



## PRE-K HANDBOOK

*Preparing your child for a lifetime of learning*



## Mission Statement

Mansfield Christian School exists as an extension of the Christian home and church to fulfill God's commands to teach His words "diligently unto our children." Our foundation rests upon acknowledging Jesus Christ as Lord and Savior, and the Bible as the Word of God – the final authority in truth and practice. We strive to assist each student to grow in excellence spiritually, academically, socially and physically through the godly ministry and example of teachers, administrators, board members and staff. We serve with the cooperation of parents who support us through their prayers and involvement in the activities of Mansfield Christian School.



## Emergency Closing



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 and 11:00.

**\*\*If there is a 2 hour delay, the AM class will be in session 10:00-12:00. The PM class will be in session 1:00-3:00. \*\***

## School Reach

MCS has partnered with SchoolReach, a company that specializes in school-to-parent communications. The system securely accesses home phone numbers allowing administrators to record a message and have that message delivered simultaneously to all of our families. MCS will continue to report school closings or delays due to snow or weather on our local TV stations and will use this system as an overlay to the public announcements.

## Nondiscriminatory Policy

Mansfield Christian School 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 students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, scholarship 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).



## **Drop Off and Dismissal (cont.)**

If you must enter the building other than 8:00 AM or 3:00 PM, you must enter through Door #16. For security purposes all doors are locked. A buzzer is located by doors 3, 8, 16, and 18 to request entry. If it is necessary for your child to leave school prior to dismissal time, please go directly to the elementary office to sign them out.

## **Attendance**

The Early Childhood classes follow the same school calendar as the rest of Mansfield Christian School. If your child is unable to come to school on a scheduled day, please call the school's sick line to report them absent.

## **Health**

In order to protect the health and safety of all students, children showing signs of illness should be kept home. Do not send your child to school if any of the following symptoms appear: fever, questionable skin rash, diarrhea, or vomiting.

If a child becomes ill during the school day, the school nurse or secretary will contact you immediately. The child will remain in the health room or the elementary office until they are picked up. Upon return, they must be symptom free for 24 hours.

If your child is exposed to or contracts any communicable disease (i.e. chicken pox, measles, German measles, mumps, or lice) please contact the teacher or the school office.

A written record is made in the event of an accident that occurs which is severe enough to visit the nurse during the school day.

## **Personal Note from Teachers**

It is our joy to teach your child each day. We consider it a privilege given by God. We strive to assist the Christian home by showing each child how to have a good attitude toward learning through fun and exciting activities each day. We want to teach them to give of themselves to others through sharing with classmates, special offerings to those in need, and service projects. But most of all we want to teach them to love Jesus with all their heart and desire to know Him more.



## Purpose

The purpose of the Mansfield Christian Early Childhood program is to offer a fun and exciting introduction to learning. We provide experiences that meet the spiritual, academic, physical, emotional and social needs of the child, rooted in a Biblical foundation. This purpose is met through hands-on learning by certified teachers in a safe, Christian environment.

## Classes and Times

### Pre-Kindergarten [ 4 & 5 year olds ]

M-W-F	8:00-11:00
M-W-F	12:00-3:00
M-T-W-T-F	8:00-11:00
M-T-W-T-F	12:00-3:00

### 2 Day [ 3 year olds ]

Tu/Th	8:30-11:00
Tu/Th	12:00-2:30

The classroom door is opened five minutes prior to the beginning of class. If you must drop off your child before 8:00, there is supervision in the elementary multi-purpose room beginning at 7:30 AM.

The average teacher to student ratio is 1 to 9.



## Drop Off and Dismissal

PLEASE DO NOT PARK OR LEAVE YOUR VEHICLE IN THE FIRE LANE AND COME INTO THE BUILDING.

In the morning you may bring your child to the room or drop them off at Door #16. A staff member is waiting to greet your child and send them in the direction they need to go. In the afternoon, your child's teacher will come to Door #16 and receive children for class. Please remain in your car until you see your child's teacher at 11:55.

