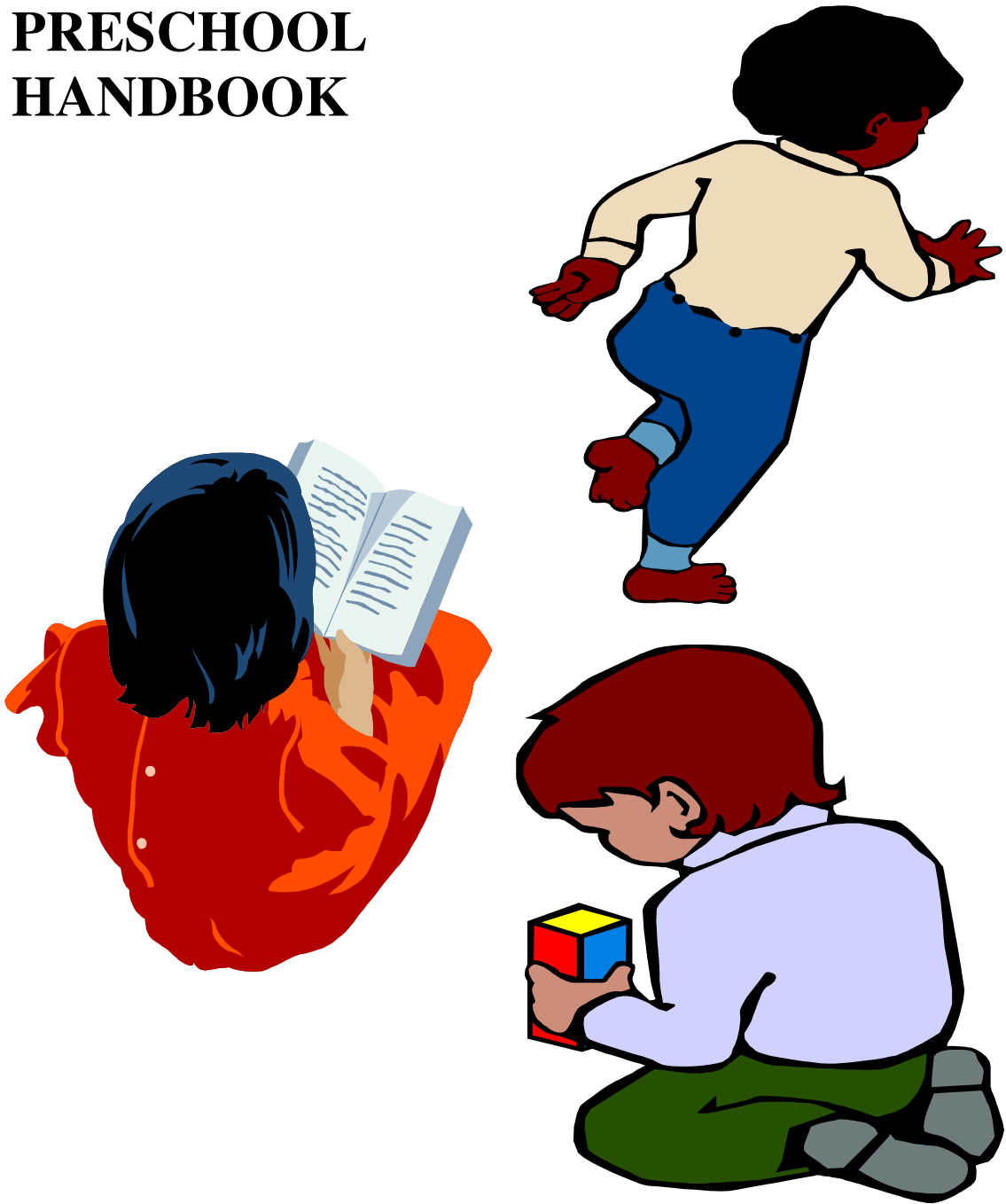


HARRISON CHRISTIAN SCHOOL

PRESCHOOL HANDBOOK



949 HARRISON AVE. HARRISON, OH 45030 (513) 367-6100

Dear Harrison Christian Students and Parents:

The Harrison Christian School Staff would like to welcome you to a new school year. We hope your summer was pleasant and that you are looking forward to a year of growth and learning.

