



PRESCHOOL HANDBOOK



LIVE. LEARN. LEAD ▶

WELCOME

Welcome to Mannahouse Christian Academy! We are very excited to welcome your student into our classroom. In this booklet you will find information about our classroom guidelines and procedures. Please keep this book for reference throughout the year. If you have any questions, please feel free to ask! We are praying for a smooth transition for our new children, and hope that they will find our classrooms comfortable and engaging.

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Portland, Rocky Butte Campus

9200 NE Fremont
Portland, OR 97220
Phone: 503-252-5207
Cell: 971-712-3841
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Vancouver, Mill Plain Campus

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Vancouver, WA 98684
Phone: 360-891-4758
Cell: 971-712-3385

School Office Hours:

Mon.-Fri. 8:00 am - 4:00 pm

Preschool Office Hours:

Mon.- Fri. 7:30 am - 6:00 pm

Preschool Hours:

AM Program (8:45 arrival) 9:00-11:30
Full Day (8:45 arrival) 9:00-3:00
Extended Care: 7:30-8:30am & 3:00-6:00pm

PURPOSE & MISSION

The Purpose of a Christian School

“The purpose of a Christian school is to teach that the Lord Jesus Christ is to be preeminent in all of life, including education. That comprehensive principle underlies every aspect of academic study, each activity and all of school life. The Bible is specific in stating about Christ. ‘For by Him all things created, that are in heaven, and that are in earth...and He is before all things, and by Him all things consist... that in all things He might have the preeminence.’ (Colossians 1:16-18). ‘For of Him, and through Him, and to Him, are all things: to whom be glory forever Amen.’ (Romans 11:36) ‘All things were made by Him; and without Him was not anything made that was made.’ (John 1:3)”

There is a clear, critical difference between the Biblical and the secular viewpoints on a subject. Even though the facts of knowledge are identical for both, the Christian school teaches that no subject can be taught in the totality of its truth when the Creator is denied or ignored, which is the case in the secular school. Knowledge is purified by the recognition of God’s rightful place in it. The school provides a sound academic education and a wholesome activity program which are integrated with the Biblical viewpoint. This process is natural, not strained or forced.

Parents are responsible for the education of their children. During the school day teachers are in loco parentis, in the place of the parents, which makes the parents and teachers partners in the education of the students. Children are to be taught at home as well as at school with the consciousness that all truth is God’s truth, including history and mathematics, science, physical education, music, and the arts, and that Jesus is to be centric in all learning and living.”

Roy W. Lowrie, Jr. Ed.D. (Reprinted with permission from the publisher, ACM, Association of Christian Schools International, “The Purpose, Philosophy, and Objectives of Christian Education”.

Mannahouse Christian Academy Mission Statement

Mannahouse Christian Academy (MCA) work together with the home and church to provide a Christ-centered spiritual, academic, and physical foundation in a nurturing environment to produce godly citizens who will be a transforming influence in the world.

Mannahouse Christian Academy partner with parents in educating their children that all truth is God’s truth, including history, mathematics, science, physical education, music and the arts.

We at Mannahouse Christian Academy endeavor to train up children in the principles of the Word of God and to train these children academically so they will reach their full potential in their God-given gifts. We realize that we are assisting the parents of these children in this task.

Because the school and all its activities are an integral part of the church and because parental involvement and support are essential for the success of church programs expressed through the school environment, it would be prudent for parents to enroll their children where they are in total support of the leadership and policies.

PHILOSOPHY & THE BIBLE

Philosophy

MCA's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train each student in the way of life presented in the Scriptures while providing an excellent, general education.

Since a primary reason for the existence of the school is a spiritual ministry, efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct and clean living in the light of the principles of God's Word.

The academic program is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Stress is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. We believe the traditional system of education trains the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element at MCA. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline and respect for authority essential to the emotional wellbeing of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures, are characteristics we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

The Bible and Religious Activities

In choosing Mannahouse Christian Academy, parents are agreeing to have their students participate in curriculum that is based on Biblical truth and in religious activities that are a product of that truth. The Bible sets down a very clear standard of living—unwavering principles by which we establish our lives. The staff of MCA desires to see this standard of God's Word as our standard in instruction and character.

Outward expressions of our Bible-based curriculum include praying during the day and before meals, singing songs about God, memorizing scripture, teaching Biblical character traits, and celebrating Christmas and Easter.

