



**MADISON CHRISTIAN SCHOOL
EARLY CHILDHOOD EDUCATION
PARENT/STUDENT HANDBOOK**

Madison Christian School exists to glorify God and to nurture His children by providing a unique educational environment that combines high academic standards with God's Word of Truth in an atmosphere of love.

Updated 07/2018

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HISTORY OF MADISON CHRISTIAN SCHOOL

- 1977 – A year of prayer and careful planning
- 1978 – MCS began with 15 preschool students
- 1979 – Kindergarten program added
- 1980 – Grades one through five included
- 1981 – Ohio Department of Education granted an Official “Letter of Approval” for preschool through sixth grade
- 1983 – State Charter extended to include eighth grade
- 1997 – Ninth grade added. Activity Center built. State Charter extended to include ninth grade
- 1998 – Tenth grade added and chartered by the Ohio Department of Education
- 1999 – Eleventh grade added and chartered by the Ohio Department of Education
- 2000 – Twelfth grade added and chartered by the Ohio Department of Education
- 2001 – First graduating senior class
- 2010 – Board approval to pursue ACSI accreditation
- 2011 – Official candidacy for ACSI accreditation
- 2012 – Formation of Curriculum Departments
- 2014 – ASCI and AdvancEd Accreditation
- 2014 – Founding Head of School Retired – Debbie Ostrander
- 2015 – New Head of School hired – Ray Kochis
- 2016 – International program begins
- 2018 – MCS School Board charges CORE team with school leadership

DISCLAIMER

The administration reserves the right to change and/or add policy at any time and in any way to promote the Christ-centered operation of the school.

NON-DISCRIMINATION STATEMENT

Madison Christian School, in the conduct of its activities, including without limitation its educational activities, shall admit students of any race, color, national and ethnic origin in administration of its educational policies and other school administered programs.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in

order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

BIBLICAL MORALITY LIFESTYLE STATEMENT FOR MADISON CHRISTIAN SCHOOL

Madison Christian School (MCS) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians who choose to enroll their children at MCS agree to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that MCS will teach these principles and biblical values. MCS will accept families who embrace the school's stated positions currently in their lives, and that mercy, forgiveness, and redemption are freely afforded to applying families.

In addition, the School Board urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). MCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. MCS will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at MCS is contingent upon this same understanding and support by both the student and parents.

MCS is a religious institution providing an education in a distinctly Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

MCS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

MCS believes to follow the teachings of the Scriptures regarding marriage and divorce. We must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage. MCS abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as a communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; Luke 16:18; and 1 Cor. 7:15.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and

spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that 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. We believe that 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). We believe that 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). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that 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). We believe that in order to preserve the function and integrity of MCS as a Christian ministry, and to provide a biblical role model to the MCS families, it is imperative that all persons employed by MCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that 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). We believe that 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 any individual are to be repudiated and are not in accord with Scripture.

FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of MCS's faith, doctrine, practice, policy, and discipline, our School Board is MCS's final interpretive authority on the Bible's meaning and application.

SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, MCS will only recognize marriages between a biological man and a biological woman. Further, the School Board, Head of School, Faculty and Staff of MCS shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Madison Christian School, which is a direct

ministry of Madison Christian Church, shall only host weddings and wedding receptions between one man and one woman.

THE HONOR COVENANT

One of the most important qualities demanded of each student enrolled at MCS is his/her honor. The differences among the student body are many, but a common thread that should mark us individually and collectively is that we are people who prize individual honor. This is a quality that no one can strip from us. The writer to the Hebrews states, "We are sure that we have a clear conscience and desire to live honorably in every way" (Hebrews 13:18b). So, too, in order to have an environment of academic, athletic, artistic and social vibrancy, we must make it a priority to "desire to live honorably in every way."

The Honor Covenant provides a Christian foundation for character and virtue that encompasses all aspects of student life. In order to provide a context that is conducive to robust student growth, this covenant is binding upon all students and faculty and must be signed by parent and student as part of the admission contract.

Article I. The honor of a student's word is true at all times (Ephesians 4:25, Proverbs 12:17).

- a. All responses given to questions asked regarding behavior or an academic product will be complete and completely truthful.
- b. It is a violation of this covenant to distort the truth in any way.

Article II. The honor of a student's treatment of another student forbids any kind of abuse. Abuse is defined as occurrences of verbal, sexual, and/or physical harassment or intimidation of another student (Matthew 7:12, Romans 13:10).

