



**PARENT-STUDENT
PRESCHOOL-PRE-KINDERGARTEN
HANDBOOK**

2011-2012

MORNINGSTAR

CHRISTIAN

academics

August 2011

Dear Morningstar Preschool and Pre-Kindergarten, Families,

Welcome! We are excited about the educational opportunity that God has provided in MorningStar academics for your child. We desire to provide the highest quality educational program possible designed to promote the spiritual, physical, cognitive, social, and emotional needs of each child.

Taking this responsibility seriously we respect you as parents, and accept your child as a unique being deserving of love, respect, and a positive early educational experience.

The name MorningStar was first used in the scriptures. Jesus, in Revelation 22:16, referred to Himself as the bright and Morning Star. II Peter 1:19 tells us that the Word of God is to be let shine in a dark place until the morning star arises in our hearts. We trust that the staff of MorningStar will be light for Christ in the community of Lititz and its surrounding areas.

If at any time you have questions that are not answered by reading the information included in this handbook please contact your child's teacher, the MorningStar office or me directly. Your child's educational progress is important to us.

Serving Him,
Mrs. Sherry McConaghay
Sherry McConaghay
Elementary Principal,
MorningStar Christian Preschool & Pre-K

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Our History

MorningStar Christian Daycare, Preschool & Kindergarten was founded in August 1991 by Grace Church of Lititz.

Note: For the first time since 1991 our Kindergarten program became a full day 8:00—2:40 for the school year 2010/11 and connected with Lititz Christian School to enjoy the many benefits a full day program is able to offer students. Chapel, computer, art, music, p.e., and library are added to the weekly schedule as well as science and social studies to round out our curriculum. Literacy activities are expanded in the a.m. The kindergarten schedule follows the schedule of Lititz Christian and participates in activities of the elementary school. Please ask for an elementary handbook if you have a kindergarten aged student.

Our Mission

MorningStar believes that every child deserves the heritage of a knowledge of God and His Son, and without this education is not complete. Young children at MorningStar are equipped with the foundational knowledge of God and His Son. This is coupled with a strong academic program that is sensitive to and accommodates individual differences in maturity, style, and rate of development through the use of a variety of teaching strategies and program options. Our program is comprehensive in that it integrates all domains of development: physical, social, emotional, spiritual, and cognitive.

MorningStar Preschool & Pre-Kindergarten

MorningStar Christian *Preschool & Pre-K* is one component of MorningStar. Morningstar also encompasses also encompasses a daycare or childcare component and together these elements make up the whole. This program is also called our “Academic” component since we employ teachers who who have attained professional level teaching degrees from accredited colleges. During this time of the morning 8:00-11:30 a.m. academic skills are being taught and play is incorporated into planned activities.

Academic Program Hours: All academic classes begin at 8:00 a.m. and end at 11:30 a.m. If your child remains for daycare he/she will transition to lunch at this time.

Program Options

Preschool (children who are 3 years by September 1st)
3 day (M-W-F) or 5 day (M-F) program

Pre-Kindergarten (children who are 4 years by September 1st)
3 day (M-W-F) or 5 day (M-F) program

Our Teachers

Our staff have been carefully and prayerfully chosen. Each teacher holds a Bachelor’s or Master’s degree. It is their desire to honor the Lord by teaching in a Christian school. Teacher email addresses are found on page 14.

Pre-Kindergarten

Ms. Denise Kennedy, B.S. Elementary Education

Preschool

Mrs. Christi Dearborn, B.S. Bible/Early Childhood Education
Miss Hannah Hardy, B.S. Elementary Education

Meet Your Teacher Evening (August)

Prior to the beginning of the school year an evening is scheduled for you to accompany your student to his/her classroom. This is an informal "Drop-In" hour where your child will meet his/her teacher and become acclimated to the classroom setting. This date will be announced on the school calendar that you will receive during the summer months.

Student Supply Lists

Basic student consumable supplies are included in tuition. Parents are responsible for their child's backpack, lunch box, and supplying a box of tissues for student use.



Dress Code

Parents are asked to dress students in comfortable clothing. Children will be involved in active play, and sitting on the floor at various time during the morning is common. Please avoid writing and or pictures on shirts that is not honoring to God. Please see our "curriculum" section of the handbook for dress on days your student has *Physical Education*. **Footwear:** Please no flip flops as they pose a danger while at play indoors and on the playground.

Change of clothing

Parents are encouraged to provide a change of clothing which includes one set of underwear, pants, and socks in a bag in event of a bathroom "accident" during the course of the school day. This bag will be stored in your child's classroom and will prevent your child from having to remain in wet, soiled clothing until dry clothing arrives.

