

PreK

Parent & Student Handbook



2024 – 2025

TABLE OF CONTENTS

GENERAL INFORMATION	
Arrival & Departure	4
Attendance	4
Behavior Management	4
Student Belongings	3
Classes & Times	5
Classroom Visits	5
Communication	5
Conflict Resolution	5
Curriculum	6
Custodial Policy	6
Delay & Closing	6
Dress Code	6
Entrance Requirements	7
Field Trips	7
Fundraising	7
Library	7
Licensure	7
Nondiscrimination Policy	7
Recess	7
Service Opportunities	7
Snack	7
Staff Training & Qualifications	7
HEALTH	
Communicable Diseases	8
Immunizations	8
Medication Administration	9
Physical Forms	9
Safety	9

Dear Parents/Guardians,

Welcome to Mansfield Christian PreK! We are so glad that you have chosen Christian education for your child. It is our mission to assist the Christian home and church by teaching solid academics rooted in a Biblical worldview. Our staff is committed to providing your family with an excellent PreK experience that demonstrates our intent to immerse children in a nurturing and educational environment. Most of all we want to teach children to love Jesus with all their hearts and desire to know Him more.

We strive to assist the Christian home by showing each child how to have a good attitude toward learning through fun and exciting activities. We want to teach them to give of themselves to others through sharing with classmates, special offerings to those in need, and service projects.

If at any time you have questions, we invite you to reach out using the contact information listed below.

Sincerely,

Paige Them

Elementary Principal

CONTACT INFORMATION

Elementary Secretaries

O:419-756-5651

Brittany Trease & Megan Young x224

E: trease.brittany@mcsflames.org

E: young.megan@mcsflames.org

Jennifer Shoemaker x229

E: shoemaker.jennifer@mcsflames.org

Paige Them, Elementary Principal

O: 419-756-5651 x251

E: them.paige@mcsflames.org

Stacy Craner, Director of Admissions

O: 419-756-5651 x239

E: craner.stacy@mcsflames.org

Ariel Dials

Finance & Human Resources Director

O: 419-756-5651 x248

E: dials.ariel@mcsflames.org

Haley Shepherd, Health Services

O: 419.756.5651 x208

E: shepherd.haley@mcsflames.org

Rebecca Young, PreK4/5 Teacher

E: young.rebecca@mcsflames.org

Courtney Fulk, PreK3 Teacher

E: fulk.courtney@mcsflames.org

GENERAL INFORMATION

Arrival/Departure

Please do not park or leave your vehicle in the fire lane when coming into the building. In the morning you may drop off your child at door #16. A staff member is waiting to greet your child and assist them in the direction they need to go. In the afternoon, your child's teacher will come to door #16 to receive the children for class. Please remain in your car until you see your child's teacher at 11:55 a.m. When dismissing at 11:00 a.m., form a line in the circle drive and remain in your car. Students will come as a class outside #16. Children will be loaded in the passenger's side of the vehicle. If your child is unable to secure themselves into their car seat, pull forward to a parking spot to assist them to ensure that the carline keeps moving. Please have your name card clearly visible.

Dismissal in the afternoon is the same with the exception that the entire elementary is being dismissed. Pick-up lines are formed in the parking lot at the back of the school. If parents/guardians must enter the building other than 8:00 a.m. and 3:00 p.m., the entrance is with a buzzer at door #16. For security purposes, all doors are locked during the school day. If it is necessary for your child to leave school prior to dismissal time, report to the elementary office to sign them out.

Parents must list on their child's Emergency Medical Form the names of all those permitted to pick up their child from school. Only those listed on the form will be allowed to pick up children in the carline. It is the parent's/guardian's responsibility to keep this information up to date. If plans change and someone other than the person listed is coming, please call the office. All persons will be required to show identification if the staff is unfamiliar with them.

Attendance

The PreK classes follow the MCS school calendars. If your child is unable to come to school on a scheduled day, email your teacher to report an absence.

Behavior Management & Discipline Policy

The behavior and discipline of PreK students are guided by God's Word and carried out for the teaching, correcting, rebuking, and training of each child to be thoroughly equipped for every good work (2 Timothy 3:16-17). A PreK staff member in charge of a child or group of children shall be responsible for discipline. If 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. These methods include

1. Redirecting the child to another activity
2. Removing the child from group
3. Talking to the child one on one
4. Issuing a "time-out" (1 minute per child's age)
5. Reiterating expected behavior
6. Consulting with the parents
7. Removing special privileges

MCS PreK is certified through the Ohio Department of Education. A component of that certification is to state the below information in our handbook regarding discipline policies at PreK. MCS recognizes the authority of ODE and complies with certification guidelines, but more importantly, as a Christian School, our submission is to our Father in Heaven who has chosen us to care for, educate, and guide young students. In this calling, we commit to the safest methods of discipline.

1. There shall be no cruel, harsh, or unusual punishments.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used on a child.

4. No child shall be locked in a room or placed in a hallway.
5. No child shall be subjected to verbal abuse such as profanity, threats, or derogatory remarks.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. No teacher shall be guilty of child abuse. The daycare shall protect children from child abuse while in attendance in the program.

