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CLASSROOM MANAGEMENT

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
- 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.

WITHDRAWAL

A student may be withdrawn if either their behavior is unmanageable to the point of endangering other students, teachers, or themself. Additionally, a student may be withdrawn if tuition payments become delinquent.

PURPOSE STATEMENT

Our goal at Blackhawk Christian Preschool Academy is to provide a Christ centered learning environment for children ages 3 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 aligns with the Early Learning Foundation Standards, and is 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 students entrusted to our care.
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. “Chill out time” is part of afternoon Extended Care.

Extended Care is offered from one day a week to all 5 days, both mornings and afternoons.

ADDITIONAL OPTIONS

After School Care 3:15-5:30
Activities include snack, recess, games, stories, crafts, free choice time. Once enrolled, fees are paid weekly.

EVALUATIONS

Every student will be assessed three times a year. The January assessment will take place prior to Parent Teacher Conferences. They will be tested and evaluated on tasks that correspond with the Early Learning Foundation Standards. Accomplishments and areas of concern will be shared during the conferences.

Recommendations for Kindergarten will be made for students in our Scholars classes at Parent Teacher Conferences.

We welcome and encourage open lines of communication between teachers and parents. Parents are regarded as experts on their own children. If you have any questions or concerns, please email your classroom teacher.

PROGRESS REPORTS

Progress reports are distributed to students quarterly. We will be using a standard mark progress report system.

The student will be assessed on the following, but not limited to:

- Letter recognition
- Phonics
- Handwriting
- Number recognition
- Problem Solving
- Shapes
- Colors
- Motor Skills - Fine and Gross

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### Health, First Aid, & Emergencies

#### Medication

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

#### First Aid

Our staff is certified in CPR. When children play, scratches and bumps are inevitable. Such injuries will be cleansed and a Band-Aid will be applied. 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.
3. The emergency contact person will be called in the event that a parent cannot 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 on the day of the accident by the supervising caregiver and kept on file, with a copy going home to the parents.

### Preschool Academy Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>9: Meet &amp; Greet 10 AM-12PM</td>
</tr>
<tr>
<td>September</td>
<td>3: ALL Parent Orientation 6:30-7:00 pm for Morning Students/ 7:00-7:30 pm for Afternoon Students</td>
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<tr>
<td></td>
<td>5: First day of school</td>
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<td></td>
<td>6: First day for MWF Classes</td>
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<td></td>
<td>23/24: Picture Day</td>
</tr>
<tr>
<td></td>
<td>26: Family Night</td>
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<tr>
<td></td>
<td>27: NO SCHOOL - Staff Professional Development</td>
</tr>
<tr>
<td>October</td>
<td>25-29: NO SCHOOL – Fall Break</td>
</tr>
<tr>
<td>November</td>
<td>27-29: NO SCHOOL – Thanksgiving Break</td>
</tr>
<tr>
<td>December</td>
<td>23 – Jan 3: NO SCHOOL – Christmas Break</td>
</tr>
<tr>
<td>January</td>
<td>20: NO SCHOOL – MLK Day</td>
</tr>
<tr>
<td></td>
<td>20: Preschool Parent Teacher Conferences</td>
</tr>
<tr>
<td>February</td>
<td>3: 2020-2021 Re-Enrollment for current families begins PK-12</td>
</tr>
<tr>
<td></td>
<td>17-18: NO SCHOOL – Winter Break</td>
</tr>
<tr>
<td></td>
<td>20: Preschool Academy Open House 8:30-10:30am</td>
</tr>
<tr>
<td>March</td>
<td>17: Cuddle Up and Read Night 6-7:30 pm</td>
</tr>
<tr>
<td>March 27-APRIL 3</td>
<td>NO SCHOOL – Spring Break</td>
</tr>
<tr>
<td>April</td>
<td>10: NO SCHOOL – Good Friday</td>
</tr>
<tr>
<td>May</td>
<td>8: NO SCHOOL – Jogathon (Raindate communicated as needed)</td>
</tr>
<tr>
<td></td>
<td>20: Last Day of School</td>
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</table>
BIBLE VERSES

There is a Bible verse that we will focus on each month. This verse will be included on the calendar that your child receives monthly. We will use the Seeds Family Worship Bible Curriculum which uses music and movement to help the students memorize the verse for that month. Classroom teachers may also incorporate additional Bible verses from their Bible curriculum.