Parent Teacher Fellowship (PTF)

The PTF exists to support our teachers, students and programs. Various projects the PTF has been involved in are: teacher luncheons; serving refreshments after student programs; and fund raisers. All parents are encouraged to support this vital organization. If you would like to join our PTF contact the Morningstar office.

Communication

Communication between school and home is an important key to your child's success. Electronic mail (e-mail) is used quite frequently to communicate newsletter information on a weekly basis throughout the school year. This is also the mode of communication chosen to relay important information at a moments notice. Teachers communicate with parents through our website www.lititzchristian.net. Follow the link to Academics (preschool/pre-k) and the name of your child's teacher at the bottom right side of the page. My Teacher Pages, the name of this feature, is a valuable tool for parents to stay in touch to what is happening in your child's classroom. You as a parent may send an email to your child's teacher using a link on one of these pages. Please check out this feature we offer for your convenience. Teachers are extremely busy during the course of their day and are unavailable to take telephone calls. They do, however, check their e-mail one or two times each day usually before and after school.

During the summer months you will receive a mailing which will include a school calendar and your child's classroom placement information including the name of your child's teacher and a welcome letter from your child's teacher. There are several occasions designed to facilitate communication throughout the year. These include: Meet Your Teacher Night (August), Parent Orientation (September), Parent Teacher Conferences (October and January) and Progress Report time (January and May).

Parent Volunteers

Whenever a parent or family member visits or volunteers in our school we ask that they "sign in" at the office. Each visitor will be given a badge which is to be worn while in the building. This procedure is one of many security measures we take as a school to keep your child safe during the school day.

Parent Teacher Conferences

Formal Parent/Teacher Conferences are held each January. The date may be found on the school calendar. In the beginning of January, your child's teacher will contact you to schedule a time where you may meet with her at school and discuss your child's progress. Report cards are sent home a few days prior to the date of the official Parent / Teacher Conferences. Please feel free to contact your child's teacher anytime during the school year to discuss questions or concerns regarding your child. Telephone conferences are held in October of every year. Teachers will contact parents, by phone, at this time for an informal conference.

Attendance

School begins each morning at 8:00 a.m. You may drop off your child as early as 7:50 a.m. Academic teachers begin their day at this time. You are your child's first teacher. Please teach your child to respect rules, school, and his/her teacher by dropping off your child in his/her classroom promptly each morning. Setting this example will help your child develop respect for others, the world around him/her, and good habits that will serve him/her well into the future.

Absences

It is very important for your child's education that he/she is present for learning. If your child is ill and is unable to attend school please call the Morningstar office. If your child is going to be absent for several days a dated note to your child's teacher would be appreciated. A reminder that phone calls do not replace written notification of a child's absence. Your child should be kept home if he/she has been ill during the night or shows any symptoms of illness which may prevent him/her from participating in school activities.

Excuse Cards

You will receive an excuse card to complete and return if your child misses a day of school due to illness. Please return this form to the teacher within 3 days of the absence.

Intermediate Unit 13 Services

If you or your child's teacher believe your child is experiencing a physical, communication, cognitive, social/emotional, adaptive, or sensory delay the IU will conduct a developmental evaluation to determine eligibility for services. Lancaster County Preschool Special Education Program provides educational support to children ages 3 - 5 and their families. The goals of Early Intervention are to maximize a child's developmental potential, address concerns, partner with families, and build on family and community resources. The IU is a valuable resource available to you and your child. Early identification of delays provides that your child will experience fewer gaps in his/her development and increases the ability for successful school experiences. You may phone 560-6160 to set up an appointment for an evaluation, see the teacher or principal for a referral form. There is no cost to families for the evaluation or services.



Illness

If your child has a temperature of 101 degrees or higher and/or thick nasal discharge, unexplained rash, or diarrhea please keep your child home for the protection of all students. Sending a child to school when he/she is ill may delay recovery, spread infection to other children, and necessitate a special trip to school by you to take your child home. Any symptoms that indicate *communicable disease* will exclude your child from school. A child exhibiting any of these symptoms who is unable to participate in normal activities at school will be sent to the Infirmary. If your child is unable to return to class, you, or your emergency contact person, will be contacted to pick up your child. Children must be fever free for 24 hours and/or have a doctor's excuse to return to school following an infectious illness.



Medication

Medication is not administered between the hours of 8:00—11:30. If your child needs medication we ask that you administer the medication prior to and after preschool and pre-k.

