

# Eastern Christian Preschool



EASTERN CHRISTIAN  
SCHOOL

## Parent Handbook 2016-2017

*“So God created mankind in his own image, in the image of God he created them; male and female he created them.”*

**EASTERN CHRISTIAN PRESCHOOL  
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## STATEMENT OF FAITH, SCHOOL THEME, & CHAPEL SCHEDULE

### WE BELIEVE . . .

. . . the basis of the Eastern Christian School Association is the Scriptures of the Old and New Testaments, the infallible Word of God, as explicated in Reformed creedal standards.

. . . that the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God, that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

. . . that the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

. . . that Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

. . . that Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons, that the endowments and calling of young persons are God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians, and that only with constant attention to such pedagogical concerns will education be truly Christian.

. . . that because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of the parents, but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

### **(from the ECSA STATEMENT OF CHRISTIAN PHILOSOPHY)**

**Home, Church and School:** Children attending Eastern Christian have three families: the home, the school, and the church. It is important that these three families present a unified nurturing influence in each child's life. It is for this purpose that Eastern Christian was established many years ago and continues today. To continue that strong tradition, these families must cooperate with and support one another. Church worship and instruction, family devotions and caring, classroom instruction and discipline must all complement one another to raise up Christian adults who are mature spiritually, socially, and intellectually. For this reason, it is important that your family participates in your local church. We strive in our school programs to support family and church activity.

It is also important that the school receive strong support at home. Encourage your child in his/her school work. Encourage your child's teacher. Keep the channels of communication open. Bear in mind that your child's teacher has many families with whom to stay in touch. A weekly bulletin is usually sent home; conferences and progress reports are planned regularly. One of the best ways you can support the school is by getting involved in its mission. There are many opportunities to do so throughout the year.

Please help your child understand that God has given different gifts and abilities to his children and that all people deserve respect and kindness. Also, doing one's best work consistently is a way of thanking God for his gifts to each of us.

Since we are a community working together to nurture the children who attend Eastern Christian, we ask that you report any unbecoming conduct of an E.C. student to that child's teacher or the preschool director.

**Your Responsibility to Uphold the School:** Everyone in any way connected with ECSA is responsible for its quality and reputation. Enthusiastic parents and supporters, dedicated teachers and staff members, and pleasant and well-disciplined students will promote our school. Everyone must seek the best interests of the school and bear a responsibility for its advancement. Most families new to Eastern Christian come to us through the recommendation of one of our own families.

Matthew 18:15 is quite clear about the importance of taking matters of concern or disagreement directly to those responsible. This applies to your relations with the school as well. If you are uneasy about any matter involving your child's teacher, the preschool director, or the school generally, please speak about it with the person responsible first.

### **Eastern Christian School Theme**

Eastern Christian's school-wide spiritual theme for 2016-2017 is "In His Image" based Genesis 1:27-28. "So God created mankind in his own image, in the image of God he created them; male and female he created them. God blessed them and said to them, 'Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground.'" Based on this theme, our preschoolers will be introduced to characteristics of God, recognize that God made people special, and practice treating others with love and kindness.

### **Chapel Schedule**

Monthly preschool chapel services will be held in the media center on Wednesdays from 8:30-8:50. Preschoolers who are not enrolled on Wednesdays are invited to attend chapel with their parents. Preschool chapel services will be held on 10/5, 11/9, 12/7, 1/11, 2/1, 3/1, 4/12, and 5/3. In addition, Jr. Kindergarten students will attend weekly services with the elementary school students on Tuesdays from 8:30 to 9:00. Parents and guests are always welcome to attend chapel.

## Pre-K STAFF DIRECTORY

**Website** .....[www.easternchristian.org](http://www.easternchristian.org)

**Main Office**.....**201-445-6150**  
*Fax: 201-445-0488*

Ms. Karyn Baitzel, Preschool Director.....[karynbaitzel@easternchristian.org](mailto:karynbaitzel@easternchristian.org)  
Mrs. Linda Van Grouw, Office  
Manager.....[lindavangrouw@easternchristian.org](mailto:lindavangrouw@easternchristian.org)

**Nurse's Office**.....**201-445-6150**  
Mrs. Wilma Bogetman.....[wilmabogertman@easternchristian.org](mailto:wilmabogertman@easternchristian.org)

### Classroom Teachers:

#### Pre-K 3 (AM)

Mrs. Jenna Beverly, Teacher (M, W,  
F).....[jennabeverly@easternchristian.org](mailto:jennabeverly@easternchristian.org)  
Mrs. Christi Scarpa, Teacher (T, TH).....[christiscarpa@easternchristian.org](mailto:christiscarpa@easternchristian.org)  
Mrs. Lisa Dykstra, Aide.....[lisadykstra@easternchristian.org](mailto:lisadykstra@easternchristian.org)

