



Parent Handbook 2011-2012

Located at 2900 Baldwin Street

Hudsonville, MI 49426

www.fhmin.org 616-662-2107

MISSION STATEMENT

To provide a Christian environment in which preschool aged children participate in academic, physical, spiritual, social, and emotional opportunities to grow.

Purpose

The *Learning Ship Christian Preschool* is a ministry of *Fair Haven Ministries*, serving families with three- and four- year old children.

The Learning Ship Christian Preschool exists to:

1. Support families by providing quality Christian preschool in a safe and nurturing environment.
2. Teach Christian values through Bible stories, prayer, music, lesson design, and staff interaction with children. We believe that Jesus Christ has called us to this special ministry to children and their families. We praise and glorify Him for this opportunity.
3. Present a curriculum that encourages children to be active learners by way of exploring God's power in creation. This is done by creating various manipulatives such as math, science, and language art activities for intellectual development. *The Learning Ship* will also assist the children in the areas of physical development (large and small muscle) as well as social/emotional interaction and communication skills amongst their peers and adults.
4. Assist children with a variety of learning styles in understanding their world through art projects, show & tell, talking & listening, and story time. All activities are planned with goals in mind (IE: fine and large motor coordination, critical thinking, as well as academic, spiritual and social/emotional development).

Program

The curriculum chosen by the teachers will include weekly themes. Centered on those themes, the curriculum will explore all areas of development with goal-oriented activities.

SESSIONS

AM Sessions: 9:00-11:30am. PM Sessions: 12:30-3:00pm

Three-years old by December 1, 2011

Three-year olds: two days per week

AM: Tuesday & Thursday

PM: Tuesday & Thursday

AM: Monday & Wednesday

PM: Monday & Wednesday

Four-years old by December 1, 2010

Four-year olds: three days per week

AM: Monday, Wednesday, & Friday

PM: Monday, Wednesday, & Friday

AM: Tuesday, Thursday, & Friday

PM: Tuesday, Thursday, & Friday

Four-year olds: two days per week

PM: Monday & Wednesday

PM: Tuesday & Thursday

TUITION

Payment options

Two-day sessions: \$650.00

\$625.00 due **August 12, 2011**. Discounted tuition for advance payment in full.

\$325.00 due **August 12, 2011** and **\$325.00** due **January 9, 2012**.

\$65.00 monthly with first payment due **August 12, 2011**. Additional monthly payments September-May.

Due the first Monday or Tuesday, depending on your child's schedule, of each month.

Three-day sessions: \$975.00

\$950.00 due **August 12, 2011**. Discounted tuition for advance payment in full.

\$487.50 due **August 12, 2011** and **\$487.50** due **January 9, 2012**.

\$97.50 monthly with first payment due **August 12, 2011**. Additional monthly payments September-May.

Due the first Monday or Tuesday, depending on your child's schedule, of each month.

Terms

You are responsible for tuition payments to be paid on time. Statements will be provided via your child's backpack as a courtesy. Late payments are as follows: 2-6 days late, \$5.00; 7-13 days late, \$10.00. Non-payment after two weeks will result in contact from the preschool director. Non-payment constitutes dismissal from the preschool. Please make note of payment terms and options.

I have read The Learning Ship Christian Preschool Handbook. I understand the information provided and agree to follow The Learning Ship procedures.

Backpacks

A large backpack is needed each day to carry home papers and art projects. This will insure special work makes it home safely. Your child's name must be on the backpack.

Clothing / Personal Belongings

Please dress your child in comfortable, weather appropriate play clothes. Our activities and art & science projects can be messy. Good clothes are best saved for other occasions where they would not potentially become stained or damaged. Outdoor gear should be provided as necessary (coats, mittens & hats, boots). All items brought to preschool must be clearly labeled with the child's name on it.

Attendance

Children should be kept home when they have had the following conditions within the last 24 hours: fever, persistent cough, diarrhea, contagious rashes, and/or vomiting. Please call the preschool if your child will be absent. We request a two-week notice, in writing, when a child will be absent for a week or more due a family vacation, etc.

School Closings

The Learning Ship Christian Preschool will follow the Hudsonville Public School closings, when closed due to inclement weather. Please watch the television or listen to the radio for Hudsonville Public School closings. If HPS is closed, so is *The Learning Ship*. When HPS has a two-hour delay due to inclement weather, the preschool morning session will not meet.

