

Coalbush Christian Preschool

Adventures In Learning
2012-2013



**WELCOME TO
COALBUSH CHRISTIAN PRESCHOOL**

**Coalbush United Methodist Church
15977 Jackson Road
Mishawaka, IN 46544
(574) 259-4136**

PARENT HANDBOOK

Coalbush Christian Preschool is a ministry of Coalbush United Methodist Church and has served the community as a center for quality education where 3, 4 and 5-year-old students are able to learn and grow in a loving Christian atmosphere. As a Christian school, we emphasize Christ-centered learning. Our program is based on developmentally appropriate practices, stressing center-based, hands-on learning experiences and providing opportunities for children to make choices in a safe, nurturing environment that encourages curiosity, exploration and problem-solving that is age appropriate.

OUR MISSION: THE COALBUSH CHRISTIAN PRESCHOOL TEACHES AND MODELS CHRISTIAN LOVE AND FAITH, WHILE PROVIDING A SUPPORTIVE ENVIRONMENT FOR LEARNING AND THE DEVELOPMENT OF A POSITIVE SELF-IMAGE.

Coalbush Christian Preschool is accredited as a United Methodist Christian preschool after meeting the high educational and ethical standards set by the United Methodist Association of Preschools.

Our Goals for Your Child

Intellectually

To gain knowledge as a result of his or her academic experience.

Physically

To grow in stature and develop habits for a healthy lifestyle.

Socially

To learn and develop healthy relationships with others.

Emotionally

To learn to cope effectively with the world she or he lives in.

Spiritually

To provide an opportunity to choose a personal relationship with Christ.

Coalbush Christian Preschool is a nonprofit organization.



2012-2013 SCHOOL YEAR

Preschool Staff

Director

Lisa Horein

Music Teacher

Nina Zander

PreK Teachers

Christine Bonneur

3 / 4's Teacher

Lisa Horein

Afternoon Enrichment Teacher

Lisa Horein

Assistant Teachers

Cathy Pearson

Paula Robertson

Contact Information

Lisa Horein: 633-4842 (home), psycheer@aol.com, 252-9948 (cell)

Christine Bonneur: 299-2857, cbonneur@yahoo.com

Cathy Pearson: 259-7530, budthecat@comcast.net

Paula Robertson: 514-0891, carmenadit@yahoo.com

Church Office: 259-4136, Coalbush@yahoo.com (Roberta Ritschard - Office Manager)

Class Schedule

Morning Classes meet 9:00-11:30am

PreK Classes meets Monday through Friday.

3 / 4's Class meets Monday/Wednesday/Friday.

“Afternoon Enrichment” Class will be offered Monday/Wednesday/Friday from 11:30-1:45pm.
(Spanish Class is offered during Friday Enrichment.)

In 1986, the federal government defined some children as having “special needs” and therefore, needing special services to improve their options for success. As you visit our classrooms, you may see a speech therapist, an occupational therapist, a physical therapist, a resource teacher or a program assistant providing certain services for eligible children. Together, the preschool staff and these special assistants are working to provide the best possible environment to create a positive learning experience for each and every child who comes to Coalbush Christian Preschool.

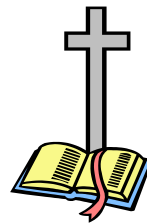
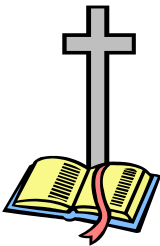
Coalbush Christian Preschool appreciates the special needs that every person has. Each individual who works with the students here at Coalbush gives his or her best to each child, their families and to each other. We all learn. We all share. We all grow. As educators, we enjoy helping young children experience God’s love through Jesus, lived and expressed in the preschool community at Coalbush UMC. Our objective is to have a program that meets the individuality of each child regardless of color, size and ability because WE ARE ALL GOD’S CHILDREN!

CHRISTIAN EDUCATION

At Coalbush Christian Preschool, our teachers help children learn Christianity by modeling Christian living in the classroom through their love, care and concern for everyone. Christian education is presented at the child's level of developmental readiness and is interwoven into the total school curriculum. It nurtures children's knowledge and understanding of God, Jesus, the Bible, the Church and themselves and others as children of God.