#### Pre-K 4 (AM)

Mrs. Marilyn Bushman,  
Teacher.....[marilynbusman@easternchristian.org](mailto:marilynbusman@easternchristian.org)  
Mrs. Jan Santhouse, Aide (M, T, W,  
F).....[janetsanthouse@easternchristian.org](mailto:janetsanthouse@easternchristian.org)  
Mrs. Stacie Veenema, Aide (TH).....[stacieveenema@easternchristian.org](mailto:stacieveenema@easternchristian.org)

#### Junior Kindergarten (AM)

Mrs. Kathy Faasse, Teacher.....[kathyfaasse@easternchristian.org](mailto:kathyfaasse@easternchristian.org)  
Mrs. Ruth Henion, Aide.....[ruthhenion@easternchristian.org](mailto:ruthhenion@easternchristian.org)

#### Early Drop Off

Mrs. Ruth Henion.....[ruthhenion@easternchristian.org](mailto:ruthhenion@easternchristian.org)

#### Full Day Preschool (PM)

Mrs. Nancy Johnston, Teacher.....[nancyjohnston@easternchristian.org](mailto:nancyjohnston@easternchristian.org)  
Mrs. Lisa Dykstra, Aide.....[lisadykstra@easternchristian.org](mailto:lisadykstra@easternchristian.org)  
Mrs. Laura Royle, Aide.....[lauraroyle@easternchristian.org](mailto:lauraroyle@easternchristian.org)

#### Specials Teachers:

Mrs. Debra Veenstra, Physical Education.....[debraveenstra@easternchristian.org](mailto:debraveenstra@easternchristian.org)  
Mrs. Becky Karle, Music.....[beckykarle@easternchristian.org](mailto:beckykarle@easternchristian.org)

### ECES Parent-Teacher Organization:

Mrs. Lynette Matthews, President.....[espto@easternchristian.org](mailto:espto@easternchristian.org)  
Mrs. Thelma Minnaar, Vice President  
Mrs. Erica Pienaar, Vice President

Mrs. Nikki Waples-Stupienski, Secretary & Box Tops For Education  
Mrs. Yvonne Zuidema, Treasurer  
Mrs. Emily Torres, Pizza Hot Lunch Coordinator  
Mrs. Linda Van Grouw, Helping Hands Coordinator  
Mrs. Pam Reitsma, New Hope Food Coordinator  
Mrs. WooYoung Choi, Parents in Prayer

**Association Office..... 973-427-6244**  
*Fax 973-427-9775*

Mr. Thomas Dykhouse, Head of School.....thomasdykhouse@easternchristian.org  
Mr. John Belanus, Director of Operations.....johnbelanus@easternchristian.org  
Mrs. Nancy Hemrick, Executive Assistant.....nancyhemrick@easternchristian.org

**Admissions Office.....973-427-6244**

Mr. Rudi Gesch, Director of Marketing & Enrollment.....rudigesch@easternchristian.org  
Mrs. Gloria Tenewitz, Enrollment Coordinator.....gloriatenewitz@easternchristian.org  
Mrs. Sheri' Blands-Pearson, Enrollment Coordinator.....sheri'blands-pearson@easternchristian.org

**Business Office.....973-427-6244**

Mrs. Geraldine Gallagher, Business Office Assistant.....geraldinegallagher@easternchristian.org  
Mrs. Maribeth Vriesema, Business Office Assistant.....maribethvriesema@easternchristian.org  
Eric Fenchel, Chief Financial Officer.....ericfenchel@easternchristian.org

**Foundation/T.R.I.P.Office..... 973-427-9294**  
*Fax 973-427-9775*

Mr. David Visbeen, Executive Director.....davidvisbeen@easternchristian.org  
Mrs. Katie Tarta, Events Coordinator.....katieTarta@easternchristian.org  
Mrs. Beth Milkamp, Events & Alumni Coordinator.....bethmilkamp@easternchristian.org  
Mrs. Sharon Spoelstra, T.R.I.P. Coordinator.....sharonspoelstra@easternchristian.org

**Select Catering Food Services.....845-544-5708**

Mr. Bob & Maryann Rubestello.....selectcatering@easternchristian.org

## **EASTERN CHRISTIAN PRESCHOOL PHILOSOPHY OF TEACHING AND LEARNING**

We believe that each child is uniquely created and designed by God for the purpose of glorifying and praising Him. Additionally, we believe all children are curious and have a natural inclination to learn. To support the wellbeing and development of the whole child, we desire to partner with parents to provide an intentional learning community designed to promote academic, physical, social, emotional and spiritual growth.

