if the weather isn't necessarily bad, but we have a closure due to a power outage, or other unforeseen problem, you will receive notification and not have to drive all the way to school to find out that we are closed. So sign up for FlashAlert at www.flashalert.net.

Class Size

Class size is limited to appropriate age levels. Our spacious classrooms provide opportunities for a broad curriculum.

Tuition and Fees

Tuition will be set for the days and times we have your child scheduled:
Pre-Kindergarten: 5 days per week (8:45am – 11:15am)
Preschool: 3 days per week (8:45am – 11:15am or 12:30pm – 3:00pm)
Preschool: 2 days per week (8:45am – 11:15am or 12:30pm – 3:00pm)

Families with more than one child enrolled at Evergreen Christian School concurrently will receive a tuition discount.

All tuition payments are due by the 1st of each month beginning in September and ending in May. You will not receive a bill or reminder. A $20 late fee per child is due after the fifth, and dismissal from the school will result for accounts that are 40 days past due. You can drop off your payments in the tuition box located in the school office.

Please notify us in the morning if your child will not be attending that day.
Our programming and commitments require us to engage staff based on the number of children enrolled.

We cannot give refunds or credits for days when your child is absent nor will tuition be prorated for extended absences. This includes vacations, illnesses requiring absence of less than two weeks, or bereavement other than immediate family. If your child will be absent for more than two weeks, you may discuss your situation with the director.

Please be respectful of our teachers, and arrive on time to pick-up your child.
If you have an emergency causing you to be late in picking up your child, please call the school office 360 357-5590.

Withdrawing from the School

A "Withdrawal Form" must be submitted 30-days in advance when planning to withdraw a child from the school. Failure to provide such notification will result in a charge of one month's tuition. Any time a child is withdrawn, someone from the waiting list will fill his/her place. In order to re-enroll, an opening will have to be available and a new application submitted. The school reserves the right to ask parents to withdraw a child if there are circumstances or behaviors that prevent the child from functioning appropriately within the classroom. Parents will be contacted with concerns and suggestions prior to being asked to withdraw a child.

About Our Curriculum

Our curriculum is based on weekly, monthly, and seasonal themes. We have found that having united themes brings the learning activities and objectives together within a main focus.

*Social Development (playing together)
*Science
*Reading Readiness
*Social Studies
*Field Trips
*Coordination Development
*Creative Development
*Math
*Music

and most importantly, developing Godly Character are all a part of our curriculum.

List of objectives for specific areas of development

Spiritual:

To make God, His Word, and His Son a part of daily experience

To feel reverence for God and respect for the Bible as His word

God created everything there is

God loves each person

The Bible is God's word

Jesus is God's Son

Jesus lived on earth

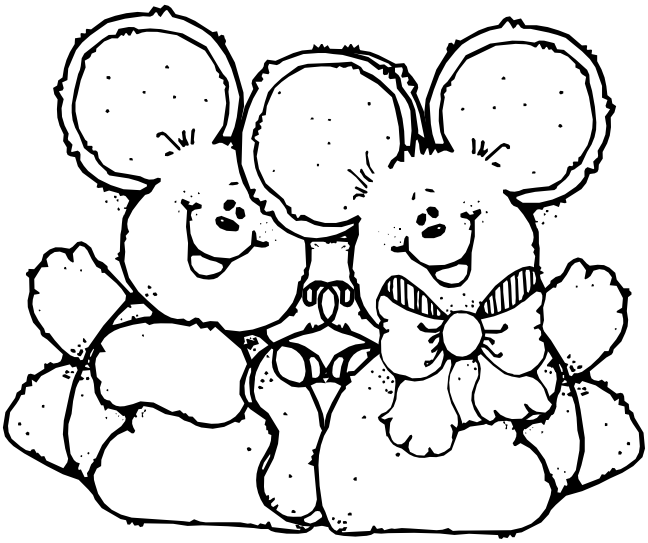
Jesus died, but God made Him alive again