Coalbush Christian Preschool emphasized Christ-centered learning and provides each student with opportunities:

- to participate in Christian celebrations, worship and music.
- for prayer.
- to experience God's love and forgiveness through teachers and the church as the community of faith.
- to develop a good self-concept as a child of God and a person of value.
- to know the creative power of God and to feel the continuing presence of God as they experience, explore and enjoy the world in which they live.
- to broaden experiences and build ideas, feelings and understandings related to Christian faith through Bible stories/verses, pictures, songs, and /or play activities.
- to appreciate, show and understand God's love for all God's creation, including people of different cultures, races and religions.



TEACHING FACULTY

Lead teachers at Coalbush Christian Preschool have College degrees in education or related fields and extensive experience in early childhood education. All staff members participate in continuing professional courses and/or attend workshops and receive CPR and first aid training.

MEDICATION AND ILLNESS

All children need to have immunization records and their medical form (pg. 14) on file in order to be at school.

Parents are asked to keep children home when fever, rash, vomiting, diarrhea, hacking cough, sore throat, chronic runny nose or conjunctivitis (pink eye) occur. If a child gets sick at school, parents are notified immediately. If a child is too sick to participate in outside play activities while at school, the child is too sick to attend school that day. Sometimes, a doctor's written authorization is necessary when a child is ready to return to school after dealing with a contagious condition to protect and maintain a safe environment for all students at Coalbush Christian Preschool. **A child must be symptom free for 24 hours before returning to school.**

We cannot administer nonprescription medication such as cough medicine, cough drops, baby/children's aspirin, etc., unless there is a written authorization from a physician stating directions for use, date, child's name and physician's name and signature. If a physician gives you sample medication for your child, we cannot administer it without the written authorization described above.

Parents are asked to notify the office (259-4136) or 252-9948 by 8:45 if their child will not be attending school due to illness or other reasons.

PARENT AND FAMILY INVOLVEMENT

The Coalbush Christian Preschool program views itself as an extension of each child's family. We feel it is vital to communicate regularly with parents and involve parents/families in our school. We do this through newsletters, parent/teacher conferences, volunteer opportunities, field trips, special activities and an open door policy.

SCHOOL PROCEDURES

DRESS: Your child will be most comfortable in the type of clothing that will allow him/her to move freely. Clothing that is durable and easily laundered is best as he/she will be using equipment that will require him/her to be on the floor. **PLEASE BE SURE TO PUT YOUR CHILD'S NAME** on all coats, hats, mittens, boots, book bags, etc.

TRANSPORTATION: This is the responsibility of parents. Although car pools are not arranged by the school, we will be happy to assist you in making arrangements with other parents. Please have rules for children riding in your car. **ALL CHILDREN MUST USE CAR SEAT/BOOSTERS.**

SNACKS: We will ask for snack donations throughout the school year. If your child has a food allergy, please note it on your emergency information card.

BIRTHDAYS: We want your child to feel special on his or her birthday! If you would like to bring in a special snack, please let the teacher know. Children with summer birthdays will celebrate their "1/2" birthday! Birthdays will be acknowledged on the monthly classroom calendar.

SCHOOL CLOSINGS DUE TO WEATHER

We will have information posted on the CCP Facebook page as well as WNDU Ch. 16 & WNDU.com.

SCHOOL PROGRAM

Children need to know what to expect; therefore, we have a structured program. However, it is flexible according to the individual needs and/or interests of the children. Units with learning goals are planned, along with seasonal activities.

MORNING PRESCHOOL CLASSES DAILY ROUTINE

Students typically follow the same routine each day.

- *Play Room-the children explore and play with friends and toys/activities of their choice)
- *Circle Time-Prayer/Bible Verse, Pledge of Allegiance, Calendar, song/dance, Morning Message (involves pre-reading skills), discussion of daily activities and Life Skill for the week, Show and Tell
- *Seat Work-handwriting, language arts, math, science, fine motor skills, crafts, etc.
- *Snack
- *Story
- *Seat Work
- *Gross Motor Play-indoor or outdoor facilities available
- *The children are also offered weekly Music Class and Story Time with our Pastor.