In our Eastern Christian Preschool Program, children are actively engaged in teacher guided learning throughout their day. Our classrooms are equipped to provide interactive and positive environments where students are given opportunities through teacher designed experiences to explore, discover, investigate, and share ideas. Teachers encourage students to be curious, inquisitive and creative as they learn through strategic learning experiences, which promote active engagement with integrated manipulative, technology tools for learning, and other curriculum related materials. Elements of literacy are embedded in every aspect of the day.

Play and developmentally appropriate learning activities involving movement enhance student cognitive, physical and social development. We believe that movement is a natural way for preschool program students to learn. Our teachers monitor, coach and guide students in a variety of indoor and outdoor opportunities, which foster discovery and growth through questioning, talking, working, and playing.

Daily, teachers invite children to explore God's world and their relationship to it and in it. Teachers respect, value, accept and treat each child with dignity at all times. We believe that children created in God's image learn best when parents and teachers model prayer, faithful living, compassion, gentleness, and forgiveness in Christian community.

### **Mission:**

It is the mission of our Eastern Christian Preschool Program to provide a quality Christian learning community, which nurtures each student's God given curiosity into a love of learning. We provide a safe and secure environment for transformational academic, social, emotional, cognitive, physical and spiritual growth. The program also strives to develop a partnership with parents and families, which results in each child's growth and development.

### **Vision:**

Eastern Christian's Primary Program exists to prepare young followers of Jesus Christ as they develop academically, physically, socially, and spiritually.

Upon completing Preschool, students will understand that the spoken word can be written and that the written word can be read. Additionally, students will be able to recognize numbers and quantities. In all areas of learning, students will be developing listening skills and demonstrating the ability to follow directions. At each level of the Preschool Program, student creativity and curiosity will be at the heart of their learning. Thinking and problem solving skills will enable each child to move beyond memorization to an understanding of concepts and their application in all areas of learning.

Students will recognize that their bodies are uniquely designed by God. Our program will provide opportunities to develop their fundamental movement skills (balance, manipulation, and loco motor), perceptual motor skills (hand-eye coordination, body-eye coordination), and fine motor skills (coordination of small muscles in hands and fingers). Students will recognize the importance of taking care of their bodies, including a healthy diet, appropriate exercise and sleep.

Students will develop sensitivity for and awareness of the needs of their classmates, as well as the needs of others in their community and beyond. Students will practice giving and receiving forgiveness and empathy as they interact in the classroom and on the playground. Beginning to understand fairness and the difference between right and wrong, students will receive and practice following directions and use reasoning to make right choices. At each level of the Preschool Program, students will be aware that we are all uniquely created in God's image as each is taught to be kind and considerate of one another. Students will strive to achieve their personal best as they cooperatively work and interact with peers and adults.

All children at Eastern Christian will view God as the Creator of our world and understand the Bible as God's words to us. Preschool Program students will learn about God and His redeeming love and learn to pray as a means of communication with God. Biblical core values of love and faithfulness will guide all interactions between students and their peers and between teachers and students. Through an understanding of God's forgiveness and grace, each child will contribute as a member of a Christ-centered community.

Families will support their child's learning based upon relationships of mutual trust and respect. They will be involved in their children's educational and spiritual growth, accept the school's support, and fully participate in their child's Christ-centered education.

#### **At Eastern Christian Preschool, we will**

- help your child have awareness that he/she is a child of God and that he/she is special to God.
- assist in the development of a positive self-concept.
- help your child develop favorable attitudes towards teachers and classmates.
- help your child develop independence and learn to assume responsibilities for classroom tasks and routines.
- provide many opportunities for development of readiness, academic and motor skills.



## EASTERN CHRISTIAN PRESCHOOL CLASS DESCRIPTIONS AND SCHEDULES

### 3 Year-Old Preschool Class

*For children who are potty trained and will be 3 by October 1*

#### **Class Scheduling Options:**

Understanding the diverse and unique scheduling needs of families with preschoolers, Eastern Christian provides parents with flexible scheduling options. Parents may enroll their three-year olds for class 2, 3, 4, or 5 days a week. Parents may also choose our half-day program from 8:20 - 11:30, our full day program from 8:20 -3:00, or a combination of both. Students enrolled in the half-day program may also opt to attend the full day program on a drop in basis as needed. The drop in rate is \$10 an hour, per student or \$15 an hour, per family. Drop in hours are not included in tuition; families are billed separately.