DISCIPLINE

Discipline Policy

Mannahouse Christian Academy recognizes that the basic responsibility for nurture and correction of your children lies in the home. We are honored that you are allowing us to assist you in cultivating Christian character in your child's life. In order to do this, we will correct a child in love when his behavior is in violation of proper and reasonable rules. The teacher will carefully consider and set well-defined limits for her class without undue curbing of initiative. This will give students needed security as they understand what is expected of them.

Each child will be respected as an individual. Each child's behavior will be recognized as having cause. The teacher, to the best of her ability, will use discipline and correction to help her students understand basic interactions and relationships between teachers and peers.

Discipline can be both corrective and preventive. It is not punishment only, but it includes the learning of self-discipline and responsible behavior. Our goal is to emphasize prevention; rewarding and reinforcing responsible behavior in our children. This will motivate them toward positive conduct.

The more self-discipline is learned and practiced, the less correction is needed. We are committed to provide a healthy balance of genuine love with reasonable, consistent discipline. We believe this will produce the growth and responsibility in our children that we all desire.

Purpose of Correction

- To help students achieve maximum development of behavior patterns which will make them a productive member of society.
- To maintain a climate conducive to learning and the protection of life and property.
- To produce wisdom, understanding, and discernment between right and wrong, including good judgment, common sense, and fairness.
- To establish the child's personal accountability for his actions.

Definition/Consequence of Conduct

- **Disruption of School:** Any conduct that substantially disrupts a school function or is likely to do so, interferes with classroom instruction, or hinders another student's learning would require correction.
- **Disobedience:** A student who repeatedly fails to comply with directions of a teacher or staff member while that student is under the authority of the school. There would be consequences for this kind of negative behavior.
- **Undesirable Language:** Sassing, profanity, or name-calling will not be allowed.
- **Damage to Property:** A student shall not cause or attempt to cause damage to personal or school property.
- **Threats or Assaults:** A student shall not do bodily injury to another student or employee.

METHODS AND LIMITATIONS

Methods:

- Isolation (but in view of the teacher at all times).
- Head on table with eyes closed.
- Deprivation of a specific activity that child enjoys.

Limitations:

- The child's dignity will be protected when discipline is needed.
- No staff member or assistant may use abusive or humiliating language.
- Food will not be withheld.
- There will be no hitting or spanking of a child at any time.
- No form of corporal punishment will be allowed on the premises of the child care center by anyone, including parents.

Procedures of Discipline

Make sure student understands all rules of proper school behavior before discipline is used.

- The first time a problem occurs, review rules and promise discipline the next time the problem occurs.
- The second time the problem occurs, remind the student of expected behavior and of the promise you made to discipline. Decide on method and follow through by:
 1. Asking child to verbalize his understanding of the offense
 2. Explaining action to be taken
 3. Establishing a time limit
 4. Establish what actions/attitudes the child must adjust to resolve problem.
- If problem persists, teacher may discuss situation with the preschool director.
- Parents will be contacted if deemed necessary by director to talk about corrective action needed and an agreeable resolution.
- We reserve the right to remove a child from our preschool if a satisfactory solution cannot be agreed upon.

Child Abuse Reporting Law Requirements

Our staff is mandated by the state to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may not notify the parent when the police or Child Protective Services are called about possible child abuse, neglect or exploitation, except on the recommendation of Child Protective Services or the police.

Non-Discrimination Statement

We will provide child care to any child and their families regardless of race, color, national origin, sex, age, religion, disability, or use of a guide dog or service animal. We will assist children and parents who have a limited English language ability either with translation, written information or with an interpreter.

Parent Communication

A majority of our parent communication is sent through email. Periodic newsletters and calendars will contain information about what we have been learning in class, upcoming events, and ideas for activities to do with your preschooler. Classroom newsletters and calendars will be posted in the preschool classrooms or hallway. Periodic progress reports will also be sent out for each student. Please feel free to address any questions or concerns with the preschool director or teacher on duty when you are at the school or you may call for an appointment.

ADMISSION & ENROLLMENT REQUIREMENTS

Admission and Enrollment Requirements

We serve students between the ages of 3-5 years of age. Children must be 3 years of age and **fully potty trained** to enter our program. Our program offers two levels of curriculum; Preschool for 3's & 4's & Pre-Kindergarten for 4's & 5's. Our Pre-Kindergarten curriculum is for students who turn four during the month of September and are planning on attending Kindergarten the following school year. All other students will participate with our preschool curriculum.

