



# **Marshall Christian Academy**

## **Little Stallions**

### **Preschool Handbook**

**2023/2024**

## MCA FOUNDATION STATEMENTS

### Statement of Faith

#### We Believe:

- The Bible to be the inspired and only infallible, authoritative, inerrant word of God. 2 Timothy 3:16, 2 Peter 1:21
- There is only one God, eternally existent in three persons: Father, Son and Holy Spirit. Genesis 1:1, John 1:1, 10:30-38
- The virgin birth of Jesus Christ.
- Man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for salvation. Romans 3:19
- The continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. Ephesians 5:18
- In the resurrection of both the saved and the lost, those who are saved to eternal life and those who are lost unto eternal damnation. John 5: 28-29

### Statement on Marriage, Gender, and Sexuality

#### We Believe:

- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)
- God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)
- God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- In order to preserve the function and integrity of **Marshall Christian Academy** as the local Body of Christ, and to provide a biblical role model to the **Marshall Christian Academy Students** and the community, it is imperative that all persons associated with

**Marshall Christian Academy** in any capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.) Anyone that does not agree to these standards may be asked to completely disassociate themselves from **Marshall Christian Academy**.

- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- Every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of **Marshall Christian Academy**.

## Philosophy

Marshall Christian Academy is based on the foundation of the Bible as the inspired, infallible Word of God. We accept it as the final authority in giving us direction for every area of life. Therefore, it is the basis for our philosophy. Our preschool is a Christian school and, therefore, emphasizes Christ-centered teaching.

We believe that parents have the basic responsibility and authority for the education of their children. Consequently, we will work with and through the parents and will not undermine their authority. For this reason, we must insist on having the cooperation and participation of all parents as long as their children are enrolled.

We believe students should be taught a proper attitude toward their government. They must learn not to look at the government as the answer to all of life's problems and that government is ordained by God and should therefore be obeyed and respected that government officials and law enforcement officers are "ministers of God" and their positions should be respected regardless of their personal shortcomings that the only proper defense against injustice is through the democratic process in the courts and legislative system. We will have a strong emphasis on patriotism. We will teach our children that America, in spite of all its problems, is still "one nation, under God" and God has made it the greatest nation in the history of mankind.

We believe the Bible clearly supports the free enterprise system and it shall be taught in our School. Our children should learn that God expects them to be good stewards of their time, talents and treasures and that those who do so will be rewarded with profits and that those who refuse to work, should not eat.

## Vision Statement

The vision of Marshall Christian School is to provide a safe environment for those who desire spiritual and high academics in which Christ is the foundation. Our vision is to "Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6

We believe that God is the Creator of all things, and that man is created in the image of God. Genesis 1:1, 26-28, 5:1-2, Colossians 1:16-17

## Mission Statement

MCA exists to partner with parents to provide quality Christian education and to prepare students for a lifetime of fruitful Christian service.

## Core Values

Christian principles permeate teaching at all levels at Marshall Christian Academy. We believe that an environment of Christian Attitude is necessary to achieve our goal of enriching each student's life to the fullest. Each teacher will treat each student with love and charity, while maintaining discipline and high moral standards. Likewise, each student will be expected to uphold the Christian virtues of honesty, integrity, courtesy, and unselfishness in all dealings with others.

## Student Outcomes

Luke 2:41-52 records the only written account of Christ as a young person. Verse 52 states that He grew in wisdom (mentally), stature (physically), and in favor with God (spiritually) and man (socially).

### **1. Mentally the student will be:**

- Challenged by excellent academic standards
- encouraged to discover the joy of assimilating knowledge
- Urged to develop self-control and discipline in thinking.
- Instructed to obtain appropriate skills for learning and functioning in the area of reading, comprehension, retention, oral and written communication, methods of inquiry, problem solving, and technological literacy.
- Encouraged to view education as a lifelong process.
- Invited to submit their minds to the authority of God's Word and develop the ability to mentally discriminate true ideas, philosophies and concepts from false ones.

## **2. Physically the student will be:**

- Encouraged to practice good health and eating habits and to use the body wisely as the temple of God.
- Taught to develop a proper self-concept and appreciation of physical appearance and abilities as the predetermined design of God.
- Cautioned to avoid alcohol, tobacco, drug abuse, immorality, and other behavior that destroys the body.
- Challenged to pursue interests such as athletics that give wholesome fulfillment to physical drives during adolescence.

