



Preschool & Extended Care

PARENT HANDBOOK

5800 W. MAPLE ROAD, WEST BLOOMFIELD 48322
(248) 855-1662 | covenantpreschool5800@gmail.com



GENERAL INFORMATION

Covenant Preschool and Extended Care is a non-profit preschool located within Covenant Baptist Church at 5800 West Maple Road, West Bloomfield, MI 48323. The preschool office number is 248-855-1662 and the church office number is 248-855-9191. Email address is www.covenantpreschool5800@gmail.com. The preschool is part of the church children's ministry.

The preschool is licensed by the Bureau of Community and Health Systems Child Care Licensing Division. The center is inspected every two years to ensure the safety and health of the students and a quality program is provided by Covenant Preschool. The current license is posted outside the preschool office.

MISSION: "A Christian Preschool Meeting the Needs of the Whole Child"

Covenant Preschool believes that learning is a complex process. We know that children learn by doing. When children are placed in a safe, caring, and developmentally appropriate surrounding, they naturally learn and grow at their own pace and level. Our role is to facilitate this process by offering a preschool program with an exceptional teaching staff who provide choices and exploration opportunities every day. At Covenant Preschool, the emotional, social, cognitive, creative, physical, and spiritual development of children is advanced in an atmosphere of love.

Our mission is to provide children with a developmentally appropriate curriculum that will help them experience success. When children begin to succeed, this encourages personal growth in all developmental areas and cultivates an excitement for learning.

We want our students and their parents to feel at home at Covenant Preschool. Communication between parents and teachers is very important to us. Along with daily interactions, Parent and Teacher Conferences are scheduled twice a year. A Parent Meeting and Open House are held before the school year begins. Helping to meet the needs of families is important to us. Our Extended Care program does just that. Refer to the **Extended Care section** for information.

STAFF

An effective program cannot be carried out without qualified staff. The Director, Assistant Director, and Lead Teachers have degrees and experience working with young children. Teacher Assistants have a minimum of a high school diploma and experience with young children. Each year the staff continues their education with sixteen hours in early childhood education. A background check and TB exam are required of all staff and are all conditions of hiring. All staff working directly with children are trained in CPR and First Aid.



SCHOOL CALENDAR

The preschool is in session for 9-months per year. We begin the Tuesday after Labor Day and end the Thursday before Memorial Day. A calendar showing holidays and vacation breaks will be provided on the first day of school. When West Bloomfield schools are closed because of inclement weather, Covenant Preschool will also be closed. Parents will be notified of school closings by email.

BUILDING SECURITY

Providing a safe and healthy learning environment for the children is always a priority at Covenant Preschool. The building is locked at all times. Parents and guests are allowed in the building upon approval of a preschool or church staff member.

COVENANT PRESCHOOL PROGRAMS

Hours of Operation:

8:00am–4:00pm

Preschool Programs:

Half Day: 9:00am–12:00pm; All Day: 9:00am–3:00pm

Extended Care:

8:00am–9:00am, 12:00pm–1:00pm (lunch option for half day students) and 3:00pm–4:00pm

Preschool: Programs for 2½ to 5 years-old with a theme-based curriculum that encompasses pre-reading, pre-math, basic science, basic social studies, and opportunities for social development. All children must be potty trained and able to use the bathroom independently.

2½-Year-Old Program: For children who are 2½ years old by the first day of school. This program offers opportunities to develop pro-social skills through positive, caring relationships with adults and peers, and gain experiences through fine and gross motor, hands-on art, and literacy activities. This is a two half-day program.

3-Year-Old Program: This program is for children who turn 3 years old by September 1. It offers opportunities to develop social skills through positive, caring relationships along with the introduction of letters, numbers, colors, and shapes through hands-on art, science, math, and literacy experiences. This is a 2, 3 and 5 half or all-day program.

4-Year-Old Program: This program is for children who turn 4 years old by September 1. It emphasizes continued development of social skills, letter and number recognition, basic phonics, introductory writing skills, and counting as presented through a variety of art, science, math, and literacy experiences. This is a 3, 4, and 5 all-day program.

Pre-K Program: For children who completed a 4-year-old program or have received both the teacher's recommendation from 3-year-old program and passed the Pre-K skills evaluation. This is an academically-accelerated program giving students another year to developmentally mature in the readiness skills necessary for kindergarten entry. This is a 4 and 5 all-day program.



