



HANDBOOK

2012 - 2013

Office Phone: 669-7300

Georgetown Christian Reformed Church
6475 - 40th Ave., Hudsonville, MI 49426

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Georgetown Christian Preschool Philosophy

We believe that God values each child in a unique and individual way. We will provide an environment where children can develop spiritually, socially, emotionally, physically, and intellectually.

Preschool is a place where children learn through play. Play is the process in which learning takes place through movement, music, interaction and art.

Together we will learn about God and His diverse creation. Children will have the opportunity to develop social skills as they learn to cooperate, wait their turn and share their feelings with others. We will provide age appropriate physical activities.

Our activities will be focused around a unit theme. God's world and how He made each of us special is the basis of all we explore. Our goal through many varied activities is to build a foundation for a happy and successful school experience.

Child Management

Discipline is handled with kindness and understanding, with the best interest of the child in mind. When a verbal reminder of appropriate behavior does not solve a problem situation, a child will be asked to sit apart from the group for a short time-out with the Teacher's Assistant. Our staff will never use any form of physical or corporal discipline, deprive children of snacks, or use methods that frighten, shame, or humiliate children. We will work with parents regarding individual discipline if the need arises.

Admission

- Children must be 4 years old by December 1, 2012.
- "Three School" children must be 3 years old by September 1, 2012 and completely toilet trained.
- *Georgetown Christian Preschool does not discriminate on the basis of race, color, or national origin.*

Needed for Registration

- Signed Registration Form
- Registration fee of \$30.00 plus the first of 9 equal payments
- Registration fee and first payment is non-refundable after 02-01-12

Form needed when Preschool begins

“Health Appraisal” Form

- Section III – Immunizations must be up to date
- Sections II, IV – Physical Examination and Recommendations
- Printed copy of form available in Preschool office
- www.michigan.gov/michildcare , search “BCAL-3305”

Payment Policy

Total tuition for 2012-2013 is \$840.00 for 3 day class, \$642.00 for 2 day class or \$372.00 for the one day class.

1. Tuition is due the first of each month, October through May.
2. A late fee of \$5.00 will be applied to your bill if not paid by the 15th of that month.
3. Returned check fee is \$15.00.

Withdrawal

A one-year commitment is expected upon enrollment. If extreme circumstances warrant the withdrawal of your child, a four-week notice and payment is required.

Dismissal

We reserve the right to request that a child be withdrawn for these reasons:

- A child is not completely toilet trained when school starts.
- A child is not adjusting to the guidelines of the program, or we feel we are unable to meet the needs of the child.
- Payment falls behind by a full month and no payment is received when reminder is given.

Dismissal will occur only after consultation with parents.

Absences

Please call and notify us any time that your child will be absent. There is no reduction in tuition when your child is absent.

Illness

Please do not send your child to preschool if he/she is ill or contagious. If your child has been ill, symptoms must be absent for 24 hours before returning to preschool. If your child has a communicable disease such as pink eye, chicken pox, strep throat, etc., please notify us. If your child may have been exposed to a communicable disease we will notify you.

Cubbies

Parents should check their child's cubby daily. Notes for teachers should be handed directly to the teacher.

School Closings

WEATHER – If Hudsonville Public School is closed due to weather, preschool will also be **closed**.

2 HOUR DELAY – If Hudsonville Public School is delayed due to weather, preschool will **still meet** at the regularly scheduled time.

TORNADO WATCH – Parents have the option of coming to pick up their child, if they wish to, during a tornado watch.

TORNADO WARNING – In a tornado warning, children will be brought to a designated area in the church basement. Children will be released to parents who come to pick them up. A tornado drill is practiced in the spring.

Bible

Specifically developed for preschool classrooms, **Bright Beginnings** is a unique program we use to integrate key Bible concepts while building academic skills through finger play, music and movement.

Kindermusik®

Kindermusik® is a nationally known premier music program which enhances the development of young children. *Kindermusik*® *ABC Music & Me*™ will be 30 minutes each day. *Kindermusik*® reinforces early childhood concepts through musical experiences. Preschoolers will explore the world through exciting games and interactive songs that foster self-expression and creativity.