Note: If you feel like your student belongs in a class other than our regular placement, please see the preschool director to arrange for a placement evaluation. The evaluation may include a conference with parents, evaluation of student progress, and possible classroom trial period. We will assess all levels of development including, academic, social emotional, and physical. After the evaluation the preschool director will make a decision as to what placement will be best for your student.

Parents may choose a full time or part time schedule as long as there is space available. If you would like to change your schedule, you must submit a change of schedule form to your campus supervisor. Please only change your schedule if it is imperative and limit the change to once a year. **We require at least 24 hours advanced notice for any schedule changes.**

Enrollment Forms:

- Application
- Payment Contract
- Up-to-Date Washington or Oregon Certificate of Immunization
- Emergency Information Form
- Medical Information Form
- Child Release and Carpool Arrangement Authorization
- Discipline Policy
- Medication Release Form

FEE AND PAYMENT PLAN

Rates

Tuition rates are charged on a monthly basis and are contracted on an annual basis, July-June. They are calculated on a half-day or full-day rate. The charge is determined by the number of days per week that a child attends preschool. Morning preschool begins at 9:00am and ends at 11:30, full day ends at 3:00pm. Extended care is offered for additional charges. Both early morning (7:30-8:30am) and afternoon (3:00-5:45pm) care are available. A multi-family discount is available for families with more than one student in Mannahouse Christian Academy and a 5% discount on tuition is given for families who pay an annual contract in full. Payments that are paid by credit card will be charged 2.65% for the transaction.

Additional services

Additional fees are charged for registration, field trips, supplies, and curriculum.

Payment due policy

Prior to attending class, a financial contract will be drawn up and signed by the parent or guardian. The first down payment must be made before the child attends class. All subsequent payments must be received on or before the 20th of each month. The supply, and curriculum fees will be included in the down payment. After the initial payment is made, the balance of the contract will be set on an automatic payment schedule. Failed payments through Smart Tuition will result in a \$30 fee. Bounced checks payable to MCA will result in a \$12 fee.

FEE & PAYMENT PLAN

Work exchange policy

Mannahouse Christian Academy does not have a program to exchange work for tuition or fees.

Late payment policy

A late fee of \$50 will be charged by FACTS for payments that are not received by the end of the month.

Fees for late pickup

A \$3 per minute fee will be charged for late pickup.

Missing Days & Vacation policy

Tuition charges are based on an annual contract for the year. Credits will not be given for missed days or vacation time. Mannahouse Christian Academy will be open Monday through Friday year-round with the exception of the following national holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day Thanksgiving Day, day after Thanksgiving, and three days at Christmas. Two times a year, the preschool rooms are not available due to church conferences. During each conference, one or two days of preschool will be canceled. Note: Other school cancellation dates could be added due to church activities.

Rate changes

Our tuition rates are set for the beginning of each contract year and will remain unchanged until the beginning of the next contract year July-June.

Terminating child care policy

Conditions & notice from preschool:

- Mannahouse Christian Academy reserves the right to remove a child from our preschool if:
- It is determined that a child is not developmentally ready for our program and cannot adjust to the classroom environment.
- A satisfactory solution cannot be agreed upon when dealing with discipline issues.
- Financial obligations are not current.
- Parents do not respond to calls from the preschool in a timely manner.

Parents removing a child from preschool:

When removing a child from preschool, charges will remain in effect until the preschool director has been notified that the child is being withdrawn.

Conflict Resolution Policy

Any conflict developing between a family and the school must first be taken to the director of the preschool. If the issue is not resolved there, it can be taken to the principal of City Christian School for further evaluation.

DROP-IN CARE & EMERGENCY PROCEDURES

Schedule Changes & Drop In-Care

At Mannahouse Christian Academy we strive to give your child quality care. It is our policy that your student will only attend preschool on the days that they are contracted for on the application. This policy is in place because of our child to staff ratio and the variety of schedules we offer to all our families. Therefore, we cannot switch days of care or the hours your child normally attends.

If you need to change your attendance schedule at any point during the year, there is a "Change of Schedule" form. This form can be obtained at the school office, from your head teacher, or online. Schedule changes are subject to availability of space in the classroom. Schedule Changes are accepted the first week of each month. If you are in need of an immediate change a \$25 fee will be added to your contract. Additional fees may also apply. You will be notified once the schedule has been approved and contract has been updated.

