

NORTHERN DAUPHIN  
CHRISTIAN SCHOOL

EARLY  
EDUCATION  
CENTER



*abcde*



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2017-2018  
PARENT HANDBOOK

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## Delays/Cancellations Policy

In case of inclement weather, please listen to ABC 27 news or visit [www.abc27news.com](http://www.abc27news.com) for updates and cancellations. We will usually follow the Halifax School District.

-  i. If school is cancelled, pre-school will also be cancelled.
-   ii. If there is a two hour delay, pre-school will have class from 10:00 - 11:30.
-   iii. If there is a one hour delay, pre-school will maintain its regular schedule.

## Student Evaluations

We will be keeping record of your child's progress throughout the school year. Included will be progress with all of our goals (outlined earlier in the handbook). At the end of the year, your child's teacher will send home a progress report on your child's academic, social, and emotional growth. The teacher may request periodic conferences with parents to discuss special needs or concerns.

You may request an additional conference with your child's teacher any time you feel there is a need.

## Discipline

We believe that children need to be taught obedience, the importance of maintaining order, respect for others and their property, and responsibility. By setting behavioral expectations, teaching children why these expectations are important to them as well as the class, and putting children in a loving environment where they can learn and practice, children will be able to grow toward becoming responsible, interdependent, respectable boys and girls.

Our classroom teacher will:

1. Establish simple and clear rules that set limits of acceptable classroom behavior.
2. Encourage consistency of favorable behavior using a variety of positive reinforcement tools. (stickers, small treats, rewards, verbal praise, clapping etc.)

When warranted, disruptive students will be removed from the classroom setting to talk with the teacher privately about behavior. If the teacher feels it necessary, parents will be notified.



Dear Parents,

It is our pleasure to welcome you and your family to Northern Dauphin Christian School Early Education Center. It is our desire to see that each child grows spiritually, academically, socially, and emotionally during the time spent in the classroom this year. Our dedicated staff members love Jesus, and they are ready to share His love, the wonders of God's creation, and the love for learning with your child.

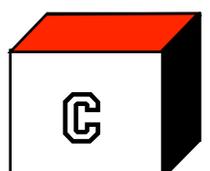
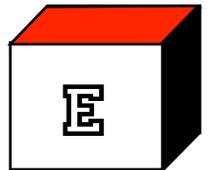
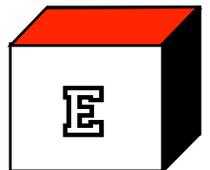
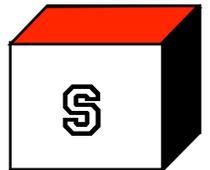
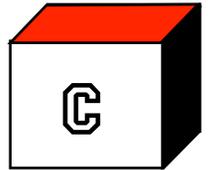
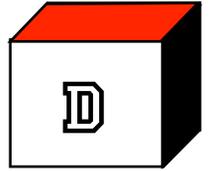
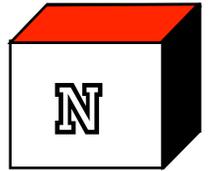
JoAnn Kieffer

Please carefully read this handbook. It contains important and helpful information for you.

If you have any questions or concerns, please feel free to contact us. We are available to help you and to meet your needs as best as possible. We look forward to a great year together.

Sincerely,

Whitney Lenker, NDCSEEC Teacher



## Early Education Center Goals

### Spiritual Goals:

1. Introduce children to God as their creator and creator of the world.
2. Introduce children to God's son, Jesus, as their Savior and Friend.
3. Teach children how to talk to Jesus. (Prayer)
4. Introduce children to God's Word (the Bible) and the importance of "hiding God's Word in our hearts"(memorization).
5. Introduce children to Godly character traits and help them to begin to practice those traits with others.
6. Instill in children a love for learning knowing that every good and perfect gift comes from God.



## Health Regulations



1. All immunizations must be up-to-date and health forms completed and turned into the school office.
2. All students should be potty trained. Please contact your child's teacher if you have any questions in this area.
3. Children should be kept home from school if they show any signs of a cold, rash, fever, sore throat, upset stomach, or other communicable illness.
4. Please contact Mrs. Lenker if your child will miss due to illness.

## Visiting the Classroom

We have an open door policy in our classroom. We welcome parents to visit, stay, observe, and even help. We appreciate notice, especially if you are interested in helping with an activity. This allows the staff to plan and prepare more efficiently.

If you have other younger children, we ask that you not bring them with you to the classroom, as this could be a distraction for the students.

## Tuition

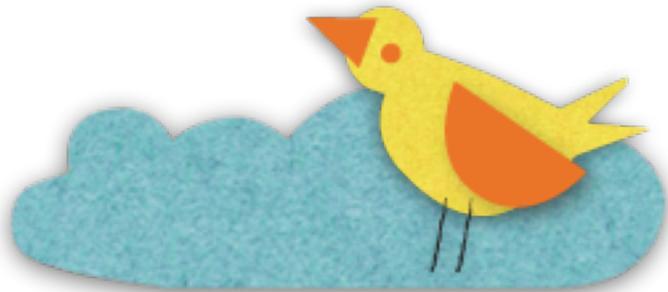
A registration fee of \$50 is due with the completed registration form. Tuition is due on the first class day of each month. Make checks payable to "Northern Dauphin Christian School" with your child's name on the memo line. Submit payments to the teacher.