- a. It is a violation of this covenant for a student to verbally abuse another student either in his/her presence or to others.
- b. Any threats of, or occurrence of, physical abuse are a violation of this covenant.

Article III. In keeping with the eighth commandment, a student must not steal the property of another individual or institution (Ephesians 4:28, Exodus 20:15).

- a. The damaging, defacing or taking of any property without the expressed permission of the owner is a violation of this covenant.
- b. The use of an author's words in any written project without permission or without giving recognition to the author is plagiarism. Plagiarism is a violation of this covenant.
- c. All work a student submits as his own (including homework) must have originated with the student, reflect the efforts of the student, and be solely produced by that student. Cheating in any form is a violation of this covenant.

Article IV. It is the intention of the leadership of the school to instill in students a sense of ownership and accountability to one another as exemplified in the teaching of Matthew 18:15-17. In accordance with this, a student who witnesses a violation or has a clear knowledge of another student's violation of this covenant may ask that student to report himself to the appropriate teacher. The student may also choose to bring the matter before the teacher, thus allowing the teacher to address the student in question.

INSTITUTIONAL EXPECTATIONS

1. We respect Sundays: While some in our community worship on Saturday, MCS recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, “business as usual” relative to school programs, games, rehearsals, and student services will not be sanctioned nor encouraged.

STANDARDS OF CONDUCT

The Honor Covenant was established to promote a positive environment for learning. An Honor Covenant violation is considered to be a nullification of the school admission contract; therefore, the consequences will be serious for any student who violates this covenant. The administration will execute discipline appropriate to the offense.

As a matter of conviction and policy, Madison Christian School disapproves of habits, which debilitate the mind, the spirit or the body, such as music or internet activity that advocates immoral behavior or television programming that compromises the standards of a Christian home. Included also are habits such as the use of illegal drugs, alcoholic beverages, tobacco, and those habits which deplete the group spirit, such as cruelty, bullying, abusiveness in language or behavior, cheating, vandalism of property and stealing. All of these, as well as other behaviors deemed serious by the administration, are subject to consequences, which will be determined by the administration.

In partnership with parents, and consistent with the teachings of Scripture, students are expected to uphold, honor and respect sexual purity in their relationships on and off campus. All form of sexual deviancy (fornication, homosexuality, bi-sexuality, transgender) are a misuse of God’s design and hurtful to students.

Jesus is our perfect model of integrity. In His time on earth, His every thought and action was totally consistent and devoid of hypocrisy. At all functions and activities at or away from school, students are expected to uphold standards becoming of a group of young people who profess to know and follow Christ. Standards of conduct and attire, which apply to students during school, will be adhered to at any time students are representing the school or are at school-sponsored functions. Offenses by those involved in leadership, or at extracurricular activities, in which students represent the school, may involve more serious consequences. Conduct expectations include:

1. Courteous, respectful, and considerate demeanor will characterize the relationship to both the staff members and fellow students. Students are to treat members of the opposite sex with respect, as it is the key to lasting friendships. One-on-one relationships are not encouraged due to the age of the students. The desire for emotional and sexual intimacy between a man and a woman is part of God’s design. His framework for fulfillment in this area is the sacred institution of marriage. Any sexual activity or behavior outside of the bounds of heterosexual, monogamous marriage as outlined in Scripture will be considered a violation of the Honor Covenant.

2. Students are expected to maintain high standards of moral integrity. Students will be accountable for their behavior outside of MCS. Taken in the context of grace, the MCS student should not live a compartmentalized spiritual life. Therefore, any serious misconduct outside of school may result in consequences by the school. Of concern is the testimony of the student, as well as that of the school.
3. Adherence to the classroom principles of conduct including respect for authority, respect for others, and respect for school property.
4. Items that create distractions in the classroom are not permitted and will be confiscated and returned only at the request of parents. (Should a second offense occur the school would retain said item until the end of the school year). These items should not be brought on campus unless specific permission is given by a school administrator (see Articles Prohibited, p. 25). Tobacco, e-cigarettes, alcohol, or unreported drugs or medications are prohibited on campus or at school events.
5. MCS has adopted a “zero tolerance” policy toward any form of violence, credible (defined as a reasonable belief or suspicion) and specific (directed toward particular students or staff), or non-credible threat of violence including all cases where the student was “just joking”. This zero-tolerance includes all forms of bullying or cyber bullying.
6. MCS has also adopted a “zero tolerance” policy toward the possession of weapons on school premises or at school functions. A weapon is defined as including but not limited to the following types: firearms, air guns, sling-shots, knives of any type (including pocket knives), bludgeoning-type instruments, stun guns, martial arts weaponry, etc.