- Child is currently enrolled in the preschool
- Availability of space in the classroom
- At least 24 hours of advanced notice given to the preschool director (or arranged Friday for a Monday change)
- Drop-in care form filled, signed and submitted
- Cash or check payment made BEFORE drop-in care is given according to the following payment schedule.

Half Day	Full Day	AM Extended Care	PM Extended Care
8:45-11:30/11:30-3:00	8:45-3:00	7:30-8:45	3:00-6:00
\$25	\$40	\$10	\$20

Emergency Procedures and Disaster Preparedness

All staff will be trained to follow our Mannahouse Christian Academy Emergency Preparedness Procedures, including responses to, fire, earthquake, tornado or other natural disasters, missing child, and emergency lock down. Please refer to our campus Disaster Response Plan for details about these procedures.

In the event we cannot return to our preschool rooms, we will evacuate to a designated spot near our campus. The head teacher, director or school office staff will contact parents or parents' designated emergency contact by phone to come pick up their children. Records will be kept on the time each student leaves and students will be supervised by preschool staff until they have all been signed out by a parent or guardian.

To facilitate all school communications, emergency or otherwise, all MCA families are asked to sign up for our one-way text/email messaging system. To receive messages via text, send a text message @ MCA201415 to (541)633-7313. To receive messages via email, send an email to MCA201415@mail.re-mind.com.

In case of disaster, we are prepared as a facility to take care of children for two to three days. We will keep an extra three day food supply on hand and make sure that potable water will be available. We will keep extra clothing and blankets and have access to an emergency kit with extra supplies.

ILLNESS

Illness

We are committed to maintaining a healthy environment for all of our students. Staff will conduct a daily health check of students when they arrive at the facility. We will not admit or retain in care any student who is displaying the following symptoms:

Signs and Symptoms	Guidelines for Return to School
Fever (axillary temperature of 100 F or above)	May return to school only when child's temperature has been normal for a full 24 hours without Tylenol and /or similar product.)
Conjunctivitis/Pink Eye (red eyes with itching, tearing or mucous discharge)	May return to school after tearing and discharge have ceased AND after 24 hours of antibiotic treatment.
Skin Rash	May return to school after any sores are crusted over and dried OR after child's physician has provided written clearance for return to school.
Diarrhea (watery or greenish stools or more frequent stools than usual)	May return to school 24 hours after all symptoms are gone OR after the child's physician has provided written clearance for return to school.
Vomiting	
Lice/Hair Infestation	May return to school after receiving a specified shampoo treatment AND all signs of infestation are gone.
Runny Nose (green or yellow discharge or associated with fever or cough with mucous secretion)	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.
Severe Cough	
Child is behaving as indicated below: <ul style="list-style-type: none"> • Lethargic, sleepiness • Complaints of headache • Complaints of stomach ache 	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.

In the event of illness at school:

- Isolate student (within sight and sound of staff)
- Check temperature

If temperature is within the normal range:

- Student will rest in an assigned area
- Student will be observed for changes
- If there is no change within 30 minutes, parents will be contacted. Parents need to pick up child within 1 hour after they are contacted.

If temperature is over 100 degrees F, parents will be notified to pick up their student. Staff will record illness and keep a copy of the report in the student file.

Please do not bring a child to school who has had any of the above symptoms within the last 24 hours.

Parents will be notified of any outbreak of child care restrictable diseases or food poisoning so you can take appropriate action to protect your child. We will also report communicable diseases to the local health department. In the case of staff illness, appropriate substitute care will be provided.

INJURY & MEDICATION

Minor Injury

- Staff will administer first aid as needed.
- Staff will fill out an injury report describing accident and first aid administered.
- A copy will be made of the injury report to give to parent. The original report will be filed in the preschool office.

Serious Accidents

- A CPR/First Aid trained staff member will attend to the injured student.
- If injury is life threatening staff member will call 911.

Preschool staff will:

- Call school office
- Stay with patient and administer any first aid possible and pray for the situation
- Send someone to meet the emergency team
- Pull emergency form to send with student
- Check school emergency references in Staff Handbook
- Give clear directions to other students, giving them a safe place to wait.

The school office staff will:

- Notify any available medical personnel on location and call 911 when determined appropriate.
- Call parents and advise them of emergency, if parent cannot be reached we will call the emergency contact.
- Fill out an accident report form and distribute copies to principal's office, preschool office, and licensing.
- Secure substitute care for students until emergency is resolved.