Bathroom Needs

The children are expected to care for all their bathroom needs by themselves. Diapering assistance is not available. Hand washing is required after bathroom use. A child that consistently shows he/she is not toilet trained may be dismissed from the preschool for that school year.

Drop-off and Pick-up

A parent/guardian must bring the child into the classroom and pick-up the child from the classroom. Children may not be dropped off in the parking lot or by the entrances. Due to safety concerns, cars must be turned off when dropping off and picking up children.

Authorization for Pick-up

A child will not be released to anyone other than that child's parent except when prior written notice had been given and signed by the parent. Any relative or friend to pick up the child other than parent must be listed on the emergency form in the "...person other than parent to whom child may be released" section.

Child Management

The following steps will be taken to encourage children to grow in self-esteem, self-control and self-direction. Each child will always be treated with dignity.

- The teacher will set clear, fair, and consistent limits for the children.
- The teacher will help children in conflict resolution through modeling skills and problem solving techniques.
- The teacher will patiently remind children of rules, with the knowledge that mistakes are often valuable learning opportunities.
- If a conflict cannot be resolved following these steps, a time out chair will be used.

Dismissal from Preschool

Every effort will be made to meet the needs of each child. In the event *The Learning Ship* can not meet a child's needs, the Director will request placement of the child in a more beneficial program where those needs may be able to be met. Decisions regarding dismissal of a child will be at the Director's discretion. Parents may choose to remove their child from preschool. Prorated tuition will be refunded if a two-week written prior notification is given. The registration fee is non-refundable.

Parents Welcome

The *Learning Ship Christian Preschool* wants parents to feel comfortable about their child's time away from home and their preschool experience. Parents are welcome to drop in anytime during preschool hours to observe classroom activities.

Parent-Teacher Conferences

Conferences will be held in the spring for the four-year olds to discuss your child's progress for the school year. The three-year olds will receive a progress report in April. Please feel free to make an appointment to discuss any issues regarding your child at any time throughout the school year.

Staff

Director:

Mrs. Jan Vander Schaaf has a joy for guiding children through God's plan of learning. Jan has a Bachelors Degree from Dordt College in Sioux Center, Iowa. She holds a major in Elementary Education and minor in Special Education. Jan has also completed course study in Early Childhood Development and Special Education Development at Grand Valley State University. Jan holds a two-year certification in CPR and First Aid.

Teachers:

The Learning Ship teachers have Bachelors Degrees in Education. All teachers and assistants are CPR and First Aid certified. All staff are screened through a criminal background check to insure safety of all students. *The Learning Ship* also benefits from its Board of Directors that includes members of *Fair Haven Ministries* as well as the community.

The Learning Ship maintains a student ratio of one teacher and one assistant to 16 three-year olds and one teacher and one assistant to 18 four-year olds. Your child's passage to an expanding world is an important experience. Our staff looks forward to journeying with your child as he or she discovers the joy of learning about God's world.

Field Trips

Learn by doing and seeing! Field trips are planned through out the year (i.e., apple orchard, pumpkin patch). Prior notice will be given to parents as to field trip dates and times. We do ask parent volunteers to help drive children to and from the field trips.

Special Programs

The Learning Ship will host several special programs for students and their families.

Christmas Program: A dress rehearsal will be held the day of the program during the AM session. All students are asked to attend. The afternoon class does not meet that day.

V.I.P. Night

Graduation Ceremony

Birthdays

We celebrate birthdays with joy! You are welcome to provide a classroom treat for your child's special day. Please consult your child's teacher as to how many treats are needed and to receive food allergy information for your child's class. We appreciate snacks that are wholesome and low in sugar content.

Share Bag

The share bag is a special "show & tell" time for children to share and learn using special items from home. Please make sure your child's show & tell is in their backpack on their assigned day. Specific topics will be used as guide lines.

Snacks

A small snack is given each day. Snacks are provided by parents. A donation list of approved snacks will be available at the open house. Allergy sensitive snack donations are appreciated. *The Learning Ship* is a peanut free environment. Water will be given for the beverage at snack time due to *The Learning Ship's* sensitivity to nutrition and allergies. Hand washing is required before and after snack time.