This student handbook is provided to promote student achievement and increase parent communication with the school. It is also designed to acquaint you with the school's programs, services, policies, and procedures. If situations arise which are not covered in the handbook, please check with the school office or your child's teacher. Your suggestions for improving our school in any way are always welcomed.

The motto of Harrison Christian School is "*Building Academic Excellence on a Foundation of Faith.*" Parents and the staff at Harrison Christian are partners in the education of our children. Cooperation and communication between the school and home will play a major part in your child's success. Please let us know if you have any questions or concerns. We hope this will be an enjoyable, positive, and productive year for your child.

Sincerely,

The Harrison Christian Staff

HCS Preschool Mission Statement

Harrison Christian Preschool's mission is to impact children while their character, beliefs, and values are still being molded. Our early childhood learning center exhibits the love of Jesus Christ. We emphasize the fun of learning, while sharing patience, acceptance, discipline and encouragement.

Our Preschool identifies the importance of stimulating and accelerating a child's social, physical, and cognitive development through a planned environment. Our staff is committed to offering exciting and educational experiences that are a valuable supplement to the primary, and parental home education.

Admission Statement

Harrison Christian School recruits and admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, scholarships, tuition aid, educational programs, or extra-curricular activities. Harrison Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of personnel in any position certified or non-certified.

Harrison Christian School was established to provide a quality Christian education and to assist parents in the spiritual development of their students.

Harrison Christian School is licensed by the Ohio Department of Education. Questions about the licensing procedures or standards may be directed to the Ohio Department of Education Office of Early Childhood Learning at 614/466-0224 or 740/592-5247. Copies of Ohio Department of Education inspections are available from the Harrison Christian School office.

Privacy Policy

Harrison Christian School holds in trust the information provided for student enrollment. We will not provide information to vendors, organizations, suppliers, churches, or individuals for solicitation purposes.

Beliefs and Philosophy

Statement of Faith

1. We believe that the Bible is the infallible, verbally inspired Word of God and that it is, therefore, our final authority in matters of faith and practice. (John 17:17; 2 Timothy 3:16, 17)
2. We believe in the eternally existing triune God: Father, Son, and Holy Spirit. (I John 5:7; John 1:1-4)
3. We believe in the deity of Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, and in his ascension to the right hand of the Father, where he now acts as Mediator and Advocate. (I John 1:12-14; Romans 14:9; Hebrews 12:2; Matthew 1:22, 23)
4. We believe that man's only hope of redemption is through the shed blood of Jesus Christ, who is the Son of God, and that all who receive the Lord Jesus Christ by faith are born again and become children of God. (Galatians 3:26)
5. We believe in the personal, imminent return of our Lord Jesus Christ for his own, and his later return in power and glory with his own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost—they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 11:25; Revelations 20:14, 15)
6. We believe in the present ministry of the Holy Spirit whose indwelling in all believers, enables them to live godly lives. (I Corinthians 12:7; Ephesians 5:15-21)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, and in the necessity of all his followers maintaining good works as evidence of faith. (Ephesians 4:3-6, 13; James 1:22,25)

8. We believe all things in the universe were created by God in six literal days of the creation week (Genesis 1:1-2:3, Exodus 20:8-11) and that the biblical record of primeval earth history in Genesis 1-11 is fully historical.

Governing Board

The Harrison Christian School Board of Directors is an Inter-denomination Advisory Council of no less than seven members, and no more than eleven members. Their duties and responsibilities serve in the following ways: sustainer of Christian ethics and spirituality, leadership, overseer of school personnel, operational policy and procedures, creator of operational budget, supporter of Parent Teacher Organization and committees.

