

Greater Lansing Adventist School
PRE-K PROGRAM



5330 W. Saint Joseph Hwy
Lansing, MI 48917
517-321-5565
www.glasschool.com

Pre-K Hours: M-TH 8AM-3:45PM

"Empowering Youth for Eternity"

GLAS Pre-K Handbook

Welcome!

Thank you so much for your interest in our school. We want you to know that we value your family and hope to serve you the best that we can. Our vision here at GLAS is “Empowering Youth for Eternity” and it is our fervent desire to see you and your children in the kingdom of Heaven. Everything that we do at this school is centered on this one goal. As you look through this handbook, we hope that it will answer all of the questions that you have about our school. Just in case it does not, please feel free to stop in or call us at 517-321-5565 and we will be more than happy to answer all of your questions.

Application and Admission

It is the policy of the Adventist church in all its church-operated schools to admit students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. It is our policy to make no discrimination based on race, color, and national or ethnic origin in the administration of educational policies, applications for admission, scholarship programs, and athletic or other school administered programs. In fact, at GLAS we value the contributions that each race, national or ethnic group has given to our country, our culture, and our school.

Parents seeking admission for their children should realize they place themselves on record as being in harmony with the principles of the school and also pledge themselves to assist in every way possible to uphold the teachers, the school, and the school program.

The Greater Lansing Adventist School Pre-K Program accepts all children who are 4 years old and are properly potty trained. ***Students must be 4 years old before September 1*** and cannot enter school until their 4th birthday.

Please call the school office for an appointment to register and/or take a school tour. The school’s number is (517) 321-5565.

Withdrawal Policy

Students who withdraw during the school year will be charged according to the number of days they were enrolled. When a student withdraws from GLAS, the following will determine the amount of registration fees to be refunded:

- If the student withdraws before September 15, an 80% refund will be made.
- If the student withdraws before October 15, a 50% refund will be made.
- If the student withdraws on or after October 15, no refund will be made.

Please notify the office at least two weeks before the actual withdrawal date. There is a withdrawal form that must be completed and the office needs time to adjust the charges and credits on your account. Failure to complete this withdrawal procedure will result in the continuance of tuition charges. It will also cause a delay in the release of transcripts and grades.

Immunizations

Immunizations must be up to date, according to the State law and Ingham/Eaton/Barry County Health Department standards. Either the required diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, and hepatitis vaccines have been given, or we need to have a copy of a signed waiver form from the child's physician or health department. Record of these immunizations, or the waiver form, and the Health Appraisal Form *signed by the physician*, must be filed in the school office BEFORE THE STUDENT CAN ATTEND CLASSES.

Sick Child Policy

If your child is ill, it is best to keep them home until they are better. Barry and Eaton County Health Department guidelines require students to be 24 hours fever free without a fever reducing medications before returning to class. In regard to flu and sore throats, students are required to be 24 hours from the last episode of vomiting and /or diarrhea before returning to class.

Please notify the school by 7:45 a.m. if you decide to keep your child at home. Also, you must fill out an excuse form and send it in to the office when your child returns to school. Listed below are some symptoms to watch for when deciding if your child should stay at home:

- Temperature of at least 99.5 degrees Fahrenheit
- Diarrhea (three or more abnormally loose stools within a 24 period)
- Severe Coughing
- Difficult or rapid breathing

- Yellow skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated, infected skin patches, unusual spots, unidentified rashes
- Unusually dark urine and or gray stool
- Stiff neck with an elevated temperature
- Evidence of lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than 1 time or when accompanied by another symptom of illness

Parents will be notified by a phone call or text message if their child becomes sick, has an accident or injury, excluding minor scrapes or bruises, or has an incident at school. An incident report will be filled out and an insurance form will be filled out if necessary. Both reports will be sent to the MI Conference office and given to parents. If parents cannot be notified, the emergency contact will be notified next. If medical attention is required, LARA will be notified within 24 hours and an Incident Report will be sent to LARA.

Parent contact will be made at the end of the day for minor scrapes and bruises.

If your child is found to have a communicable disease such as: Chicken Pox, Head Lice, Pinkeye, Polio, Diphtheria, Scarlet Fever, Red Measles, Streptococcal Infection, Mumps, Whooping Cough, German Measles, Impetigo, Ringworm, or Scabies, please report it to the school office immediately. Other families in your child's class will be notified to watch for that communicable disease.

If a staff member is sick, they will remain home until they are symptom free for 24 hours.

Health Care Policies and Resources

Children and Staff Hand Washing

Staff must wash their hands with soap and water after using the restroom and after assisting in the clean-up of bodily fluids. The staff will wash their hands before touching any food. Students will be taught proper methods of washing hands with soap and water. They will be required to wash after using the restroom and after coming in contact with bodily fluids. They will also be required to wash their hands before eating their home provided snack.