When dismissing at 11:00, form a line in the circle drive and remain in your car. We will come as a class out Door #16 and load your child into your car on the passenger's side of the vehicle. If your child is unable to secure themselves into their car seat, please pull forward to a parking spot to assist them, to ensure that the carline keeps moving. Please show your name card in a manner that we can see.

Dismissal in the afternoon is the same with the exception that the entire elementary is being dismissed. Pick up lines are formed in the parking lot at the back of the school.

Please complete the *Permission to Pick-Up Form* and return it to your child's teacher by the first day of school. If someone other than the normal person is picking up your child, please let us know beforehand or call the elementary office if the change is last minute. We will not dismiss your child to anyone other than to whom you have given us permission. Thank you for helping us keep

your  
child  
safe.





## 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. You may refer to the chart in the classroom or ask the teacher for other suggestions. A special treat may be shared on your child's birthday. Please inform your child's teacher if your child has any food allergies. Other arrangements may be made.



## Field Trips

Part of the hands-on learning received from Mansfield Christian's Pre-K comes from visits outside the school grounds. Learning comes alive from seeing the fire station first-hand, and the children enjoying fall fun at a local farm market, just to name a few. We use personal vehicles to transport us to and from our destinations, requiring written parental permission to attend the trip, proper seating in the vehicle, and proper proof of insurance from each driver.



## Visits

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

## Entrance Requirements

In order to enter Pre-K, the child must be 3 or 4 years old by September 30.

Before the first day of school, the parent must provide the following information:

- Birth Certificate
- Custody papers when relevant
- Doctor signed physical form
- Immunization records

All students must be able to attend to their toilet needs.



## State Certification

The State Department of Education visits annually, so you be assured we are providing the safest environment for your child. You will find our certificate located in the classroom.

The teachers are also certified through the State Department of Education as well as the Association of Christian Schools International.

## Dress Code

The Early Childhood students are not required to wear Campus Wear. However, they are to wear clothing that is suitable for a young child, that which does not portray anything that would conflict with Mansfield Christian School's philosophy. They may wear shorts 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 the hair. Boys are not permitted to wear earrings. Because Pre-K students are very active during the day, students should wear shoes that are closed. No open heel or toe, nor high heels or boots. The sole of the shoe should be of a soft material that does not mark up the floor.



## Curriculum

Our curriculum provides each child with a colorful, creative instructional program which excites them about being in the classroom. Biblical teachings and moral standards are woven throughout all that is taught. Students will learn how to listen to a teacher, interact with other students and realize that learning can be fun. Each week the students will study a letter of the alphabet doing many hands-on activities that reinforce the recognition and sound of that letter. A Bible verse beginning with that letter is memorized. All activities meet the new state learning standards.

## Extra Curricular Classes

The students not only enjoy the activities in the classroom, but each week they will participate in activities involving Art, Music and Physical Education with teachers certified in those perspective areas. The children make regular visits to the school library and enjoy a chapel time with the Kindergarten and First Grade classes.



## Discipline

Although we feel that in some cases corporal punishment is a necessary form of punishment, we at MCS will not paddle an Early Childhood student. If an 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.

## Communication

Teachers and staff are always available to answer any questions or listen to any concerns that you may have. Weekly letters written by the teacher are available each week online and sent to your email inbox. Mansfield Christian School's website is [www.mcsflames.org](http://www.mcsflames.org). Teachers may be contacted by emailing [lilly.ellen@mcsflames.org](mailto:lilly.ellen@mcsflames.org) or calling the elementary office at 419-756-5651, ext. 224.

## Service Opportunities

The students are taught to serve others through a variety of opportunities. During the weekly chapel times, an offering is taken to support missions.

We pack Operation Christmas Child boxes in November.

Occasional visits to local nursing homes/assisted living facilities teach children to reach out to others.

