

# PreK Parent & Student Handbook



PreK  
2025-2026

---

## TABLE OF CONTENTS

GENERAL INFORMATION	
Arrival & Departure	4
Attendance	4
Behavior Management	4
Student Belongings	5
Classes & Times	5
Classroom Visits	5
Communication	5
Conflict Resolution	5
Curriculum	6
Custodial Policy	6
Delay & Closing	6
Dress Code	6
Entrance Requirements	7
Field Trips	7
Fundraising	7
Library	7
Licensure/Nondiscrimination Policy	7
Recess	7
Snack	7
Staff Training & Qualifications	7
Volunteers	8
HEALTH	
Communicable Diseases	8
Immunizations	9
Medication Administration	9
Physical Forms	9
Safety	10

Dear Parents and Guardians,

Welcome to Mansfield Christian PreK! We are thrilled that you have chosen a Christ-centered education for your child. Our mission is to partner with the Christian home and church by providing a strong academic foundation rooted in a Biblical worldview.

MCS is committed to offering your family an excellent PreK experience—one that immerses children in a nurturing, engaging, and Christ-honoring environment. Above all, our greatest desire is to help children develop a deep love for Jesus and a growing desire to know Him more.

This handbook communicates the expectations the the school year in our partnership; what can be expected of us and what we expect from families. Understanding the why behind decisions is important so please reach out if you have questions or want to discuss any portion of this document. We believe that clearly stated expectations, rooted in Biblical principles, create a foundation for unity, safety, and spiritual growth.

We look forward to partnering with you in this exciting season of learning and growth.

In Christ,

Ms. Paige Them  
Elementary Principal

## **CONTACT INFORMATION**

### **Elementary Secretaries**

O:419-756-5651

**Brittany Trease & Kim Delaney** x224

E: [trease.brittany@mcsflames.org](mailto:trease.brittany@mcsflames.org)

E: [delaney.kimberly@mcsflames.org](mailto:delaney.kimberly@mcsflames.org)

**Jennifer Shoemaker** x229

E: [shoemaker.jennifer@mcsflames.org](mailto:shoemaker.jennifer@mcsflames.org)

### **Paige Them, Elementary Principal**

O: 419-756-5651 x251

E: [them.paige@mcsflames.org](mailto:them.paige@mcsflames.org)

### **Stacy Craner, Admissions Director**

O: 419-756-5651 x239

E: [craner.stacy@mcsflames.org](mailto:craner.stacy@mcsflames.org)

### **Finance & Human Resources Director**

**Ariel Dials**

O: 419-756-5651 x248

E: [dials.ariel@mcsflames.org](mailto:dials.ariel@mcsflames.org)

### **Haley Shepherd, Health Services**

O: 419.756.5651 x208

E: [shepherd.haley@mcsflames.org](mailto:shepherd.haley@mcsflames.org)

### **Rebecca Young, PreK4/5 Teacher**

E: [young.rebecca@mcsflames.org](mailto:young.rebecca@mcsflames.org)

### **Courtney Fulk, PreK3 Teacher**

E: [fulk.courtney@mcsflames.org](mailto:fulk.courtney@mcsflames.org)

## **GENERAL INFORMATION**

### **ARRIVAL AND DEPARTURE FOR PREK 4/5**

Milliron Lane is utilized for student arrival and dismissal during school hours. Please do not park or leave your vehicle in the fire lane when coming into the building. In the morning, you may drop off your child at door #16. A staff member is waiting to greet your child and assist them in the direction they need to go. In the afternoon, your child's teacher will come to door #16 to receive the children for class. Please remain in your car until you see your child's teacher at 11:55 a.m. When dismissing at 11:00 a.m., form a line in the circle drive and remain in your car. Students will come out, escorted by their teacher. Children will be loaded in the passenger's side of the vehicle. Afternoon dismissal is integrated with the elementary and secondary end-of-day utilizing an electronic system for safety and efficiency. Parents and guardians form a line entering the Milliron Lane entrance and remain in the marked elementary lane. If parents/guardians must enter the building other than 8:00 a.m. and 3:00 p.m., the entrance is with a buzzer at door #16. For security purposes, all doors are locked during the school day. If it is necessary for your child to leave school prior to dismissal time, report to the elementary office to sign them out.

### **ARRIVAL AND DEPARTURE FOR PREK 3**

PreK3 class is located on East Campus. Parents enter through the gate and follow the road to the left. Parents may choose to park in the lower parking area to walk their child into the building, or remain in the drop-off line and a staff member will greet and assist them in entering the building. Parents will then circle around the right side of the building and exit through the same gated entry point. During dismissal, teachers will bring your child to your car. Parents will form a pick-up line entering through the gate and form a line in the marked location. If your child is unable to secure themselves in their car seat, pull forward to a parking spot to assist them to ensure that the carline keeps moving. Please have your name card clearly visible.