School Objectives

We desire to see Christian character built in each student's life, so that his/her life is a testimony of the Lord Jesus Christ. The objectives of the school are centered around five basic ideas:

TO ESTABLISH CHRISTIAN TRUTH AS A GUIDE FOR LIFE

- * Through an understanding that God is the Creator and Sustainer of the universe and of man through which his eternal power and his divine nature are clearly seen. (Nehemiah 9:6)
- * Through an acceptance that the Bible is the inspired and inerrant Word of God and the only authority for faith and practice. (II Timothy 3:16, 17)
- * Through knowledge that all men are sinners and can have salvation only through personal faith in Jesus Christ as Savior. (Titus 3:5, 6)
- * Through the development of a consistent Christian life by prayer and daily Bible study. (I Peter 2:2)
- * Through stimulation of a desire to invest one's life in Christian service to the glory of God. (Colossians 1:9, 10)

TO MAINTAIN A HIGH ACADEMIC STANDARD

- * Through a mastery of the skills of communication and other academic disciplines so thoroughly that the student will be prepared to acquire further knowledge. (2 Timothy 2:15)
- * Through the desire to work and to acquire knowledge at maximum ability. (Ecclesiastes 9:10)
- * Through the ability to discern the truth from error. (1 John 4:6)

TO INSTILL PURE MORALS IN THE HEART OF THE STUDENT

- * Through the development of an appreciation for the values accrued from our past spiritual and cultural heritage. (Psalm 61:5)
- * Through inculcation of the desire to choose right over wrong and to hold to one's convictions under pressure. (Daniel 1:8)

TO GENERATE A SPIRIT OF PATRIOTISM

- * Through the teaching of loyalty to our country and a recognition of atheistic teaching which undermines our countries foundation. (1 Peter 2:13)
- * Through recognition of government as God ordained. (Romans 13:1)
- * Through stimulation of a desire to become involved citizens of this nation for the Lord's sake. (Titus 3:1)

TO LIVE A DISCIPLINED LIFE

- * Through submission to the Holy Spirit who conforms us to the image of Christ. (Romans 8:9,10)
- * Through the exercising of self-restraint and consideration of others. (1 Corinthians 9:25-27)
- Through submission to the legitimate authorities with full cooperation and, when able, becoming a strong, gracious leader. (Titus 3:1)

Attendance Requirements

School Hours

Harrison Christian School

8:45	Student Arrival
9:00-3:15	Student School Hours
3:15-3:30	Student Pick Up
8:00-4:00	Office Hours
8:15-8:40	Devotional/Staff Meeting Time

Harrison Christian School Preschool

9:00-11:30	AM Session
1:00-3:30	PM Session
Classes	MWF- 4's and TTH- 3's

Attendance

Attendance is important. Regular and punctual attendance is essential for academic success and necessary for legal compliance. Students are expected to be in school at all times during school hours unless a valid reason for absence is present.

Arrival and Dismissal

Preschool students must be delivered to the classroom by a parent or custodial guardian. Students are asked to arrive on time and to wait in the hall outside of the preschool classroom with their adult supervision until the teacher invites them in.

Students will be dismissed by name from the classroom. Supervising adults are asked to be on time and to wait outside of the preschool classroom until the teacher dismisses their particular student. The students will not be dismissed unless the supervising adult is registered in the school office.

Visitors to Campus

Harrison Christian School welcomes adult visitors. Those interested in seeing the school in operation should make arrangements with

the school secretary and classroom teacher at least one day in advance of the projected visit. For any student visitation special arrangements must be made with the office.

School parents or guests are to report to the office and sign in. Ohio state law requires that HCS maintain a written record of all visitors to our campus. Guest should remain in the office until requested by the classroom teacher to come into the classroom or until directed by the office staff to a designated area within the facility. This includes picking up the child for a special engagement away from school, forgotten book-bags, etc.

FINANCIAL POLICY

The registration fee is due upon presentation of the application. Any fees are due July 1 and all fees are non-refundable. Ten-month payment plan is from August 1-May 1, twelve-month plan is due August 1-July 1. Accounts are due on the first day of the month. A \$30.00 late fee is added to any account paid after the 10th in any month payment is due. A \$20.00 return fee is charged for any returned check.