## **3. Spiritually the student will be:**

- Invited to receive Jesus Christ as their personal Savior and Lord and follow Him as a disciple.
- Directed to believe the Scriptures as God's inspired, infallible Word.
- Instructed to discover and follow God's will as revealed in the Scriptures.
- Challenged to develop a daily personal devotional life consisting of Scripture meditation and prayer that produces daily practical applications of Biblical truth.
- Encouraged to acquire values that have eternal significance.
- Prompted to become involved in the ministry of a local church and assume leadership roles as they become available.

## **4. Socially the student will be:**

- Exposed to concepts of authority and self-discipline that acknowledges God as the ultimate authority.
- Urged to follow the directives of parents as God's special protectors of their future.
- Challenged to follow Biblical guidelines for dating and marriage.
- Guided to respect and show concern for others as objects of God's love.
- Cautioned to avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships.

## **Statement of Nondiscrimination**

Marshall Christian School does not discriminate on the basis of race, color, national or ethnic origin, or particularly in regard to employment and student admission policies, procedures, and practices.

## Enrollment

**Before a child may begin preschool, parents/guardians should supply the Marshall Christian Academy with:**

- completed MCA application
- a current immunization form
- copy of birth certificate
- preschool affidavit
- a signed statement of faith
- pay all enrollment and registration fees

### **\*\*New Students\*\***

**All students are accepted on academic and behavioral probation for their first 30 days.**

## **Preschool Class Requirements**

**Infant Class** - Children enrolling for the Infant class should be 6 weeks to under one year of age by September 1st of the school year. Powder formula and water will not be measured and mixed by the teacher, ALL bottles must be premixed and provided by the parents to be refrigerated and warmed as needed.

**One-Year-Old Class** - Children enrolling for the One-year-old class should turn one year of age by September 1st of the school year. Pacifiers are allowed.

**Two-Year-Old Class** - Children enrolling for the Two-year-old class should turn two years of age by September 1st of the school year. Girls should not wear skirts or dresses without shorts underneath. Pacifiers will only be allowed at nap time.

**Three-Year-Old Class** - Children enrolling for the Three-year-old class should turn three years of age and have begun potty training by September 1st of the school year. All children must be wearing pull ups with tear away sides or cotton underwear if fully potty trained. Pacifiers are not allowed in this class.

**Four-Year-Old Class** - Children enrolling for the Four-year-old preschool class should turn four years of age and be potty trained before September 1st of the school year. Pacifiers are not allowed in this class.

Each child should be ready for the type of group experience that our preschool has to offer. Children with special needs such as emotionally, physically, or cognitively challenged will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children in the class.

## Toileting Requirements

**Four-Year-Old Class** - Children are required to be fully potty trained in order to enroll. All children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed. Special accommodation will be made for special-needs children, but it is the responsibility of the parent to meet with the teacher to discuss. Staff will speak to a parent if the child is coming to school in pull-ups or without the appropriate underwear. While we take into consideration that young children have accidents, if toileting difficulties arise and/or persist, parents will be asked to make other arrangements until success in this area is achieved.

## Our Program:

Our preschool uses the Abeka curriculum. It is a well-written, researched based and comprehensive curriculum. Each classroom has planned activities geared to the interest and level of that particular age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing, where a child's self-worth is strengthened and opportunities are given to promote independence and success. Your child will be exposed to the following areas:

**BIBLE-** To help children develop a love for God and others. Also, to teach them that Jesus is God's son and how much He loves them. An age-appropriate Biblical curriculum will be interwoven through weekly chapels, Bible stories, life application stories, prayer, pictures, stories, puppets, songs, Godly character traits, Bible DVD's and a Bible memory verse program.

**CIRCLE TIME-** To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing, movement, group games and sharing.

**BLOCKS-** To encourage their problem solving, large muscle development, creative play, imagination, math, grouping, social development cooperation play and spatial relations.

**PLAYGROUND & PHYSICAL EDUCATION-** Toys and playground equipment are used to develop muscular coordination and control. Also, to encourage large muscle development, dexterity, coordination, and balancing. Students will have P.E. class daily.

**CREATIVE ART-** Includes finger painting, play dough, gluing, crayons, markers, chalk, paper, glue, scissors, collage, constructions. . . to stimulate the child's imagination and help him express their feelings and ideas through artistic activities and small muscle development. Students will also go to Art Class once a week.

**DRAMATIC PLAY-** To encourage symbolic play, imagination, self-identity, family relations, child's view of the world, fantasy play and reality play.

