



**Marshall Christian
Academy**

**Little Stallions
Preschool Handbook**

2024-2025

Enrollment

Before a child may begin preschool, parents or guardians should supply Marshall Christian Academy with the following forms and pay all enrollment and registration fees:

- Completed student application
- Copy of birth certificate and social security card
- Current immunization record/blue slip
- Medical release
- Notarized preschool affidavit
- Signed statement of faith

All students are provisionally accepted on academic and behavioral probation for their first 30 days of enrollment.

Class Requirements

Each child should be ready for the type of group experience that our preschool has to offer. Children with special emotional, physical, or cognitive needs will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs without compromising the needs of the other children in the class.

Infant Class - Children enrolling for the Infants class should be six weeks to under eighteen months of age by September 1st of the current school year for which they are enrolling. Powder formula and water will not be measure or mixed by the teacher(s). ALL bottles must be premixed and provided by the parents to be refrigerated and warmed as needed.

Toddlers Class - Children enrolling for the Toddlers class should be eighteen months to under twenty-four months by September 1st of the school year for which they are enrolling. Pacifiers are allowed.

K2 Class - Children enrolling for the K2 class should be two years of age by September 1st of the school year for which they are enrolling. Pacifiers are allowed at nap only.

K3 Class - Children enrolling for the K3 class should be three years of age by September 1st of the school year for which they are enrolling. Toilet training should have begun, and children must be wearing pull-ups with tear away sides or cotton underwear (if fully toilet trained). Pacifiers are not allowed.

K4 Class - (K4 classes have moved to main campus beginning August 1, 2024)

Children enrolling for the K4 class should be four years of age by September 1st of the school year for which they are enrolling. *Pacifiers are not allowed.*

Toileting Requirements - Children are required to be fully toilet trained in order to enroll in K4. All children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed. Special accommodations will be made for special-needs children, but it is the responsibility of the parent to meet with the teacher to discuss. Staff will speak to a parent if the child is coming to school in pull-ups or without the appropriate underwear. While we take into consideration that young children have accidents, if toileting difficulties arise and/or persist, parents will be asked to make other arrangements until success in this area is achieved.

Our Program

Our preschool uses a Biblically-based comprehensive curriculum with concepts geared to the interest and level of each particular age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing, where a child's self-worth is strengthened and opportunities are given to promote independence and success. Your child will be exposed to opportunities to participate in the following areas:

Concepts- To encourage the ability to use judgment, reasoning, and analysis; to begin making associations and develop recall in understanding their environment. Concepts covered in preschool include, but are not limited to: colors, shapes, alphabet and number recognition, counting, sequencing, size perception, fine and gross motor skills, opposites, patterns, tracing and writing, name recognition (auditory and visual), matching, and following directions.

Bible- To help children develop a love for God and others, and to teach them that Jesus is God's son and how loved they are by Him. An age-appropriate Bible curriculum is interwoven through the curriculum with Bible stories, life application stories, prayer, pictures, puppets, songs, emphasis on Godly character traits, Bible DVDs or videos, and/or a Bible memory verse program.

Language & Literacy- To encourage letter and word recognition, listening comprehension, the ability to express oneself verbally, vocabulary development, understanding of words and association to written words. In our younger classes, Baby Signs are also a language & literacy tool.

Mathematics- To develop number recognition, concepts of how many, one to one correspondence, counting, less or greater, small and large, big and little, making predictions, adding and subtracting, patterns, sorting.

Science- To encourage exploration of the natural world, problem solving, observing and predicting. May include exploration of subjects including plant and animal life, insects, water, or the school environment through magnets, magnifying lenses, prisms, measuring, discovery, color paddles, and/or sensory materials.

Creative Art- To stimulate imagination and help children express their feelings or ideas through artistic mediums, encourage fine motor development. May include finger painting, play dough, gluing, crayons, markers, chalk, scissor skills

Music & Movement- To develop and encourage appreciation of music, singing, and rhythm. May include listening to songs, singing along with teacher and class, dancing, playing instruments, and/or time with a resource teacher.

Physical Education & Playground- To develop gross motor skills, muscle coordination, muscle control, dexterity, and balance. Toys and playground equipment are provided, and teachers use activities geared toward full body movement.

Circle/Group Time- To encourage development of language skills, socialization, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing and movement, group games and sharing.

Blocks- To encourage problem solving, gross motor development, creative play, imagination, math, grouping, social development, cooperation, and spatial relations.

Books- To encourage a love for literature and reading. Each classroom has books for children to explore independently or with their teacher or classmates.

Dramatic Play- To encourage symbolic play, imagination, self-identity, family relations, fantasy play, reality play, and socialization.