Immunizations

Pennsylvania School Immunization law requires that each child entering school for the first time at the kindergarten level be immunized against:

- | | | | |
|--------------------|--------|---------------------------|-------------------------|
| ✓Diphtheria | ✓Mumps | ✓Rubella (German Measles) | ✓Varicella (Chickenpox) |
| ✓Tetanus (lockjaw) | ✓Polio | ✓Measles (Red Measles) | ✓Hepatitis B |

The law requires immunizations for measles, mumps and rubella to be administered after 12 months of age, and the second dose at least 1 year after this. Your family physician can provide a record of your child's immunizations. **You will be asked to provide this information prior to your child's admission to school.** The only exemptions to the school laws for immunizations are for religious or medical (if your child cannot receive the vaccine) reasons documented by his/her physician.

Accident / Incident Reports

If your child is involved in an accident, or act of aggression (incident report) during the school day, he / she will bring home a report. This report will describe the accident / incident to keep you informed of occurrences at school. Any questions regarding one of these reports may be directed to the individual who completed the form.

Curriculum

MorningStar Preschool and Pre-K are dedicated to providing a quality early education program for your child. Preschool and Pre-Kindergarten, Curriculum Guides are located in each classroom. These guides include a scope and sequence, and examples of activities in which children may participate during the course of the school year. A condensed version of a curriculum guide is provided in our academic application packets. While what is listed below is a brief overview of the purchased instructional materials teachers use through the course of the school year, supplemental teaching materials used to highlight areas of the curriculum are integrated throughout our program.

Preschool - Preschool teachers have created thematic units of study which are incorporated within all domains of learning. Units consist of hands-on materials and are age-appropriate.

Beginners Bible and *Scripture Bites* support our Bible curriculum.

Pre-Kindergarten Literacy/Phonics: Macmillan/MacGraw Hill “*Little Treasures*.” Pre-K teachers also incorporate thematic units which provide additional activities to support the curriculum.

Bible : David C. Cook

Computers

Each classroom is equipped with one or two desk top computers that are used to supplement learning activities appropriate for each developmental level or age. Timers are used in order that each student who desires may have opportunity to experience learning through the use of technology.



Library

All students have access to classroom libraries that are rich in reading material appropriate for each developmental level.





Music

Preschool and Pre-K classes have one period of music each week. This class is taught by a music teacher who holds her bachelor's or masters degree in music education.

- **Pre-school** students will be exposed to a wide variety of musical styles. They will learn opposites as they apply to music (ie. loud (forte), soft (piano), fast, slow, high, low) and use their bodies and voices to explore the differences. Students will also be exposed to basic musical concepts: rhythm, pitch.
- **Pre-kindergarten** students will be exposed to a wide variety of musical styles to explore musical pattern maps and instrument families. Rhythm instruments are used to teach the basics of music notation, rhythm, and meter.

Physical Education

Preschool and Pre-K students are provided with two twenty minute periods of physical education each week in addition to their daily recess. Physical education classes are taught by a teacher who holds his bachelor's or masters degree in physical education.

All students should wear **sneakers** for physical education classes. It is preferable for girls to wear long pants on days physical education is scheduled.



- **Preschool** students will learn basic locomotor movements (i.e. hopping, jumping, galloping, and sliding). Students will begin to throw, roll, kick, and even catch various objects. Students will learn how to move in space, and be aware of others around them.
- **Pre-Kindergarten** students will begin to master locomotor movements and add other movements such as skipping and animal movements. The students will continue to throw, roll, catch, kick, and begin to strike various objects. The students will focus on following directions and learning how to follow them the first time given.

Tuition and Fee Policies:

Please see our complete tuition and fee schedule and policies printed on the tuition rates and computation page of our school enrollment packet.

ANNUAL REGISTRATION FEES: Registration Fees apply to application processing and bookkeeping costs. This fee is paid annually and secures a place in school for your child when paid. This fee is non-refundable.

Preschool/Pre-K : Half day; (8:00—11:30, MWF or M-F) **New or current student** \$90.00

TUITION: (Discounts only available on 5 day per week enrollments)

		Annual	Semi Annual	11 Monthly Payments
Preschool/Pre-K (no discounts available)	3 days/wk. (M/W/F)	\$2,680.00	\$1,340.00	\$244.00
Preschool/Pre-K	5 days/wk.	\$3,234.00	\$1,617.00	\$294.00

Discounts: Apply to 5 day per week enrollment only

Multi Child Discounts:

Second Child: \$250.00
Third Child: \$500.00
Fourth Child: \$750.00
Fifth Child: \$1000.00

Other Discounts:

Grace Church Attendees: \$250.00/student
Referral Credit: \$250.00

Returned Checks (NSF):

If a check is returned to us from your bank the following charges will apply:

1. First returned check/offense: \$25.00 service fee, notification of parents, notice of our policy.
2. Second returned check/offense: \$40.00 fee, notification of parents, notice of our policy, .
3. Third returned check/offense : \$50.00 fee, all future payments must be cash only basis, cashiers check or certified funds.

