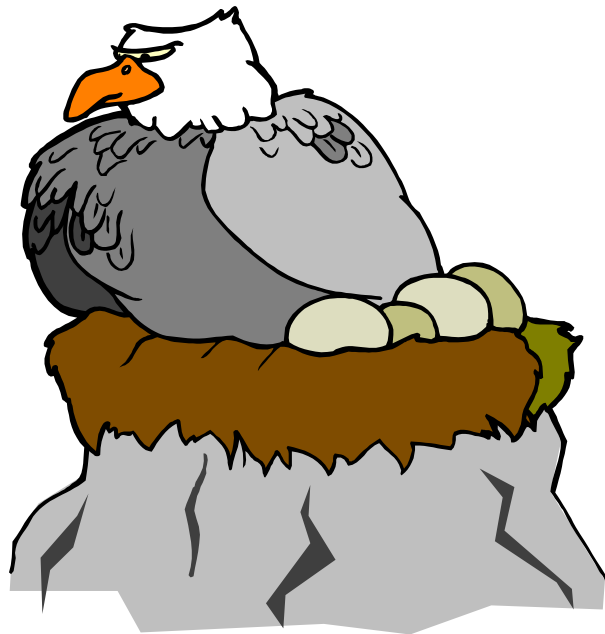


Overland Christian School Eagle's Nest



Early Childhood
Parent Handbook

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Our Mission

Developing the mind, body and spirit of children through a Christian educational experience.
Luke 2:52

Our Purpose

The Overland Christian Eagle's Nest is established

- to offer parents a safe, caring environment for their children
- to provide a (Christian) early childhood experience for children ages three, four and five
- to prepare K3, K4 and K5 children for advancement into the next level
- to serve parents and each other with a servant attitude of compassion, understanding and patience
- to treasure the trust that parents have placed in us
- to promote the ministry of Overland Christian School

"Even a child is known by his actions . . ." Proverbs 20:11 NIV; "Train a child in the way he should go . . ." Proverbs 22:6 NIV

Our Philosophy

We believe and teach that God demonstrates his love for children in Matthew 19:14 NLT when Jesus said, "Let the children come to me. Don't stop them! For the Kingdom of Heaven belongs to those who are like these children." The Overland Christian early childhood program offers many opportunities for a child to grow "in wisdom [cognitively/intellectually], in stature [physically], and in favor with God and man [morally/socially]" Luke 2:52.

Our History

Overland Christian School officially opened its doors in 1938 consisting of only a high school department. In 1961 the junior high school got its start and the elementary department followed only a few years later in 1964.

Operation

Daily Schedule

The Overland Christian Eagle's Nest operates in conjunction with Overland Christian Schools and follows their calendar during the school year. The following are sample daily schedules:

K3/K4

8:20 - 8:50	Free Choice Centers/Clean Up
8:50 - 9:15	Bible
9:15 - 9:35	Wash Hands/Snack
9:35 - 10:00	MTWTh Circle Time/Math/Language; F Library
10:00 - 10:25	Recess
10:25 - 11:00	MT Music*; WThF Table Time/Art
11:00 - 12:30	RR/Wash Hands/Lunch*
12:30 - 1:15	MTWTh Recess; F PE*
1:15 - 3:00	Restroom Break/Wash Hands/Quiet Time
3:00 - 3:20	Wake Up/Restroom Break/Wash Hands

K5

8:20 - 8:40	Journaling
8:40 - 9:05	MTWTh Bible; F - Show and Tell
9:05 - 9:35	Phonics
9:35 - 9:55	Snack
9:55 - 10:25	Math
10:25 - 11:15	MTW Centers; Th Chapel*/Centers; F Library*
11:15 - 12:30	RR/Wash Hands/Lunch*/Recess
12:40 - 1:30	MW PE; TTh Music*; F Art/Make Up Work
1:30 - 2:00	Science
2:00 - 3:00	Quiet Time/Reading
3:00 - 3:20	Prepare for Home/Dismiss

(This schedule may be changed to accommodate the needs of the children)

*Because the location for these activities is outside of our classroom, these activities are considered by the Health Department to be a field trip. Parents must agree to this arrangement and sign permission forms in order for their children to be enrolled.

