



Portland Christian Little School Parent/Student Handbook

“ For I know the plans that I have for you,” declares
the Lord, “plans to prosper you and not to harm
you,
plans to give you hope and a future.”
Jeremiah 29:11

Revised 4/21

Welcome to Portland Christian Little School

Thank you for choosing PCS Little School for your child(ren) this school year. We welcome you and hope that your time here will be a blessing to you and your family.

This handbook has been prepared to help communicate the policies, procedures and day-to-day happenings at the Little School. If you have other questions, please call the preschool office.

4575 Springdale Rd
Louisville, Kentucky 40241
(502) 429-3727 ext 212
email: littleschool@portlandchristian.org

Mission Statement

Portland Christian Little School is committed to honoring our Lord and Savior Jesus Christ, the creator of all things with a learning environment that is based on biblical principles and one that is intellectually stimulating. Our mission is to work cooperatively with the student's home and church, "so that the man of God may be thoroughly equipped for every good work."

Philosophy

It is our belief that young children learn best as they play. Our teachers plan and provide age-appropriate activities throughout the day, which addresses each child's developmental level and learning style. We acknowledge God as creator of each child, designed according to His will and plan. It is our responsibility to celebrate this fact and strive to plan lessons and activities which focus on the five areas of development: cognitive, emotional, physical, social and spiritual. Through such activities, it is our hope that we can nurture and help stimulate growth in all of these areas.

Admissions Policies

We accept children ages 2-5 years old during the academic year. Currently enrolled students will be given an opportunity to re-enroll for the coming year. When enrolling your preschooler, a \$100 non-refundable fee, registration form, including birth certificate and current immunization records are due in order to reserve your child's spot in class. After the re-enrollment deadline, classes will be open to the public and spots will be filled on a first come, first serve basis with no preferences given.

The Little School registration fee is not part of the PCS K-12 family max amount.

Parents must inform the preschool of special needs of children before enrollment so that we can determine if the staff and program is suited for the child. A trial period for no more than 2 weeks may be arranged to see if PCS is equipped to meet the needs of the child.

PCS Little School offers a multi-child discount for families. This discount is determined through and by the business/financial office. All questions regarding discounts should be directed to that office.

Remember: An immunization certificate and copy of the birth certificate must be on file the first day of attendance.

Non-Discrimination Policy

Portland Christian Little School does not discriminate on the basis of race, color, National ethnic origin in the administration of our educational policies or admissions procedures.

Withdrawal Policy

If a parent decides to withdraw from the Little School, a two week notice is required. Failure to do so will required normal tuition payment rates for the remainder of that semester.

Class Sizes

The number of students in a given classroom is determined by the square footage of the classroom. If enrollment is desired for your child and that class is determined to be "full", your child will be placed on a waiting list and contacted when there is an available spot. Teacher/student ratio is a state regulated policy. Each age group has specifics for the number of children that can be present in the classroom on a given day.

Curriculum

The Curriculum for ages 2-4 is called *The Essentials*. *The Essentials* is a Christian based curriculum that emphasizes phonemic awareness as well as thematic units for Bible, Math, Social Studies, Science, as well as other areas of development.

The K-4 class is designed for the older 4-5 year olds. The K-4 class will attend 5 full days. The, Christian based, A Beka Curriculum is used in this class, which is a bit more structured. Both the 4 year old classes and the K-4 class emphasize the same skills across the curriculum by using different classroom approaches. Both incorporate hands on activities. Parents can have more flexibility with attendance in the regular four's classes. Both the K-4 and fours classes however, work hard to prepare children for kindergarten.

**** As of the 2019-2020 school year, all children entering kindergarten must be 5 years of age by August 1st. ****

Attendance/Tuition Policies

Whatever daily schedule you have chosen for your child, it is a good idea to be on time for preschool. Our hard start time is 8:00 A.M. We certainly understand there may be days that you cannot be at school at that time due to unforeseen circumstances.

- Being on time in the morning and at pickup times, gives consistency and a sense of security to your child's routine.
- Late arrivals miss Free Choice play and Circle Time. Free Choice Play allows your child to choose an activity or to play with a special friend. Circle Time is a vital time learning developmentally appropriate skills.
- In the event that your child is absent, an email, text, or phone call to the preschool is very much appreciated.
- **Due to enrollment and ratio regulations, a missed day cannot be "made up" or switched. Tuition will not be prorated. Tuition will not be prorated for days absent due to illness/pandemic quarantines or inclement weather. There are no makeup days. Tuition may or may not be prorated during a pandemic closure; it will be at the discretion of the PCS School Board and business office.**

We do strive to be flexible and accommodating; however, the days you chose at the beginning of the year have determined our schedules, planning and classroom placements. Therefore, it is very important that you come on your child's scheduled day. Due to the capacity of enrollment, no "one-time" additional day(s) can be added during the week.