Tuition reductions or refunds are not made for absences for any reason. Once a month begins, no part of that month's tuition will be refunded if a student is withdrawn. If a student withdraws during a school year in which tuition is paid in advance reimbursement will be made only for the months in which the student had no attendance. Each month not attended will be reimbursed 1/10 of total tuition.

Students with accounts 60 days past due will be recommended for removal from school enrollment. Accounts must be current before any records are released to students or parents. No permanent records will be released until all accounts are paid in full. Students will not be enrolled for the fall semester until all accounts from the previous year are paid in full.

ACADEMICS

Curriculum

The preschool room is alive with colorful posters, toys and manipulatives aimed at teaching. Clearly defined learning centers focus on a variety of skills and themes. The classroom atmosphere is always changing as new material is introduced and coordinated with new topics and activities. The preschool curriculum encourages early learning of phonics, writing and counting.

Activities In The Curriculum

Music Activities

Music activities are designed to be used with the whole group of children or subgroups. The emphasis in music is on language and motor involvement in the singing.

Art Activities

Art activities are designed to reinforce and expand the concept which was introduced in the unit group lesson. The classroom teacher may choose one or more of the activities for all the children or provide different art experiences for individual children. Whenever possible, the art activities are presented from the simplest to the most difficult. The high correlation between art activities and fine motor skills may prompt the teacher to change an art experience to address the fine motor curriculum. The art curriculum places a greater emphasis on creativity than do the fine motor activities.

Games Activities

Games are presented to enhance further development of the lesson concept in a multisensory, multidevelopmental approach. Many games include auditory and visual components which are essential prerequisites for later learning.

Fine Motor Activities

Fine motor activities are designed to foster fine motor development while incorporating language skills. This feature of the curriculum also includes some tasks with strong visual development components such as eye-hand coordination, visual tracking and fixation skills. The fine motor tasks differ from the art activities in that they are structured specifically to develop the fine motor area of development.

Storytelling Activities

Storytelling and finger plays are intended to promote additional language usage related to the daily concept. These activities include physical imitation skills which enhance body-in-space orientation and creative body movement. They also address skills of auditory memory and sequencing.

Gross Motor Activities

These are activities designed to foster the use and development of large muscles.

Cognitive Activities

The cognitive activities address intellectual functions such as reasoning, problem solving and knowledge.

Field Trips

Field trips are taken when they will help expand the child's experiences and introduce new ideas. Trips are limited because of the cost of state required bus transportation.

Visitor Activities

Descriptions of special visitors (ex. the carpenter) who may be invited to the class are designed to reinforce concept development.

STUDENT DRESS CODE

We believe there is a direct relationship between a student's appearance and his conduct, attitude and seriousness of purpose. Clothing worn by students shall reflect modesty, moderation and neatness.

Students may wear:

dresses and skirts
pants and jeans
skorts and walking shorts

Notes:

*Jackets/Coats are required from November 1st- April 1st for outdoor recess
*No walking shorts or skorts allowed between November 1st and April 1st

STUDENT CONDUCT CODES

Treat EVERYBODY with respect:

- A. No name calling
- B. No teasing classmates
- C. Keep hands and feet to yourself.

No talking in hallway.
No running in building.
Pay attention to teachers.

Hallways: Quiet and orderly conduct during movement in hallways. All classes are Teacher led.

Sign-in/out: HCS is a closed campus. Students are not to leave to premises unless signed out at the office by a parent or guardian.

Gum/Candy: No chewing gum or candy snacks allowed unless prearranged by the Teacher.

Toys/Electronics: Preschool students are not allowed to bring toys from home unless specific arrangements are made with the teacher.

Property damage and abuse: Students and their parents are responsible for damage incurred to school property, whether willful or accidental (including breaking of windows, abuse or loss of books, etc.).

Outside (Recess) Rules

1. Teachers must lead students to playground. No running to playground.
2. No climbing up slides.
3. Stay off top of playground equipment.
5. No jumping off swings.
6. Only 1 ball per game.
7. No climbing on fence.
8. Include everyone who wants to play in a game

Unacceptable Christian School Behavior

Swearing, disrespect, cheating, gambling, lying, stealing, fighting, threats, possession and/or use of weapons, cigarettes, alcohol, narcotics, violence.

