



Academic Excellence on a Biblical Foundation.

Blackhawk Christian Early Childhood

Parent Handbook

2011–2012

Serving families; Growing children

Meeting the needs of young children
by following the pattern of Jesus life:
academically, physically,
spiritually and socially.



“And Jesus grew in wisdom and
stature, and in favor with
God and men.” Luke 2: 52

Blackhawk Christian School
exists to glorify God by partnering with
parents to equip students for life through
a Biblically based curriculum in a
Christ-centered environment.



Blackhawk Christian School

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Director of Early Childhood:

Laurie Bland



We are excited to have your child(ren) and your family be a part of our family here at Blackhawk Christian. We count it a blessing to be included in your child's life and a privilege to have the opportunity to not only expose them to academics but to be able to share our love of the Father and the gift of His Son with them.

Evaluations

Every student will be assessed in January prior to Parent Teacher Conferences. They will be tested and evaluated on tasks that target age appropriate skills. Accomplishments during the first semester, test evaluations and any areas of concern will be shared during the conferences.

Recommendations for Kindergarten will be made for each student in the Kindergarten Readiness.

Of course you do not have to wait until January to talk with your child's teacher. We welcome and encourage open lines of communication. Parents are regarded as experts on their own children.

At any time, please let us know how we can better meet the specific needs of your child or your family.

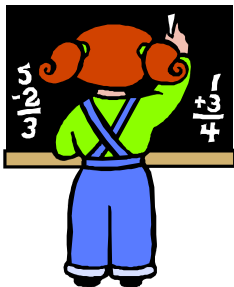


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Purpose Statement

Our goal at Blackhawk Christian Preschool is to provide a Christ centered learning environment for children ages 2 1/2 to 5 years old. Therein, we will help prepare your children for their formal school experience.

Our desire is to work hand-in-hand with parents to meet the physical, social, spiritual and educational needs of each child enrolled.

We desire to offer a well-rounded curriculum that targets the basic concepts of preschool, suited to meet a variety of learning styles. We will provide age appropriate study while allowing freedom of expression in order to foster a love of learning.

Above all else, we will openly share Biblical truth and purposefully teach Christ-like character.

It is our commitment to always seek to love, encourage and nurture the children and families entrusted to our care.



Medication

If your child is being treated with an antibiotic, they should have received treatment for at least 24 hours prior to attending preschool. Due to liability and limited staff we are not able to administer any form of medication to any child. Exception: Epi-Pens & inhalers will be used for critical situations—in accordance to the written instructions provided by parents.

First Aid

Our staff is certified in CPR. When children play, scratches and bumps are inevitable. Such injuries will be cleansed, treated with first-aid cream and band-aids. In the event that a more serious incident occurs, you will be notified.



Emergency Procedure

1. Care will be given to the child.
2. The parent will be notified immediately.
3. The emergency contact person will be called in the event that a parent **can not** be reached immediately.
4. Arrangements will be made for the child to get home, to the doctor or to the hospital. If necessary, 911 will be called.
5. A report will be filled out at the time of the accident by the supervising caregiver and kept on file, with a copy going home to the parents.

Health, First Aid & Emergencies

Illness

We are committed to providing a healthy environment at school for all our students and our staff.

Children are to be kept home if any of the following is observed in a **24-hour period** before coming to school: diarrhea, vomiting, fever, discharge in or around the eyes, green or yellow runny nose, excessive coughing, or questionable skin rash. Children with rashes that ooze or are accompanied by a fever should not be at school.

NOTE: Students should not return to school until they have been **fever free** for 24 hours without the use of fever-reducing medicine such as Tylenol.

Children who come to school ill or become ill while at school will be isolated, and the parents notified to pick them up as soon as possible.



Communicable Disease

As a rule, BCS will not give mass notification of communicable diseases. There may be a time when a classroom needs to be notified, but that is a rare situation. BCS will use guidelines set by the Allen County Board of Health and the Indiana Department of health as to when and what is appropriate to notify parents. It will be the intention of BCS to keep situations confidential.

Extended Care Option

Once children are enrolled in a Preschool class, they can also be enrolled in the Extended Care option.