AFTERNOON ENRICHMENT CLASS M/W/F

Students attending either morning class of Preschool are invited to extend their day on Mondays, Wednesdays and Fridays with enrichment opportunities. Those children will bring their lunch to school. Their afternoon experience will involve eating lunch together, story, centers (including handwriting, science, math, language arts, fine motor skills, crafts), and gross motor activities. All children will receive individualized attention during their center time based on their Enrichment or Tutorial needs.

- *Spanish class (Friday afternoon enrichment)

REGISTRATION FEE

A \$50.00 registration fee for each student is due at the time of registration. This fee is NOT refundable and is also non-applicable.

FACILITY FEE

A \$20.00 facility use fee is due with the first month tuition payment. This fee is applied toward the use of the building.

TUITION

For the 3 / 4's Class (which meets three days per week), the tuition will be \$1,080 payable in installments of \$120 per month. Payment is due on the first school day of the month for your class.

For the PreK Class (which meets five days per week), the tuition will be \$1,395 payable in installments of \$155 per month. Payment is due on the first school day of the month for your class.

For the Afternoon Enrichment Class (M/W/F), the tuition will be \$1,080 payable in installments of \$120 per month. Payment is due on the first school day of the month for your class.

Monthly tuition envelopes will be sent home.

Tuition payments may be brought to school or mailed to:

Coalbush Christian Preschool, 15977 Jackson Road, Mishawaka, IN 46544

Please make all checks payable to Coalbush Christian Preschool. There will be a \$25.00 charge for any returned checks.

WITHDRAWAL POLICY

Should circumstances force you to withdraw your child from school, **please phone the Director, Lisa Horein** two weeks prior to withdrawal. Tuition is charged when the Director has not been informed that your child has left school.

SCHOOL REQUIREMENTS

A “pick up” card is included in your orientation packet. When this card is displayed, the student will be released to the adult who has the card. Please put this card on your front passenger side window (upper front side of this window).

Please be prompt when picking up your child from school. Morning classes end at 11:30am. The children do get nervous if you are late. Please try to call the office if you know you cannot be here at 11:30.

A late fee of \$1.00 per minute after 11:25 a.m. will be applied to your child's account. We understand emergencies – this fee applies to chronic lateness. Please be courteous to our staff and your child and be on time. A phone call is expected when you are running late.

If it is necessary to take your child out of class early (because of a doctor/dental appointment, etc.), please advise (in writing) your child’s teacher in advance. Whenever a parent (or other designated individual) comes inside Coalbush Christian Preschool to pick a child up early, that person must notify the teacher that they are leaving with the child. **YOU ARE IN CHARGE OF YOUR CHILD’S SAFETY.** Please take your child’s hand and walk with him/her to your car.

Notes are necessary if your child is going home with another child or person other than his or her normal routine.

BATHROOM PROCEDURES

Coalbush Christian Preschool provides a child-sized bathroom within the classroom area for students to use during class time. On the first day of school, teachers will discuss proper hygiene and the correct use of the facilities with the students. The children are encouraged to use this bathroom on a self-serve basis. However, the teachers are always available in the adjoining rooms to help and assist when needed.

Please discuss and reinforce these bathroom procedures with your child. Your child needs to be potty trained to be a student at Coalbush Christian Preschool. If your child has repeated bathroom accidents, you will be contacted and a solution to the problem will be discussed and implemented.

FUNDRAISERS

Periodically, we will be holding a fundraiser to help underwrite new equipment, offset unexpected expenses, or to help keep our tuition at a competitive level. Your support of these projects is greatly appreciated.

If you have an idea for a fundraiser, please contact our Director, Lisa Horein, at the Coalbush Church at 259-4136 or 252-9948.

As well, donations (monetary or educational equipment and supplies) are deeply appreciated and tax deductible. Please contact our Director for further information.