Before/After School Care

Before and After School Care is offered to parents of children who are 3 to 12 years of age on a first-come, first-served basis. Before school care begins at 8:00 AM and ends at 8:30 AM. Before school care begins with

8:00 - 8:30	Restroom Break Wash hands Center Activity Transition to School day
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After school care begins at the conclusion of the school day at 3:30 PM and closes at 5:30 PM. Our schedule for the evening offers

3:30 - 4:00	Transition to Afterschool/Snack
4:00 - 5:15	Open Centers/Homework Help, Indoor, Outdoor or Gym Activities
5:15 -5:30	Clean up/CLOSE

NOTE:

If a parent of a child enrolled in the Eagle's Nest (K3 K4 K5) desires to use BASC only occasionally, they must contact the early childhood director in advance to see if there is space and staff available and they will be charged the current hourly rate.

Families of elementary students (grades 1-6) who wish to use BASC (8:00 - 8:30 AM and/or 3:30-5:30 PM) must complete and have on file the required KDHE forms before admission will be granted. These families will be charged an annual \$50 enrollment fee in addition to the current hourly rate. **In order to avoid a late charge, children in BASC are to be picked up no later than 5:30 PM.**

Curriculum

Pre K3 prepares children for their move up to the K4 level and utilizes the Bob Jones *Pathway for Preschool* curriculum. Pre K4 prepares children for entrance into Kindergarten K5 and uses the Bob Jones *Footsteps for Fours* curriculum. Kindergarten K5 prepares children for first grade and uses the Bob Jones *Kindergarten Beginnings* curriculum for phonics and math. A variety of curriculum resources including online curriculums and play based activities may be added to help introduce, establish and reinforce concepts for each level.

In addition to the "basics", we offer a range of gross motor and creative opportunities including weekly physical education, music and art classes. We strive to include enrichment activities that extend our students' knowledge and understanding of the world outside of the classroom.

Biblical training is included daily at each level.

Toileting

Children who are enrolled in our program are expected to be completely potty trained and able to manage toileting with minimal assistance. Children who have frequent accidents may be withdrawn from the program until such a time as toileting becomes consistent.

Clothing

Children are to follow a dress code that promotes simplicity, movement, and modesty. Tops for both boys and girls may be long or short-sleeved classic polo or button up shirts. Sweaters, sweatshirts or t-shirts may be worn. (Sleeveless attire is not permitted) Pictures, logos or messages on clothing are restricted to those that are in keeping with the values and objectives of Overland Christian School.

Girls may wear knee-length dresses, skirts or Skorts—fully enclosed skirts with shorts attached under skirt or ankle length pants (no holes). Leggings and similar Spandex-style items are considered to be undergarments and are to be properly covered.

Boys may wear either ankle length pants or knee-length shorts (no holes). Both girls and boys should wear socks and should also wear fully enclosed shoes (no open toe or open heel shoes) with non-skid, non-marking soles. **The Health Department requires that children have a complete change of clothing—at all times—in their cubby or backpack. Smocks are provided for messy activities to help protect clothing.**

Due to safety issues, jewelry is limited to one pair stud earrings for girls only. (Necklaces, bracelets and rings are not permitted) Exception: Medical ID

Parents are encouraged to send children in appropriate outdoor clothing—labeled with the child's name—for the day's weather. We will go outside daily, weather permitting. We will remain indoors if a wind chill or heat index warning is given. As cold weather arrives, children will need mittens and hats. Children who are well enough to attend school will be expected to go outdoors, weather permitting.

Quiet Time

All children will have a naptime each afternoon. Each child is provided with a rest mat. Your child may bring a small stuffed animal and blanket for Quiet Time. Teachers will play a story or soft music recording to help decrease the level of background noise outside the classroom and to promote a calming effect for the children as well. Our room will admit enough light for the safety of both children and teachers.

Items From Home

For health and safety reasons, items from home such as candy, gum, or toys should be left at home. We will not be responsible for any items brought from home that become lost or broken.