The Extended Care day is a balance of play, music, story time, large motor time, hands-on activities and learning opportunities. It also includes recess and lunchtime with lunches brought from home. Naptime or a 20 minute rest time is part of afternoon Extended Care.

Extended Care is offered from one day a week to all 5 days.



Tuition Payments

Payments in full are made payable to:

Blackhawk Christian School

(A 1% discount applies to tuition paid in full.)

Tuition can be paid in payments through FACTS Tuition Management. Tuition is payable in 11 monthly payments—July through May.

We strive to give your child the best and most consistent care possible and a superior scholastic program. Our expenses are ongoing, even when your child is absent from school. Therefore, there will be no refund or credit for days absent.

Nominal Fees may be charged for field trips.

2010-2011 Early Childhood Calendar

School year runs:

Wednesday, September 7, 2011
through Friday, May 25, 2012

A Year End Program and Graduation will be
Thursday, May 24th at 6:30 p.m.



All classes will be involved in the program, demonstrating things that they have learned during the year. Students going into Kindergarten will participate in a commencement ceremony.

We follow the BCS Calendar for holidays and days off.

September 2: Open House 9:00 - 11:00 am / 1:00 - 3:00 pm
September 7: First Day of School
New Parent Orientation 8:25am/12:15pm in WC lobby
October 3: Picture Day
21: **NO SCHOOL** Teacher In-Service
November 4: **NO SCHOOL** following P/T Conferences for K-12
24-25: **NO SCHOOL** Thanksgiving Vacation
December 3: Christmas Program 2:30 pm in WC
Dec 19-Jan 2: **NO SCHOOL** Christmas Break
January 12: Kindergarten Open House 10am/ 1pm
16: **NO SCHOOL** MLK Day
23-25: Preschool Parent Teacher Conferences
February 17: **NO SCHOOL** Teacher In-Service
20: **NO SCHOOL** President's Day
March 1-2: **NO SCHOOL** Early Childhood Staff Development
12: Dad's Night for AM classes 6:30 pm
13: Dad's Night for PM classes 6:30 pm
April 2-6: **NO SCHOOL** Spring Break
16: Mom's Night for PM classes 6:30 pm
17: Mom's Night for AM classes 6:30 pm
May 24: Graduation Ceremony 6:30 pm in WC
26: Last Day of School

Classroom Management

"Discipline" means teaching a child ways to control himself.

By operating age appropriate classrooms that are hands-on as well as having properly prepared the environment, classroom management is simplified enormously. These techniques also serve to greatly diminish the occurrence of negative behaviors. However, in the event that classroom discipline is necessary, the methods of discipline will vary depending upon circumstances.

The following methods may be used:

redirection, reminders and cues, positive practice of appropriate behavior, affirmative rewards, natural consequences, helping chairs, removal from the situation, discussion about the behavior in question including how the action makes others feel and brainstorming alternative choices to better express negative feelings or actions.

Parents will be notified by the teacher or Director if there is an ongoing problem concerning their child.

If a child's behavior is not in control, they will be removed from the classroom and a parent will be contacted.



Policies & Procedures

Parent Participation

Parents are welcome to visit the classroom, participate in class parties and chaperone for field trips. However, some events and activities have limited space thereby limiting the number of chaperones that we can accommodate.

Dress Code

Clothing: Casual and comfortable. Play clothes are the most appropriate choices for children as they will play hard and do messy activities. Children should be dressed to play outside when weather permits.

Shoes: All shoes must have a back.
All sandals must have back straps. No flip flops.
Tennis shoes should be worn on Wednesdays for gym.

Snacks

A light snack is provided each day. Special treats for your child's birthday are welcomed; we encourage healthy snacks. Whole cakes that must be cut and served are discouraged as well as drinks that must be poured. Children with severe food allergies will only be served snacks provided by the family.

Absentee Policy



If your child is absent, please call us at: **493-7400 ext. 285** prior to class or contact the teacher directly; teachers will provide a number so that they can be reached during class.

Withdrawal Policy

Your child may be withdrawn if their behavior is unmanageable to the point of endangering self, teachers or other students.

