



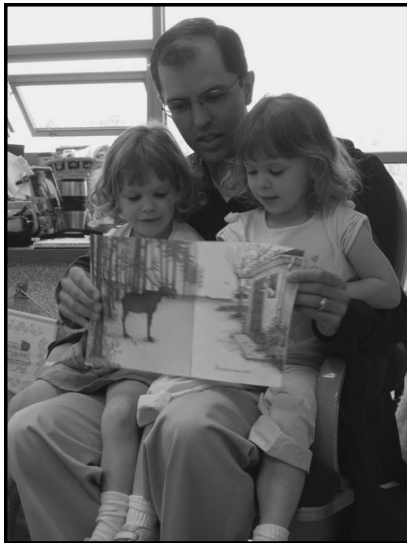
Early Childhood Handbook

Preparing your child for
a lifetime of learning



Mission Statement

Mansfield Christian School exists as an extension of the Christian home and church to fulfill God's commands to teach His words "diligently unto our children." Our foundation rests upon acknowledging Jesus Christ as Lord and Savior, and the Bible as the Word of God – the final authority in truth and practice. We strive to assist each student to grow in excellence spiritually, academically, socially and physically through the godly ministry and example of teachers, administrators, board members and staff. We serve with the cooperation of parents who support us through their prayers and involvement in the activities of Mansfield Christian School.



Emergency Closing

In case of inclement weather, please listen to the following radio stations for a list of closings:

Ashland	WVMC	91.1 FM
	WNCO	101.3 FM
	WNCO	1340 AM
	WXXF	107.7 FM
Mansfield	WMFD T.V.	T.V. 68
	WVMC	90.7 FM
	WMAN / WRGM	1400 AM
	WYHT	Y-105 FM
Galion	WQLX	102.3 FM
Mt. Vernon	WWBK	98.3 FM
Shelby	WSWR	100.1 FM
Wooster	WVMC	102.7 FM

Cancellation of afternoon classes will be automatic if the school is closed in the morning. Should school be open for the morning and weather conditions worsen, cancellation of afternoon classes will be made between 10:30 and 11:00.

School Reach

In addition to the above emergency closing, MCS has partnered with SchoolReach, which is a company that specializes in school-to-parent communications. The system securely accesses home phone numbers allowing administrators to record a message and have that message delivered simultaneously to all of our families. MCS will continue to report school closings or delays due to snow or weather on our local radio and TV stations and will use this system as an overlay to the public announcements.

Nondiscriminatory Policy

We at Mansfield Christian School admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Drop Off and Dismissal (cont.)

If you must enter the building other than 8:00 AM or 3:00 PM, you must enter through Door #16. For security purposes all doors are locked, however, you may exit from any. A buzzer is located by doors 3, 8, 16, and 18 to request entry. If it is necessary for your child to leave school prior to dismissal time, please go directly to the elementary office to sign them out.

Attendance

The Early Childhood classes follow the same school calendar as the rest of Mansfield Christian School. If your child is unable to come to school on a scheduled day, please call the school's sick line to report them absent.

Health

In order to protect the health and safety of all students, children showing signs of illness should be kept home. Do not send your child to school if any of the following symptoms appear: fever, questionable skin rash, diarrhea, or vomiting.

If a child becomes ill during the school day, the school nurse or secretary will contact the parent(s) immediately. The child will remain in the health room until they are picked up.



If your child is exposed to or contract any communicable disease (i.e. chicken pox, measles, German measles, mumps, or lice) please contact the teacher or the school office.

A written record is made in the event of an accident that occurs which is severe enough to visit the nurse during the school day.

Personal Note from Teachers

It is our joy to teach your child each day. We consider it a privilege given by God. We strive to assist the Christian home by giving each child a good attitude toward learning with fun and exciting activities each day. We want to teach them to give of themselves to others through sharing with classmates, special offerings to those in need, and service projects, but most of all we want to teach them to love Jesus with all their heart and desire to know Him more.



Purpose

The purpose of the Mansfield Christian Early Childhood program is to offer a fun and exciting introduction to learning. We provide experiences that meet the spiritual, academic, physical, emotional and social needs of the child all rooted in a Biblical foundation. This purpose is met through hands-on learning by certified teachers in a safe, Christian environment.

Classes and Times

Pre-Kindergarten [4 year olds]

M-W-F 8:00-11:00

M-W-F 12:00-3:00

M-T-W-T-F 8:00-11:00

2 Day [3 year olds]

Tu/Th 8:30-11:00

Tu/Th 12:00-2:30

The classroom door is opened 5 minutes prior to starting time. If you must drop off your child before 8:00, there is supervision in the elementary multi-purpose room beginning at 7:30 AM.

The average teacher to student ratio is 1 to 9.



