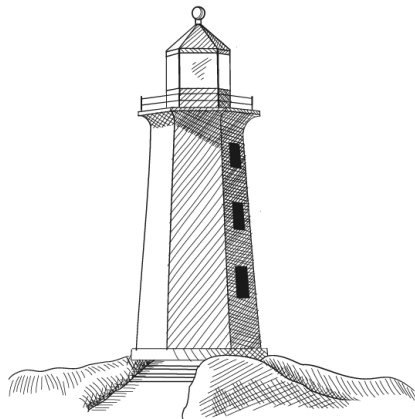


Coalbush Christian Preschool

Let Your Light Shine
2018-2019



“Let your light shine for all to see,
so that everyone will praise your heavenly Father.”
Matthew 5:16

**Coalbush United Methodist Church
15977 Jackson Road
Mishawaka, IN 46544
(574) 259-4136**

Revision Date:
August 2018

PARENT HANDBOOK

Coalbush Christian Preschool is a ministry of Coalbush United Methodist Church and serves the community as a center for quality education where 2-, 3-, 4- and 5-year-old students are able to learn and grow in a loving, Christian atmosphere. Our Christ-centered program is based on developmentally appropriate practices, stressing whole-group instruction, center-based activities, hands-on learning experiences and providing opportunities for children to make choices in a safe, nurturing environment that encourages curiosity, exploration and problem-solving that is age appropriate. Coalbush Christian Preschool is a nonprofit organization and is accredited as a United Methodist Christian preschool after meeting the high educational and ethical standards set by the United Methodist Association of Preschools.

OUR MISSION: The Coalbush Christian Preschool teaches and models Christian love and faith, while providing a supportive environment for learning and the development of a positive self-image.

Our Goals for Your Child

Intellectually

To gain knowledge as a result of his or her academic experience.

Physically

To grow in stature and develop habits for a healthy lifestyle.

Socially

To learn and develop healthy relationships with others.

Emotionally

To learn to cope effectively with the world she or he lives in.

Spiritually

To provide an opportunity to develop and grow in their relationship with Christ.

Preschool Staff

<u>Director</u>	Miss Lisa
<u>Teachers</u>	Miss Lisa Mrs. Z. Miss Michelle Miss Martha Miss Gretel Mrs. Motz

Class Schedule

PreK Class meets Monday through Friday from 9:00 – 11:30 a.m.

3's and 4's Class meets Monday/Wednesday/Friday from 9:00 – 11:30 a.m.

2's Class meets Tuesday/Thursday from 9:00 – 11:30 a.m.

Afternoon Enrichment Class meets Monday/Wednesday/Friday from 11:30 – 1:45 p.m.

REGISTRATION FEE

A \$65.00 registration fee for each student is due at the time of registration. This fee is NOT refundable and is also non-applicable.

FACILITY FEE

A \$40.00 facility use fee is due with the first month tuition payment. This fee is applied toward the use of the building.

TUITION

Tuition for the 2's Class (which meets 2 days per week), is \$1,080, which may be paid in installments of \$120.00 per month. Payment is due on the first school day of the month for your class.

Tuition for the 3 and 4's Class (which meets three days per week), is \$1,215, which may be paid in installments of \$135.00 per month. Payment is due on the first school day of the month for your class.

Tuition for the PreK Class (which meets five days per week), is \$1,530, which may be paid in installments of \$170.00 per month. Payment is due on the first school day of the month for your class.

Tuition for the Afternoon Enrichment Class (M/W/F), is \$1,215, which may be paid in installments of \$135.00 per month. Payment is due on the first school day of the month for your class.

Monthly tuition envelopes will be sent home in your child's communication folder. Please make all checks payable to Coalbush Christian Preschool. There will be a \$25.00 charge for any returned checks

PRESCHOOL CLASSES DAILY ROUTINE

Students typically follow the same routine each day.

*Play Room where the children explore and play with friends and toys/activities of their choice

*Circle Time with Prayer/Bible Verse, Pledge of Allegiance, Calendar, Song/Dance, discussion of daily activities.