The administration will follow this procedure for any violation of the aforementioned “zero tolerance” policies. School officials will do a complete investigation; report a credible and specific threat to the student and/or staff member involved; report to appropriate law enforcement officials when necessary and implement the appropriate consequences. Consequences may include one or any combination of the following: expulsion, suspension pending a parent meeting, counseling at the family’s expense, and/or notation of the violation in the student’s permanent record. If a student must receive counseling, the counselor must be a Christian counselor or other professional agreeable to the school. The student will not be permitted to continue enrollment in the school until the counselor advises the school in writing that the student, in the counselor’s opinion, does not present a threat of danger. In all cases the administration will determine the consequences it deems appropriate.

PERSONNEL

Madison Christian School (MCS) is dedicated to equipping your student to become a strong Christian leader. Our school board, administrators, teachers, support staff, coaching staff, and volunteers are committed to the mission and purpose of MCS. Our foundational documents affect all administrative decisions, social activities and sporting activities, as well as the daily atmosphere in the classroom. All MCS personnel display a genuine desire to serve the Lord and a dedication to excellence in education. Together we will partner with parents and churches to develop strong Christian leaders. Each day at MCS, we are blessed to see students growing, maturing and academically succeeding in the classrooms and throughout the

campus.

“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:16-17

School Board- The governance authority of Madison Christian School.

Administrators - Oversee daily administration of school policies. Administrative discretion may be used in the enforcement of these policies on a non-discriminatory basis.

- Core Team- Christina Jones (Upper School Principal), Sue White (Lower School Principal), Andy Scholz (Director of Athletics), Jill Woerner (Business Manager), and Ed Reck (Director of Development)

Extended Administrative Team

- Technology
- Admissions
- Marketing & Communication
- Curriculum

Teaching Staff- Qualifications are:

- A four-year Bachelor’s degree or higher
- Licensed/Certified by the State of Ohio
- ACSI Certified

Academic Support

- Reading Specialist
- Speech Therapist
- Intervention Assistance Specialist
- Tutors for enrichment and remediation

Support Staff

- Administrative Personnel
- Guidance Counselor
- Teacher Aides
- Technology Support
- Custodial and Maintenance Staff
- Athletic Team Coaches
- Lunchroom Personnel
- School Healthcare Aide
- Volunteers

EARLY CHILDHOOD PHILOSOPHY AND PURPOSE

Madison Christian Preschool believes children are a precious gift from the Lord. Psalm 127:3 states "*Sons are a heritage from the Lord, children a reward from Him.*"

Madison Christian Early Childhood Education exists:

- To teach children of God's love and His work. Bible stories, character qualities of Christ, songs and scriptures are emphasized daily.
- To develop self-worth. You are special because God made you!
- To increase verbal skills by encouraging children to use words when interacting with others.
- To introduce academic readiness skills. Students are exposed to many learning experiences and mastery of each skill comes when the child is developmentally ready.
- To develop a positive attitude toward school and learning.

ENROLLMENT INFORMATION

Preschool

Monday - Friday (8:30 a.m. - 11:15 a.m.)

Combination of Preschool and Extended Care available 7 a.m.- 6 p.m.

Pre-Kindergarten

Monday-Friday (12:30 p.m. – 3:15 p.m.)

Combination of Pre-K and Extended Care available 7 a.m.- 6 p.m.

Enrollment Criteria

Preschool

Students must be 3 years old by August 1 and fully toilet trained (no "pull ups")

Pre-Kindergarten:

Students must be 4 years old by August 1 and be fully toilet trained (no "pull ups")

PROGRAM OVERVIEW

Preschool

- Count items 1-20 with one-to-one correspondence
- Recognition of upper case letters
- Trace upper case letters/shapes
- Learn basic colors
- Learn basic shapes
- Follow one and two step directions
- Attend to adult for short periods of instruction
- Learn to share and develop social skills

- Bible stories
- Recognition of 10 numerals
- Practice writing upper and lower case letters
- Color with more than one color and stay within lines
- Use scissors correctly
- Write first name
- Awareness of 5 senses
- Learn in structured setting
- Introduction to money
- Understanding relationships of words (same / opposite)