CHAPEL

Once a week, students participate in a 15 minute non-denominational Bible story. Chapel starts in October.

DAILY ROUTINE:

- 9:00am**Arrival, Fine Motor Activities, Free Play
- 9:45am**..... Circle Time
- 10:00am**Bathroom Break
- 10:15am** Snack
- 10:35am** Small Group Activities
- 11:10am**Gross Motor Activity
- 11:45am** Circle Time
- 12:00pm**..... Half Day Students Dismissed
- 12:00pm**.....Lunch for All Day and Extended Care Students
- 12:45pm–1:00pm**Cleanup and Bathroom Break
- 1:00pm** Rest Time
- 1:35pm** Small Group Activities
- 2:10pm**.....Gross Motor Activity
- 2:45pm**..... Circle Time
- 3:00pm**Students Dismissed

Daily routine may vary slightly in your child's class.



ENROLLMENT INFORMATION

- Preschool children must be 2½–5 years of age to be eligible for enrollment.
- All children must be toilet trained, able to care for themselves in the bathroom (includes wiping themselves), able to feed themselves and able to communicate their needs to others.
- While we will attempt to accommodate children with disabilities, Covenant is not a licensed facility for children with special needs. All children must be physically and emotionally able to conform to the standards of their age group.
- A registration fee is due at the time of enrollment. The registration fee is not refundable, non-transferrable and not applicable to the tuition. The fee is \$100 for all programs.
- The student is officially enrolled in the preschool when an application and enrollment fee have been received by the director.
- For a student to begin school, all registration forms and September tuition must be turned in to the preschool no later than August 15th.
- Classes will be filled on a first-come, first serve basis. No child will be denied admission because of race, creed, religion or national origin.
- A two-week notice of withdrawal is requested. There will be no refund of unused tuition.

TUITION INFORMATION

- Prepay your tuition by August 15th and receive a **5% discount** off the full tuition cost.
- Extended Care is \$9.00 per hour. You must sign up the Friday before care is needed.
- Tuition will be 10% less for second family member and 15% less for third family member enrolled within the same school year.
- Members of Covenant Baptist Church will receive a 25% discount on preschool tuition.
- **Tuition is due on the 25th of each month, with the exception of September tuition, which is due no later than August 15th.**

LATE FEE POLICY: A \$25 late fee will be assessed if payment is not received by the 25th of the month (except for September tuition which is due no later than August 15th and an additional \$25 late fee will be applied every fifth day thereafter until full payment is received.

- We accept personal checks, money orders and cashier's checks for payment made payable to Covenant Preschool. No deductions shall be made for absences due to illness, vacation, snow days and building problems. There is a no-refund policy.

RETURNED CHECK POLICY: Returned checks will be assessed a \$25 fee and payment must be made with a cashier's check or money order.



EXTENDED CARE INFORMATION

- Extended Care sessions run from 8am–9am, 12pm–1pm, and 3pm–4pm. The cost is \$9.00 per hour. You must sign up the Friday before care is needed. There is no exception. Extended Care will be canceled when school is canceled.
- Families will be billed each month. Children picked up after 4:00 pm will have a \$1.00 per minute late fee added to their account.
- Any half day students using our Extended Care must bring a lunch. Students are not allowed to have any nut products in their lunch. We are a nut free preschool.
- By Michigan State Licensing Rules, children are required to have at least 30 minutes rest period for All Day and Extended Care children. Children must bring their own blanket for rest period. Blankets must be taken home at the end of the week to be washed.

CHILD INFORMATION RECORD

Student emergency information must be kept on file in the school office. Please notify the office in writing when there is a change of address, phone number, email address, names of emergency contacts, or names of release of child contacts. Any court ordered custodial agreement must be kept on file.

FOOD ALLERGIES

It is one of our goals at Covenant Preschool to work parents to minimize the risks and provide a safe environment for students with allergies. Notify us of your child's allergies. Parents, Director, and teacher will meet to develop a safe plan for the child. Parents will complete the Medical Permission and Instructions Form (BCAL-1243) and provide properly labeled medications in the original prescription container. Medication must be replaced when it expires. Provide emergency contact information. Educate your child on safe foods.

LUNCHES

We encourage our families to establish healthy eating patterns to promote optimal childhood health, growth, and intellectual development. In support of this, lunches should be consistently nutritious. No fast food lunches shall be brought to school. We are a nut-free school; items that contain nuts or are processed in a nut facility will be returned home with a note. Please read labels carefully.