### Tues./Thur. 3-year old classes:

\$60/month  
\$540/year

### Mon/Wed./Fri. 4-year old classes:

\$80/month  
\$720/year



## Social Goals:

Children will learn through daily practice...

1. to listen when other are speaking.
2. to sit quietly for appropriate lengths of time (based on age)
3. to interact (talk and play) with other children.
4. to share and take turns during supervised play and structured activity.
5. to practice self-control.
6. to work together toward a common goal (such as cleaning up, working on a project, etc.)
7. to practice responsibility by participating in classroom chores.



## Academic Goals:

Our teachers will use theme units based on seasons, holidays, and other timely events. They will daily incorporate language and math skills, while introducing science, art, music, and physical activities. The children will be taught using a variety of auditory, visual, and kinesthetic techniques for a well-balanced environment that will promote learning and confidence in the children. In addition, children will be introduced to a large variety of children's literature, with the goal of promoting a life-long love of reading.



## General Information

**Clothing:** Please make sure your child is prepared for school with easy-care play clothing, that he/she is able to manipulate in the bathroom by himself/herself and secure footwear (Sneakers are appropriate). We will do a variety of activities, and it is best if the children are comfortable. Also, we will spend time outdoors as well. Please make sure that your child is prepared for all seasons.

**Snacks:** We are asking parents to donate snacks for the classes. A monthly snack calendar will be sent home with assigned snack dates. Please provide kid-friendly, healthy snacks for the class. Water will be provided to drink.

**Birthday Snacks:** You are welcome to send a treat for your child's birthday. Special snacks (such as cupcakes) will be acceptable on these special days.

**Summer Birthdays:** We will celebrate summer birthdays in the months of April and May. If you would like to participate, you may do so then.

**Toys:** Please keep toys at home except on designated "Share" days.

## General Information

**Contacting the School:** All phone calls should be directed to the school office at 692-1940. However, in an emergency, you may contact the teacher directly in the classroom at 319-3038.

**Promptness:** School begins promptly at 9:00 a.m. Please have your children in the classroom no earlier than 8:55 a.m. It is helpful to keep a consistent schedule with the children and late arrivals cause distraction and interrupt the planned lessons. Prompt pick-up at the close of the class day is also important, as staff is scheduled for other responsibilities at NDCS. If for some reason you are delayed, please call the Mrs. Lenker at 319-3038.

**Monthly Calendar:** A calendar will be sent home each month informing you of special events, curriculum that will be covered, and any activities for which you will need to prepare ahead.

**Backpacks:** Backpacks are helpful for each child to transport daily correspondence and papers/activities. Please send spare change of clothing each day in case of an accident.

## 3-Year Old Class Skills:

### Concepts Introduced:

- \*Introduction of counting (to 10).
- \*Introduction to sorting & grouping.
- \*Introduction to all letters of alphabet.
- \*Introduction to the names of basic shapes.
- \*Introduction to the names of basic colors.
- \*Recognition of his/her own name in print.
- \*Practice coloring "neatly".
- \*Recognize simple patterns.

## 4-Year Old Class Goals:

To include 3-year old goals, and in addition...

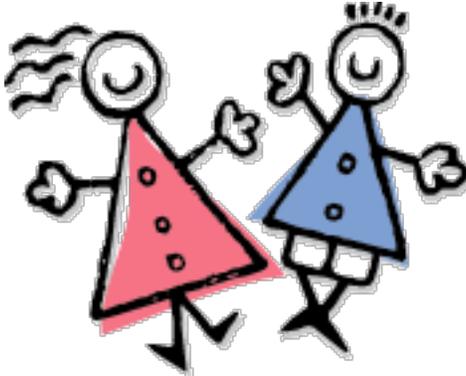
- \*Counting to 20.
- \*Recognition of numbers 1-20.
- \*Continue simple patterns, sort and classify, and understand simple graphs.
- \*To recognize & recite the letters of the alphabet.
- \*Print his/her own name.
- \*Identify basic colors and shapes.

### Concepts Introduced:

- \*Introduction to shoe tying, zippering, buttoning and snapping.
- \*Introduction to the connection of sound and print (phonics).
- \*Introduction to counting backwards from 10.

## Physical Goals:

Our teachers will work with children to develop large and fine motor skills. Daily activities will incorporate running, climbing, jumping, throwing/catching, kicking, etc. In addition, children will work on coordination through cutting, writing, grasping, "pinching" using tweezers, and many other activities.



## Meet the Teacher

We are pleased to introduce our EEC teacher, Mrs. Whitney Lenker. Whitney lives in Millersburg with her husband Tony and her daughters, Dalainy and Dakota. She attended Millersburg HS, and studied elementary/special education at Millersville University.

Whitney has a love for children and has worked with different ages of children for over 10 years. She especially enjoys younger children and is excited about working with your child at our Early Education Center. In her spare time, Whitney enjoys reading, cooking, and spending time outdoors with her family. She attends David's Community Bible Church where she is actively involved in the children's ministries. You may contact her at 319-3038.

NDCS is a parent-run school with a school board elected by those parents. The day-to-day operations are overseen by the Mrs. JoAnn Kieffer, Head of School. The Head of School works closely with the EEC teacher and can be reached at 717-692-1940.