Only those listed in FACTS will be allowed to pick up children in the carline. It is the parent/guardian's responsibility to keep this information up to date and to inform the office of changes to a student's pick-up schedule. If plans change and someone other than the person listed is coming, please call the office. All unfamiliar persons will be required to show identification to verify they are on the student pick-up list.

The PreK classes follow the MCS school calendar. If your child is unable to come to school on a scheduled day, email your teacher to report an absence.

### **BEHAVIOR MANAGEMENT & DISCIPLINE POLICY**

The behavior and discipline of PreK students are guided by God's Word and carried out for the teaching, correcting, rebuking, and training of each child to be thoroughly equipped for every good work (2 Timothy 3:16-17). A PreK staff member in charge of a child or group of children shall be responsible for discipline. If undesirable behavior is occurring, you, the parent, will be contacted. We prefer to use positive reinforcement, but when discipline is necessary, it will always be given in love. These methods include

1. Redirecting the child to another activity
2. Removing the child from group
3. Talking to the child one on one
4. Issuing a "time-out" (1 minute per child's age)
5. Reiterating expected behavior
6. Consulting with the parents
7. Removing special privileges

MCS PreK is certified through the Ohio Department of Children and Youth. A component of that certification is to commit to the State's policies on student discipline MCS recognizes the authority of the Ohio Department of Children and Youth and complies with certification guidelines, but more importantly, as a Christian School, our

submission is to our Father in Heaven who has chosen us to care for, educate, and guide young students. In this calling, we commit to the safest methods of discipline.

MCS commits that:

1. There shall be no cruel, harsh, or unusual punishments.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used on a child.
4. No child shall be locked in a room or placed in a hallway.
5. No child shall be subjected to verbal abuse such as profanity, threats, or derogatory remarks.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. No teacher shall be guilty of child abuse. The daycare shall protect children from child abuse while in attendance in the program.

### **STUDENT BELONGINGS**

Please do not bring toys from home. We cannot be responsible for toys and personal items brought to school. Please label all coats, sweaters, hats, mittens, boots, cups, nap items, etc. worn or brought to the PreK.

### **CLASSES AND TIME**

#### **PreK 4 & 5-year-olds**

M/W/F 8:00-11:00 a.m.

M/W/F 12:00-3:00 p.m.

M/T/W/Th/F 8:00-11:00 a.m.

M/T/W/Th/F 12:00-3:00 p.m.

#### **2 Day - 3-year-olds**

M/W or T/Th 8:00-11:00 a.m.

The classroom door is opened five minutes before the beginning of class. If you must drop off your child before 8:00 a.m., there is supervision in the elementary multipurpose room beginning at 7:30 a.m.

### **CLASSROOM VISITS**

We welcome visits to the classroom. However, you must schedule in advance and sign in at the elementary office first to let the secretary know of your presence in the building.

### **COMMUNICATION**

Teachers and staff are available to answer any questions or listen to any concerns that you may have. Weekly newsletters from the teacher are available online and sent to your email inbox. Mansfield Christian's website is [www.mcsflames.org](http://www.mcsflames.org). MCS uses a variety of communication tools to keep parents/guardians informed. The primary means of communication are email, text messages, and FACTS Family Portal.

### **CONFLICT RESOLUTION**

When conflicts, concerns, and disagreements occur, Matthew 18:15-17 should be followed:

1. Keep the matter confidential (no gossip).
2. Keep the circle as small as possible (two parties).
3. Be straightforward (face-to-face). If there is an issue with a teacher, speak to them first.
4. The elementary principal should be brought into the process if still unresolved.
5. The elementary principal will explain the conflict to the superintendent if still unresolved.

In summary, the Matthew 18 principle requires that parents talk to teachers about their children's problems before they talk to administrators. If unresolved at the two-person level, the matter should be prayerfully addressed at the next logical level. Forgiveness and reconciliation should always be the goal.

## **CURRICULUM**

The MCS PreK curriculum provides each child with colorful, creative instruction. Biblical teachings and moral standards are woven through all that is taught. Students will learn to listen to a teacher and interact with peers. Each week students will study a letter of the alphabet completing many hands-on activities that reinforce the recognition and sound of that letter. A Bible verse beginning with that letter is memorized and early math and counting is integrated each day. All activities meet the Ohio State Learning Standards.

Extracurricular classes are enjoyed in the classroom and each week students participate in activities involving art, music, and physical education. Students visit the school library weekly and enjoy chapel service with the kindergarten classes.

## **CUSTODIAL POLICIES**

**Custody documentation:** At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at MCS. Parents of enrolled students have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to MCS. These documents must be submitted within seven days of the change or at the time of re-enrollment if the school has been dismissed for summer break. **School records:** A noncustodial parent shall have the right to access school records, school announcements, and events related to his or her student unless a legally binding document prohibits this.