Drop Off and Dismissal

We suggest your child be accompanied to the room each day. This assures that he/she has arrived at the correct room safely. If you come into the school, please park in the back or East parking lot. **DO NOT** park in the Fire Lane. The same applies to dismissal in the afternoon.

When dismissing at 11:00, use the fire lane. Line up the cars in single file. The first vehicle to arrive should pull up all the way. **PLEASE DO NOT PARK OR LEAVE YOUR VEHICLE.** When you see your child's class come out of Door #16, please get out of your car and stand until the teacher recognizes you and gives your child permission to leave. If you are parked a distance away from the door, please walk towards your child, as it may not be safe walking next to cars that are leaving. Please have your child enter on the passenger's side as quickly as possible.



When dismissing in the afternoon, you will need to come to your child's room. Please wait at the classroom door. When your child's teacher sees you, they will dismiss your child. Please do not come into the room as this makes so many people in the classroom and tends to disturb the children with their end of the day activity. Again, **PLEASE DO NOT PARK IN THE FIRE LANE AT DISMISSAL.** Park in any of the designated parking lots. Promptness in picking up your child is appreciated.

Please complete the *Permission to Pick Up* form and return it to your child's teacher by the first day of school. Your child will only be released to those listed and approved by you. If anyone other than the approved persons is picking up your child, please provide a note stating the change. If the change in plans occurs after the child is already in school, please call the elementary office and the secretary will deliver the message.

Snack

Each day the children are given time to enjoy a parent provided snack. We suggest healthy snacks from two food groups, such as veggies and dip, popcorn, pretzels, cheese and crackers, fruit cups, or yogurt. You may refer to the chart in the classroom or ask the teacher for other suggestions. A special treat may be shared on your child's birthday. Please inform your child's teacher if your child has any food allergy. Other arrangements may be made.



Entrance Requirements

In order to begin Pre-K in the fall, the child must be 3 or 4 years old by September 30.

Before the first day of school, the parent must provide the following information:

- Birth Certificate
- Custody papers when relevant
- Doctor signed physical form
- Immunization records

All students must be able to attend to their toilet needs.



State Certification

The State Department of Education visits twice annually to reassure you that we are providing the safest environment for your child. You will find our certificate located in each classroom. The teachers are also certified through the state department of education as well as the Association of Christian Schools International.

Dress Code

The Early Childhood students are not required to wear Campus Wear. However, they are to wear clothing that is suitable for a young child, that which does not portray anything that would conflict with Mansfield Christian School's philosophy. They may wear shorts during the months of August through October and April through June. They are to wear tennis shoes each day.



Field Trips

Part of the hands-on learning received from Mansfield Christian's Pre-K comes from visits outside the school grounds. Learning comes alive from seeing the fire station first-hand, and the children enjoying Fall fun at a local farm market, just to name a few. We use personal vehicles to transport us to and from our destinations, requiring written parental permission to attend the trip, proper seating in the vehicle, and proper proof of insurance from each driver.



Visits

We welcome your visits to the classroom, however, you must schedule and sign in at the elementary office first to let the secretary know of your presence in the building.

Curriculum

Our curriculum provides each child with a colorful, creative instructional program which excites them about being in the classroom. Biblical teachings and moral standards are woven throughout all that is taught. Students will learn how to listen to a teacher, interact with other students and realize that learning can be fun. Each week the students will study a letter of the alphabet doing many hands-on activities that reinforce the recognition and sound of the letter. A Bible verse beginning with that letter is memorized. All activities meet the new state learning standards. (See Appendix A).

Extra Curricular Classes

The students not only enjoy the activities in the classroom, but each week also participate in activities involving Art, Music and Physical Education with teachers certified in those perspective areas. The children make regular visits to the school library and enjoy a chapel time with the Kindergarten classes.



Discipline

Although we feel that in some cases corporal punishment is a necessary form of punishment, we at MCS will not paddle an Early Childhood student. If deliberate and consistent disobedience is occurring, a "time out" may be given. If an undesirable behavior is occurring, you, the parent, will be contacted. We prefer to use positive reinforcement, but when discipline is necessary, it will always be given in love.

Communication

Teachers and staff are always available to answer any questions or listen to any concerns that you may have. Weekly letters written by the teacher are available each week online. Mansfield Christian School's website is (www.mcsflames.org). Teachers may be contacted by email or calling the elementary office.

Service Opportunities

The students are taught to serve others through a variety of opportunities. During the weekly chapel times, an offering is taken to support missions.

Each letter of the alphabet provides an opportunity to bring in a non-perishable food item beginning with that letter. These donations are given to the local food pantries.

Occasional visits to local nursing homes/assisted living facilities teach children to reach out to others.