#### **Class Description:**

In our 3-Year-Old class, children practice important social skills: playing with others, separating from parents, using good manners, and participating during clean up time. Our youngest learners grow in their ability to sit attentively and interact in group situations such as circle time and as they listen to daily Bible stories. Over the course of the year, our three-year-olds grow in their understanding and love of the Lord as they learn about creation, Bible heroes, and the life of Jesus. They also worship God through song and participate in prayer throughout the day. Both fine and gross motor skills are developed as these young children participate in a weekly Physical Education class, play on the playground and in the gymnasium, and use a variety of media to create, build, and play. Their reading readiness skills are nurtured as they listen to stories, hear and understand new words, learn poems, nursery rhymes, and fingerplays. Reading readiness activities are designed to help children develop auditory and visual discrimination. The three-year-olds learn their colors, are introduced to the alphabet, and learn to recognize their names in print. Math readiness concepts include identifying shapes, recognizing numbers, and counting. Students also participate in a weekly music class. On a daily basis, children participate in circle time, play in self-selected centers, create a project, eat a snack (brought from home), play on the playground or in the gymnasium, sing songs, and listen to stories. In addition, full day students eat lunch (brought from home or ordered online through Select Catering), rest, play in self-selected centers, eat a snack (provided by the school), and play on the playground or in the gymnasium. Our three-year-old classroom has a sensory table, kitchen area, block area, quiet book area in the loft, train table, easels, SmartBoard, iPad, and many small toys to explore. Our three-year-olds also enjoy a variety of special days including a Thanksgiving celebration, Christmas party, Trike-a-thon, Mom's Tea, Grandfriends' Day, and Preschool Picnic. All of this takes place in a joyful, loving, Christ-centered atmosphere.

## **4-Year-Old Preschool Class**

*For children who will be 4 by October 1*

### **Class Scheduling Options:**

Understanding the diverse and unique scheduling needs of families with preschoolers, Eastern Christian provides parents with flexible scheduling options. Parents may enroll their four-year old for class 3, 4, or 5 days a week. Parents may also choose our half-day program from 8:20 - 11:30, our full day program from 8:20 -3:00, or a combination of both. Students enrolled in the half-day program may also opt to attend the full day program on a drop in basis as needed. The drop in rate is \$10 an hour, per student or \$15 an hour, per family. Drop in hours are not included in tuition; families are billed separately.

### **Class Description:**

Our four-year-olds are developing self-confidence and self-direction as they grow in their ability to communicate with peers by sharing their plans for play with others, listening to the plans of others, and cooperatively playing with one another. They are also growing in responsibility and self-control as they follow simple rules and procedures with gentle reminders. Our four-year-olds gain knowledge and understanding of Old and New Testament Bible stories and are taught to exhibit characteristics of Christian living during daily devotions, Bible time, and apply what they are learning as they learn to work and play together. Our preschoolers are invited to participate in group prayer at various times throughout the day. Four-year-olds develop balance, strength, and agility through a weekly Physical Education class, as well as play on the playground and in the gymnasium. Through the use of a variety of classroom materials, students' hand and finger movements become stronger and more controlled as their eye-hand coordination develops. These skills are foundational for a child's beginning control over writing tools. Their reading readiness skills are nurtured as they listen to stories, practice following two or three step directions, and develop phonological awareness. As the four-year-olds engage in alphabet activities, they further letter recognition and build phonemic awareness. The children begin to understand that letters form words and words can be both spoken and written. Children grow in their ability to write their names and begin to copy easy words. Math readiness concepts include counting items with one-to-one correspondence, identifying numbers, sorting objects, duplicating simple patterns, recognizing and drawing shapes, and understanding and using several positional words. Children also participate in a weekly music class. On a daily basis, children participate in circle time, a fine motor activity, a math activity, self-selected center time, a project, story time, snack time (Snacks are brought from home.), and playground or gym time. In addition, full day students eat lunch (brought from home or ordered online through Select Catering), rest, play in self-selected centers, eat a afternoon snack (provided by the school), and play on the playground or in the gymnasium. Our four-year-old classroom has a sensory table, kitchen area, block area, quiet book area in the loft, train table, easels, puzzles, SmartBoard, iPad, and a wide variety of table toys. Our

four-year-olds also enjoy a variety of special days including class trips, Thanksgiving celebration, Christmas party, Reading Buddies, Trike-a-thon, Dad's Pizza Night, Grandfriends' Day, and Preschool Picnic. All of this takes place with the encouragement and support of loving, Christian teachers.

### **Jr. Kindergarten Class**

*For older 4's who missed the kindergarten cutoff date or those with summer birthdays who need more time before entering kindergarten*

#### **Class Scheduling Options:**

This class meets 5 days a week. Parents may choose our half-day program from 8:20 - 11:30, our full day program from 8:20 -3:00, or a combination of both. Students enrolled in the half-day program may also opt to attend the full day program on an as needed basis. Students enrolled in the half-day program may also opt to attend the full day program on a drop in basis as needed. The drop in rate is \$10 an hour, per student or \$15 an hour, per family. Drop in hours are not included in tuition; families are billed separately.