State guidelines require a minimum of two non-custodial, emergency contacts identified for every PreK student. In addition, parents must list on their child's Emergency Medical Form the names of all individuals permitted to pick up their child from school.

No student shall be released to any individual other than a custodial parent unless express written permission is first given to MCS by a custodial parent or a valid legally binding document granting release is on file with MCS. All early dismissal requests shall go through the elementary office. A parent cannot ask the school to withhold the release of his or her student to the non-custodial parent or parent's representative without a legally binding document.

**School communications:** It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

## **DELAY OR CLOSING**

In the event of severely inclement weather conditions, health or safety concerns, or extreme facility conditions, MCS may be closed, or starting times may be delayed. Cancellation of afternoon classes will be automatic if the school is closed in the morning. Should school be open for the morning and weather conditions worsen, cancellation of afternoon classes will be made between 10:30-11:00 a.m. On a delay, morning preschool begins at 10:00 a.m. and finishes at noon. The afternoon session begins at 1:00 p.m. and finishes at 3:00 p.m. Each family will also receive an automated phone call in the event of a delay or cancellation.

## **DRESS CODE**

PreK students are not required to wear Campus Wear. Shorts may be worn during the months of August through October and April through June. Hair should not be an unnatural color and should not have shaved designs put into their hair. Boys are not permitted to wear earrings. Please send your child(ren) to school fully dressed and neatly groomed in play clothes. Girls must have shorts underneath their dresses/skirts in order to participate in all activities. Please dress your child(ren) in modest attire (no short shorts, tight leggings as pants, spaghetti strap

shirts, or tank tops) and appropriate t-shirts (not too tight, no negative or violent themes or images or secular bands). Supportive tennis shoes are required for safety while on playground equipment. Please no flip-flops or open heels or toe, high heels, or boots. The sole of the shoe should be of a soft material that does not mark up the floor.

### **ENTRANCE REQUIREMENTS**

All families must follow the MCS application process. Students must be three or four years old by September 30 to begin PreK. PreK students must be able to attend to their personal toilet needs.

### **FIELD TRIPS**

Part of the hands-on learning received from Mansfield Christian's PreK comes from field trips held outside of the school grounds. Personal vehicles are used to transport to and from a destination. Signed permission slips are required to attend scheduled field trips. Parents desiring to help drive or chaperone a trip must complete the required background and driving history check and meet the vehicle guidelines of the school transportation policy.

### **FUNDRAISING**

Only fundraising which benefits the whole school or a specific program is permitted. Fundraisers must be approved through the appropriate process. Individual fundraisers for personal use are not allowed.

### **LIBRARY**

PreK students are scheduled weekly for the library, during which they can check out age-appropriate books. Books are checked out for two weeks. A replacement fee is charged for books that are unreturned or books that are damaged. Fees are due at the end of each quarter.

### **LICENSURE**

The MCS PreK is fully licensed by the Ohio Department of Children and Youth, which visits annually so you can be assured we provide the safest environment for your child. You will find the certificate located in the classroom. Teachers are certified through the State Department of Education as well as the Association of Christian Schools International (ACSI). The PreK's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are available upon request from the department.

### **NON-DISCRIMINATORY POLICY**

Mansfield Christian School recruits and admits students of any race, color, and national and ethnic origin and extends to them all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs. MCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with MCS administration and to abide by its policies (Romans 2:11).

### **RECESS**

Students will go outside for recess unless the wind chill is below 20 degrees or rain/snow prohibits it. Please make sure students have boots, warm coats, hats, and gloves or mittens on cold days.

### **ROSTER**

A PreK roster will be prepared annually and upon request, may be furnished to the parent/guardian. Parents/guardians may decline to have their information included on the roster.

## **SNACK**

Each day the children are given time to enjoy a parent-provided snack. We suggest healthy snacks from two food groups, such as veggies and dip, popcorn, pretzels, cheese and crackers, fruit cups, or yogurt. A special treat may be shared on your child's birthday. Please arrange this with the teacher in advance of the birthday. Please inform your child's teacher if your child has any food allergies.

## **STAFF TRAINING AND QUALIFICATIONS**

All staff members are trained annually in the following areas:

1. Child development
2. Child abuse recognition and prevention
3. Red Cross – First aid/CPR
4. Infectious disease prevention recognition management

## **SUPPLY LIST**

A school supply list is provided to each family in July.

## **VOLUNTEERS**

MCS is pleased to welcome volunteers. Interested individuals should contact the elementary office. Volunteers are required to obtain a background check when serving in the building.

## **STUDENT HEALTH**

Parents/guardians are responsible for informing the school of any health issues that would affect their student's or others' safety or ability to learn. It is the parent/guardian's responsibility to inform the school of such conditions including life-threatening allergies, seizure disorders, diabetes, etc. It is the responsibility of the parent/guardian to provide the school with appropriate medication, orders, and information to ensure their student's safety.