SNACKS

The preschool will provide crackers, vegetables or fruits, and water daily. Since we are a nut free preschool, we do not allow foods with nuts. Snacks meet the nutritional requirements of the Child and Adult Care Food program. Snack menus are posted outside the classrooms.

BIRTHDAYS

See your child's teacher if you would like to bring in a treat for your child's birthday. There is a list of acceptable birthday treats for you to choose from. You may bring in one of those items.

SANITATION AND HEALTH CARE PLAN

Classroom toys are washed every week. Refer to your Health Care Plan handout addressing child illness, children taking medication during school hours, prevention information on respiratory infections, hand washing procedures, cleaning and sanitizing procedures, staff handling of bodily fluids and staff training on controlling infection and universal precautions.

FIRE AND TORNADO DRILLS

Covenant Preschool conducts quarterly fire drills and timely tornado drills.

EMERGENCY RELOCATION SITE

In the event of an emergency, and staff and students will need to relocate, the relocation site is American House, 5859 West Maple Road, (248) 538-5283, located directly across the street from Covenant. Once staff and students have safely moved to the American House, parents will be notified by email of our location.

PARENT-TEACHER CONFERENCES

There will be two Parent-Teacher conferences during the school year. Please check your school calendar for dates. Sign-up sheets will be posted online three weeks prior to conferences. If at any time a parent has a concern that he/she does not feel comfortable discussing with the teacher or director, the Preschool Ministry Board can be reached by contacting Covenant Baptist Church office at (248) 855-9191.



CLOTHING

Students should wear clothes that are appropriate for playing and have athletic or gym shoes. Open-toed shoes including Crocs are not permitted, due to safety reasons. Outerwear should be appropriate and comfortable for outdoor play and plainly marked with your child's name on the inside. We assume no responsibility for lost articles. Due to possible injury, drawstrings should be removed from jackets, hoods and sweatshirts. Students should bring a backpack each day and extra clothes (shirt, pants, underwear, and socks) in a large zip lock bag with their name on it to leave at school. In the winter, students should always bring snow pants, snow boots, hat, waterproof mittens, and scarf in a separate bag.

OUTDOOR PLAY

Children play outside for fresh air each day unless it is raining, excessively windy, or the temperature with wind chill is below 26 degrees.

FIELD TRIPS

Field trips will be taken during the school year. Parents (or another adult) must accompany their child and provide their own transportation or car pool to the field trip site and back. Transportation will not be provided by the preschool. Parents must also provide written permission for their child's participation. Students will prepay admission fees if such charges are requested.

ATTENDANCE

Attendance is taken daily. A parent or another adult shall sign the child in and out and time of arrival and departure. Your child's teacher will sign the child in at the time they arrive at school and the time they depart school. The attendance roster is posted outside the classroom.

ABSENTEEISM/LATE ARRIVAL

Parents are to notify the school if their child is going to be absent or late in arriving. Feel free to leave a message on the preschool voicemail at (248) 855-1662.



PRESCHOOL PICK-UP PROCEDURE

Any parent or guardian needing to pick up a child before regular class dismissal is asked to notify teacher ahead of time. If an event occurs last minute requiring an early pick up, please phone ahead to director. Last minute pick up requires personal contact with the director so she can go into the classroom to get your student. This is important so the class is not disrupted.

LATE PICK-UP POLICY

Parents are asked to be prompt in picking up their children from preschool or Extended Care. We allow a 10-minute grace period for unforeseeable events, after which a \$1.00 per minute late fee is charged.

BEHAVIOR

It is recommended that parents contact the school when any unusual circumstances occur at home which would result in a change in the child's behavior and/or feelings (new baby, illness, death, etc.).

DISCIPLINE POLICY

The preschool staff will use a positive method of discipline which helps to develop self-control, self-direction, self-esteem, and a spirit of cooperation in the child. Methods used will be gentle redirection and separation from the group when reasonably necessary to prevent the child from harming himself or other persons or property. The staff is prohibited from using any form of corporal punishment, restricting movement, inflicting mental or emotional punishment, depriving or confining the child. Discipline problems are kept to a minimum by having age-appropriate materials and a well-planned day. Much positive reinforcement and praise will be used along with correction.

TERMINATION

The preschool staff will make every effort to help all children adjust to preschool but reserves the right to remove any children who are consistently incorrigible, constantly hurting others, unable to make the proper adjustment to school, or if irreconcilable differences develop between parents and staff.