Birthday Celebrations

If you would like to bring simple treats [i.e. cookies] to the classroom to celebrate your child's birthday, please make arrangements with your child's teacher beforehand. Due to health department regulations, please avoid home-made treats and those with peanut butter or nuts in consideration of those who may have allergies. Because of the potential choking hazard they present, latex balloons are not permitted. Mylar [foil] balloons are acceptable. Please keep in mind that due to fire safety issues, we cannot burn candles in the classroom.

Procedures & Guidelines

Application Process

The admission policy is non-discriminatory with regard to race, color, religion, national origin, ancestry, disability, or gender.

All paperwork and fees—including enrollment for before and after school care—must be completed and turned in at least two weeks in advance (for processing) before admission may be granted.

Application Forms Checklist

- Overland Christian Early Childhood Application
- Parent Handbook Agreement Form
- Campus Permission Slip
- Kansas Health Department Medical Record
- History of Immunizations OR Kansas Certificate of Immunizations (KCI)
- Child Health Assessment
- Authorization For Emergency Medical Care - must be notarized

Rates

Fees

- Registration Fee (non-refundable) (Refer to current Financial Information List)
- Annual Student Service Fee (non-refundable) (Refer to current Textbook & Fee Price List)
- Curriculum Textbooks (Refer to current Textbook & Fee Price List)

Tuition/BASC

Parents sign up for one of the four categories below and charges are made through FACTS according to current Financial Information:

- | | | |
|----------------|-----------------------|---------------------|
| a. 7 Hours | Normal School Day | (8:20 AM – 3:20 PM) |
| b. 7-7.5 Hours | BS Care +School Day | (8:00 AM – 3:20 PM) |
| c. 8-9 Hours | School Day + AS Care | (8:20 AM - 5:30 PM) |
| d. 9-9.5 Hours | BSC + School Day+ ASC | (8:00 AM – 5:30 PM) |

We offer a limited number of part time openings—a choice of either 3 full days MWF, 2 full days TTh or M-F 8:20 AM - 1:20 PM – for K3/K4 only—[80% of the regular school day]. Charges are pro-rated according to the full time base tuition rate and any before and after school charges would be added to and included in the FACTS charge.

Enrollment is based on a regular part-time or full-time schedule. Discounts are not given if a child is picked up early, is absent or school is not in session. Part time (80%) K3/K4 students staying beyond 1:30 PM will be charged for a full day. Full time students remaining beyond their scheduled time will be charged the current hourly before and after school rate. A late fee of \$15 will be charged for each 15 minute increment or fraction thereof that pickup is delayed beyond 5:30 PM.

Field Trips & Special Events

Field trips are usually reserved for school-age children. If, however, a trip is planned, parents will be notified in advance and required to sign a permission form in order for their child to participate. Transportation may either be by school bus or by privately owned approved vehicles (utilizing appropriate safety equipment according to Kansas State law). Sometimes a special event may be scheduled on our campus during the school year as an alternative. In either case, parents will be informed in advance. Permission will be secured and transportation arrangements noted, if applicable. **For supervision and safety reasons, children are to wear the current Overland Christian School t-shirt on all off campus field trips unless otherwise directed.**

Meals and Snack

Lunch: A hot nutritious lunch is provided and served in the school cafeteria located across the street. Because of its location, this is considered by the Health Department to be a field trip. Parents must agree to this arrangement and sign the appropriate form in order for us to serve your child. A monthly menu will be provided.

Snacks: Children attending during snack times are served healthy snacks each day. Snacks are served around 9:30 AM and 4:00 PM.

Health Issues

Inevitably, all children experience childhood illnesses and at times spread their illness to other children. We at Overland Christian have practices in place to help prevent the spread of disease.

We follow the state regulations of the Health Department. We promote proper hand washing, cleaning and disinfecting the classroom and its materials.

Sick Child: We are unable to provide sick childcare. Admission to our classroom will not be granted if a child is obviously ill upon arrival.

Should a child become ill while at school, the parent will be called to pick the child up within one half-hour. Parents may need to designate an adult to pick up the sick child in the event that they can not. When a child develops a contagious illness, vomits, has diarrhea, or has a fever (100

degrees or above) that child will be sent home. Children should be symptom-free with a normal temperature for 24 hours before returning to school.