If a student becomes ill or injured while at school, they should obtain permission from their teacher to go to the Health Clinic or office. Parents/guardians will be contacted as necessary. If the school nurse or appropriate administrator permits the student to go home, the parent/guardian must sign the student out in the office. In an emergency 911 will be called.

### **Health Clinic**

The Health Clinic is staffed by the school nurse. Limited first aid is provided.

### **Medications**

Medications should be administered by parents/guardians before or after school whenever possible. If a student must receive medication during school hours, parents/guardians will need to provide the school with the medication in its original container along with the proper paperwork. Forms will be updated yearly or when there is a change (e.g. dosage). No medication will be kept over the summer. Parents/guardians will be notified to come pick up unused medication. If not picked up, it will be disposed of. All prescription medications require a doctor's authorization. All non-prescription medications require a parent form. We cannot administer medications not listed on a formulary for which we cannot look up a safe dosage. Forms are on the MCS website and in the office. No student should carry any medication except for an inhaler or Epi-pen (with the proper paperwork on file).



## COMMUNICABLE DISEASES

Mansfield Christian School follows the Ohio Department of Health guidelines regarding the control of a communicable disease. These guidelines can be found on the Ohio Department of Health website. [www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx](http://www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx)

In general: ALWAYS keep your child home for:

- An oral temperature over 100.0 degrees without medication (within the last 24 hours)
- Tightness in chest, difficulty breathing, wheezing, etc.
- Vomiting
- Diarrhea- frequent loose/watery stools (generally 3 or more unexplained episodes)
- Eye problems – crusting, pus, pain, very red
- Untreated lice, scabies, impetigo, ringworm, and other communicable diseases
- Any new rash accompanied by fever

**CONSIDER** keeping them home from school for:

- Severe, persistent cough
- Pain (e.g. toothache, headache, ear pain)
- Extreme fatigue
- Mild to severe cold symptoms with excessive nasal secretions (unable to control secretions) • Severe sore throat

When should a student return to school?

- No fever. Must be without fever for 24 hours without taking any fever-reducing medications (like Motrin or Tylenol).
- No diarrhea or vomiting in the last 24 hours and eating normally.
- After being on antibiotics for a specified length of time, usually 24 hours.
- Remember that handwashing is the best way to stay well!

## IMMUNIZATIONS

Ohio Law requires students to be current with immunizations before the first day of school. It is the parent/guardian's responsibility to provide the school with documentation their child has had the required immunizations. Immunization exemption forms are available in the office and on the website. Medical reasons require a doctor's statement and good cause/ religious reasons require a brief explanation.

## MEDICATIONS

Medicine should be administered by parents/guardians before or after school whenever possible. If it is necessary for a student to receive medication during school hours, parents/guardians will need to provide the school with the medication in its original container along with the proper paperwork. Forms will be updated yearly or when there is a change (e.g. dose). No medication will be kept over the summer. Parents/guardians will be notified to come pick up unused medication. If not picked up, it will be disposed of. All prescription medications require a doctor's authorization. All non-prescription medications require a parent form. No student should carry any medication with the exception of an inhaler or EpiPen (with the proper paperwork on file).

## PHYSICAL FORMS

The State of Ohio, along with Mansfield Christian Health Services, requires a yearly physical. Parents are required to provide a health care practitioner-signed physical form **before the first day of school and no longer than 30 days past the yearly expiration date**. Printable forms may be accessed through the MCS app. In addition, a complete immunization record or exemption form is required **before the first day of school**. Unfortunately, failure to provide this information may result in the exclusion of your child from the PreK program.

The procedure for notifying parents/guardians of the approaching physical expiration date is as follows:

1. **Thirty days before** expiration, the parent/guardian will receive a phone call/message from Mansfield Christian Health Services informing them of the expiration date
2. **Fourteen days prior** to expiration, the parent/guardian will receive an email reminder from Mansfield Christian Health Services of the upcoming expiration date

If the parent/guardian fails to provide the physical form or the date in writing of the scheduled physical with their provider, then the parent/guardian will receive a phone call/letter **twenty-nine days past** the physical expiration from the elementary office/MCS Health Services stating that your **student will not be permitted to return to school until the physical form is completed and returned.**

## **SAFETY**

MCS has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. Copies of this information are available upon request. To further ensure safety, all doors are locked at all times. Visitors to MCS must be buzzed in at the door only after being identified by a secretary or administrator. Periodic drills, which include fire, tornado, and lockdown, are required by state law and conducted in accordance with the Crisis Response Manual. Please realize that each situation presents different circumstances; thus, everyone must be cooperative and patient with the process most necessary to meet the needs of the moment. Scenarios will be discussed and practiced with students in various situations.