**MUSIC AND MOVEMENT-** To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Music appreciation is developed through listening to tapes, CDs, musical games, self-expression, group singing and chapel worship. Students will also go to Music class once a week.

**SCIENCE-** Our science program is an active and on-going program that uses magnets, magnifying lenses, prisms, measuring, exploration, discovery, encourage thinking, problem solving, observing, predictions, balance, color paddles, insects, plant and animal life, nature and sensory materials which enhances the curriculum. Also, making reasonable cause and effect conclusions of the world God has made for us.

**BOOK CENTER-** To encourage a love for literature, a cozy place to relax, to look at pictures and words, and a place to be by oneself or others. We have plenty of books available for children to enrich experiences and interest.

**LANGUAGE & LITERACY-** To encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, listening comprehension, to understand words and to make associations with written words. Students will also go to our school Library once a week.

**MATH -** Concepts of how many, learning one to one correspondence, counting, less or greater, small and large and big and little are introduced. Also, to encourage making predictions, adding and subtracting, patterning and number recognition. Numerals 0 to 20+ will be taught with emphasis on the concept of how many.

**CONCEPT SKILLS –** To encourage the ability to use judgment, reasoning and analysis. We want the students to begin to make associations and recall as the child understands their environment. Some of the concepts we will be working on are: colors, shapes, sequencing, size perception, fine motor skills, gross motor skills, positions, opposites, rhyming, alphabet recognition, number recognition, auditory memory, visual memory, patterning, tracing and writing number and letter, recognize and write name, describe action in picture, puzzles, following directions, matching, present a very basic instruction on how to print letters both in upper and lower case. Introduction to the phonetic uses of the alphabet will also be taught.

**BATHROOM AND HYGIENE-** To encourage independence, grooming, healthy habits, and cleanliness.



## Preschool Schedule

Each preschool classroom has their own class schedule that can be supplied to you by your child's teacher but will include the activities listed for our preschool program.

## School Supplies

A School Supply Fee in the amount of \$40 per child will be paid in lieu of purchasing personal supplies. The fee will be used, by the school, to purchase the supplies needed for the school year for each student. By paying this fee, parents/guardians will only need to supply a nap mat and backpack for daily use.

## Snack and Lunch

Snacks are provided for Preschoolers. Water is served to drink and children have a choice between a wide range of different snacks such as, but not limited to, Goldfish, pretzels, animal crackers, cereals, veggie straws, etc. You may send a snack for your child if you choose to. Please do not send sodas or candy.

Lunch is also available. Payment for lunch can be included in your tuition. You may also choose to send your child's lunch, however, it must be easy for your child to open and ready to eat meals.

## Concept Goals & Benchmarks

Following is a list of benchmarks taught at our preschool. The benchmarks were created to develop a common understanding about what children should know to be able to do at different stages in their lives. They help teachers and parents better understand what they can expect to see as their children develop to better support and enhance their children's development and learning.

## Preschool Arrival

- MCS preschool doors are open from **7:15 AM to 3:30 PM.**
- Arriving on time for school ensures that your child does not miss activities or information. Tardiness of students can make students upset and cause disruption.
- Upon arrival you will need to sign in your child on their class sign in sheet on the sign-in table, you can then walk your child to class. Experience shows us that "goodbyes" should be quick and parents should not linger.

**Any child attending preschool for the day must arrive no later than 8:30 a.m. unless prior arrangements have been made through the office.**

## Preschool Departure

Half day pick-up is at 12:00 p.m. Afternoon pick-up at 3:30 PM.

**We check ID for all unknown individuals picking up your child. Please make sure they are on your child's pick-up list. If you need to add someone to your child's list please let the director and your child's teacher know.**

## Children's Attire

When dressing your child, please keep in mind that your child's day is action packed with activities that require your child to move, play, be creative, and yes at times get a little dirty. Attire should also be weather appropriate. We suggest that comfortable and sensible shoes be worn for play. No wedges. Shoes should have a back. Label all coats, jackets, sweaters, and extra clothing. Please make sure your child has extra clothing in their backpacks.

## Personal Belongings

Children should keep toys, money, and other personal items at home. Parents will be informed by the teachers if a special item is needed.

## Rest Time

Children will rest each day. Cots are provided. Please send a small blanket, sleep mat, or towel for your child. Do not send large blankets, pillows, pacifiers (for 3 and up), or sleeping bags. Your child is not required to sleep but must lay quiet and still. We also do not allow children to remove their shoes while resting in case of an emergency where we would need to get everyone up and out quickly.