Bathroom & Hygiene- To encourage independence, healthy habits and grooming, and cleanliness. May include age appropriate instructions and coaching in toileting, washing up, and other personal hygiene

Schedule

Each preschool classroom has their own class schedule that can be supplied to you by your child's teacher. However, each class will include the activities described. Some flexibility is expected, and some activities may be more regular than others depending on class age and ability.

Arrival

- MCA Preschool doors are open from 7:15 am to 7:45 am for drop-off.
- Any child attending for the day must arrive by 8:30 am unless prior arrangements have been made through the director.
- Arriving on-time for school ensures that your child does not miss activities or instruction. While we understand that appointments are needed or emergencies occur, we ask that tardiness be avoided when possible as it can cause disruption for your child, their teacher, and their class.
- Each child MUST be signed in at drop-off.
- Please avoid lingering in the class. Most children will transition more smoothly with a short "good-bye", and teachers are experienced in soothing and redirecting as needed.

Snack & Lunch

All snacks, lunches, and beverages must be provided by families. Marshall Christian Academy Preschool recognizes that all families and children have different eating habits, nutritional needs, and preferences. However, some foods and meals are more appropriate for the diverse setting of preschool. These guidelines are intended to make eating at school an enjoyable experience with minimal frustration for both your children and the staff. If your child has medical needs with which these guidelines conflict, please let us know.

- All lunch items for the day should be packed in an insulated lunch box or bag. Freezer packs are recommended for any perishable items that need to be chilled.
- Water bottles or cups should be refillable, labeled with the child's full name. Sippy cups with secure lids or flip top bottles that the child can open unassisted are preferred.
- Snack items for the day should be packed separately and placed in your child's cubby or other area designated by their teacher.
- Foods that need to be heated should take no longer than 4 minutes in the microwave AND be packed in a microwave-safe container.

- Please label all containers from home with your last name and/or your child's full name.
- While we are not a nut-free facility, please be mindful of any allergies or sensitivities that may be present in your child's class.
- Please limit sugary treats to single servings.
- Please do not send caffeinated beverages to school.

Rest Time

Children will rest each day, and cots are provided. Please send a nap mat for your child; the kind with a blanket and pillow already attached. Do not send large blankets, bed pillows, or sleeping bags. A security item like a small stuffed animal, lovey, or special blankie is allowed; pacifiers are allowed through K2.

Your child is not required to sleep, but must stay quietly on their cot during rest time. For children who are walking, shoes stay on while resting in case of an emergency that would require evacuation.

Departure

- Doors are open from 2:30 pm to 3:00 pm for pick-up on Monday, Tuesday, Thursday, and Friday.
- Wednesday is early release; doors are open from 1:30 pm to 2:00 pm for pick-up.
- We will check IDs for any unknown individual picking up your child. Please make sure they are on your child's list for authorized pick-up. In the rare event you need someone to pick up who is not on the list, please notify your child's teacher and the director.
- Each child MUST be signed out at pick-up.
- Any child not picked up after 2:00 pm on Wednesday or 3:00 pm on the other days of the week will be counted as staying for extended day hours (\$10/day).

Staff

Staff at Marshall Christian Academy Preschool are experienced early childhood teachers and assistants. All staff must clear state and federal background checks, including substitutes. Staff participate in professional development and on-going training each year.

MCA Preschool meets or exceeds current recommended guidelines from DHR for staff-child ratios.

Other Policies & Procedures

Supplies

Personal and class supply lists will be provided to each new student upon registration. Supplies should be provided to the teacher as soon as possible upon enrollment, with personal supplies needed on the first day of attendance.

Attire

- When dressing your child, please choose clothing appropriate for a day filled with movement, activities, and the occasional spill or opportunity to get dirty.
- Clothing should be weather appropriate and/or outerwear should be provided.
- Shoes are required for all walking children. They should have a back to keep them securely on your child's foot, and closed toes are recommended.
- At least one extra change of clothes should be in your child's backpack or remain at school. Make sure to update these when the season changes.
- Label all outerwear and extra clothing.

Personal Belongings

Please label all personal belongings needed for school use or sent to school - backpack, nap mat, cup, lunch box, extra clothes, jackets/coats, folder, etc. This helps prevent mix-ups, limits confusion when substitutes are needed, and better ensures all your items are returned to you each day/week. Items not labeled may be written on with Sharpie by preschool staff.

Toys, money, or other items should be kept at home or in the car for after school. Should any of these items be needed for a special activity, parents will be notified by teachers or the director.

Health & Safety

We do our best to keep our school healthy with regular cleaning and disinfecting of classrooms and shared spaces. It is in our best interests and that of our children and families that we limit the spread of germs and illness, and doing so keeps us open and operating consistently. Families are asked to partner with us by keeping your child home if they display any of the following symptoms. We also reserve the right to request your child be picked up from preschool if any of these symptoms are observed while in our care.