Late Fee: A 7% late fee will be assessed on accounts for which payments are not received by the 15th of the month.

Withdrawal

In event of an early withdrawal tuition is non-refundable. Please inform the Principal two weeks in advance of the final date of the child's withdrawal.

A parent may be asked to withdraw their child from the program if any of the following occur: delinquent account, failure to submit required enrollment forms, recurring disciplinary problems that are not resolved.



Drop off and pick up procedures

Our school day begins at 8:00 a.m. You may drop off your child at 7:50 a.m. If you need before or after school care (before 7:50 or later than 11:30) please stop by the office, arrangements will be made for this service to begin and your payment schedule will be adjusted. Please park and walk your child to his/her classroom in the morning. A teacher's primary responsibility between 7:50 - 8:00 a.m. is to greet and interact with her students. At 8:00 school begins. During Parent Orientation, scheduled each September, your child's teacher will inform you of the best way to contact her if you have questions or concerns.

Preschool and pre-k student's school day ends at approximately 11:25 a.m. Each student who will be picked up by a parent at that time will be taken to the portico area of our main church lobby by their classroom teacher or aide. This is a protected area where, if inclement weather exists, the children are protected from the "elements" as they enter your vehicle to go home. In the beginning of the school year each family who pick up at 11:30 a.m. will receive a laminated sign bearing your child's first and last name. For security reasons this sign is required to be posted on the passenger side, front door, facing the outside when arriving to pick up your child. Cars should begin to line up along the sidewalk adjacent to the main lobby of the church no earlier than 11:15 a.m. to begin pick-up. **Please remain in your car, place your car in "park" and turn off the ignition. Teachers will see your child's name on the sign, and one at a time will walk your child to your car, help him/her in their car seat, buckle them, and close the door.** A teacher will stand at the front of the line of cars and will wave the cars on when they are sure the children are secured. This system has worked extremely well in the past and everyone moves along quickly. We know short hellos are difficult, but please know the primary purpose of this procedure is for your convenience and we ask that consideration is taken for other parents who are also waiting in line to pick up their children. If you have questions for your child's teacher please contact them by email or call the school office to schedule an appointment.

If an adult other than the child's parents will be picking up your child on a particular day the following procedure must be followed:

1. The parent will hand the teacher a signed note the morning the change will take place explaining the change.
2. The laminated sign is posted in the front passenger car door window of the pick up person.
3. Their photo I.D. is ready to show the teacher when she opens the car door.
4. The new person must be listed on the child's emergency contact form in your child's file.

Late Fees (Pick-up):

Parents are required to pick up their child at 11:30 a.m. each day. Daycare fees and additional health regulations become effective for parents whose children are not picked up and must be taken to a daycare classroom. Daycare rooms are Department of Public Welfare regulated and under strict teacher/child ratio requirements. A payment fee schedule is available at the daycare office, and parents may be billed for services if rendered after 11:30. If after school care (11:30) is needed please see our daycare office for availability and rates.



Morningstar Academics; Preschool and Pre-K 8:00—11:30)
SCHOOL CLOSINGS/DELAYS DUE TO INCLEMENT WEATHER

If it should become necessary to delay or cancel preschool or pre-k due to snow or other weather related conditions, the announcement of the closing will be made on the following stations:

WDAC 94.5 FM

WJTL 90.3 FM

WGAL TV 8 and www.wgal.com (scroll down on left of screen and click on school closings to view alphabetized list)

Possible Inclement Weather Related Announcements Broadcast on Radio Stations, WGAL-TV and the WGAL Website:

- **1 hour delay** is announced. Preschool and Pre-K (academic classes) will operate on the following schedule: **Academics (school) begins at 9:00 a.m.** Regular car pick up times remain in place, 11:30 for preschool and pre-K.
- **2 hour “modified schedule”** is announced. Preschool and Pre-K (academic classes) will operate on the following modified schedule: **Academics (school) begins at 10:00 am.** Car pick up for preschool/pre-k is **12:30 pm**. Students in all classes are required to pack a lunch on days of 2 hour delays. A cooked lunch is not available for purchase on these days.
- **Closed.** “Academics” (school) is closed for the day. Preschool and Pre-K classes are canceled for the day.