Handling Children's Bodily Fluids

Staff will wear gloves when assisting students with blood, bodily fluids, tissue discharges, and other potentially infectious fluids. If there is a potential of spraying fluids staff will wear safety goggles. In case of vomit, the staff will apply Soakit to the contaminated area. Then the staff will allow a commercial sanitizer to soak for 10-20min. and then be rinsed. Staff will follow all precautions according to the blood-borne pathogen training, which is viewed by staff yearly.

Cleaning and sanitizing of all equipment, toys, and other surfaces

Staff will use commercial sanitizers to clean all tables and other surfaces daily. Twice a year staff will wash all stuffed animals and dress-up clothes in hot water and detergent.

*Health-related resources

9-1-1 Emergency

2-1-1 Free ways to find human services they might need

517-543-2430 Health Dept. of Eaton County

1-800-CDC-INFO CDC

1-888-232-6348 TTY for CDC

517-321-6622 Delta Township Fire Dept.

517-272-7447 Lansing City Police Dept.

1-800-942-4357 Dept. of Human Service State Wide No.

Arrival and Departure

You are required to walk your child to his/her classroom and help your child put away his/her things at arrival time. Please have your child at the school no later than 8 AM, when attendance is taken. You are never to drop your child off at the parking lot, entrance, or hallway. All children will be supervised at all times by a parent or staff person. No children will be left alone or unsupervised.

Pre-K students must be picked up from their classroom at the appropriate time. It is imperative that parents make arrangements for their child to be picked up no later than the 3:45pm or 12:00pm, if there is early dismissal time.

Financial Information

The registration fee to attend our Pre-K program is \$100 per child. The registration fee is a one-time paid fee to begin the enrollment process, and/or save a desired space for a child to attend on a later date, and to purchase some of supplies for the child. **Your registration fee and first month's payment are due at registration** (a discount of \$10.00 is given if the early non-refundable registration is paid on or before June 15th).

The tuition is divided into ten equal payments due the 15th of each month, August through May. An account will be considered delinquent at the close of the month. If an account becomes delinquent by sixty days, the parent will be asked to withdraw the student from school until the parent or person responsible for the delinquent account makes acceptable arrangements with the School Board Finance Committee.

Students will occasionally be asked to bring minimal amounts of money to cover the expense of a field trip. The teacher will notify you on such occasions.

A \$25 yearbook fee will be charged for each student. The fee will show up on your statement after January.

Remittance

All checks, drafts, or money orders should be made payable to Greater Lansing Adventist School or GLAS. Please send all payments directly to the school.

Discipline Policy

In order to provide an effective learning environment, it is important to establish order and authority. GLAS will strive to train children to respect authority, other children and their belongings and themselves. All the rules at GLAS will be enforced fairly, firmly, and with love and understanding.

When a child's behavior is unacceptable, the child care staff member shall:

- Use developmentally appropriate techniques suitable to the children's ages and circumstances.
- **Step 1:** Redirect the child to an appropriate activity or behavior
- **Step 2:** Give a verbal warning to change the inappropriate behavior.
- **Step 3:** The student will receive a two minute time-out to think about how to make better choices. The teacher will then talk and pray with this child to fix the behavior.
- **Step 4:** If the behavior continues the child will take another time out at recess in which the parent will be called and notified.
- **Step 5:** If the behavior continues or worsens a parent meeting will be called to discuss other methods of discipline.

Suspension or Expulsion Policy

When the behavior of the child is not able to be corrected using the discipline policy stated above, the school reserves the right to suspend or expel that child at any time. If

a child is suspended or expelled, the parents will receive written notification by the school stating the reasons for the school's decision.

Emergency Evacuation Plans

By state law, each school is required to have routine fire, inclement weather, lock down, emergency evacuation and bomb threat drills during the school year. During a fire drill, the students will be asked to assemble in an orderly fashion outside of the building until the drill or emergency is over. During an inclement weather drill, the students will assemble in the basement of the church and maintain a safety position with a hard covered textbook over their head until the drill or emergency is over. All building occupants will participate in all emergency drills. Students will be given directions by their teachers for the lockdown, emergency evacuation and bomb threat drills as well.

Pest Management Plan

Parents will be notified 72 hours in advance by a written letter and a One Call if pest spray needs to be used on school grounds.

Bad Weather Plans

If we cancel school, we will issue a *One Call Now* phone message to you. Generally, GLAS will follow the Waverly school district's cancellations, but this will be at the discretion of the GLAS administrator. You can also look for GLAS's name to appear on WLNS News Center 6, WILX Channel 10, or Fox 47 News.