Student Belongings

Please do not bring toys from home. We cannot be responsible for toys and personal items brought to school. Please label all coats, sweaters, hats, mittens, boots, cups, nap items, etc. worn or brought to the PreK.

Classes and Times

PreK 4 & 5-year-olds

M/W/F 8:00-11:00 a.m.

M/W/F 12:00-3:00 p.m.

M/T/W/Th/F 8:00-11:00 a.m.

M/T/W/Th/F 12:00-3:00 p.m.

2 Day - 3-year-olds

M/W 8:00-11:00 a.m.

T/Th 8:00-11:00 a.m.

The classroom door is opened five minutes prior to the beginning of class. If you must drop off your child before 8:00 a.m., there is supervision in the elementary multipurpose room beginning at 7:30 a.m.

Classroom Visits

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

Communication

Teachers and staff are available to answer any questions or listen to any concerns that you may have. Weekly newsletters from the teacher are available online and sent to your email inbox. Mansfield Christian's website is www.mcsflames.org. Teachers may be contacted by emailing young.rebecca@mcsflames.org, boyce.brittany@mcsflames.org or by calling the elementary office at 419-756-5651 ext.224. MCS uses a variety of communication tools to keep parents/guardians informed. The primary means of communication are email, text messages, and FACTS Family Portal.

Conflict Resolution

When conflicts, concerns, and disagreements occur, Matthew 18:15-17 should be followed:

1. Keep the matter confidential (no gossip).
2. Keep the circle as small as possible (two parties).
3. Be straightforward (face-to-face). If there is an issue with a teacher, speak to them first.
4. The elementary principal should be brought into the process if still unresolved.
5. The elementary principal will explain the conflict to the superintendent if still unresolved.

In summary, the Matthew 18 principle requires that parents talk to teachers about their children's problems before they talk to administrators. If unresolved at the two-person level, the matter should be prayerfully addressed at the next logical level. Forgiveness and reconciliation should always be the goal.

Curriculum

The MCS PreK curriculum provides each child with a colorful, creative instruction which aims to get kids excited about learning. Biblical teachings and moral standards are woven through all that is taught. Students will learn how to listen to a teacher and interact with other students. Learning is fun at MCS! Each week students will study a letter of the alphabet completing many hands-on activities that reinforce the recognition and sound of that letter. A Bible verse beginning with that letter is memorized. All activities meet the Ohio State Learning Standards.

Extracurricular classes are enjoyed in the classroom and each week they participate in activities involving art, music, and physical education with teachers certified in those areas. The children make regular visits to the school library and enjoy chapel time with the kindergarten classes.

Custodial Policies

Custody documentation: At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at MCS. Parents of enrolled students have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to MCS. These documents must be submitted within seven days of the change or at the time of re-enrollment if the school has been dismissed for summer break.

School records: A noncustodial parent shall have the right to access school records related to his or her student unless a legally binding document prohibits this.

Dismissal: No student shall be released to any individual other than a custodial parent unless express written permission is first given to MCS by a custodial parent or a valid legally binding document granting release is on file with MCS. All early dismissal requests shall go through the elementary office. A parent cannot ask the school to withhold the release of his or her student to the non-custodial parent or parent's representative without a legally binding document.

School communications: It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

Delay or Closing

In the event of severely inclement weather conditions, health or safety concerns, or extreme facility conditions, MCS may be closed, or starting times may be delayed. 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 10:30-11:00 a.m. On a delay, preschool begins at 10:00 a.m. and finishes at noon. The afternoon session begins at 1:00 p.m. and finishes at 3:00 p.m. Each family will also receive an automated phone call in the event of a delay or cancellation.

Dress Code

PreK students are not required to wear Campus Wear. Shorts may be worn during the months of August through October and April through June. Hair should not be an unnatural color and should not have shaved designs put into their hair. Boys are not permitted to wear earrings. Please send your child(ren) to school fully dressed and neatly groomed in play clothes. Girls must have shorts underneath their dresses/skirts in order to participate in all activities. Please dress your child(ren) in modest attire (no short shorts, tight leggings as pants, spaghetti strap shirts, or tank tops) and appropriate t-shirts (not too tight, no negative or violent themes or images or secular bands). Supportive tennis shoes are required for safety while on playground equipment. Please no flip-flops or open heels or toe, high heels, or boots. The sole of the shoe should be of a soft material that does not mark up the floor.

Entrance Requirements

In order to enter PreK, the child must be three or four years old by September 30. Before the first day of school, the parent must provide a birth certificate, custody papers when relevant, doctor signed physical form, and immunization records. All students must be able to attend to their toilet needs.

Field Trips

Part of the hands-on learning received from Mansfield Christian's PreK 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 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.

Fundraising

Only fundraising which benefits the whole school or a specific program is permitted. Fundraisers must be approved through the appropriate process. Individual fundraisers for personal use are not allowed.

Library

PreK students are scheduled weekly for the library, during which they can check out age-appropriate books. Books are checked out for two weeks. A replacement fee is charged for books that are unreturned or books that are damaged. Fees are due at the end of each quarter.