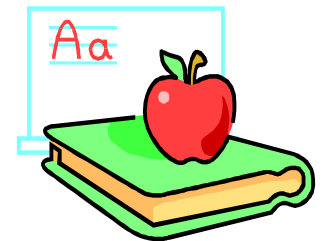
Curriculum

Bible Verses

There is a Bible verse that coordinates with each monthly theme or holiday. This verse will be included on the calendar that your child will receive each month. Please check your child's book bag for this information. Classroom teachers may also incorporate additional Bible verses from their Preschool Bible curriculum.

Monthly Themes 2011-2012

September:	God Made Everything
October:	Safety
November:	The Bible Tells Me So
December:	The Birth of Christ
January:	Seasons and Weather
February:	Friendship
March:	Literacy
April:	Animals
May:	Transportation



Along with our monthly themes, our curriculum includes:

a Preschool Bible program, letter recognition, phonics, early reading, handwriting, number recognition and numeric value, problem solving, science and discovery, literacy development, open-ended art, shapes, colors, large and fine motor skills, music appreciation, sharing, auditory and visual discrimination, organizational skills, sensory experiences, conflict resolution, cleanliness, following directions, practical life skills, attitude awareness and more.

Show-and-Tell Sept-April: every Friday (Wed for 2-day class)

Please encourage your child to bring something from home on Fridays for Show-and-Tell. We ask that it not be anything of a violent nature including **guns, swords and light sabers**.

Occasionally, your child may be asked to bring specific things which coordinate with the daily curriculum.

Drop off and Pick up

Arrival & Dismissal

Preschool Hours of Operation are 8:20 am - 11:20 am
or 12:10 pm - 3:10 pm

Extended Care Hours are 11:20 am - 3:10 pm
Classrooms are prepared for children by 8:10 a.m. & 12:00 p.m.
In order to respect the teacher's prep time, we ask that you do not bring your child into class early.

Children will be dismissed from class into the care of parents, grandparents or their guardian. If someone other than this is designated to pick up your child, please make sure both your child and the teacher are informed. Please advise all designated persons that they may be required to show identification prior to dismissal.

Dismissal time is at 11:20 am; late fees accrue after 11:30 am
or 3:10 pm; late fees accrue after 3:20 pm.



Late Pick-Up Fees

Late pick-up fees are \$1.00 for every minute past 11:30 a.m. or 3:20 p.m. Late fees are payable to Blackhawk Christian Preschool and to be given to the teacher within one week of the infraction.

Curbside Courtesy

We offer Curbside Courtesy as an option during ARRIVAL time only.

It operates from 8:00 - 8:10 & 11:50 - 12:00.

Have your child unbuckled and sitting on the passenger side of the vehicle. Please pull up to the Worship Center doors where a teacher will open the car door. Children will be supervised at all times. The teachers will then take the children to the bathroom and promptly deliver them to their rooms at the beginning of class.

The Curbside Courtesy lane is a moving lane; it is not intended for parked vehicles. If you are not using Curbside Courtesy or you run late, you will need to park in a designated parking space and walk your child in. **CHILDREN MUST BE WALKED ALL THE WAY TO THEIR CLASSROOMS BY AN ADULT.**

Locked Campus

Blackhawk Christian School makes every effort to provide the safest school environment for your little ones. With this in mind, **the school building remains locked during school hours.**

Entrance #1 will be UNLOCKED at these times for Preschool:
MORNING CLASSES: 8:00 - 8:30 for AM drop-offs
11:10 - 11:30 for AM pick-up
AFTERNOON CLASSES: 11:50 - 12:20 for PM drop-offs
3:00 - 3:30 for PM pick-up

In the event that you are running late, or you need to pick-up your child early, you will have to enter the building through the High School Office—Entrance #3.

For your convenience, when entering through the High School office, every family will have a pass issued to them which can be presented in the office instead of signing in as a visitor. Classroom teachers will distribute passes the first week of school.

Weather Related Closings & Delays

Blackhawk Christian Early Childhood is included with all closings or delays announced as "Blackhawk Christian School."

If Blackhawk Christian School is **CLOSED**,
the Early Childhood program is **CLOSED**.

If Blackhawk Christian School is on a **2 hr. delay**,
Preschool is on a **2 hr. delay** and will meet as follows:

Morning classes meet from 10:20 - 12:20

Afternoon classes meet from 1:10 - 3:10

Extended Care meets from 12:20 - 3:10