## Health Conditions

We will do our best to keep our school healthy, but we need your help, too!

If your child displays any of the following symptoms, he/she must be kept at home:

- **Fever of 100 degrees or higher.**
- **Diarrhea – two or more watery stools within the past 24 hours.**
- **Nasal secretion that is thick, yellow or green, which is an indication of infection. Cloudy or colored nasal secretions may indicate an allergy. Please check with your child's doctor.**
- **Sore throat with fever or throat spots.**
- **Cough accompanied by fever, chills, or coughing up of green or yellow mucus.**
- **Vomiting or nausea.**

- Eye drainage of any type should be checked by your physician to rule out bacterial infection. (Especially symptoms indicating pink eye)
- Unusual rashes. (Please do not bring your child if any rash appears to be blister-like in appearance on hands, feet, and mouth. Hand, Foot, Mouth Disease is extremely contagious and we ask for a doctor visit before returning to school to rule out the virus.)
- COVID19 related illnesses may require longer quarantine times and longer periods of required absence from school before a child will be allowed to return to school. We follow the current CDC guidelines.
- Children not feeling well, such as lethargic behavior and increased crying. If a child is fussy, cranky, and generally not him/herself it is recommended that the child stay home.

Rest during these times may prevent the development of serious illnesses and prevent the spread of potential infection to others.

Your child may return to school after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Antibiotics have been given over a 24-hour period for any type of strep or bacterial infection.

When children are sent home ill from school with fever, vomiting, or diarrhea, they may not attend school the following day (the 24 hour “rule”).

## Medication

Marshall Christian Academy Preschool shall administer the medication if the following conditions are met:

1. **Parent or guardian’s permission for the school to administer medication.**
2. You must read, complete, and sign the medication form AND hand medication to preschool office personnel. Medication forms are available at the preschool office.
3. All medication must be in original containers with physician’s name, medication name, dosage, time to be given, what the medication is for, and any side effects to watch for.
4. Over-the-counter medications must be in original containers as well with the name of the medication clearly visible. A pharmacy label should also be present.

**Under no circumstance will MCA Preschool administer the FIRST dose of medication and should have been administered at home for at least 24 hrs before attending school.**

**Please help us keep all of our children safe.**

## Discipline Steps

**Step 1:** Verbal Warning

**Step 2:** Verbal Warning/Timeout

**Step 3:** Teacher Contacts Parent/ Timeout

**Step 4:** Principal Contacts Parent/Loss of Privileges/ Timeout

**Step 5:** Principal- Parent-Student Conference/ Sent home for rest of the day

It is the goal of Marshall Christian Academy to correct misbehavior in a loving and firm way. We consider each student's situation. We will work with students in every possible way to correct behaviors that are not acceptable at school and work alongside parents to create a pleasant atmosphere where all students can learn.

### **Cause for Termination**

- Services provided by Marshall Christian Academy Preschool do not meet the needs of the child as determined by the Director.
- A child having physical, emotional, behavioral or psychological disorders that are beyond the capabilities and/or expertise of the teaching staff as determined by the principal.
- Uncontrollable behavior can lead to discontinuation of a child attending Marshall Christian Academy Preschool.
- Parent(s) or guardian in disagreement, or non-supportive, of the preschool's philosophy of education, discipline, and/or policies and procedures.

### **Bite Policy**

We want to minimize this behavior and take it seriously. If a child continues to bite every day, the child may be dismissed from the school. If a child leaves a mark such as a bruise, teeth marks, or breaks the skin of another child, the parent will be called.

After 3 separate incidents of biting, a parent/teacher meeting will be held to address how to correct the behavior.

### **Concerns**

If you have a concern or problem, please address the issue with either the teacher or the Preschool Director, or Principal in a scheduled appointment.

**Any issues or correspondence between parents and MCA Preschool Staff are confidential and should not be shared with other parents or posted on social media.**

## Emergencies

In the event of an unexpected school closing or delayed opening, early dismissal, or other emergency, parents/guardians will be alerted as soon as possible.

The Fire Marshal inspects our facility on a regular basis.

Emergency evacuation routes are posted in each classroom as well as other areas of the facility.

In case of a tornado, we have a safety plan set in place for the preschoolers and staff.

## Tips for a Happy Drop-off

1. Have your child walk into school & remind your child you will return soon.
2. One hug and one kiss for now
3. Go quickly!

**\*\*Always keep in mind: You have chosen a wonderful, safe and happy place for your child.**

**Share with them your confidence that they'll have fun. Their attitude is determined by yours.**