When a child has an undiagnosed skin eruption, that child cannot attend school until a physician has seen the child and the parent provides us with a note from the child's pediatrician or physician stating that the skin eruption is not contagious.

These guidelines are in accordance with the Health Department and are designed to reduce the spread of illness among other children and teachers in the Eagle's Nest.

Immunizations: All children must be immunized according to the Kansas Department of Health guidelines. It is your responsibility to make sure your child's immunizations are current and recorded with the Early Childhood Director. This is MANDATORY since we cannot have our license renewed until all children's files are current.

Children whose records indicate they are behind in their immunizations must be dropped from enrollment. Occasionally, children are delayed with their immunizations due to illness. If this happens, a note from the doctor for each delay must be on file.

Forms for reporting immunizations may be obtained from the Eagle's Nest director or OCS office. Fill out the form appropriately and return it to them initially and each time your child receives additional immunizations.

Medications: We are happy to assist parents with administering prescribed medications. However, parents are welcome to come and administer the medication themselves. Medications to reduce fever are not given routinely. All medications will be kept in a locked cabinet. Authorization forms are located in the classroom. Fill out the form appropriately and leave it with the Director or OCS office, along with the medicine. Prescription medications must be in the original pharmacy container labeled with the child's name, the name of the medication, the dosage, the dosage intervals, the name of the physician, the date the prescription was filled and the prescription number. The label is considered the order from the physician.

Non-prescription medication will not be administered to any child by the Eagle's Nest staff except on written order by a physician. A standing order may be written by a physician and kept on file for one year.

Injury: If a child is injured while attending Overland Christian, the parent(s) will be called and informed. This gives a parent the opportunity to come see that child and make a decision about treatment.



Emergency Medical Treatment: At the time of enrollment, parents signed an agreement that empowers Overland Christian to obtain emergency medical treatment for your child, if warranted. If we are not able to contact you immediately, we will call 911 and have your child transported to the nearest medical emergency room accompanied by a staff member, if at all possible. As the

parent you are responsible to provide current phone numbers—work, home, cell—to the Eagle's Nest Director so that we can contact you immediately.

Safety Issues

Child Pick-up: It is extremely important when picking up your child that you or your designated adult (18 years of age) check out directly with the Eagle's Nest Director, teacher, or staff person in charge. We have on hand a list of those authorized to pick up each child. If our personnel do not know you or the person picking up your child, they will ask you for photo identification (i.e. driver's license). Our staff will not let anyone they do not know leave with your child unless that person is authorized and can provide a photo ID.

Please be patient with this process, because it ensures your child's safety. If you would like someone else to pick up your child, you must either add him or her to the permanent authorization list or fill out a form authorizing that person to pick up your child on a specific day (shown below).

	AUTHORIZATION FOR CHILD PICK UP	
<hr/>		
_____ is authorized to pick up		
_____ on _____		
(date)		
at _____.		
(time)		
<hr/>		
(parent's name)		
<hr/>		
(permission taken by)		
<hr/>		

Afternoon/Evening Transition: At the times of 8:20-8:30 AM and 3:30-3:35 PM we experience a change in our day. Elementary students enrolled in before school care are moving into their classrooms in the morning and after school students are transitioning to our classroom for the evening. It is likely that your child may begin with one teacher and end with another.

For the safety of your child, whether the children are indoors or outdoors, you or your designated adult (18 years of age) should make verbal contact with the supervising teacher before leaving with your child. This is a key time when a teacher may need to relay important information to you.

Child Abuse and Neglect: If we suspect a child has been abused or mistreated, we are required to report it to Social Rehabilitation Services and/or to a law enforcement agency.

Child Custody Issues: It is our intent to meet the needs of children especially when the parents may be experiencing difficult changes at home. In the event of custody issues, we cannot legally restrict a non-custodial parent from visiting with, reviewing the records of, or picking up a child unless we have been furnished with *current legal documents*. Copies of these court documents must be kept in the child's file. We will consider the safety and well being of all of our children at all times. If a situation arises that puts other children at risk, the child involved may be withdrawn until such a time as the issue is resolved.