MONTHLY THEMES

September: Welcome to Preschool/All about Me
October: Farm/Fall Fruit
November: Autumn/Thankful
December: Gingerbread/Nativity
January: Winter/Weather
February: Friendship/Space
March: Literacy
April: Easter/Spring
May: Bugs/Plants/Pond

ALONG WITH OUR MONTHLY THEMES, OUR CURRICULUM INCLUDES:

- Devotions
- Letter Recognition and Phonics
- Early Reading and Literacy Development
- Handwriting
- Number recognition and numeric value
- Problem Solving
- Colors and Shapes
- Fine and Gross Motor Skills
- Conflict Resolution
- Auditory and Visual discrimination
- Attitude Awareness
- Social Skills

HEALTH, FIRST AID & EMERGENCIES

ILLNESS

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

Children should be kept home if any of the following are 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
- 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 removed from the classroom, 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.
SNACKS

Every class will have a snack break each day. Due to the number of allergies, we are asking that you provide a healthy snack for your child daily. Special treats for your child’s birthday are welcome. Please provide enough to serve the entire class.

ABSENTEE POLICY

If your child is absent, please call us at 493-7400 ext.1001 prior to class or email the classroom teacher; teachers will provide an email address to you in their welcome letter.

PARENT PARTICIPATION

Parents are welcome to 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. Parents are also welcomed to connect with other families through the PVO (Parent Volunteer Organization.) For more information on the PVO, contact the Preschool office.

**All Field Trip Chaperones & Drivers MUST have a background check on file prior to the event.**

ARRIVAL AND DISMISSAL

CLASS TIMES AND DISMISSAL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Early Arrivals</th>
<th>Preschool Classes</th>
<th>AM Extended Care</th>
<th>Extended Care Classes</th>
<th>After School Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 7:55 am</td>
<td></td>
<td>8:00 am - 10:45 am</td>
<td>10:00 - 12:00</td>
<td>12:30 pm - 3:15 pm</td>
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<td>3:15 pm - 5:30 pm</td>
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WEATHER CLOSINGS AND DELAYS

Announced as “Blackhawk Christian School.” Sign up for TEXT ALERTS!

2-HOUR DELAY SCHEDULE:

<table>
<thead>
<tr>
<th>Time</th>
<th>Early Arrivals</th>
<th>Morning classes</th>
<th>AM Extended Care</th>
<th>Afternoon classes</th>
<th>PM Extended Care</th>
<th>After School Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>10:00 - 12:00</td>
<td>10:00 - 12:00</td>
<td>1:15 - 3:15</td>
<td>1:15 - 3:15</td>
<td>3:15 - 5:30</td>
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CURBSIDE COURTESY

Arrival Curbside: 7:45 - 7:55 am / 12:15 - 12:25 pm
Pickup Curbside: 10:50 - 11:00 am / 3:20 - 3:30 pm

CURBSIDE ARRIVAL

Have your child unbuckled and sitting on the passenger side of the vehicle, so that your student will exit into the Safety Area. Children will be supervised at all times. The teachers will then take the children and promptly deliver them to their rooms at the beginning of class.

CURBSIDE PICKUP

Please display family name card in the front dash of your car window where a teacher can see it. A teacher will bring out your child and put them in the car. If no tag, you will need to display ID.

LATE ARRIVAL

Please make every effort to have your student to school by 7:55 am / 12:25 pm. If you arrive after that time, you will need to park your car in a designated parking space, walk your child into school, and wait with your child until a staff member or teacher is able to walk your student upstairs. Please remember that our walk upstairs is rather long for our youngest students and it can take a few minutes to get upstairs and back down, so we appreciate your patience.
SAFETY AND SECURITY

Curbside Courtesy Safety

The Curbside Courtesy lane is a MOVING lane; it is not intended for parked vehicles. If you are not using Curbside Courtesy for drop off or pick up, for you and your child’s safety, you MUST park in a designated parking spot and WAIT until curbside is complete.

Children will be dismissed from class to their cars into the care of parents, guardians or other adults specified on their family pick up sheet located in the office. If someone other than this will be picking up, please make sure the office is informed.

If the person picking up does not have the family pass or are not on the dismissal list they will be asked to park and come into the office to pick up your child. Please advise all designated persons that they may be asked to show identification prior to dismissal.

Campus Security

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

Students and visitors arriving after school begins, must enter the school office (door # 12). All persons entering the building during school hours must be identified before being allowed entry. Parents and visitors must sign in at the school office and obtain a Visitor’s badge that must be worn while in the school building. Those same visitors must sign out at the school office and return the Visitor’s badge.

DRESS CODE

Clothing: Students should dress in clothing that is suitable for the season of the year and active learning. Provided that the attire is neat, modest, and appropriate, clothing that allows for movement, including athletic wear is permissible. Outerwear such as coats, hats, gloves, etc. should be worn when the temperatures demand it to insure comfort and warmth during outdoor recess or Nature-Based learning.

The following list of clothing would NOT meet the BCS modesty standard:

1. Tank tops and sleeveless tops/dresses
2. Visible undergarments
3. Tight fitting pants, shorts or tops (long shirt/legging combo is appropriate when the shirt extend to the middle of the thigh)
4. Shorts, dresses/skirts/shirts must extend to the middle of the thigh. Slits are not to extend above the top of the knee.
5. Shirts that reveal stomach or back. Tops and shirts must be long enough to cover the waistline at all times.

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