Licensure

The MCS PreK is fully licensed by the Ohio Department of Education. The State Department of Education visits annually so you can be assured we provide the safest environment for your child. You will find the certificate located in the classroom. Teachers are certified through the State Department of Education as well as the Association of Christian Schools International (ACSI).

The PreK's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are available upon request from the department.

Non-discriminatory Policy

Mansfield Christian School admits students of any race, color, and national and ethnic origin and extends to them all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in the administration of educational policies, scholarship programs, athletics, and other school-administered programs. MCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with MCS administration and to abide by its policies (Romans 2:11).

Recess

Students will go outside for recess unless the wind chill is below 20 degrees or rain/snow prohibits it. Please make sure students have boots, warm coats, hats, and gloves or mittens on cold days.

Roster

A PreK roster will be prepared annually and upon request, may be furnished to the parent/guardian. Parents/guardians may decline to have their information included on the roster.

Service Opportunities

The students are taught to serve others through a variety of opportunities. During weekly chapel, an offering is taken to support missions. Operation Christmas Child boxes are packed in November. Occasional visits to local nursing homes and assisted living facilities teach children to minister to others.

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. A special treat may be shared on your child's birthday. Please arrange this with the teacher in advance of the birthday. Please inform your child's teacher if your child has any food allergies.

Staff Training and Qualifications

All staff members are trained annually in the following areas:

1. Child development
2. Child abuse recognition and prevention
3. Red Cross – First aid/CPR
4. Infectious disease prevention recognition management
5. All staff is fingerprinted through the BCI and FBI.

Supply List

A supply list is provided for all families and typically is released in late July.

Volunteers

MCS is pleased to welcome volunteers. Interested individuals should contact the Volunteer Coordinator, Maria Day. Volunteers are required to obtain a background check when serving on an ongoing basis.

STUDENT HEALTH

Parents/guardians are responsible for informing the school of any health issues that would affect their student's or others' safety or ability to learn. It is the parent/guardian's responsibility to inform the school of such conditions as life-threatening allergies, seizure disorders, diabetes, etc. It is the responsibility of the parent/guardian to provide the school with appropriate medication, orders, information, etc. to ensure their student's safety.

Communicable Diseases

Mansfield Christian School follows the Ohio Department of Health guidelines regarding control of a communicable disease. These guidelines can be found on the Ohio Department of Health website. {www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx}

In general: ALWAYS keep your child home for:

- An oral temperature over 100.0 degrees without medication (within the last 24 hours)
- Tightness in chest, difficulty breathing, wheezing, etc.
- Vomiting
- Diarrhea- frequent loose/watery stools (generally 3 or more unexplained episodes)
- Eye problems – crusting, pus, pain, very red
- Untreated lice, scabies, impetigo, ringworm, and other communicable diseases
- Any new rash accompanied by fever

Immunizations

Ohio Law requires students be current with immunizations before the first day of school. It is the parent/guardian's responsibility to provide the school with documentation their child has had the required immunizations. Immunization exemption forms are available in the office and on the website. Medical reasons require a doctor's statement and good cause/ religious reasons require a brief explanation.

Medications

Medicine should be administered by parents/guardians before or after school whenever possible. If it is necessary for a student to receive medication during school hours, parents/guardians will need to provide the school with the medication in its original container along with the proper paperwork. Forms will be updated yearly or when there is a change (e.g. dose). No medication will be kept over the summer. Parents/guardians will be notified to come pick up unused medication. If not picked up, it will be disposed of. All prescription medications require a doctor's authorization. All non-prescription medications require a parent form. No student should carry any medication with the exception of an inhaler or Epipen (with the proper paperwork on file).

Physical Forms

The State of Ohio, along with Mansfield Christian Health Services, requires a yearly physical. Parents are required to provide a doctor-signed physical form **before the first day of school and no longer than 30 days past the yearly expiration date**. Printable forms may be accessed through the MCS app. In addition, a complete immunization record or exemption form is required **before the first day of school**. Unfortunately, failure to provide this information may result in the exclusion of your child from the PreK program.

The procedure for notifying parents/guardians of the approaching physical expiration date is as follows:

1. **Thirty days before** expiration, the parent/guardian will receive a phone call/message from Mansfield Christian Health Services informing them of the expiration date
2. **Fourteen days prior** to expiration, the parent/guardian will receive an email reminder from Mansfield Christian Health Services of the upcoming expiration date

If the parent/guardian fails to provide the physical form or the date in writing of the scheduled physical with their provider, then the parent/guardian will receive a phone call/letter **twenty-nine days past** the physical expiration from the elementary office/MCS Health Services stating that your **student will not be permitted to return to school until the physical form is completed and returned**.

Safety

MCS has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. Copies of this information are available upon request. To further ensure safety, all doors are locked at all times. Visitors to MCS must be buzzed in at the door only after being identified by a secretary or administrator.

Periodic drills, which include fire, tornado, and lockdown, are required by state law and conducted in accordance with the Crisis Response Manual. Please realize that each situation presents different circumstances, thus everyone must be cooperative and patient with the process most necessary to meet the needs of the moment. Scenarios will be discussed and practiced with students in various situations.