



*"Students attending Hope Christian Academy are educated based on the foundation of God's unchanging word, equipping them for a Christian life of service and leadership."*



# Preschool Handbook

*Hope Christian Preschool is a state licensed facility.*

## **Admissions Policy**

To enroll your child in preschool, you must complete the following forms:

1. General – A written application must be made and approved by school authorities before a student is admitted.
2. Parents must be in agreement with school policies and the Statement of Faith.
3. All registration fees (non-refundable) must be paid before enrollment is complete.
4. Applicants for preschool must be four years old by August 1. (Must be potty-trained.)
5. A child information sheet must be completed.
6. A copy of the child's birth certificate must be presented at time of registration.
7. Health: A certificate of immunization, properly completed and signed by a physician or health authority, must be presented to the school file. North Dakota law requires ALL children to be properly immunized before they can be admitted to preschool. Students must be screened for head lice prior to the opening day of school.
8. Parents must complete a statement of health for each student.

## **Nondiscrimination Policy**

Hope Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policy or scholarship.

## **Conduct Policy**

Discipline of non-violent means such as time-outs, reasoning, and diverting the child's attention will be practiced. Time-out usually means removing the child from the problem or the group for a few minutes.

After time-out is over, the problem would be talked through. Children will not be subjected to physical harm or humiliation. Courtesy, sharing, respect for others and for their property are values that will be stressed daily.

## **Illness Policy**

Minor illnesses of your child such as colds and sore throats should not prevent your child from attending preschool. However, if your child has a fever of 100 degrees or above, diarrhea, vomiting or transmittable illness, please do not bring your child to preschool to prevent the germs from spreading. If your child becomes ill or is injured, the parent will be notified promptly and be expected to pick up their child from school.

## **Snack Policy**

Parents will be expected to provide snacks for their own child.

## **Accountability Policy**

If your student does not show up for school during a mandatory school day, we will call parents or guardians regarding why your student did not show up for class.

## **Transportation Policy**

Hope Christian Academy does not provide transportation to and from school. Our parent volunteers are contacted regarding providing transportation for pre-planned field trips. All children will be required to bring a booster seat from home for scheduled field trips.

## **Grievance Policy**

Grievances must be filed with Stark County Social Services at 701.456.3922.

## **Child Abuse Policy**

Hope Christian Academy is a mandated reporter of any type of child abuse or neglect.

## **Aquatic Policy**

Our preschool students do not and will not participate in any water play.

## **Emergency Plan**

In case of a building emergency, we would evacuate to Prairie Rose Elementary, a neighboring school a few blocks away. In the case of an accident, 911 would be called and we would notify the parents or guardians of the injured student.

## **Preschool Hours**

Preschool hours are Tuesday, Wednesday and Thursday from 8:15 a.m.-11:30 a.m. We will observe all holidays and vacation days of Hope Christian Academy.

## **Daily Schedule**

8:15-8:30	Arrival/Free Play Inside
8:30	Circle Time: (Pledges, Prayers, Calendar, Weather, and Shape/Color/Letter/Number of Week)
8:45	Song Time
9:00	Lesson (Shape, Color, Letter, Number, Concepts-of the week)
9:30	Recess
9:45	Snack Time
10:00	Free Play
10:30	Centers/Crafts/Science
11:00	Bible Lesson

11:15 Pickup, Mailboxes, Read Book  
11:30 Dismissal

Our goal is to provide a Bible-based, learning environment encouraging Biblical values. Curriculum will be geared to reach a wide variety of learning styles. We seek to promote intellectual, social-emotional and physical development. Age appropriate learning is very active and social.

\*Emphasis will be placed on:

- Bible lessons – pray often, know the Bible is God's truth/word
- Story-time listening
- Social interaction, language skills
- Following directions
- Music, movement
- Large (active play and games) and small (manipulative craft activities) motor development
- Reading and math readiness are more formally approached in the second semester of the year
  - Shapes and colors
  - Numbers – shape and counting
  - Basic concepts – more/less, above/below, in/out, top/bottom, inside/outside
  - Alphabet – recognizing letter shapes

The needs of each group of children will be continually reassessed. The program will vary to accommodate. Each child should come out of this experience:

1. Knowing God cares for them
2. Liking School
3. Feeling confident of ability to succeed in a school setting. This is only the beginning!