He lives in heaven

God is everywhere

God knows everything

God hears us when we pray



Social/Emotional

To develop a sense of self-worth as beings created in God's image

To learn to express themselves in socially acceptable ways

To develop the social skills of cooperation and negotiation

To resolve interpersonal problems

To develop a sense of responsibility

To develop social and cultural awareness

Appreciation and respect for the family

Understanding holidays

Introduction to America's history

Introduction to the roles of community helpers

To develop a self-concept

Having opportunities to succeed

Getting feedback for personal accomplishments

Developing self-help skills and independence

To develop relational skills

Expressing needs and feelings in words

Developing manners

Learning to share and take turns

Intellectual/Academic

To develop a positive attitude towards school

Physical

To develop large and fine motor skills

To learn basic rules of health and safety

To learn basic rules of classroom and playground safety

To master new skills

Counting

Quantitative concepts (more, less, full, empty, etc.)

Classification and patterning

One-to-one correspondence

Ordering and sequencing

Number recognition

To develop curiosity, creativity and problem solving ability

To develop ability to use and understand language

Auditory discrimination

Auditory memory

Rhyming

Vocabulary development

Visual discrimination

Visual memory

Alphabet recognition

Left-to-right progression

Comprehension

Opposites

Evergreen Christian Preschool

Monthly Themes

September

All About Me

I Am Wonderfully Made

I Am Special

My New Friends

Five Senses

October

Apples

Fall (Leaves, Spiders, Squirrels,

Pumpkins, Harvest)

Community Helpers

Field Trip to Pumpkin Patch

November

Thanksgiving

(and Thanksgiving Feast)

Native Americans and Pilgrims

December

The Birth of Jesus

Christmas Program

January

Wintry Weather

Penguins

Hibernation

Eskimos

Jesus Grows Up

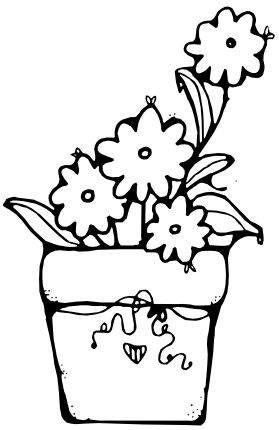
February

God Loves Us

Valentine's Day

Our Country

(Flag Salute)



March

Early Spring

Wind and Air

Clouds

Pond Life

April

Spring

Rain

Farm

Easter

(Jesus is Alive)

May

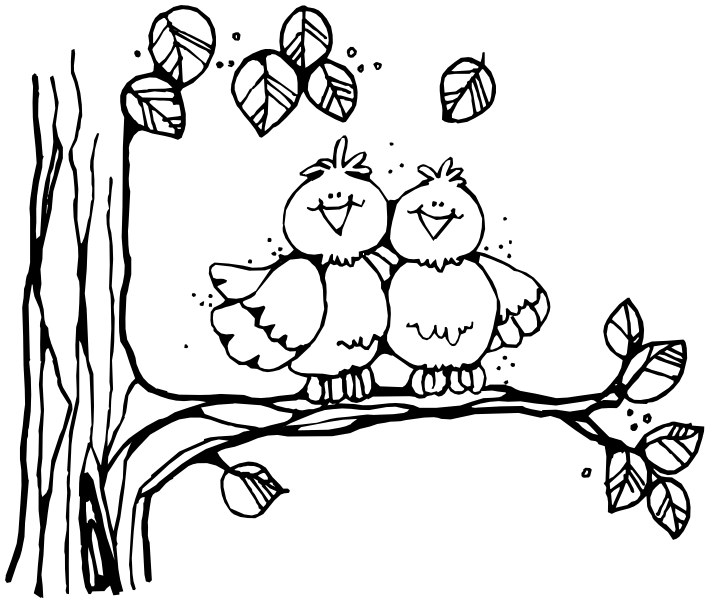
May Flowers

Mother's Day

Butterflies and Insects

Sealife

God Bless Your Summer!



Policies and Procedures

Sign-In and Sign-Out

There will be a sign-in/sign-out sheet for you to sign when bringing and picking up your child. This will also serve as a way to communicate with your child's teacher. If someone other than a parent, or previously designated person, is picking up your child, you must give us written permission in order to release your child to the care of this person.