#### **Class Description:**

Jr. Kindergarteners are provided with additional lessons and activities beyond the traditional preschool curriculum to provide more time for growth and development before kindergarten. Our teachers are trained to differentiate instruction to provide instruction that meets the individual needs of each student. Our Jr. Kindergarten students develop a positive self-concept as they continue to grow in their ability to form friendships and play cooperatively with others. They develop independence as they learn to assume responsibility for classroom tasks and routines. Jr. Kindergarteners will continue to develop in their ability to sit attentively and interact in group situations. Students practice making simple decisions as they develop their ability to solve problems. Through daily devotions, Old and New Testament Bible stories, and chapels, they learn that Jesus is their friend and that they can have a relationship with Him. They are invited to participate in group prayer at various times throughout the day. Listening skills are further developed and emphasis is given to comprehension and phonemic awareness. Beginning, middle, and ending sounds are presented. Students continue to learn the transfer of learned symbols into writing. Students are encouraged to write the letters of the alphabet, both capital and lowercase. The use of journals helps in their writing development in both expression and fine motor development. Students are introduced to familiar words to enhance their love of reading and writing. Writing numbers and early addition and subtraction activities are introduced. On a daily basis, children participate in circle time, a fine motor activity, a math activity, an alphabet activity, self-selected center time, a project, story time, snack time (Snacks are brought from home.), and playground or gym time. In addition, full day students eat lunch (brought from home or ordered online through Select Catering), participate in an afternoon circle time, play in self-selected centers, eat an afternoon snack (provided by the school), and play on the playground or in the gymnasium. Our Jr. Kindergarten classroom has a sensory table, kitchen area, block area, quiet book area in the loft, train table, easels, puzzles, SmartBoard, iPad center, and a wide variety of table toys. Our Jr. Kindergarteners also enjoy many special activities including weekly physical education, music, chapel, and library class, theme days, reading buddies, Thanksgiving Feast, Christmas party, Trike-a-thon, Dad's Pizza Night, Grandfriends' Day, Preschool Picnic, and class trips.

## **Additional Programs to Extend Your Child's Fun at Preschool**

### **Before School Program**

We offer an early drop off program for beginning at 7:00 AM. This program provides preschoolers with an extra opportunity to play before school begins. Full day and half-day preschoolers may attend on a regularly scheduled basis or as a “drop in” as the need arises. The cost is \$10 per student, per day or \$15 per family, per day. This program is not included in the tuition. Families are billed separately.

### **Full Day Preschool Program**

Half day preschool students can utilize the full day program on a drop in basis. Our full day preschool program runs from 8:20 - 3:15. Parents may pick up their child at any time up until 3:15. The drop in rate is \$10 an hour, per student or \$15 an hour, per family. The drop in hours are not included in the tuition; families are billed separately. Our full day preschool program includes lunch, rest time (for students in the 3 year-old and 4 year-old class only), center time, snack time, and gross motor time on the playground or in the gym. Preschool families are able to pre-order lunch from Select Catering (M,T, W, F) and our PTO pizza hot lunch (Th). Drop in students in the three and four-year-old class will need a large reusable grocery bag containing a fitted crib sheet, small pillow, small blanket, and a small stuffed animal for rest time.

### **After School Program**

Preschool students may participate in our Eastern Christian After School Program. The After School Program runs daily from 3:00-6:00 PM. The program includes outdoor or gymnasium activities, snack, as well as free choice and group activities. Students may attend on a regularly scheduled basis or as a “drop in” as the need arises. The cost is \$10 an hour, per student or \$15 an hour, per family. This program is not included in the tuition. Families are billed separately.

*Parents are urged to sign up on weekly basis. However, parents may use these programs on a “drop-in” basis. On those days, a written note is required or a phone call to the front office, 201-445-6150.*

## SCHOOL POLICIES

**Absence Procedure:** For the protection of your child, whenever a child is absent, a parent **must** notify school by a phone call by **8:45 a.m.** This call should be very brief and you should state the child's name, class and reason for the absence. You may also leave a message on the school's answering machine at any time. Written excuses for such absences are not necessary.

**Tardiness:** While circumstances may occur which require a child to be late for school, chronic tardiness is **strongly discouraged**. It not only sets a poor standard for the child, frequent tardiness disrupts the rest of the class and calls needless attention to the late child. If your child is going to be late, please call the school office before school begins, and have your child stop in the office before proceeding to his/her classroom.

**Cars at School:** Please park only in the designated spaces and areas. It is important for safety reasons and consideration for our neighbors to observe the **25 mph speed limit** on Baldin Dr., and **10 mph** in our parking lot!

**Milk and Snacks:** You may order milk for your child, or you may send your child with a beverage for snack time. You should send a small nutritious snack with your child each day (no candy please). If your child is staying for the full day, please pack his/her snack separately.