*Minds in Motion

*Seat Work with handwriting, language arts, math, science, fine-motor skills, crafts, etc.

*Snack

*Story

*Gross-Motor Play with indoor or outdoor facilities available

*Weekly Bible Story Time

*The 3's, 4's, and PreK are offered bi-weekly Music Class.

AFTERNOON ENRICHMENT CLASS M/W/F

Students attending Preschool on M/W/F are invited to extend their day with enrichment opportunities. Those children will bring their lunch to school. Their afternoon experience will involve eating lunch together, story, centers (including handwriting, science, math, language arts, fine-motor skills, arts & crafts), gross-motor activities and Spanish. All children will receive individualized attention during their center time, based on their enrichment or tutorial needs.

DROP-OFF / PICK-UP

Door #2 will be unlocked at 8:55 a.m. Please park your car and walk your child into the building. Doors will be locked at 9:05, so please arrive promptly. Door #2 will be unlocked at 11:30 a.m. and 1:45 p.m. Please come in the building and wait in the hallway until a teacher releases your child to you. **All children must hold an adult's hand in the parking lot.**

Please be prompt when picking up your child from school. Morning classes end at 11:30 a.m. and afternoon at 1:45 p.m. A late fee of \$1.00 per minute after 11:40 a.m. and 1:55 p.m. will be applied to your child's account. We understand emergencies – this fee applies to chronic lateness. Please be courteous to our staff and your child and be on time. A phone call is expected when you are running late. Notes are required if your child is going home with another adult outside of his/her normal routine. All children must use car/booster seat.

DRESS CODE: Your child will be most comfortable in the type of clothing that will allow him/her to move freely. Clothing that is durable and easily laundered is best as he/she will be using equipment that will require him/her to be on the floor. Socks with sneakers are required. No flip flops, slides, strapless sandals, high heels, or boots are permitted. PLEASE BE SURE TO PUT YOUR CHILD'S NAME on all coats, hats, backpacks, etc.

SNACKS: We will ask for snack donations throughout the school year. If your child has a food allergy, please note it on your emergency information card. You may be asked to send in individual snacks for your child if the allergy is severe.

BATHROOM PROCEDURES

Coalbush Christian Preschool provides a bathroom within the classroom area for students to use during class time. On the first day of school, teachers will discuss proper hygiene and the correct use of the facilities with the students. The children are encouraged to use this bathroom on a self-serve basis. However, the teachers are always available in the adjoining rooms to help and assist when needed.

Every child should have a complete change of clothes in a baggie inside their backpacks. Your child needs to be potty trained to be a student at Coalbush Christian Preschool. If your child has repeated bathroom accidents, you will be contacted and a solution to the problem will be discussed and implemented.

*The 2's Teachers will work with your child as they potty train. The child should wear Pull-Ups unless they are potty trained already. Parents will provide Pull-Ups and a change of clothes inside the child's backpack. Habitual accidents, or children showing no interest in training and/or fear, should wait to attend school until they are ready.

MEDICATION AND ILLNESS

All children need to have their medical form (pg. 10) on file in order to be at school.

Parents are asked to keep children home when fever, rash, vomiting, diarrhea, hacking cough, sore throat, chronic runny nose or conjunctivitis (pink eye) occur. If a child gets sick at school, parents are notified immediately. If a child is too sick to participate in movement and play activities while at school, the child is too sick to attend school that day. Sometimes, a doctor's written authorization is necessary when a child is ready to return to school after dealing with a contagious condition, to protect and maintain a safe environment for all students at Coalbush Christian Preschool. **A child must be symptom free for 24 hours before returning to school.**

We cannot administer nonprescription medication such as cough medicine, cough drops, baby/children's aspirin, etc. A child needing these should stay at home. Any use for a prescribed medication, including an EPI pen, needs written authorization from a physician stating directions for use, child's name, physician's name and signature.

Parents are asked to notify the office (259-4136) or 252-9948 by 8:45 am if their child will not be attending school because of illness or other reasons.

SCHOOL CLOSINGS BECAUSE OF WEATHER

We will have information posted on the CCP Facebook page, as well as text through Remind 101.