If you feel that the weather and road conditions might pose a risk or if you are uncomfortable with the weather and road conditions on any given day, use your discretion to keep your student home from school on such days. Please notify the school by 7:45 a.m. if you decide to keep your child at home.

Medical Services

Included in the registration fee is school accident insurance, which supplies partial and, in some cases, complete coverage of student accidents. This is a secondary policy and is activated only after your primary insurance has been applied. Accidents should be reported promptly to the principal or to the individual in charge of the activity. When an accident occurs:

- Pick up a Report Form from the office.
- Submit expenses first to family insurance.
- Expenses not covered by the family insurance are then submitted to the school insurance company.
- It is recommended that parents carry their own medical insurance, as expenses incurred because of medical health problems are not covered by the school accident insurance.

- The school’s staff should be made aware of any special medical problems the student may have.
- State law forbids the school from dispensing any internal medication. Should students need prescription medicines during the school day, parents must send a signed Medication Form to school along with the medication to be administered. School personnel will administer the medication once the form is received. All medications will be kept in the school office and not in the classroom.

Snack Procedures

Each student is asked to bring their own healthy snack to school. Thanks for your cooperation.

Dress Code

Simplicity, neatness, cleanliness, appropriateness, and modesty are the standards of good taste in dress. The school endeavors to outline a spirit of modesty in this matter.

The Bible teaches modesty in dress, see I Timothy 2:9. “This forbids display in dress, gaudy colors, profuse ornamentation. Any device designed to attract undue attention to the wearer or to excite admiration is excluded from the modest apparel which God enjoins.” *Ministry of Healing*, pg. 287

This statement should be sufficient, but in an attempt to interpret these general statements, the following guidelines should be given special attention.

General Guidelines

- Any unnecessary adornment (jewelry) should not be worn.
- Hair should be clean, neat and without extreme colors. It should not be over collar for boys and must be out of the eyes.
- Any makeup or fingernail polish should be clear, or a light natural color.
- Clothing must be neat, clean, and in good repair.
- Hats and sunglasses are for outside wear and are inappropriate in the school building for both boys and girls.
- Tight, baggy, or sagging clothing is always inappropriate.
- The mid-riff must not show at any time.
- Shoes must be worn at all times.
- Coats, sweaters, sweatshirts, etc. are encouraged to be worn when the student is outside, however they are not part of the GLAS uniform and need to be taken off and stored in their locker during class time.
- All under shirts that are worn with the school uniform must not extend past the uniform’s waist or sleeves, and must be white, dark blue, or black.

School Uniforms

All students that attend GLAS are to wear the GLAS sweatshirt or the GLAS polo shirt and tan or navy casual style pants (no jeans). Bermuda style shorts in tan or navy can be worn as well. T-shirts and turtle-neck shirts may be worn under the GLAS polos or fleece in the colors of solid white, dark blue, or black. The GLAS tops may be ordered through GLAS. Ladies have the option to wear a tan colored skirt if they choose. All skirts must be knee length. Tight, baggy, or sagging clothing is always inappropriate. Shirts are to be tucked in.

Curriculum

The curriculum at GLAS complies with the requirements of the State of Michigan and the NAD Education Department of the Seventh-day Adventist church. All teachers have current or pending state and denominational certification.

Some of the goals of this program are:

- To introduce each child to Jesus and let them know that He loves them and wants to be their eternal friend.
- To help each child understand that the Bible is God's Holy Word and that it was given to us to help us here on earth.
- To tell each child the great Bible stories of old.
- To provide developmentally appropriate enrichment activities for the individual student.
- To show each child how to express their feelings, thoughts, and ideas in an appropriate way.
- To help each child see the needs of others, not just themselves.
- To help each child learn their letters and begin to learn the appropriate sounds.
- To help each child with the development of fine motor skills through daily practice. (For example, the tri-grip grasp for the pencil)
- To help children recognize their names in written form and other environmental print.
- To help children recognize numbers in written form and be able to count to at least ten.
- To introduce children to a variety of children's literature through read alouds and other activities.

Qualified Staff and Training

Highly qualified staff members will be working with your children. We keep our staff trained and up to date on the latest procedures required by the state of Michigan and

the Michigan Conference of Seventh-day Adventists. Our school staff will participate in the following:

1. Yearly blood borne-pathogen, CPR, and first aid training.
2. At least 16 clock hours of annual training in the area of: early childhood, child development, childcare administration, practices offered by early childhood organizations, or on-line training.

The school has on file verification of all professional development education or training.

Greater Lansing Adventist School reserves the right to alter any of the policies in this book at any time. If a change is made, we will contact you about the amendment in writing.