Pre-Kindergarten

- Develop mastery of counting to 20 by ones
- Count to 100 by fives and tens
- Ordinal numbers
- More than, less than, equal to
- Money values
- Use upper and lower case letters correctly, especially in names
- Review shapes and colors, including oval and rhombus
- Color well and draw a person with many body parts
- Cut straight and curved lines; work on fine motor skills
- Work toward independence in dressing
- Letter/sound recognition (phonics)
- Sentence construction
- Recognize and name rhyming words
- Identify beginning and ending sounds
- Advanced understanding of relationship of words
- Recognize and write first and last name
- Follow multi-step directions
- Build confidence in sharing with a group
- Fruit of the Spirit/Christian character qualities

ACADEMIC INFORMATION

Classroom Activities

The following activities take place during the school day:

- Free Discovery
- Music
- Group Learning
- Large Muscle Development
- Snack
- Story Book Time

Free Discovery

Free Discovery allows the students to make choices, to move freely and independently, and to grow in areas of need. Although the students are free to choose activities, they are encouraged

to participate in all learning centers. Free Discovery nurtures these areas of development: fine motor, visual motor, personal-social, cognitive, math and reading readiness, and language. Learning is facilitated through the use of blocks, manipulatives, puzzles, books, dramatic play, and art.

Learning Centers

Our learning centers invite a child to come and see, come and do, come and learn. The shy child may choose to enter a quiet corner and pursue learning in his/her own way, while the child who seeks and needs companionship can join a cooperative play group, such as dramatic play.

Our learning centers provide opportunities for a child to:

- make choices
- discover and learn through a direct, personal experience
- build self-confidence and competence as a result of learning new skills
- enlarge vocabulary and develop skills in communicating ideas through the creative use of language, materials, and equipment
- be imaginative through dramatic play and role playing
- think and problem-solve by using a variety of materials
- develop physical and motor skills of coordination and manipulation
- develop socially as children learn to relate to others
- share and be responsible to others as a member of a group
- use and care for materials and equipment
- complete tasks and plan group projects
- discover and expand the learning of specific information relating to a subject

Group Learning Time

Students are gathered together for theme related lessons and Bible stories. This learning time includes flannel boards, finger plays, puppets, books, music and science experiments.

Character Builder Stories

Through the use of Bible stories, every day living stories, puppet stories and object lessons, students are introduced to Biblical concepts and Christian character traits. These concepts are taught, practiced, and reviewed in the classroom. The character qualities introduced include confidence, sharing, joy, thankfulness, giving, love, kindness, patience, honesty, friendliness, obedience, and forgiveness.

Art

Art for preschoolers is a creative process that allows for choice, exploration and imaginative expression. Each student's work should be unique and recognizably different from another's. These goals are best reached through traditional preschool techniques such as painting at an easel, finger painting, and rolling and molding play dough. Opportunities for exploring color, line, and form and for discovering the effects of various media on different surfaces in an open-ended fashion allow each child to make a personal statement with art.

Music

The goals of the music experiences are to develop appreciation, participation, and responsiveness. Musical competencies such as listening, performance, rhythm, and creativity are introduced.

Science

The science activities are aimed at encouraging observation, comparison, exploration, testing, inquiry, problem solving, cause and effect, and stimulation of the senses.

Creative Drama/Movement

Creative dramatics aid children in developing language and spontaneous play. These activities include pantomime, story dramatizations, role-playing, and puppetry.

Social Studies

The social studies activities focus on learning about self, home, family, transportation, and community.

Nutrition/ Foods Experience

With the nutrition activities, students learn how to cooperate in groups as well as gain insight in weights and measures, time, and changes of matter from one form to another. They develop an understanding of how to follow directions in sequence, gain pleasure from creating simple foods, and develop good eating habits.

Language Arts

The student's receptive and expressive language skills are enhanced through the use of finger plays, poetry, discussions, pictures, and books.

Thinking Games

Mental activities motivate children to develop cognitive skills within a play situation. When involved in a thinking game, children are learning to identify, classify and apply skills.

Gross Motor Activities

These activities contribute to positive physical and mental health by strengthening muscles and helping to free children from tension. Social development is aided when the children cooperate and learn the positions of leader and follower. Self-concepts are enhanced as children acquire motor skills and feelings of success and enjoyment.