Drop Off/Pick Up Times

(Subject to change during state wide health concerns)

Morning Care: Morning care begins at 7:00 -7:40 am. Parents need to park and bring their child into the building. Remember to **always** sign in at the front desk. (Limited spots)

All other children may begin to arrive at 7:45. Our hard start time is 8-8:15.

Morning Carpool: Parents will need to follow the arrows in the parking lot for drop off and pickup times. All children must be signed in each morning and signed out when picked up. Your signature and time for drop-off and pickup is a state requirement. We will give new information about our new location for carpool soon.

Pick Up Times:

Half-day pick-up: Half -day friends must be picked up at 11:30 am. Thank you, in advance, for helping us during one of our busiest times! (lunch)

End of the day (3:00) pick-up: Please park in the parking lot area and enter the front doors of the building for pickup. If you have other children at the Westport Rd campus that you need to get, please come to the Springdale campus between 2:30-2:45 to get your preschooler.

Extended Care Pick-up: If your child attends the extended care, park your car and come in the front entrance to sign your child out. Please look for postings on the door as to the location where your children can be picked up.

****Extended care friends that have not been picked up by 5:30 PM are considered late.**

- **Grace is given for the first occurrence.**
- **Any occurrences after this will incur a charge of \$1.00/minute after 5:30 PM.**
Please let us know if you are running later than expected.

Please hold on to your child's hand as you exit the preschool; thank you for not letting them run ahead of you. Again, safety is our biggest concern.

Permission/Release Forms

Children will only be released to the parent/guardian or those listed on the "Release of Child" form. When someone other than the parent/guardian will be picking up a child, it is essential that the preschool office be informed through email, written note and/or phone call. Picture ID may be requested from persons not on the release form.

Our field trips will include bringing events to our location only. Advanced notice will be given for any event. A "Field Trip Permission Form" for each event must be signed by the parent/guardian for your child to participate in any on campus event. Cost of the event must be included when the permission slip is turned in. Verbal permission cannot be accepted.

Medication Administration

Parents may request that a child be given medication while at preschool through a written request.

- **The written request must include the date(s) to be administered and signature of the parent.**
- **ALL medication must be in its original container, with the child's name on the container.**
- **Specifics such as: time to be administered, dosage should also be given.**

Medication, including refrigerated medicines will be stored in a separate, locked place, out of the reach of children.

Food and other Allergies

Parents must inform the Director and teacher of any allergies suffered by the child. Food allergies will be posted in each classroom as a precaution for all staff members or substitutes who may be serving snacks.

We encourage parents to have Epi pens and inhalers for severe allergies kept at school. Please give detailed information regarding the steps you would like us to take, persons to call, in the event of a severe allergic reaction.

Allergies to insect bites or pollen should also be noted.

Birthday treats are always welcomed, but please check with your child's teacher to alert you of any food allergies that may exist.

Illness

It is our desire to keep not only the children we serve well, but also the teachers and staff well. Please help us do this by following our Illness Policies. If your child becomes ill at school, the child will be isolated from the other children. Parents, or a contact person will be called to come and get your child. We ask that you or your contact person try to arrive within 30 minutes of notification. Please be sure to provide current emergency numbers for us should we need to call. Please remember we are a preschool and cannot care for children who are ill. Plan ahead now for a backup sitter or caregiver if you are not able to come and pick up your child.

****Before returning to school, your child must be symptom/fever-free for 24 hours without fever reducing medications during a normal non-pandemic year. Health related concerns during a pandemic, etc requires a 48 symptom free time period. ****

Communicable Diseases/Illnesses

A written consent from either a physician or health department is required before your child can return to school for any of the diseases/illnesses listed below.

Chicken Pox	Whooping Cough	Impetigo
Measles	Pinworms	Pink Eye
Mumps	Scabies	Coronavirus
Pneumonia	Ringworm	

If a student has evidence of lice, parents will be contacted to pick up the student and have the condition treated before returning to school. Students returning to school after treatment will be checked by office personnel before returning to class. The scalp and the hair must be free of all nits or lice for the student to be allowed to return to class.

Teachers and Staff

All teachers responsible for direct care and supervision of the children must meet certain criteria according to state regulations to teach in the preschool setting. A comprehensive orientation course, taken within the first 90 days of employment with implementation in the classroom, pediatric head trauma class, training in child abuse and neglect are educational requirements for preschool employees. In addition to this, on-going training of 15 CEU's per year is expected and regulated for all preschool employees. Background checks are also required.