- Fever of 100 degrees or higher

- Diarrhea; two or more instances in 24 hours
- Nasal secretion that is thick, yellow or green
- Sore throat with fever or spots in the mouth/throat
- Cough accompanied by fever, chills, or coughing up mucus
- Vomiting or nausea
- Eye drainage, especially if consistent with pink eye
- Unusual rashes, especially if on hands, feet, mouth, or diaper area and blister-like in appearance
 - Please keep your child home with any unusual rash of unknown origin, but be especially cautious about hand-foot-and-mouth. Hand-foot-and-mouth disease is a mild, contagious viral infection common in young children, and it can spread quickly in schools and daycares.

Because attendance at preschool is not compulsory, if your child is fussy, cranky, listless, and/or generally not him/herself, we recommend they stay home until they are feeling better. Rest at home during these times will help prevent the spread of illness or infection to others and may help prevent the development of serious illness in the child.

If your child has been out sick OR is sent home from school sick, they may return to school after:

- 24 hours fever-free without fever-reducing medication (Tylenol, Motrin, etc.)
- 24 hours without nausea, vomiting, or diarrhea
- 24 hours of receiving antibiotics for any type of bacterial infection
- Receiving a doctor's clearance to return

Medication

Marshall Christian Academy Preschool will assist families in administering medication to their child if the following conditions are met:

1. A completed and signed Medication Permission Form is turned in to the director.
 - a. This is to include child's name, name of medication, reason prescribed or needed, dosage, frequency and duration of administration, side effects known or possible.
2. Prescription medication is in the original container with the physician's name, medication name, dosage, and time to be given.
3. Over-the-counter medication is in the original container with the name of the medication clearly visible. Dosage instructions from the manufacturer must be printed on the container or included with the medication.

UNDER NO CIRCUMSTANCES will MCA Preschool administer the FIRST DOSE of any medication to a child. This should be administered at home at least 24 hours prior to

attending school to allow monitoring for severe side effects or allergic reactions.

Discipline

It is the goal of MCA Preschool to correct misbehavior in a loving and firm way. We consider each child's situation, and we will work with students and families in every possible way to correct behaviors that are not acceptable at school and to create a pleasant environment where all children can grow and learn. At the Infants through K3 level, much of our discipline is focused on positive reinforcement and modeling. We praise and encourage desired behaviors and avoid overreacting to undesired behaviors.

When it becomes necessary to address undesired behaviors, the first steps of discipline are verbal warnings and redirection. If, after multiple warnings and redirections, a child is still struggling, timeout or removal from an activity (loss of privileges) may occur. If these strategies are not successful, director and family contact may occur to further develop a strategy or discuss other methods. If none of these strategies are effective, the undesired behavior may be considered uncontrollable and could lead to discontinuation of a child attending MCA Preschool.

Bite Policy

While biting is a common developmental behavior, it is a safety concern. We take repeated biting seriously, and we want to minimize its occurrence at school. If a bite leaves a mark or breaks the skin of another child, both families will be notified. *To protect children's privacy, names of other children or families involved will not be shared.* After 3 separate incidents of biting, a teacher/family discussion will occur to address how to correct the behavior. If a child continues to bite every day after intervention methods, the child may be dismissed from school.

Causes for Dismissal

- Behavior that is uncontrollable after multiple attempts at correction and family involvement
- A child having physical, emotional, behavioral, or psychological disorders that are beyond the capabilities and/or expertise of the teaching staff as determined by the principal
- A child having needs that cannot be met through services provided by MCA Preschool as determined by the director
- Parent/guardian(s) are not supportive of the preschool's policies and procedures, discipline, or philosophy of education

Concerns

If you have a concern or a problem, please address the issue with the teacher,

preschool director, or principal in a scheduled appointment. Any issues or correspondence between parents and MCA Preschool staff are confidential and should not be shared with other parents or posted on social media.

Emergencies

In the event of an unexpected school closing, delayed opening, early dismissal, or other emergency, families will be alerted as soon as possible. In rare cases, the preschool may close independently of the K4-12 campus.

Emergency evacuation routes and tornado safety plans will be posted in each classroom as well as other areas of the facility.

The Fire Marshal inspects our facility on a regular basis.

MCA FOUNDATION STATEMENTS

Statement of Faith

We Believe:

- The Bible to be the inspired and only infallible, authoritative, inerrant word of God. 2 Timothy 3:16, 2 Peter 1:21
- There is only one God, eternally existent in three persons: Father, Son and Holy Spirit. Genesis 1:1; John 1:1, 10:30-38
- The virgin birth of Jesus Christ.
- Man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for salvation. Romans 3:19
- The continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. Ephesians 5:18
- In the resurrection of both the saved and the lost; those who are saved to eternal life and those who are lost unto eternal damnation. John 5:28-29

Statement on Marriage, Gender, and Sexuality

We Believe:

- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).
- God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18, 7:2-5; Heb. 13:4).
- Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20, 1 Cor. 6:9-10).
- In order to preserve the function and integrity of **Marshall Christian Academy** as the local Body of Christ, and to provide a biblical role model to the **Marshall Christian Academy Students** and the community, it is imperative that all persons associated with **Marshall Christian Academy** in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16, Phil 2:14-16, 1 Thess. 5:22). Anyone that does not agree to these standards may be asked to completely disassociate themselves from **Marshall Christian Academy**.
- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Rom. 10:9-10, 1 Cor. 6:9-11).
- Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward an individual are to be repudiated and are not in accord with Scripture nor the doctrines of **Marshall Christian Academy**.