PRESCHOOL DISCIPLINE POLICY
COALBUSH UNITED METHODIST CHURCH
MISHAWAKA, INDIANA

POLICY: Coalbush preschool is committed to the well-being of each and every child. In order to provide a safe, loving, and stimulating environment we use a multistep procedure to maintain discipline within the classroom and school grounds. The policy focuses on helping each child to understand what they did that was wrong and to make "a good choice". The policy of the school incorporates the Life Skills and Life Long Guidelines. (See Handbook)

STEP 1: The first step is to make sure that the children are aware of what is expected of them while they are attending school. The first few weeks of school the teaching staff will review these rules with the children. Each child is shown "grace" while learning the rules.

STEP 2: The second step is a verbal warning. This warning could mean that the teacher would like the behavior to stop (example, interrupting) or would like a behavior to start (example, start doing their work). After a first verbal warning, the child has the opportunity to correct the behavior.

STEP 3: The third step is "time out". If the child does not correct the behavior, he/she will be given a time out. The time out will be in a seated area in the classroom but removed from the rest of the children. Each time out will last for one minute for every year of the child's age. For example, a 4 year old will have a 4 minute time out and a 3 year old will have a 3 minute time out. When the time out is over, the teacher will talk about the situation with the child. If the child understands the situation and is able to change the behavior the child will be invited back into the group.

Step 4: The fourth step is isolation. If the child continues the behavior after a time out, he/she will be removed from the classroom. The child will be taken to another classroom or to the office to get away from the situation. The child will be supervised while in isolation. The child will be isolated for the time frame of their age. After the isolation period is complete, the child has an opportunity to make the right choice and be invited back to the classroom. If the child does not make the right choice, the parents will be contacted to come and pick up their child.

NOTE: An "automatic timeout" without a warning is possible if a child makes a choice to deliberately do harm to another. The safety of the children is foremost and the school will not tolerate harm to another child.

DISCIPLINE POLICY AGREEMENT

We the parents of _____ (Child's name) have read this policy and agree with its content and give Coalbush Christian Preschool permission to use this policy in disciplining our child.

Parent signature

Date

Parent signature

Date

SUPPORTIVE SERVICES

Our pastor, Mary Eileen Spence, is always available to answer questions and offer pastoral services to parents, families and individuals.

We hope this handbook provides you with helpful information. Please feel free to contact me at Coalbush Christian Preschool (259-4136) or 252-9948 should you have any questions or concerns. We look forward to growing in a positive relationship with you and your child, and hope to provide a stimulating and enjoyable school year experience.

Love in Christ,

Lisa Horein
Director

Handbook Agreement

I have read the Coalbush Christian Preschool Parent Handbook and understand the policies and procedures outlined within.

Parent/Guardian/s Signature/s

Date: _____

Please complete and return. Thank you.

REQUEST FOR CLASS ASSIGNMENT FOR 2012/2013 SCHOOL YEAR

Name of student: _____

Name student goes by (i.e., Jennifer/Jen): _____

Birth date: _____

Address: _____

Phone: _____ Alternate phone: _____

Name of parent(s)/guardian(s): _____

PLEASE CHECK APPROPRIATE CLASS FOR YOUR CHILD'S AGE:

3/4's Class (Students entering kindergarten in two years.)

_____ Monday /Wednesday /Friday 9:00-11:30am

PreK Class (Students entering kindergarten in one year.)

_____ Morning Class - Monday through Friday 9:00-11:30am

Afternoon Enrichment (Open to morning students attending 3 / 4's or PreK Classes)

_____ Monday / Wednesday / Friday with Spanish Class 11:30-1:45pm

I understand that the registration fee I am paying in the amount of \$50 is non-refundable and non-applicable.

Signed _____ Date _____

Comments? Questions? Please use the back of this paper to make comments about car pools, work schedules or other information that will help us accommodate your family.

Office Use

Registration Fee: Check Cash

Date application received: _____

Photographic Release: I hereby consent and authorize Coalbush Christian Preschool to take pictures of my child participating in activities of the school and for Coalbush Christian Preschool to use these pictures for instructional or publicity purposes.

Signature of parent or guardian date

Information Release: I am willing for Coalbush Christian Preschool to release my name, phone number and/or address to another adult associated with Coalbush Christian Preschool during this school year.

Signature of parent or guardian date

Release for Directory: I give my permission to have my child's name, phone number and address printed in a school directory to be distributed to families at Coalbush Christian Preschool.