Staff

“Three School”

Teacher	Mrs. Kay Miller	16 years of experience at Georgetown
Assistant	Mrs. Elaine VanSchouwen	8 years of experience at Georgetown
Assistant	Mrs. Jane Capel	6 years of experience at Georgetown
<i>4 year old</i>		
Teacher	Mrs. Kay Capisciolto	15 years of experience at Georgetown
Assistant	Mrs. Mari Schut	16 years of experience at Georgetown
<i>Director</i>	Mrs. Deb Kennedy	17 years of experience at Georgetown

“Three School” Program Elements

“Three School” is an opportunity for 3 year olds to explore God’s world in a group experience. Children will be able to develop early learning skills through play and interaction with other children. Students will learn to:

- Separate from parents
- Work and play cooperatively in a variety of settings (large groups, small groups, learning centers)
- Express simple thoughts and ideas
- Listen to others
- Follow simple verbal directions
- Develop independence and self-control
- Experience basic concepts of colors, shapes, numbers
- Name recognition
- Introduce basic fine motor concepts

“Three School” Approximate Daily Schedule

8:55	Doors Open	12:25
9:00 – 9:30	Arrival, Morning Greeting and Centers	12:30 – 12:55
9:30 – 9:55	First Rainbow Rug time	12:55 – 1:20
9:55 – 10:05	Bathroom and hand washing	1:20 – 1:30
10:05 – 10:15	Snack time	1:30 – 1:50
10:15 – 10:30	Art or Creative activity	1:50 – 2:10
10:30 – 10:55	<i>Kindermusik</i> ® ABC Music & Me	2:10 – 2:35
10:55 – 11:25	Rainbow Rug/ Bible Story/ Concept Activity	2:35 – 2:55
11:25 – 11:30	Closing prayer, songs, good-byes	2:55 – 3:00

“Three School” Classes

Monday & Wednesday	9:00 – 11:30 am	2 day a week class
Monday & Wednesday	12:30 – 3:00 pm	2 day a week class
Tuesday & Thursday	9:00 – 11:30 am	2 day a week class
Friday	9:00 – 11:30 am	1 day a week class

4 year old Classes

Monday & Wednesday	9:00 – 11:30 am
Monday & Wednesday	12:30 – 3:00 pm
Tuesday & Thursday	9:00 – 11:30 pm
Tuesday & Thursday	12:30 – 3:00 pm

Friday Option Class

- In conjunction with one of the other 4 year old classes, making a 3 day program
- Additional activities for 4 year olds to reinforce preschool concepts
- **Handwriting Without Tears** – an age-appropriate approach to handwriting skills
- Friday morning or afternoon classes are available

4 year old Approximate Daily Schedule

Morning Class		Afternoon Class
8:55 am	Doors Open	12:25 pm
9:00 – 9:25	Arrival/Centers	12:30 – 12:55
9:25 – 10:00	Rainbow Rug/ Bible Story/ Songs	12:55 – 1:30
10:00 – 10:15	Zoophonics	1:30 – 1:45
10:15 – 10:30	Bathroom break	1:45 – 2:00
10:30 – 10:45	Prayer & Snack	2:00 – 2:15
10:45 – 11:00	Art or Creative activity	2:15 – 2:30
11:00 – 11:25	<i>Kindermusik</i> ®	2:30 – 2:55
11:25 – 11:30	Closing song	2:55 – 3:00

Zoo-Phonics

In 4 year old classes we will teach the whole alphabet every day, concentrating on one sound each week. Children readily relate to the animal theme of the zoo-phonics curriculum. The letter sounds come through the initial letter sound of each animal's name. Actions correspond to each zoo-phonics animal and their sound. Zoo-phonics provides a tool for developing reading, spelling, and writing skills.

Field Trips

Field trips will be planned to enhance our themes for the 4 year old classes.

- Parents transport preschoolers to the field trip location or arrange a ride with another parent for their child.
- Siblings may not attend field trips.
- There may be a small fee for some trips.
- Cell phones should not be used during the field trip.