PARENT PARTICIPATION

Parent Participation

There are many opportunities for parents to participate in school activities. Close communication with the teachers is encouraged. Parents are welcome to accompany classes on field trips, share in parties and special events, and even assist in the classroom on a scheduled basis. Involvement in the school emphasizes the importance you place on the education of your children. When home and school work closely together, children benefit. Flyers (sent home in book bags), monthly newsletters, and a parent bulletin board (located

outside the preschool room) are means used to keep parents informed about what is going on at school and how they might participate.

ARRIVAL AND DISMISSAL

Student Arrival/Dismissal

- There is no adult supervision before the designated start of class, so please stay with your child until school begins. (Elementary Doors will open at 8:20 a.m. for Preschool and 12:20 p.m. for PreK)
- Parents may pick up their children at the preschool/pre-k room at the end of the class.

Late Pick-up Policy

Students who are not picked up ten minutes after preschool/pre-k dismisses will be taken to the office for supervision. Parents will be charged \$1.00 per minute until they arrive to pick up their child.

Each family will be allowed one late pick-up per quarter with no late charge. Emergencies and extenuating circumstances will be considered on an individual basis.

Emergency Closings and Early School Dismissals

In the event of inclement weather, the official announcements for school closings and/or early dismissals can be heard on major local radio and television stations. We will post our school closings on MCS's announcement page of www.renweb.com and our school website at www.mcseaglesoh.org. You may also register for text alerts at www.mcseaglesoh.org by clicking on "Text Message Alert" under "Quick Links."

Please note: The Extended Care Program/Preschool will not occur if there is an emergency school delay. The Extended Care Program/PreK will not occur if there is an emergency early school dismissal.

The following websites will also list our closings:

www.IOTV.com

www.nbc4columbus.com

www.wsyx6.com

www.610WTVN.com

The safety of your family is of utmost importance to us. If you have any questions regarding our school closing policy, feel free to call the office at (614) 497-3456.

HEALTH AND SAFETY

Health Related Guidelines for Keeping Your Child Home from School

- Fever of 100° and above (student must be fever free for 24 hours before returning to school)
- Severe coughing
- Thick nasal discharge

- Difficulty breathing
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Vomiting (vomit free for 24 hours)
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Evidence of lice or scabies, (we have a no nit policy)
- Sore throat associated with a fever
- Skin rashes associated with a fever

The first aid station staff will make the decision regarding whether or not a student needs to go home.

Students and staff alike are encouraged to use healthy techniques such as frequent hand washing and covering the mouth when coughing or sneezing to prevent communicating illnesses from one person to another. Please reinforce these measures in your home.

If your child has a communicable disease such as lice or impetigo, please contact the first aid station to help prevent the spread of the disease.

If the weather permits, students will go outside for large muscle play. If you do not want your child to go outside because of health reasons, please send a note to the teachers and your child may stay in the office.

Health Care Aide Services

A trained health care aide is available to promote a healthy environment and evaluate children who are ill. Students who are ill or require first aid treatment will be sent to the first aid station in the elementary lunchroom. A Clinic Visit Form, which documents a visit to the first aid station, will be emailed to the parent or guardian.

Madison Christian School's Administration of Drugs in School Policy

1. Drugs are defined as any substance other than food intended to affect the structure or function of the body. These drugs include over-the-counter products such as Advil and Tylenol, pre-scripted drugs, cough suppressants, vitamins.
2. Students do not have permission to give another student any drug.
3. No drug shall be administered in school until all of the following requirements are met:
 - a) The Drug Administration Request Form must be completed by the parent/guardian and signed by the principal. This form can be found online or at the first aid station.
 - 1) The drug is brought to school in the original container in which it was purchased or into which it was dispensed by a pharmacist or physician.
 - 2) The MCS administration designates a person who will administer the drug.
4. The parent must submit a new Drug Administration Form to the health care aide or office if there is any change in the information given on the form or if there is a change in physician.
5. The Drug Administration Form is good only for the school year in which it is submitted.
6. Self administration of drugs is discouraged but will be considered on an individual basis for unique circumstances. Appropriate safeguards will be discussed and a written

agreement/procedure must be signed by the student, parent, and health care aide or administration.

7. An accurate log of the administration of the drug will be maintained. Parents will be notified on a Clinic Visit Sheet if any "as needed" drugs were administered to the student.
8. If an over-the-counter drug is used frequently by a student, the health care aide or administration may require that the student have a physical examination before the medication is administered again at school.