Philosophy

Marshall Christian Academy is based on the foundation of the Bible as the inspired, infallible Word of God. We accept it as the final authority in giving us direction for every area of life. Therefore, it is the basis for our philosophy. Our preschool is a Christian school, and therefore emphasizes Christ-centered teaching.

We believe that parents have the basic responsibility for the education of their children. Consequently, we will work with and through the parents and will not undermine their authority. For this reason, we must insist on having the cooperation and participation of all parents as long as their children are enrolled.

We believe students should be taught a proper attitude toward their government. They must learn not to look at the government as the answer to all of life's problems, that government is ordained by God and should therefore be obeyed and respected, that government officials and law enforcement officers are "ministers of God" and their positions should be respected regardless of their personal shortcomings, that the only proper defense against injustice is through the democratic process in the courts and legislative system. We will have a strong emphasis on patriotism. We will teach our children that America, in spite of all its problems, is still "one nation, under God" and God has made it the greatest nation in the history of mankind.

We believe the Bible clearly supports the free enterprise system, and it shall be taught in our school. Our children should learn that God expects them to be good stewards of their time, talents, and treasures, and that those who become such will be rewarded with profits, while those who refuse to work should not eat.

Vision Statement

The vision of Marshall Christian Academy is to provide a safe environment for those who desire spiritual and high academics in which Christ is the foundation. Our vision is to "train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6)

We believe that God is the Creator of all things and that man is created in the image of God. Genesis 1:1, 26-28, 5:1-2; Colossians 1:16-17

Mission Statement

Marshall Christian Academy exists to partner with parents to provide quality Christian education and to prepare students for a lifetime of fruitful Christian service.

Core Values

Christian principles permeate teaching at all levels at Marshall Christian Academy. We believe that an environment of Christian attitude is necessary to achieve our goal of enriching each student's life to the fullest. Each teacher will treat each student with love and charity, while maintaining discipline and high moral standards. Likewise, each student will be expected to uphold the Christian virtues of honesty, integrity, courtesy, and unselfishness in all dealings with others.

Student Outcomes

Luke 2:41-52 records the only written account of Christ as a young person. Verse 52 states that He grew in wisdom (mentally), stature (physically), and in favor with God (spiritually) and man (socially).

1. Mentally the student will be:

- a. Challenged by excellent academic standards
- b. Encouraged to discover the joy of assimilating knowledge
- c. Urged to develop self-control and discipline in thinking
- d. Instructed to obtain appropriate skills for learning and functioning in the area of reading, comprehension, retention, oral and written communication, methods of inquiry, problem solving, and technological literacy
- e. Encouraged to view education as a lifelong process
- f. Invited to submit their minds to the authority of God's Word and develop the ability to mentally discriminate true ideas, philosophies, and concepts from false ones

2. Physically the student will be:

- a. Encouraged to practice good health and eating habits and to use the body wisely as the temple of God
- b. Taught to develop a proper self-concept and appreciation of physical appearance and abilities as the predetermined design of God
- c. Cautioned to avoid alcohol, tobacco, drug use, immorality, and other behavior that destroys the body
- d. Challenged to pursue interests such as athletics that give wholesome fulfillment to physical drives during adolescence

3. Spiritually the student will be:

- a. Invited to receive Jesus Christ as their personal Savior and Lord and follow Him as a disciple
- b. Directed to believe the Scriptures as God's inspired, infallible Word
- c. Instructed to discover and follow God's will as revealed in the Scriptures
- d. Challenged to develop a daily personal devotional life consisting of Scripture meditation and prayer that produces daily practical applications of Biblical truth
- e. Encouraged to acquire values that have eternal significance
- f. Prompted to become involved in the ministry of a local church and assume leadership roles as they become available

4. Socially the student will be:

- a. Exposed to concepts of authority and self-discipline that acknowledge God as the ultimate authority
- b. Urged to follow the directives of parents as God's special protectors of their future
- c. Challenged to follow Biblical guidelines for dating and marriage
- d. Guided to respect and show concern for others as objects of God's love
- e. Cautioned to avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships

Statement of Nondiscrimination

Marshall Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in regard to employment and student admission policies, procedures, and practices.