Dress

Children should wear clothing appropriate for preschool activities. Washable play clothes are best. During our activities their clothing may get dirty, wet, or even spotted with paint. Children will want to relax and enjoy what they are doing without fear of getting dirty. Pants that cover and protect the legs are best, even for the girls. Long shirts make climbing and other mobility very clumsy. Shoes that are comfortable to run and climb in our playground are best. Consider closed shoes if your child is bothered by bark in getting inside shoes. Please dress according to weather as we will be enjoying outdoor experiences whenever possible. Warm coats with hats and mittens are best for cold days, and sweaters or lightweight jackets would be suitable for warm days.

Special Helper and Snack

To help your child feel a sense of responsibility and develop an attitude of sharing, helping, and positive self-esteem, he or she will have an opportunity every few weeks to be a Special Helper. On that day your child may bring a snack to share with the class and something for show and tell. Anything that will stimulate conversation in your child is good. (Please: NO weapons.)
To let you know it is your child's turn to be the Special Helper we will tie a piece of yarn around their wrist

Laws and regulations require that ALL SNACKS served at the schools be store-purchased and pre-packaged. Please keep it simple: fruit, vegetables, a box of Ritz crackers or fish crackers are fine. If you want to bring juice, apple or orange juice are great choices. Preschool will supply the cups and napkins.

Birthdays

We like to celebrate birthdays and try to schedule Special Helper days accordingly. If you want to bring something special, cookies or yogurt & fruit parfaits are a nice treat. We do have a freezer if you would like to bring frozen yogurt or ice cream.

Field Trips

We will be going on field trips during the school year. These are planned to be extensions of classroom learning experiences and are something the children look forward to (Siblings are welcome to join our field trips along with the Parent). Prior to each field trip, your child will bring home a note informing you of the trip and any pertinent details. In compliance with Washington State Law, we depend on you to come with us on field trips to assure children are secured in a proper car seat. **In addition, ALL school volunteers MUST fill out a Background Check before they are able to come with us on field trips and/or help out in the classroom.** Forms are available in the school office. In addition, all drivers and parent helpers need to provide the Preschool office with a copy of their driver's license and proof of insurance.

Evergreen Christian School Stewardship Requirement

What does Family Stewardship mean for you? Similar to many private institutions, ECS, requires each family to commit 20 hours to the activities of ECS each year. Families with ONLY preschoolers at ECS are asked to complete 5 hours per family. If you have a preschooler and a student K-8th grade at ECS, the 20 hour requirement applies. ECS encourages the gifts and talents that bless each family, meaning that this significant output can be accomplished in many different ways by any or all members of each family. Families unable to participate in the Family Stewardship Program will be charged $10.00 per unfulfilled hour. Late entrance families will have pro-rated required hours. Additional hours of service would be, of course, greeted with enthusiasm and greatly appreciated!

Health and Safety

Your child's health is a matter of major importance to all of us. Upon enrollment you must complete the Medical Health Form and Certificate of Immunization Status. We must have current information on file for your child to attend preschool.

Your child may be sent home if symptoms of illness appear during class time. In such cases, your child will be immediately isolated from others and a parent will be contacted.

Please keep your child home if:

He/she has or has had a fever or has vomited during the previous 24 hour period.

He/she has a heavy nasal discharge.

He/she has a constant cough or sore throat with fever or throat spots.

He/she is fussy, cranky, and generally not feeling well.

Symptoms of a possible communicable disease are noticed.

(Please call the school at once if a communicable disease is subsequently diagnosed.)

Toilet Training

Children **must** be toilet-trained prior to enrollment at Evergreen Christian Preschool. In the event that a child exhibits consistent accidents for a period of two weeks, the parent will be notified, and the child will be dismissed for two weeks to complete toilet training. Tuition will not be reimbursed during the training period.

Classroom Management

Discipline, in general, is training that helps a child make correct choices in a climate of warmth and support, and which includes limitations with both positive and negative consequences. It is a three-way communication process between students, parents, and school personnel. It is, in the Christian environment, training in righteousness that leads one to be more Christ-like in every way.