Immunization Policy

Ohio law requires all schools to have a record of each student's immunizations, including the month, day and year of administration. Madison Christian School follows the requirements of the Ohio Department of Education for admission into school. A list of required immunizations and clinics that offer free immunizations is available upon request from the school health care aide.

Failure to comply within two weeks following written notification will result in exclusion from school until the proper documentation has been received by the school. All exceptions must be approved by Head of School.

Safety Policy

1. No child will be left alone or unsupervised during classroom hours
2. Staff has immediate access to a telephone at all times
3. Fire and Emergency Weather plans are posted in each classroom
4. A person (teacher) trained in first aid will be available at all times
5. An incident report will be completed when an accident occurs

Release of Child

Your child's safety is of utmost importance to the school. If anyone other than a parent/guardian is picking up your child, please send a note to the school stating:

1. Person's name and relationship to the student
2. Contact information for the person
3. Date/s this person will be providing transportation
4. Whether or not this is a car pool agreement

In an emergency situation, a phone call or email with this information will be sufficient, however, a note is preferable if you know in advance that another person will be transporting your child.

Parking Lot Safety

To insure the safety of all students and parents who park or drop off their students, all individuals who drive on campus must follow the traffic pattern. All drivers must exercise extreme caution and always yield to pedestrians walking to and from buildings. Students and parents are to walk in designated pedestrian areas and must use crosswalks when crossing oncoming traffic.

Crisis, Fire and Tornado Drills

A written evacuation plan is posted in every classroom and a master copy of emergency plans for the entire school has been given to the local fire and police departments.

Crisis, fire and tornado drills will be held periodically to help students and staff respond in a prepared and calm manner.

Suspected Child Neglect or Abuse

As required by state law, Madison Christian School staff must report any "reasonable suspicion" of child abuse to Children's Services. This would include physical abuse, sexual abuse, or child neglect. Parents will not be notified before the school makes a report to authorities.

Availability of Laws and Rules

The school office has a notebook available upon request for parents to read and review any or all of the laws and rules governing preschool day care licensing. This notebook includes our licensing record with inspections and evaluation forms. Madison Christian School's preschool is licensed under the Ohio Department of Education. The preschool is required to meet all ODE regulations in order to maintain licensure. The license is posted near the Preschool childcare area for your review. The ODE phone number is 877-644-6338 for any person to report a suspected violation by the center.

DISCIPLINE

Madison Christian School Discipline Philosophy

Discipline focuses on the training and nurturing of individuals in concepts of behavior that are pleasing to God. Our focus is to glorify God in every facet of our lives. Discipline provides a firm foundation for the teaching process and is vital to the student's education. Discipline is an opportunity to express love for an individual. Love is the primary motivator for discipline. Discipline is a gradual process that helps a student develop self-control. Self-discipline is the purest form of discipline.

The enforcement of all discipline policies will be at the discretion of the principal or administrator according to the specific needs of the student and/or Madison Christian School.

Preschool/Prekindergarten Guidance and Discipline Policy

One of the goals of Madison Christian Preschool and Prekindergarten is to teach the children how to discipline themselves. Conflict is viewed as an opportunity to help the children learn various methods to resolve their conflict. It is viewed as a teaching opportunity rather than merely discipline.

We use the following techniques for positive guidance and discipline: positive redirection, natural consequences, problem resolution, and time-out. One or a combination of these techniques may be used in a given situation. They will be used in a positive way, respectfully teaching each child in the situation. The eventual goal, over time, is for the child to employ these techniques himself. The following describes each method:

Positive Redirection

The child will be redirected away from the undesired action by stating, in a positive manner, the action that is desired by the teacher. For example, if a child is running, he may be redirected by the teacher saying, "Please use your walking feet" or "Let's walk so we can stay safe." This method enables the child to learn how to make appropriate choices in a positive environment.

Natural Consequences

The teacher will allow the natural consequences of the child's action to teach the child. This will only be done in a safe and positive manner where a life lesson will be learned. For example, if a child purposefully drops his grapes on the floor, the teacher may require the child to pick up the grapes and will not replace them with new grapes, even if there are more grapes available. This enables the child to understand the correlation between his choices and the natural consequences that follow.

Problem Resolution

The teacher will take the children involved aside and will teach them different methods of problem resolution by following these steps:

1. The children present their view of the situation. An effort will be made to try to help each child understand the other(s).
2. Ask the children for any resolutions that they can think of, suggesting some, if necessary. The suggestions of the children will be tried if they are mutually acceptable.
3. Choose a solution for the children to try.
4. Follow up a little later, praising the children for solving their conflict and pointing out the advantages of their solution.
5. Praise the children if they are seen using this technique in a similar situation in the future.