If ambulance attendants recommend emergency hospitalization students will be transported to:

- **Portland Adventist Hospital (Rocky Butte)**
- **Peacehealth Southwest Medical Center (Mill Plain)**

A preschool staff member will stay with the student until the parent or guardian has taken them into their care.

Medication Management

Any medications that your child brings to school must be given directly to the teacher on duty. Medications will be stored in a secured area with a release form. The school does not dispense aspirin or other non-prescription medications, so only medications brought from home will be available for your child.

All medications must be in the original container and require a release form to be administered.

Medications can be prescription or over-the-counter, including, but not limited to, vitamins and food supplements, eye, ear and nose drops, inhalants, ointments or lotions, aspirins, decongestants, antihistamines, cough drops, and antacids. Over-the-counter medications will only be administered according to the manufacturer's label for the age or weight of the child. If the medication is to be administered differently than the manufacturer's label recommends, a physician's written authorization is required.

All Medications Require

1. Written instructions including:
 - Name of student, name of medication, dosage, time to be given, method of administration, date prescription was filled or medication's expiration date.
 - It is recommended that the physician note possible adverse reactions and any required interventions. These instructions may be included on a prescription label or in separate written directions from the physician.
 - The authorization form must be signed and filled out completely by the parent or guardian.
2. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the druggist can issue the medication in two separate bottles at no additional charge.)
3. Medication for preschool students should be brought to the campus supervisor or teacher on duty by a responsible adult or high school age sibling.
4. Prescription medications to be dispensed will be kept in the preschool room in a locked container and cabinet away from children's reach.
5. Unused prescription medications must be picked up by the parent when treatment is complete. Medications left at school will be destroyed.
6. Medication will be administered to the child by a staff member. All administration of medication will be recorded. Any unused medications will be returned to parents or properly disposed.

DRESS CODE & ARRIVAL/DEPARTURE TIMES

Dress Code

We do not have a specified dress code. However, we ask that students wear comfortable play clothes that will be appropriate for indoor and outdoor preschool activities. During class time students are often play-ing with paint, markers, glue, and other “messy” things. Flat, comfortable, closed-toe shoes are recom-mended for running and playing outside in our bark-chipped areas. Girls should wear shorts underneath dresses or skirts.

We also ask that each student bring a labeled change of clothes (underwear, pants, socks, etc.) with them to school. Please check your student’s change of clothes periodically and switch out as student’s grow and the seasons change.

Arrival and Departure Procedures

Parking is available near the Preschool entrance. Lock your vehicles and do not leave children or valuables unattended in the parking lot. A parent or responsible older sibling must sign the student in using a full legal signature and indicate the time in which the student is dropped off. Make sure your student is in the classroom before you leave and the teacher or aide is aware that they are present.

Our academic day begins at 9:00. At that time all of our teachers are engaged in teaching. If you arrive after 9:00, we would appreciate your help in situating your student in the classroom (hanging up jackets, putting their belongings away, and directing them to join in with their class).

When you pick up your student, sign them out on the same sheet indicating the time the student is leav-ing. Children will only be released to authorized parents or individuals listed on the child release form. We must have advance, written communication if there is a change in authorization to pick up your child. We may ask for picture verification of identity before releasing a child. We will not release children to parents or caregivers who are under the influence of drugs and/or alcohol.

Please be prompt to pick up your student. If you are going to be late for any reason, call and let us know. We would appreciate a call, text, or email if your student will be absent for any reason.

Arrival & Departure Times:

AM Half Day: 8:45-11:30, no later than 11:45

PM Half Day: 12:15-3:00, no later than 3:15

Full Day: 8:45-3:00, no later than 3:15

Extended Care: 7:30-5:45, no later than 6:00

A fee of \$3 per minute will be charged for late pick-up.

Parents have free access at all times to all areas of the center that are used by your child. Parents may only have unsupervised access to their own child.