Part of this training is to put into practice the principle found in Matthew 18, which commands us to humble ourselves and go to our brother with whom we are having difficulties. Scriptural principles also require us to help students remain accountable for inappropriate conduct.

All student behavior is to be glorifying to God and representative of Jesus Christ as our Lord. Classroom rules and disciplines are to be instituted and administered by the classroom teacher with support as needed by other staff members and the administration. In addition, teachers are expected to monitor all students' behaviors while on campus or on a field trip.

School-wide guidelines for all students at ECS

All students are expected to grow in Christian character. The School has established general guidelines to encourage students in this process. These general guidelines include, but are not limited to, the following:

Behaving in a manner that reflects the testimony of Jesus Christ.

Showing consistent evidence of Christian character, demonstrating a teachable spirit, and doing one's best to have a clear conscience before God.

Respecting and obeying School and Church personnel and campus volunteers.

Being responsible for one's actions.

Respecting others' rights, feelings, and property.

Maintaining a safe, civil, respectful, and inclusive community.

Walking safely and acting orderly in and around the buildings and staying in supervised areas.

Making a determined effort to learn including, but not limited to, attending classes on time and ready to work, with the necessary learning materials.

Dressing appropriately according to the ECS dress code.

Knowing and obeying school rules.

Be safe. Be responsible. Be respectful.

Communication with Parents

At Evergreen Christian Preschool we believe that the home is the primary educator in the life of a young child, and that we are an extension of the Christian home. We want to partner with parents to educate our students. The Evergreen Christian Preschool staff are available as a resource to parents who want to help their child further develop their skills at home. Parents are welcome anytime throughout the year to set up times to talk with preschool teachers about their children as well as about school policies and procedures. Formal parent/teacher conferences are held in March.

Earthquake Safety/Fire Drill/Lockdown Procedure

During the school year, we make it a frequent practice to review fire drill, earthquake drill and school lockdown procedures. The children may come home from preschool talking about these "practices."

In the event of an earthquake or lockdown:

*No student will be dismissed from the preschool unless a parent (or individual designated by a parent) comes for him/her. With this in mind, if there has been any change in your telephone numbers or address, please update the information with your child's teacher and the preschool director.

*All students must be signed out by either their parent or designated parties. It is very important for us to know where all the children are at all times

*To the best of our ability, we are prepared to care for your children in times of critical situations. If you are unable to reach the preschool, we will care for your child on campus. Our teachers and staff have first-aid certificates, and we will be in communication with various local emergency services. We do ask for your help in the following areas:

-Following an earthquake or other emergency, DO NOT immediately drive to the preschool – the streets and access to the school may be cluttered with debris. The preschool's access route and street entrance areas must remain clear for emergency vehicles.

-DO tune your radio to KGY 1240 AM or 96.9 FM for instructions from public safety agencies. If we are able to make contact with the radio station, we will give specific information concerning Evergreen Christian School.

Child Abuse

As a mandated reporter to the Revised Code of Washington, Ch. 26.44, Evergreen Christian Preschool personnel are required to report suspected cases of child abuse. Suspected abuses are handled individually in accordance with the situation and as governed by State law. The preschool director assumes responsibility for contacts to be made with the home, and, when necessary, reporting to Child Protective Services.

A Final Word

EDUCATION is a partnership between parents and school. We can provide experiences, technical knowledge and materials which might be difficult for parents to furnish, but the influence of your interests and attitudes will continue the learning.
YOU are your child's most important teacher.
*We encourage you to take an interest in what your child is doing.
*Encourage your child to talk to you about his/her friends and experiences at Preschool.
*Be positive about what your child brings home. Projects done at school are very special to a child.
*Value and delight come in the process of creating a project, not in the final product.
*Try to make a positive comment about color, shape, or even just about the fun your child had in making it!
*Display your child's projects, whenever possible.
*Encourage him or her to use his/her ideas and be creative at home, too.

We also encourage you to feel free to discuss with us any changes or progress you notice in your child's development. We want to work hand in hand with you so that the greatest development possible can occur while your child is with us.

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6