Because we are a Christian preschool, it is also our desire not only to be mentally prepared to meet the developmental needs of students, but to also give our students a better and clearer understanding of who Jesus is. A Bible lesson is taught each day with integration of God's word across the curriculum and throughout the activities in our day. We also have chapel each week where we come together as a preschool to worship the Lord through song, Bible lessons, prayer and praise.

Disciplinary Policies

It is our desire to help children understand that they are worthy to be treated with love and respect. It is the belief of the Portland Christian School Family that God created each child and that each is designed to meet and to be a part of His perfect plan.

Children will be taught and reminded of behavioral expectations. The teachers will utilize positive reinforcement to encourage children to make good, appropriate choices.

We will:

- use positive communication techniques. We want the child to remain calm and be able to use words to express feelings, but also to learn to take responsibility for actions.
- redirect the child to another activity so that things do not escalate.
- give the child a time out or cooling off time to consider action that was wrong and through teacher guidance, talk about a better choice that could have been made.

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. A *plan of action* will be discussed so that both school and parents are working to correct the inappropriate behavior. A follow-up conference will also be scheduled to be sure the *plan of action* is working. If for any reason a child displays intentional behavior that is harmful and aggressive toward students or teachers, the director reserves the right to dismiss the child immediately from the preschool program.

Parent/Teacher Communications

There are a number of ways that we try to keep communication going between parent/teachers:

- Classroom newsletters
 - emails: check often
 - phone calls; *text*
 - *communication notebook*
 - *notes in folders*
 - Reach Alert
 - Class Dojo
- Parent-Teacher Fellowship
Conferences

Calendar

Both Little and Big Schools are now operating on the same calendar days. Please check the school calendar for off days, in-service days, breaks, and early dismissal days. Because the majority of our Little School teachers and staff have children in the Big School, we are not able to offer any care during any of the above days. Please begin to plan and make arrangements for care during those days outside of Little School. Please pay close attention to the Little School calendar! There may be early dismissal days when the Big School will still be in session all day. You will be notified when there is any change to the calendar.

On in-service days when there is an early dismissal at 1:00 PM, half day friends will still leave at 11:30 am. All other preschoolers will be dismissed at 12:30 PM to help with early dismissal congestion from both Little and Big Schools; however, you may pick your child up earlier if desired.

Inclement Weather/Emergencies

Both Big and Little School will receive weather delays and cancellations through REACH ALERT. Be sure to sign up for REACH ALERT to get the most updated messages about weather, lock downs, school emergencies related to PCS. Other information about weather can be seen on local TV stations, WHAS radio, WDRB Fox 41, relating to PCS.

There will be no extended care for early dismissals. Half day students may come on delayed days, but will be dismissed at the 11:30 pick up time. Tuition is not prorated nor are days made up, except for those make-up days designated on the school calendar.

Delays/Cancellations

**One Hour Delay- School Day begins at 9:00
(This would be very unusual)**

Two Hour Delay-No morning care or car pool/ student may arrive at 9:40 and will go straight to their classroom. The school day will begin at 10:00.

Some of our staff live further away and we want them to be safe as well.

Emergency Drills

Drills for tornado, earthquake, lock downs, and fire are practiced on a regular basis. Evacuation plans are posted in each classroom.

In the event of a real emergency, we encourage you to stay in your safe place. We will care for your child until an all clear is received. Please watch for texts through REACH ALERT.

Emergency Evacuation

In the event that the PCS Campus (this includes Little School) has been instructed to evacuate the premises, you will be given specific instructions/information as to the location of students through REACH ALERT. It is very important that you sign up for REACH ALERT.

Addressing Parental Questions/Concerns

- All questions/concerns involving your child in the classroom must first be taken to the classroom teacher.
- When/if no resolution/satisfaction is given, please direct all other questions/concerns to the Director.

Debbie Sprinkle-debbie.sprinkle@portlandchristian.org
429-3727 ext 222

*General questions about dismissal, pickup, illness can be directed to Mrs. Debbie debbie.goul@portlandchristian.org ext. 212

Thank you for partnering with us in our endeavor to meet the developmental needs of your children. We look forward to not only caring for them, but we want you to know how privileged and blessed we feel for the opportunity to teach them how to get along and work well with others while building friendships; teaching them developmentally appropriate skills and telling them more about Jesus and His love for them will always be our greatest desire.

God Bless You and Welcome to
Portland Christian Little School!!
Portland Christian Little School

I have read all of the procedures and policies for Little School and agree to follow them as stated. I also understand that some policies and procedures may be changed, but that I will be notified of any changes that are made.

Parent Signature

Date