Signature of parent or guardian date

Would you be interested in receiving a copy of "The Caller" our weekly church publication via E-Mail? Among information about the church, it also contains a weekly newsletter about preschool.

e-mail address

Signature of parent or guardian date

Coalbush Christian Preschool
Waiver, Release of Liability, Indemnification, and Consent

This is an important document that affects your legal rights and obligations. Please read it carefully. All parents or legal guardians of students enrolled in Coalbush Christian Preschool (the "School") must sign this form.

In consideration and as a condition of my child's enrollment in the School:

1. I voluntarily elect to accept and solely assume all risks of accidental injury or damage to my child incurred or suffered by my child while attending the School, except to the extent such injury or damage is caused by the negligent act or failure to act of the School or its employees.

2. I hereby waive, release, discharge, agree not to sue, and agree to indemnify and hold harmless the School and its owners, officers, agents, servants, employees, and all affiliates, for any claims, damages, costs including attorney fees, or causes of action which I have or may have in the future as a result of damages injuries including death, sustained or incurred by my child as a result of accidental injury or damage to my child except to the extent such injury or damage is caused by the negligent act or failure to act of the School or its employees.

I further consent to the School and its employees providing my child with such medical treatment as may be deemed advisable in the event of my child's injury, accident, or illness while attending the School, and assume full responsibility of the costs of any such medical treatment.

I ACKNOWLEDGE THAT I HAVE READ AND THAT I UNDERSTAND EACH AND EVERY ONE OF THE ABOVE PROVISIONS IN THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, AND CONSENT AGREEMENT AND AGREE TO ABIDE BY THEM.

Printed Name: _____

Students Name: _____

Signature: _____

Date: _____



Coalbush Christian Preschool
Coalbush United Methodist Church
15977 Jackson Road
Mishawaka, IN 46544

Phone: 574-259-4136

Fax: 574-259-3969

E-Mail: Coalbush@Yahoo.com

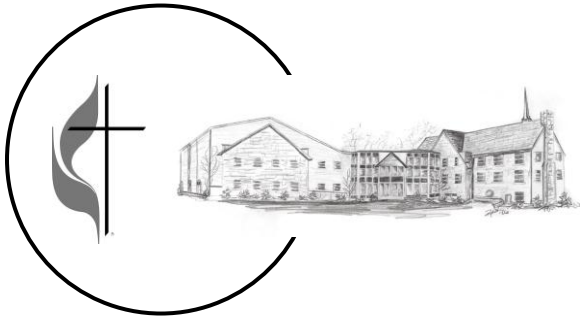
Medical Form
For
Coalbush Christian Preschool

I acknowledge that _____
is under my medical supervision, has had all necessary immunizations,
and can participate in all preschool activities.

Doctor's Signature: _____

Date: _____

Comments:



Coalbush United Methodist Church

15977 Jackson Road
Mishawaka, IN 46544

WELCOME TO THE COALBUSH CHRISTIAN PRESCHOOL

The Coalbush Christian Preschool has been a ministry of the Coalbush United Methodist Church for more than 50 years. From its roots as a kindergarten program (even before the public school offered kindergarten), we have been serving families of our community for successive generations.

The roots of the Coalbush Church go back to the very earliest settlers of St. Joseph County. Having first met in 1848 in the home of Mr. and Mrs. Jacob Beiger, the congregation built its first church at the corner of Bremen Highway and Jackson Road in 1856. Since that time, we have always been here on this same corner, ministering to our community.

Even with such deep roots, fresh winds continue to blow within our midst. Our desire is to help people understand just how deeply loved they are by God, and to help them grow in their relationship with God. We are always pleased to welcome you to any of our church events. If you are seeking a church to call home, we invite you to join us for worship and Sunday School and other special events.

Our regular Sunday schedule is:

- 8:30 a.m. Worship in our sanctuary (traditional)
- 9:30 a.m. Sunday School for all ages
- 10:45 a.m. Worship in our Family Life Center (informal)
 Youth Fellowship (grades 6-12)

If we can be of any other assistance to you, please do not hesitate to contact us.

Sincerely,

Mary Eileen Spence, Senior Pastor