Personal Items

Every student has their own cubby for classroom storage. Very often the children like to bring their “treasures” into our classroom. Please keep those items to a minimum as they tend to get misplaced or take up space in their cubbies. **Do not bring toys from home unless it is a show-n-tell day (the last full week of every month).**

SAMPLE DAILY SCHEDULE

Sample Daily Schedule

7:30-8:45	Extended Care: Playtime, Centers & Learning Activities*
8:45-9:00	Arrival, Half Day and Full Day Students
9:00-9:30	Opening Group Time <ul style="list-style-type: none">• Prayer• Bible, Story, or Character Development• Helpers• Weather• Calendar• Songs
9:30-9:50	Morning Snack (Hands will be washed before and after meal times.)
9:50-10:00	Transition Activities <ul style="list-style-type: none">• Music and Movement• Finger Plays• Stories
10:00-11:00	Academic Learning & Outdoor Experiences/Active Play (Language Development/Pre-Reading Skills/Math) <ul style="list-style-type: none">• Teaching Activities• Curriculum• Correlating Art• Gross Motor Skills Development
11:00-11:45	Playtime: Centers & Learning Activities*
11:30	Half Day Students Depart
11:45-12:30	Lunch Time
12:30-12:45	Playtime
12:45-1:00	Transitional Activities
1:00-2:15	Rest Time, Quiet Activities
2:15-2:30	Transitional Activities
2:45-3:00	Afternoon Snack
3:00	Full Day Students Depart
3:00-6:00	Extended Care: Playtime, Centers & Learning Activities* Outdoor Experiences/Active Play Group Games

*Centers and Learning Activities include:

Thematic or Seasonal Art
Puzzles & Games
Sensory Experiences
Building Center

Math/Alphabet Manipulatives
Thematic Activity Centers
Dramatic Play Center
Science Exploration

***WE ARE A PEANUT FREE FACILITY**

SNACKS AND LUNCH

Snacks

Our school provides a morning and afternoon snack each day in compliance with the Washington State Department of Early Learning and USDA guidelines. We will provide an additional snack for children who are in care for 9 or more hours. A monthly menu will be posted. A typical snack includes two of the following food groups:

- Breads and Grains
- Meat or Dairy
- Fruits or Vegetables

If your child has special dietary needs, we ask that you provide appropriate snacks for them. Special diets, not including vegetarian diets, shall not be served to a child without written instructions from a registered dietician or medical practitioner and written parental consent. If your child has food allergies we require a written list of foods that the child cannot consume.

Lunch

Students attending our full day program are required to bring their own lunch. Please mark your student's name clearly at the top of their lunch box so it can be easily seen. Pack food that is easily accessible for your child and ready to eat. Include forks and spoons as needed.

Lunches must follow these nutritional guidelines that will meet 1/3 of your child's daily nutritional needs, (and be peanut free):

One serving from each of the following groups:

- Fluid milk or 100% fruit juice (1/2 cup)
- Breads and grains (1/2 slice, 1/4 cup)
- Meat, fish, poultry or meat alternatives—NO PEANUT BUTTER OR PEANUT PRODUCTS (1 oz., eg. dried beans, almond butter, yogurt or cheese).
- Each meal needs **two** servings of fruits and vegetables (1/4 cup each).
- Example: Milk, Ham Sandwich, Apple & Carrots.

All lunches will be refrigerated.

We will not heat lunches or serve warm food.

Staff will monitor and make sure all food and beverage containers are labeled with the child's name.

Any food to be shared with the class must be commercially prepared.

Students and staff are required to wash their hands before and after meal times.

In the event that nutritional guidelines are not met, we will supplement foods brought from home that do not meet requirements. In an emergency, we will provide food to children who come without a meal. If we have to supply food on a continual basis, we reserve the right to charge a fee for the food consumed.

CLASSROOM PROCEDURES

Birthday Parites

Birthdays are a big event in the life of a preschooler. We will take some time in class to celebrate each child's special day. If you would like, you may bring a special store bought treat on your child's birthday. Please make sure that treats are peanut free. We recommend fruit, cookies, fruit snacks or fruit roll-ups. If you would like to bring juice, it must be 100% fruit juice. Let us know what your plans are before the big day.

Show-N-Tell

We will have Show-N-Tell the last week of every month. During that week your student may bring one item to share one day that week. The dates will be on our monthly calendar along with information about what each class will be learning for the month. We would like to encourage your child to bring an item that per-tains to the themes we are studying. An example for September is to bring an item that begins with the letter "A" or something that God made. Be creative!

Curriculum

Mannahouse Christian Academy's curriculum is built to give our students the skills they need to succeed in Kindergarten. The foundation of our program is the Abeka Preschool Curriculum which focuses on basic language and math skills. Our program is expanded with monthly themes that are planned around the following content areas:

Three's & Four's Class

Abeka Curriculum

"Letters & Sounds"

Students practice alphabet recognition and phonemic awareness through class discussions, simple tracing and art activities.