WITHDRAWAL POLICY

Should circumstances force you to withdraw your child from school, please contact the Director, two weeks prior to withdrawal. Tuition is charged when the Director has not been informed that your child has left school.

PRESCHOOL DISCIPLINE POLICY
COALBUSH UNITED METHODIST CHURCH
MISHAWAKA, INDIANA

POLICY: Coalbush Christian Preschool is committed to the well-being of each and every child. In order to provide a safe, loving, and stimulating environment, we use a multistep procedure to maintain discipline within the classroom and school grounds. The policy focuses on helping each child to understand what they did that was wrong and to make "a good choice." The policy of the school incorporates the Life Skills and Life Long Guidelines.

STEP 1: The first step is to make sure that the children are aware of what is expected of them while they are attending school. The first few weeks of school, the teaching staff will review these rules with the children. Each child is shown "grace" while learning the rules.

STEP 2: The second step is a verbal warning. This warning could mean that the teacher would like the behavior to stop (example, interrupting) or would like a behavior to start (example, start doing their work). After a first verbal warning, the child has the opportunity to correct the behavior.

STEP 3: The third step is "time out." If the child does not correct the behavior, he/she will be given a time out. The time out will be in a seated area in the classroom but removed from the rest of the children. Each time out will last for one minute for every year of the child's age. For example, a 4 year old will have a 4 minute time out and a 3 year old will have a 3 minute time out. When the time out is over, the teacher will talk about the situation with the child. If the child understands the situation and is able to change the behavior, the child will be invited back into the group.

Step 4: The fourth step is isolation. If the child continues the behavior after a time out, he/she will be removed from the classroom. The child will be taken to another classroom or to the office to get away from the situation. The child will be supervised while in isolation. The child will be isolated for the time frame of their age. After the isolation period is complete, the child has an opportunity to make the right choice and be invited back to the classroom. If the child does not make the right choice, the parents will be contacted to come and pick up their child.

NOTE: An "automatic time out" without a warning is possible if a child makes a choice to deliberately do harm to another. The safety of the children is foremost and the school will not tolerate harm to another child. If harmful physical behavior is habitual, the child may be permanently removed from school.

We hope this handbook provides you with helpful information. Please feel free to contact me at Coalbush Christian Preschool (259-4136) or 252-9948 or email to psycheer@aol.com, should you have any questions or concerns. We look forward to growing in a positive relationship with you and your child, and hope to provide a stimulating and enjoyable school year experience.

Love in Christ,

Miss Lisa
Director

REQUEST FOR CLASS ASSIGNMENT FOR 2018/2019 SCHOOL YEAR

Name of student: _____

Name student goes by (i.e., Jennifer/Jen): _____

Name you want your child to visually identify and learn to write: _____

Birth date: _____

Address: _____

Phone: _____ Alternate phone: _____

Name of parent(s)/guardian(s): _____

PLEASE CHECK APPROPRIATE CLASS FOR YOUR CHILD'S AGE:

2's Class – Designed for students who have turned 2 by August 1.

_____ Tuesday/Thursday 9:00 a.m.-11:30 a.m.

3's and 4's Class – Designed for students who have turned 3 by August 1, and will be attending preschool for at least one more year.

_____ Monday/Wednesday/Friday 9:00 a.m.-11:30 a.m.

PreK Class – Designed for students who have turned 4 by August 1, and will attend Kindergarten the following year.

_____ Morning Class - Monday through Friday 9:00 a.m. - 11:30 a.m.

Afternoon Enrichment – Designed for 3, 4, and 5-year-old students as an extension of morning preschool to provide enrichment opportunities and tutorial instruction through individualized and center-based experiences.

_____ Monday/Wednesday/Friday 11:30 a.m. – 1:45 p.m.

I understand that the registration fee I am paying in the amount of \$65 is non-refundable and non-applicable.

Signed _____ Date _____

Office Use

Registration Fee: Check# _____ Amount _____ Cash _____ Date application received: _____

IDENTIFICATION AND EMERGENCY INFORMATION

Name of Student _____ Date of Birth _____
(Last) (First) (Middle)

Address _____
(Street) (City) (Zip Code)

Phone _____
(Home) (Cellular)

Email address _____

Mother/Guardian _____ Place of Employment _____ Phone # _____

Father/Guardian _____ Place of Employment _____ Phone # _____

In case of emergency, parents will be contacted first. (Additional persons to contact if mother/father cannot be reached.)