School policy on violence

We have Zero Tolerance for violence (threats, fist fights, use or possession of knives and/or firearms). Violence in our school will not be tolerated!

The administration maintains the right to examine each case and decide whether the situation is harassment or violent and disruptive behavior. Harassment cases are handled at the Administrator's discretion according to general discipline guidelines.

Violent Offenses

First Offense:

1. minimum of one day suspension
2. parent notification
3. parent conference with principal
4. discuss need for consequence of student actions

Second Offense:

1. minimum of three school-day suspension
2. parent notification
3. Board reviews facts and decides whether suspension or expulsion is warranted
4. If suspension, student, parents, and board representation confer on the re-entry date of student(s). The reason for the conference is to establish a clear understanding of the seriousness of the offense and discuss what additional professional help has been sought.

Disciplinary Action from a Teacher

We try to build on a child's success. It is important to recognize and reward the acceptable behavior. If problems do arise, removal from an activity or a time-out may be necessary. Parents are advised of any serious situation and any behavior that hasn't changed after repeated corrections.

No one at Harrison Christian School will hit or yell at the children. We hold a child firmly when s/he is wild until the anger ceases. There is no cruel, harsh, or unusual punishment. No discipline technique is delegated to any other child. No physical restraints are used to confine a child. No child is placed in a locked room. No child is humiliated or subjected to profane language or other verbal abuse. Discipline is not imposed on a child for failure to eat or for toileting accidents. Techniques of discipline do not unnecessarily humiliate, shame, or frighten a child. Discipline is related to the misbehavior and administered immediately.

Disciplinary Actions from Principal

In support of the classroom teacher a student may occasionally be sent to the principal's office for reinforcement of classroom requirements. The Principal will talk with the student to emphasize how important it is to follow classroom rules. If merited, the student may spend some "time out" in the office to encourage the student in obedience of classroom directions.

Significant or repeated concerns will be communicated with the parent/guardian in conference with the Principal.

NOTE: Sometimes children are sent to the office for counseling on things other than behavior or as a reward.

ACTIVITIES

Chapel

Chapel is held once a week on Friday for preschool-6th grades. It is an opportunity to focus our attention on Jesus, worship, and the Bible, with applications for our daily life. Nowhere in the curriculum does the Bible have more pre-eminence than during chapel. Guest speakers, pastors, films, musical groups, and classroom teachers will be used as directed by the Administrator. Students are encouraged to participate with offerings for the support of missions such as Hillcrest Children's Home. When possible a special classroom chapel may be conducted for the students who are not in attendance during the regular chapel time for HCS.

Music/Drama/Art

School musical/drama presentations may be performed yearly. Music/Drama/Art classes are a part of the preschool curriculum. These may include performances outside of the regular classroom schedule.

Book Fairs

Book fairs are all-school events for students, staff, and parents. Right to Read week usually accompanies a book fair. Profits gleaned from book fairs add to our library collections and help with other needs of the school.

HEALTH

General Health Statement

Please do not send your child to school with a fever or any other indications that your child may be ill. Be aware of the crucial role that sufficient sleep, nutritious food, and a wholesome attitude play in your child's progress and well-being.

***Please note: Your child may not be in school if his/her temperature is 100° or more or for 24 hours after having a fever.**

Symptoms may arise that require a child to be removed from school. Parents or emergency contacts will be reached, and the child must be removed from school. In these situations the ill child will be supervised in the school office separated from the general student population. At least one Harrison Christian School staff member will be certified in Common Childhood Illnesses for the recognition and management of communicable disease. In the event that a student is diagnosed with a communicable disease, notification procedures per the Ohio Department of Health will be followed.

When to Keep Your Child at Home:

We all get sick occasionally. Children at times need to stay home for their and their peers' benefit, but when? Here is a very general guideline to stay home if:

- fever of 100 or more—Do not return to school until fever free for at least 24 hours. Please do not give medication and assume that since the fever is *gone* it is OK to return to school
- vomiting—if any vomiting occurs, do NOT send to school for 24 hours after the event even if feeling “better” after vomiting
- eyes with yellow discharge—need a Rx from Dr. applied for 24 hours before returning to school
- minor sore throat—it is OK to send your student unless it persists more than three days. If this occurs you should see your doctor to rule out strep throat.