For example, two children want to play on the computer at the same time and do not know how to decide who should go first. One child may suggest that the oldest go first (because he is the oldest). The other child may suggest that she has not played on the computer yet today but the other child has already had a turn. The teacher might follow the second child's suggestion but allow the first child to be the next one in line to use the computer after a set amount of time (such as five minutes). The teacher might then tell the children how proud of them she is for finding a solution to the problem rather than fighting. This method teaches the children that talking over a problem and compromising is the preferred method of resolving a conflict.

Time-Out

This method is used when a child needs to be removed from a situation in order to calm down. This method would be used as a precursor to one of the other methods to allow the child time to calm himself enough to be able to receive direction. For example, a child is very upset at another child for taking a doll from her. She may be asked to take a time-out in order to calm down. After the time-out, the teacher would gather the two children together and work on problem resolution techniques. This method allows time for a child to compose himself in order to then be receptive to redirection or problem solving.

Aggressive Behavior

Biting, hitting, pushing, scratching, or kicking are considered aggressive behavior and will be addressed promptly.

A child who displays these behaviors towards classmate(s) or staff will be sent to the building principal and the parents will be called.

Our school will use a “three strike” policy when dealing with aggression in the classroom. After two instances of aggressive behavior a meeting will be held with the child’s parents. A third act of aggression may result in the child be removed from the program.

As stated by the Ohio Department of Education Rules for School Child Care Programs, section 3301-32-09:

The center's actual method of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to 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. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

All preschool staff members and all parents of children enrolled in Madison Christian Preschool shall receive a copy of this Preschool Guidance Discipline Policy.

FINANCIAL INFORMATION

“A generous man will prosper; he who refreshes others will himself be refreshed.”
Proverbs 11:25

“And my God will meet all your needs according to His glorious riches in Christ Jesus.”
Philippians 4:19

Fund Raising and Donations

Madison Christian School cannot operate on tuition alone. Financial donations from our MCS community enable us to carry out the mission and purpose of Madison Christian School. Donations are accepted throughout the school year and are tax deductible. Please contact the Development Department, Mr. Reck 614-497-3456 x3100 or ereck@mcseaglesoh.org, for opportunities or information concerning donations, fund raising projects and events. A tithe of all fund raising profits is given to mission projects or other needs outside of the school.

"The Lords blessing is our greatest wealth." Proverbs 10:22

Payment Policy

- Tuition payments are based on 180 school days for preschoolers and prekindergarteners.
- Tuition can be paid in one of two ways:
 1. Annual advanced tuition: a discount is given for those paying the entire annual tuition. Full payment must be made directly to Madison Christian School by August 1st.
 2. Monthly tuition payments made through FACTS Tuition Management.
- A bank fee will be assessed for each returned check.
- Failure to meet tuition payments will necessitate student withdrawal.
- If for any reason you are unable to make your payment on time, it is your responsibility to contact the school's business manager (614-497-3456 ext 3150).

Tuition payments DO NOT coincide with the number of days in session for each month. The tuition is based on the total school year. Late enrollments and early withdrawals will be prorated based on the number of days the student is enrolled.

Withdrawal Policy

Parents planning to withdraw students from Madison Christian School should do so no later than July 1st. Parents must notify the office of student's withdrawal in writing or by email. After July 1st, a withdrawal fee per student will be assessed. This fee will also apply to students who withdraw during the school year. Requests for exceptions may be made only to the Head of School. All tuition and fees must be paid in full prior to withdrawal based on a prorated amount.

This policy is meant to encourage a firm commitment so that the school can remain fiscally accountable.

BASIC TOPIS OF INFORMATION

Clothing

We highly recommend that students wear old play clothes to school since we frequently work with "messy" art materials. Although we provide art smocks and most paints are water soluble, we have found that some stains cannot be removed. It will be to your advantage to save dressy outfits for special school occasions such as chapel.

We encourage our students to wear tennis shoes to make their large muscle play time safe and enjoyable. Sandals and dress shoes are appropriate only on special "dress up" days.

Please provide boots, hats and mittens in the winter months for outside play.

Distribution/Posting of Printed Materials on School/Church Property

Any printed materials distributed on Madison Christian School/Church property must first be approved by one the of the school administrators.