(Name) (Phone Number) (Relationship to Student)

(Name) (Phone Number) (Relationship to Student)

These listed persons are authorized to pick up my student. _____
(Parent/Guardian signature)

Allergies: _____

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Hospital Preference: _____ Phone: _____

Other information:

Coalbush Christian Preschool
Waiver, Release of Liability, Indemnification, and Consent

This is an important document that affects your legal rights and obligations. Please read it carefully. All parents or legal guardians of students enrolled in Coalbush Christian Preschool (the "School") must sign this form.

In consideration and as a condition of my child's enrollment in the School:

1. I voluntarily elect to accept and solely assume all risks of accidental injury or damage to my child incurred or suffered by my child while attending the School, except to the extent such injury or damage is caused by the negligent act or failure to act of the School or its employees.

2. I hereby waive, release, discharge, agree not to sue, and agree to indemnify and hold harmless the School and its owners, officers, agents, servants, employees, and all affiliates, for any claims, damages, costs including attorney fees, or causes of action which I have or may have in the future as a result of damages, injuries including death, sustained or incurred by my child as a result of accidental injury or damage to my child except to the extent such injury or damage is caused by the negligent act or failure to act of the School or its employees.

I further consent to the School and its employees providing my child with such medical treatment as may be deemed advisable in the event of my child's injury, accident, or illness while attending the School, and assume full responsibility of the costs of any such medical treatment.

I ACKNOWLEDGE THAT I HAVE READ AND THAT I UNDERSTAND EACH AND EVERY ONE OF THE ABOVE PROVISIONS IN THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, AND CONSENT AGREEMENT AND AGREE TO ABIDE BY THEM.

Printed Name: _____

Student's Name: _____

Signature: _____

Date: _____



Coalbush Christian Preschool
Coalbush United Methodist Church
15977 Jackson Road
Mishawaka, IN 46544

Phone: 574-259-4136

Fax: 574-259-3969

Email: Coalbush@Yahoo.com

Medical Form
For
Coalbush Christian Preschool

I acknowledge that _____
is under my medical supervision, has had all necessary immunizations,
and can participate in all preschool activities.

Doctor's Signature: _____

Date: _____

Comments:

*** Must be faxed from the doctor's office.**



Coalbush United Methodist Church

15977 Jackson Road
Mishawaka, IN 46544



Show Love, Share Love, Spread Love

WELCOME TO COALBUSH CHRISTIAN PRESCHOOL

Coalbush Christian Preschool has been a ministry of Coalbush United Methodist Church for more than 55 years. From its roots as a kindergarten program (even before the public school offered kindergarten), we have been serving families of our community for successive generations.

The roots of the Coalbush Church go back to the very earliest settlers of St. Joseph County. Having first met in 1848 in the home of Mr. and Mrs. Jacob Beiger, the congregation built its first church at the corner of Bremen Highway and Jackson Road in 1856. Since that time, we have always been here on this same corner, ministering to our community.

Even with such deep roots, fresh winds continue to blow within our midst. Our desire is to help people understand just how deeply loved they are by God, and to help them grow in their relationship with God. We are always pleased to welcome you to any of our church events. If you are seeking a church to call home, we invite you to join us for worship and Sunday School and other special events.

Our regular Sunday schedule is:

- 8:30 a.m. Worship in our sanctuary (traditional)
- 9:45 a.m. Sunday School for all ages
- 10:45 a.m. Worship in our Family Life Center (informal)
- 4:00 p.m. YC – Youth and Children’s Fellowship
(children five-years-old through 12th grade)

If we can be of any other assistance to you, please do not hesitate to contact us.

Sincerely,

Pastor Amber Karkosky-Litten

Church regularly attended: _____

Would you be interested in receiving a copy of “The Caller,” our weekly church publication via email?

Email Address _____ Date _____