Morningstar Preschool and Pre-K (Academics/School) and **Morningstar Daycare** (Childcare) will appear as separate announcements on WGAL -TV and their website.

Preschool and Pre-K students, (those who do not stay for before or after school care), will be charged hourly daycare rates, if present, when school is delayed or canceled).

Emergency Plan Of Action

The following procedures are to assure you of our concern for the safety and welfare of children attending MorningStar Christian Preschool & Pre-K. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- **Immediate evacuation:** Students are evacuated to the soccer field on the grounds of Grace Church in the event of a fire.
- **In-place sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Lifespring Fellowship (white church across Lincoln Ave).
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to WGAL TV 8, WDAC radio or WJTL radio for announcements relating any of the emergency actions listed above.

We ask that you do not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will announce on the above stations and/or call you when we've resolved the situation and it's safe for you to pick up your child.

The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.

The Emergency Plan of Action Child Pick-Up Authorization Form should list individuals who you would like to pick up your child and their current contact information in the event of an emergency if a parent/guardian would be unavailable for pick up. Please ensure that only those listed on your child's form attempt to pick up your child.

Staff Directory



Mrs. Sherry McConaghay
Elementary Principal
Preschool—Grade 5
semconaghay@lititzchristian.net



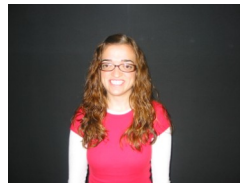
Ms. Denise Kennedy
Pre-Kindergarten Teacher
dekennedy@lititzchristian.net



Mrs. Mirjam Zimmerman
Pre-Kindergarten Teacher
mazimmerman@lititzchristian.net



Mrs. Christi Dearborn
Preschool Teacher
dearborn@lititzchristian.net

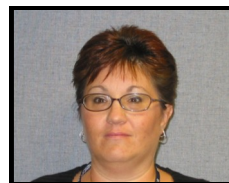


Miss Hannah Hardy
Preschool Teacher
hahardy@lititzchristian.net

Teachers' Aides



Mrs. Beth Rice
Preschool Aide
Mrs. Dearborn/
Miss Hardy



Mrs. Kim Byers
Pre-Kindergarten Aide
Mrs. Kennedy/
Mrs. Zimmerman

Calendar / Special Dates School Year 2011/12

**A
U
G**

Thursday, Aug. 25: (Drop In 7-8p.m.): Meet Your Teacher
Monday, Aug. 29: (8:00 a.m.): First Day of School

**S
E
P**

Monday, Sept. 5: **NO SCHOOL** - Labor Day Holiday
Thursday, Sept. 8: Parent Orientation (7:00 p.m.)

**O
C
T**

Monday, Oct. 10: **NO SCHOOL** - Columbus Day; Fall Break
Wednesday, Oct. 26: Individual Student Pictures

**N
O
V**

Wednesday Nov. 23: Harvest Day Parties
Thursday, Nov. 24 - Monday, Nov. 28: **NO SCHOOL** - Thanksgiving Holiday
Tuesday, Nov. 29:- School Resumes

**D
E
C**

Tuesday, Dec. 6: Christmas Staff Appreciation Luncheon (Sponsored by PTF)
Thursday, Dec. 22: Birthday Party for Jesus
Friday, Dec. 23 – Jan. 2: **NO SCHOOL** - Christmas Holiday Vacation

**J
A
N**

Tuesday, Jan. 3: School Resumes 8:00 a.m.
Monday, Jan. 16: **NO SCHOOL** - Martin Luther King Jr. Day
Monday, Jan. 23: Progress Reports go home
Monday, Jan. 30: **NO SCHOOL** - Parent / Teacher Conferences

**F
E
B**

Friday, Feb. 10: Open House for Prospective Families; 9 –11 a.m.
Monday, Feb.20: **NO SCHOOL** - Presidents' Day Holiday

**M
A
R**

Friday, March 2: Registration Deadline for Current Families; Registration Opens to Public 2011/2012
Friday, March 9: Grandparents' Day (time to be announced)

**A
P
R**

Thursday, Apr. 5 – 9: **NO SCHOOL** - Easter Holiday
Tuesday, April 10; School Resumes 8:00

**M
A
Y**

Friday, May 4: Annual Spring Program 7 p.m. (Grace Church Auditorium)
Wednesday, May 9 – Friday, May 11: Discovery Days
Tuesday, May 15: PTF Spring Staff Appreciation Luncheon
Monday, May 28: **NO SCHOOL** - Memorial Day Holiday
Thursday, May 31: **Last Day of School**

**J
U
N
E**

Friday, June 1 - 8: Snow Make up Days