**Lunch:** Students staying for full day preschool may bring lunch from home, pre-order lunch from Select Catering (M,T, W, F), or pre-order our PTO pizza hot lunch (Th).

**Peanut Free Classrooms:** Our preschool classrooms are peanut free. Please do not send any peanut or nut containing products with your child that would be eaten at school. The following are some related foods products: peanut butter, peanut oil, ground nuts, mixed nuts, Nu-nuts (artificial flavored nuts), peanuts, African, Chinese and Thai dishes, chocolate, egg rolls, marzipan, peanut flour and nougat.

**Dress:** Preschool children will be very active and we often like to do things that are messy fun. Therefore, your child will be more comfortable in school if he/she is wearing clothes in which he/she can move and play freely and not worry about getting dirty. It is recommended that girls wear shorts under shirts and dresses. For safety reasons, we suggest that the children wear sneakers or sturdy shoes. Sneakers must be worn on P.E. days.

**Birthdays:** You may send a special treat to school for your child's birthday from the list below. Please coordinate a day a time to drop off your child's birthday treat with your child's teacher. Please include napkins, utensils, and/or plates, if needed. For children with summer birthdays, we set up a schedule in May and June.

### Approved Birthday Treats:

Fruit (fresh, canned, frozen, low-sugar dried)

Unsweetened applesauce cups

Low-fat popcorn

Pretzels

Cheese/cheese sticks

Frozen yogurt

Vegetables (may include low-fat dip)

Rice cakes (any flavor)

Baked tortilla chips (may include salsa)

Yogurt

Pudding

Nut free trail mix

Low-sugar smoothies  
Graham crackers  
Low-sugar Jell-O  
Cottage cheese with fruit

Popsicles (100% fruit juice, low-sugar)  
Whole grain crackers  
Nut free, low-sugar granola bars  
Whole grain mini muffins

**Rest Time:** In compliance with NJ state guidelines and the developmental needs of the children in our care, full day three and four-year-old students will have a rest time after lunch beginning at 12:30. For rest time, students will need a large reusable grocery bag containing a fitted crib sheet, small pillow, small blanket, and a small stuffed animal. All items must fit in the bag. Please label the bag and each item with your child's name. Drop in students in the three and four-year-old class will also need rest time supplies.

**Class Trip:** Educational trips are an important part of a young child's learning experience. Children are transported on EC buses accompanied by teachers, aides and class parents. Permission forms are sent home with specific details before each trip and must be signed by a parent and returned in advance of the trip.

**Reporting Pupil Progress:** Conferences are scheduled in November and again in April for parents of 4 and 5 year-olds. 3 year-old conferences are held in April. If your child is struggling in school, or if there is some concern you need to discuss at length with the teacher, please request a conference or contact the teacher. Since our full attention is required in greeting and dismissing children at the beginning and end of each session, we request that you not expect a conference at that time and in the presence of your child. However, please don't hesitate to use the pick-up and drop-off time to arrange a meeting time.

**Health Rules:** Our health and safety rules are for the protection of all children and their families. Some of the rules are mandated by state or local health regulations, while others are common sense. We appreciate your cooperation in honoring all of these simple rules.

1. A physical examination is required before your child enters school. The physical exam form and immunization record must be kept on file at the school.
2. Teachers are alert to early symptoms of illness. If a child has an accident or sudden illness, parents will be notified immediately. If we are unable to contact parents, we will call the emergency number you provide.
3. Please contact the school office (201-445-6150) if your child is ill or if he/she will be absent for any reason. You may call between 8:00 – 8:30 am on the day of the absence.
4. Children with fresh colds, fevers, rashes or signs of stomach virus should not be sent to school. Please protect the health of all students by keeping home any child who does not seem well. Please do not be offended if the teacher requests that your child return home for health reasons.

**Visitors:** Visitors are always welcome at school, but all visitors must stop in the school office first. Simply stop in the office to sign in and obtain a visitor's tag. If you would like to confer with the preschool director or teacher, please make an appointment rather than assume that a teacher will have time to visit, or that there will be a place to speak privately if you drop in unannounced. When dropping off something for your child, please bring it to the office, not the classroom, so the secretary may bring it down at a time when learning will not be interrupted. In addition, if you are picking your child up from school or dropping your child off late, please check in at the office first.

**Security Procedures:** All outside doors are locked during the school day. Visitors must be buzzed into the building and check in at the office. Preschool teachers and aides supervise the children on the playground. Each adult carries a cell phone or a two-way radio for quick and easy communication with the office and nurse. We practice fire drills and security drills (lockdown and evacuation) regularly in conjunction with the local

authorities. The Midland Park Police Department conducts unannounced walkthroughs on a regular basis.