Field Trips

Field trips provide many new and exciting learning experiences. You will be notified in advance of any field trips that we may schedule and are welcome to accompany us.

Transportation for field trips will be provided by the school. All students and one adult per child will travel by bus to the field trip destination. Other family members to participate in the field trip must provide their own transportation and meet the class at the designated location.

Field Trip Chaperone Information

We appreciate your willingness to enhance the educational experiences of our students by volunteering to chaperone a field trip. Please be familiar with the guidelines below so that our field trip will proceed in a smooth and safe manner. You may indicate your desire to participate in field trips by contacting the appropriate faculty member, Mr. Jacques 614-497-3456 x3010 or djacques@mcseaglesoh.org, and obtaining a background check via the central office. Thank you for giving your time.

P-12 Chaperone Guidelines:

- Your assigned students should always remain within your sight.
- As a chaperone, you must uphold all the standards of behavior set in the student handbook. It is important that you address any and all behavior issues that may occur during the trip. The teachers and staff of Madison Christian School expect the adults on the trip to set the standard of behavior for the students. If any issues occur, please notify the teacher or staff member in charge immediately.
- Students should never be allowed to go to the restroom alone.
- Please set your cell phones on vibrate during the entire field trip and only accept emergency calls. Chaperones are asked to focus their attention on the students and their behavior.
- iPods or other electronic devices are not permitted during the field trip.
- No smoking is allowed on field trips.

You are a representative of Madison Christian School and a role model for our students when you go with us on a field trip. Please dress in a modest and appropriate manner.

Lost and Found

Lost and found items are kept in a box located in the elementary foyer. Items not claimed by the end of each quarter will be removed. We strongly suggest that you label all personal items especially jackets and book bags.

Testing

The Developmental Readiness Test is administered to each student at the beginning of the second semester. The areas of development tested are:

- | | |
|-----------------|--------------------|
| 1. Fine Motor | 5. Body Image |
| 2. Visual Motor | 6. Language |
| 3. Numbers | 7. Personal-Social |
| 4. Concepts | 8. Gross Motor |

In addition, reading readiness is evaluated.

Parent-Teacher Conferences

A parent-teacher conference will be scheduled at the parent's request to discuss the student's progress, behavior, social and physical development and any other pertinent information. Parents may schedule additional conferences at any time to discuss areas of concern.

Conference Courtesy

1. Arrive on time. Stay only as long as you are scheduled as others are waiting for their turn.
2. Keep the attention focused on your child.
3. Discuss any concerns you have regarding your child's progress.
4. Volunteer information that might be helpful to the teacher.
5. If you run out of time and still feel issues are unresolved or more discussion is needed, please schedule another conference.
6. Remember, a parent-teacher conference is a beneficial two-way exchange of information about your child.

Preschool Parent/Guardian Orientation

Parent/guardian orientation will be held at the beginning of each school year. Parents will be notified of orientation dates and times. The orientations are for parents/guardians only. Please make child care arrangements when applicable.

School Communications

The timeliest and most efficient method of communication between parents and the school will be email. Therefore, it is imperative that each legal guardian provides the school with a current email address. Please refer to www.mcseaglesoh.org and www.renweb.com for current events and information.

Parents will also be informed of important events and opportunities through a variety of ways including monthly calendars and flyers.

Snacks

Parents/Guardians will provide a nutritious snack on a rotating basis. We encourage you to bring nutritious snacks such as peanut butter and crackers, cheese, granola, popcorn, fruit, and vegetables. Beverages (milk or fruit juice) should contain no sugar. The school provides napkins and cups.

Snack should be placed in a lunch box/bag with the student's name clearly labeled on the outside of his/her lunch box/bag. Thank you for providing healthy, nutritious snacks for the students.

Birthday snacks are fun events, and you may want to bring in special treats for a party on the day your child is scheduled to celebrate his birthday. Cookies or mini-cupcakes and party favors are fine for these special occasions. A calendar will be sent home showing student's birthdays. If parents are to bring a "special snack" please send enough for the entire class to share in celebrating this day.

Toy Policy

To prevent personal belongings from being broken or lost, please do not allow your child to bring toys from home.

Our goal is for our students to experience the preschool toys that are provided at each learning center.

Thank you for choosing Madison Christian Preschool & Pre-Kindergarten

We want preschool and pre-kindergarten to be a positive experience for your entire family. Please feel free to contact us any time you have a question or a concern.