Medical Emergencies

Your child needs to learn responsibility. Using these simple guides you can encourage your child to attend school on those days when s/he is just not feeling “right” but is really well enough to attend. On the other hand, please be sensitive to the closed nature of this facility. We need for you to keep your child home when it is appropriate.

In general, if a child comes to school, he/she should be well enough to participate in the total school program. There is no provision at school for special supervision of the sick child.

Immunizations/Medical Forms

Any student, 6 years or younger, must have form 3612.13 School Health Examination record completed by parents and physician on file in the school office. This is a requirement of the state of Ohio. The Ohio Department of Health has established the following minimum immunization requirements for all pupils enrolled in public and non-public school:

- *Four or more doses of DPT or TD (adult) vaccine or a combination of these vaccines;
- *Three or more doses of Trivalent Oral Polio Vaccine (TOPV)
- *Two measles immunization
- *Two rubella immunizations
- *Two mumps immunizations
- *Hepatitis B immunization

The State of Ohio requires that a child be excluded from school if the above requirements are not met. The student will be re-admitted when proof of additional immunization is submitted or signed documentation excluding student from immunization requirements based on medical or religious reasons is on file with the school office.

Allergic Reactions: If you are aware that your child has an allergic reaction to any substance please send in detailed written instructions for first aid procedures to assist your child. Any procedure involving medication must include the appropriate “administration of medication” form.

Medical Emergencies: In the event of emergencies, students will be transported to the Franciscan Medcenter on New Haven Road by the Harrison Life Squad, accompanied by a school representative with the student’s medical records from our files. Parents will be notified by office personnel .

Administration of Medicine

All medicine (prescription and non-prescription) must be brought to school office where it will be dispensed to the student.

All perscription medicine **must** be in a licensed doctor or pharmacist container and will be administered only if accompanied by a written note from the prescribing doctor.

Non-prescription medicine must be in the original container. No medication (prescription or non-prescription) will be dispensed unless a Permission to Administer Medication form is on file. Forms are available in the school office.

Frequently Asked Questions

How will I know how my child is doing in class?

Written evaluations will be sent home in January

and May. The teacher is available for individual conferences. Please call to set up a time.

What are our health regulations?

Or- -what if my child gets sick at school?

Your child may not be in school if his/her temperature is 100* or more. Parents or emergency contacts will be reached, and the child must be removed from school. Also, any student, six years or younger, must have form 3612.13 School Health Examination record completed by parents and the name of a physician on file in the school office. This is a requirement of the State of Ohio. Should your child have allergic reactions to bee stings, pollen, certain foods, or anything else which must have immediate attention...the procedure that is to be followed must be on file in the school office. Medical emergencies will be handled via Franciscan Med Center; parents will be notified by office, and authorization of hospital preference will be followed.

Can parents of preschoolers be a part of PTO and Market Day?

Yes, we encourage all of our parents to join in the fun and work initiatives sponsored by our PTO. Our Market Day program is an excellent way to help with the food budget and planning. The monthly assortment of frozen foods is of the highest quality with minimal pricing that only a food co-op can allow.

How about Right to Read Week and the HCS Bookfair?

A section of the Bookfair is always targeted to our "early readers". HCS has many planned events throughout the school day during this week. Preschool parents are welcome to browse and purchase books, posters, etc.

Is Preschool a part of a Christmas Program?

Yes! Our preschool classes will participate in a Christmas concert.

How does HCS Preschool celebrate Thanksgiving?

We will be included in the HCS Thanksgiving Celebration. This past year we had a Grandparents Tea and Program.

Is there an end of the year celebration for the preschool?

Preschool celebrates with a party and graduation tailor -made for their group.

Will my child have a snack?

Yes! Your child will have a snack mid-session following state guidelines. Snack will consist of milk, purchased from school, and a nutritious snack. Parents take turns sending in snacks.