**Student Photos:** There are many opportunities to take photos at school. Please be considerate of the privacy rights of our families and do not post photos of any children other than your own on Facebook or any other online source.

**Sending Money, Orders, Etc. Into School:** Whenever money for fees is sent to school, please submit the money with the form, in an envelope, with your child's name, class designation (i.e. PK-3, PK-4, JK) and reason for sending (class trip, pizza, etc.). This helps to ensure that the child for whom it was sent in gets proper credit for it. Please do not just send a check or cash without instructions enclosed.

**Weekly Home Bulletin:** The home bulletin is sent home to parents the last day of the school week. It is the best way for you to stay informed about the happenings in the preschool and elementary school as well as the rest of the EC community each week. Information about days off, special events, half days, conferences, hot lunch, etc. is given. It is very important to your read the home bulletin and make special note of information that pertains to you and/or our child.

## HEALTH CONCERNS

**Health and Insurance:** A physical examination is required at the point of entry in our school system. A school nurse is on duty every day. She is responsible for the school health program (height, weight, and vision and hearing screenings) and keeps records of immunizations as required by NJ State Law. The nurse counsels children on general health care and renders first aid. Health classes are taught by the P.E. teacher.

For the welfare of one's own child and in consideration of the other children, parents are urged to carefully check the child's health before sending him/her to school. Your child **should not** attend school with any of the following conditions: vomiting; fever 100 degrees or higher; red, itching eyes with discharge; excessive coughing, sneezing, or runny nose. **Your child must be fever free (without the aid of a fever reducing medication) and symptom free for 24 hours before he/she may return to school.** Students recovering from chickenpox must have intact scabbing before returning to school. Any child having had head lice must remain home until after the first treatment and exam. Please report any of these conditions to the school nurse.

It is essential for each home to furnish our office with the name and phone number of someone besides the parents who can be reached in an emergency.

Students requiring **prescription medication** at school must present a written statement from the physician who identifies the drug, dosage, time schedule, purpose of the medication and possible side effects. **In lieu of the written statement**, it will be permissible to accept the prescription bottle as the physician's request, provided that the bottle is labeled with the physician's name, the child's name, name of the drug and the dosage schedule. Students also must present a written statement from his/her parent or guardian giving permission for the school nurse (or authorized personnel) to administer the medication prescribed by the physician or to administer the non-prescription medication as requested by the parent, and relieving the Board and its employees of liability for administration of the medication.

With regard to communicable diseases and immunizations, each parent is responsible for providing accurate and current records and for meeting state health requirements. If there is a problem with your child's health record, you will be contacted by the school nurse. Please act promptly. It is important that you inform the school of any communicable disease your child may have.



## INCLEMENT WEATHER AND EMERGENCY PROCEDURES

Eastern Christian School Association uses an automated call system which calls the phone numbers on record of every EC family whenever there is an emergency school closing. When you receive your call, there is a slight 2-3 second delay after you have answered before the recording begins. After saying hello, you must wait silently so the system can detect whether a live person or an answering machine has picked up.

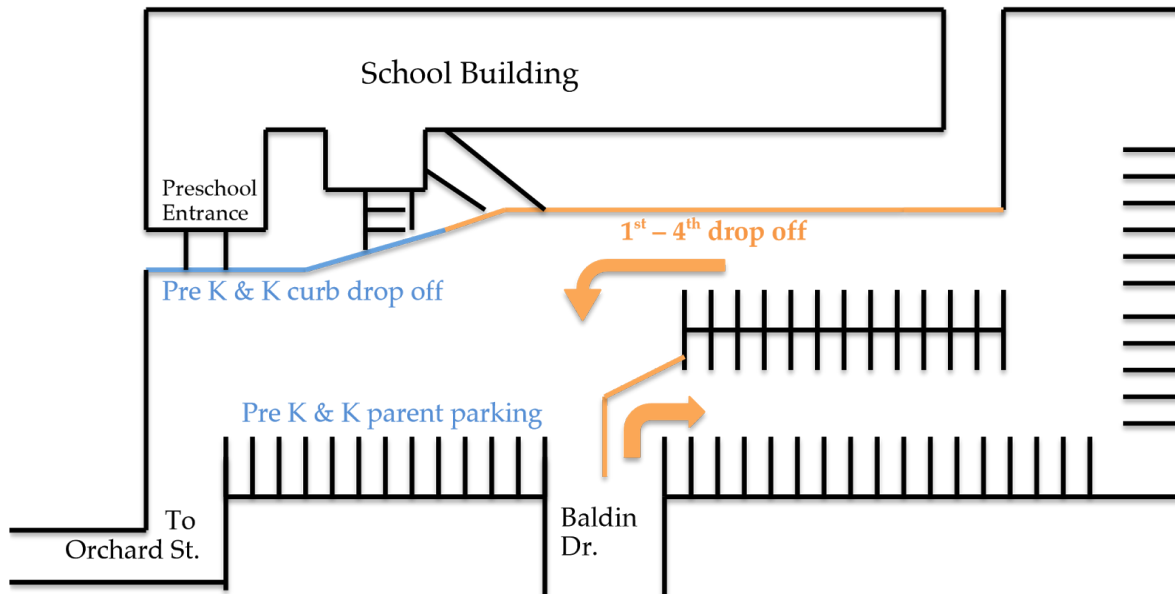
The following notification options are also available:

- **Log on** to Eastern Christian's website ([www.easternchristian.org](http://www.easternchristian.org)) - click on School Closings.
- There will be a **recording on the phones** at the Elementary School (201-445-6150), Middle School (201-891-3663), High School (973-427-0900), Transportation (973-427-2309), Development (973-427-9294) and Association Offices (973-427-6244) as long as answering machines can be accessed by school personnel. If there is any delay or closing, it will be stated following the greeting. Check after 6:00 a.m.

**Delayed Opening:** In the case of a delayed opening, school will begin at 10:20, 2 hours later than usual. Remember that in the case of a delayed opening, weather conditions may subsequently get worse instead of better, so please check again prior to bringing your child to school. Students may come for a shortened day (10:20-11:30) or they may stay for the full day program. Parents may choose to keep their children home on delayed opening days. Parents will receive a Delayed Opening Survey in the fall so we are aware of your preferred plans for delayed opening days.

**Early Dismissal:** When hazardous weather conditions necessitate closing school after it is in session, families will receive an automated call with an announcement. Parents who are not home during the day should make **prior** arrangements for and with their children in the event of an early dismissal. Specific instructions should be provided to the classroom teacher in writing. For this and other purposes, it is very important that the school office is informed any time there is a change in your home or work phone numbers or in your emergency party's phone number even if that change is only for a short time. It is important that a contingency plan is in place **before** the need arises. **WATCH THE WEATHER and BE PREPARED BEFOREHAND!** There is **NO AFTER SCHOOL PROGRAM** when an early dismissal is called.

## EC Preschool Drop Off and Pick Up Procedures



**For the safety of all our families, please make sure that your children walk with you to the playground and through the parking lot rather than run ahead or lag behind.**

### **Morning Drop Off:**

- Parents may park in a parking space (not at the curb) and supervise their children on the playground before school.
- When the bell rings at 8:20, please walk your child to his or her line at the preschool entrance. Students will be ushered into their classrooms by their teachers.
- The preschool entrance doors will be open and monitored from 8:20 to 8:30. Students who arrive late to school (after 8:30) will need to enter through the main entrance of the school with their parents and check in at the office.
- Parents who have infants in their cars or others who are unable to park and exit their cars may pull up to the curb between 8:20-8:30. When the teachers come outside to pick up the children from the curb drop off, parents should turn their car engine off, help their child out of the car and wait next to the car for the teacher or aide.

### **Pick Up at 11:30:**

- Please park your car in a parking space (not at the curb).
- Enter the building through the preschool entrance. The preschool entrance doors will open at 11:25. A card must be shown to enter the building. We will provide a pick-up card for each preschool student and will provide additional cards for others who have your permission to pick up your child. If someone not on your list is picking up your child, you may give your child's teacher a written note that morning, but that person must present your child's pick-up card when coming to get your child.

- Once in the building, please wait in the hallway. The classroom doors will be opened at 11:30. Teachers will dismiss students to their parents. Please exit the building once you have picked up your child. \*Please be aware that the morning kindergarten class is in session at this time so we would appreciate a low noise level.
- For security reasons, please do not open doors for anyone or allow them to enter the building as you leave. After dismissal, you are welcome to play with your child on the playground until the elementary school students begin recess at 12:20.
- Parents who have infants in their cars or others who are unable to park and exit their cars may pull up to the curb. After the students whose parents are waiting in the hallway are dismissed, the teachers and aides will walk the rest of the students outside to your car. Parents should assist their children into their car seats. \*Please note that it is illegal to let your car idle for more than 3 minutes.

**Afternoon Pick Up:**

- Full day preschoolers may be picked up at any time in the afternoon up until **3:15**. If you arrive between 11:40 - 3:00, please enter the building through the main entrance. From 3:00 - 3:15, please pick up at the preschool entrance. You will need to show your card to enter the building. We will provide a pick-up card for each preschool student and will provide additional cards for others who have your permission to pick up your child. If someone not on your list is picking up your child, you may give your child's teacher a written note that morning, but that person must present your child's pick-up card when coming to get your child.