Child Drop Off and Pick Up: All children must be supervised at all times while at school. It is extremely important that children not be permitted to walk themselves to the Eagle's Nest classroom. *For your child's safety, we ask that you accompany your child to the classroom and make contact with the supervising staff member when dropping off and picking up your child.* This makes the teaching staff aware that your child has arrived or departed with you or an authorized adult.

Fire and Tornado Drills

We will have monthly fire drills throughout the school year. During the months of April, May, August, and September, we will conduct tornado drills.

Outdoor Play

The Health Department requires that children have a daily period of outdoor play. We will follow the Health Department requirements and weather restrictions.

- In the case where a child has been gone due to illness, that child must be well enough to go outdoors before returning to school.
- During the warmer months of the year when sunburn is a risk, parents may bring sunscreen—labeled with the child's full name—and we will be happy to apply it.

Discipline

It is the desire of our staff to promote positive relationships with our children and their parents. We understand that effective communication is key to establishing rapport. Therefore, we affirm that we will keep our parents informed of their child's activities and performance each day. In turn, we expect that our parents will partner with us by supplying pertinent information concerning their

children that may affect their day at school. OC Eagle's Nest teachers model appropriate behavior by demonstrating a Christian attitude of cheerfulness, cooperativeness, and compassion.

Initially, we deal with behavioral issues on a low-key basis.

- We may utilize distraction and redirection with a child.
- We use "when-then" statements (i.e. "When you wash your hands, then you may help pass out snacks.")
- We encourage children to make wise choices.
- We often have a short, quiet conversation with the individual child regarding inappropriate behavior

When a child does not respond,

- We may separate the children involved
- We may need to remove the child from the situation or area for a "time-out" appropriate to the child's age

Dismissal of a Child

Behavior that puts children or teachers at risk will be cause for dismissal. This includes but is not limited to

- Continued aggressive acts towards other children or teachers
- Consistent disrespect for peers, teachers or school property
- Inappropriate sexual behavior which may include touching or language

Communication

Newsletter

The Eagle's Nest is a monthly newsletter sharing current or upcoming news and events.

Visitation

Parents are encouraged to visit our classroom. Children often wish to show parents something new or what they have done at school or you may want to join your child for lunch on a given day.

Concerns

If you have a concern, please speak briefly with the teacher on duty or contact the director to set up a time when the issue can be discussed. We ask that your language and actions demonstrate an attitude of respect among the children and staff.

Parent-Teacher Conferences

Parent-Teacher conferences are held in the fall and spring of the school year. Conferences may also take place upon the request of either a teacher or parent as needed.

Parent Handbook Agreement Form

As a parent of Overland Christian Eagle's Nest, I acknowledge that I have read the Parent Handbook and agree to:

- Comply with and support all policies and procedures.
- Be financially responsible.
- Pick up my child on time and when I am running late will extend a courtesy call to inform the staff of the delay and projected time of arrival.
- Bring my child to and escort my child from the Eagle's Nest classroom.
- Honor the Illness and Injury policy and pick up my child or have a designated authorized individual to pick up my child within one half hour of being contacted.
- Follow medication dispensing regulations and complete necessary forms.
- Keep my child's immunizations current and provide copies of any updates to Eagle's Nest director.
- Support school functions relating to my children.
- Read information provided for the benefit of Eagle's Nest parents.
- Cooperate with OC Eagle's Nest teachers and director and follow up on medical, dental or developmental needs or referrals concerning my child.
- Keep all pertinent information current including home address, all telephone numbers, emergency information and other enrollment information.
- Provide Eagle's Nest with a complete change of clothing and mark all clothing as well as backpacks, cups, breakfast foods and dishes with my child's name.
- Keep communication open with my child's teacher(s) or the director in order to avoid problems or misunderstandings.
- Show respect for all Overland Christian staff.

*I understand that failure to abide by OC Eagle's Nest policies and procedures may result in my child(ren)'s enrollment termination. This includes disregard for state licensing rules and regulations, failure to keep my account current or inappropriate interactions with an early childhood employee.

We at Overland Christian Eagle's Nest reserve the right to maintain a safe and pleasant environment for all of our children. Our goal is to work cooperatively with the home so that your child can experience a healthy development.

Parent or Guardian's signature

Parent or Guardian's signature

Date

Date

First and Last Name of children enrolled in OC Eagle's Nest