"Numbers & Skills with Button Bear"

Students participate in various math activities that include counting, number recognition, sequencing, shapes, pairs, opposites, tracing and coloring skills.

Pre-Kindergarten Class

Abeka Curriculum

"Readiness Skills"

Activities help to develop writing readiness, eye-hand coordination, visual perception, and listening and thinking skills.

"Writing with Phonics"

Students practice alphabet recognition, phonemic awareness and pre-writing skills.

"ABC-123"

This book is used to reinforce number recognition, math concepts and phonics.

CURRICULUM OVERVIEW

Language Development

Alphabet Recognition
Phonemic Awareness
Early Word Recognition
Print and Book Awareness
Oral Language/Vocabulary Enrichment
Pre-Writing Skills
Listening & Speaking Skills

Math Concepts:

1 to 1 Correspondence
Number Recognition
Shapes & Colors
Ordering
Patterning
Sorting, Classifying & Organizing
Quantity
Predictions & Estimation Measurement
Money
Time
Simple addition & subtraction
Science:
Exploration with various tools
Experiments & Observations
Properties of Objects
Charts & Graphs
Predictions
Data Gathering
Cause & Effect
Research
Problem Solving

Social Studies:

Time Concepts (Past, Present, Future)
Maps/Globes Ownership/Stewardship
Families
Cultures
Health

Gross Motor:

Traveling
Jumping
Balancing
Kicking
Throwing & Catching
Volleying
Dribbling

Fine Motor:

Use of various writing materials
Cutting
Pincher Motion
Use of Various Manipulatives
Paper Folding
Knot Tying
Card Games

CLASSROOM PROCEDURES

School Closure Days/Snow Days

In the event of inclement weather, official information regarding school closure for Mannahouse Christian Academy can be accessed by viewing the MCA Home Page under "Recent News." Our website will be our primary notification source. Information will be posted as early as possible before 7:00 am.

In addition, you may see information crawling at the bottom of your television screen, hear public announcements made on various radio stations, you may also receive a tweet from Twitter, or a posting on your Facebook page depending on your use of these options. Only in the case of an emergency will you be called by phone.

Volunteers

Parents and grandparents are encouraged to volunteer to help with class activities. Activities include class parties, special events, or help during our class or center times.

Volunteers will:

- Be 16 years of age or older
- Not be involved in guidance or discipline of students
- Participate in staff orientation training
- Never be counted in the child/teacher ratio
- Not take any child, except their own, away from the group
- Not transport children other than their own in their cars
- Submit a background check form and TB test (Washington only)

Rest Time

Full day students will have a daily rest time after lunch. Each student needs to bring a **small** blanket (no bigger than 3' x 4') that will fit into our student storage. If their items do not fit in the storage space they will be sent home. A **small** stuffed animal or pillow may also be brought to sleep with. Label items with your child's name. Resting mats will be provided. Blankets should be taken home regularly and cleansed. All students are required to lay down for 45 minutes. If they do not sleep after 45 minutes they will be allowed to participate in an alternate quiet activity.

Restroom Procedures

Students must be **fully potty trained** and able to use the restroom facilities comfortably **on their own (including wiping themselves and pulling up pants)**. Students need to **wear underwear**. We are unable to deal with pull-ups because our campuses are not equipped with diaper changing facilities.

Breaks are taken throughout the day and students will be regularly reminded by the staff to use the restroom. Children will be monitored by a teacher in the bathroom. Staff will make sure that students wash their hands. Students should have an extra change of clothing to be stored at school in case of accidents.

Field Trip and Transportation Procedures

Parents will be informed of the location, date and time of field trips. Examples of trips include a visit to the pumpkin patch, local fire station, or local park. Parents may be charged a small fee for the event. Students will never leave our school campus without signed permission from the parent. Parents are encouraged to join us for these events. If you are unable to attend, we may be able to provide transportation for your child in a church approved vehicle. Students who ride in a church vehicle must bring a car seat that meets the state law:

- If your child is under age four or weighs below 40 pounds, you are required to use an approved child safety seat.
- Booster seats, used with lap and shoulder belts will be used for all other students.

Drivers will be trained and meet the qualifications of Mannahouse Church, Oregon Child Care Division and the Washington State Department of Early Learning. All transportation guidelines required by the state will be observed. Drivers will have a current driver's license, medical and liability insurance, and the vehicle in safe operating condition.

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LEAD ▶