

## **SUSSEX CHRISTIAN SCHOOL**

### **Junior Kindergarten Parent Handbook**

#### **INTRODUCTION TO CHRISTIAN EDUCATION AT SCS**

A basic responsibility of Christian parents is to “train up a child in the way he should go. . .that when he is old he will not depart from it.” (Proverbs 22:6). Sussex Christian School is a school that is seeking to mold children’s lives after God’s fashion. Successful Christian living hinges on three areas: the home, the church, and the school. These institutions must work cooperatively together. Parents should not give their responsibility to the Christian school and let them train the child alone. Both the home and the school share this responsibility. Therefore, we pledge to parents to “present Jesus Christ and the highest quality education possible” and we ask parents to pledge to do their part.

A Christian education is more than a good academic education taught by Christian teachers with Bible, chapel, etc., added to the schedule. The entire curriculum exemplifies a Biblical – world and life view. This is done because we recognize that God’s Word is truth (John 17:17) and that the person of Jesus Christ holds all authority.

For example, the study of history examines God’s sovereignty over the affairs of men as He accomplishes His purposes. Science shows the wonders of God’s creation; literature is evaluated by Christian standards and languages are taught, understanding that rational thought and its expression in language is a unique gift given only to people by their Creator in whose image they were made. Math reflects the dependability of God’s design and His own character. Music and art are wholesome expressions consistent with God’s Word. Sports are played for God’s glory and coaches are encouraged to see the game as an avenue for Christian character development in students.

Christian education is Christ-centered as opposed to being world-oriented or society controlled. The educational program and the methods of instruction at SCS are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles for interpreting the facts encountered in the study of any subject. The goal is to train students to look at life from God’s perspective, not man’s point of view (Colossians 2:8) and to be fully prepared for this life and eternity.

#### **JR. KINDERGARTEN PROGRAM**

Sussex Christian School uses the A Beka curriculum as a basis for its Pre-school program. The A Beka Pre-school programs teach basic reading skills using the phonics approach. This gives students a solid foundation for developing exceptional reading skills.

The purpose of the SCS Jr. Kindergarten is to assist families by providing a program that will give children the opportunity for social interaction and academic exposure in a Christian environment. The Jr. Kindergarten classroom will be a place where the message of Christ is integrated into the curriculum and the opportunity to accept Christ is encouraged.

The half day sessions (8:30am-12:00 noon) are available as follows: Tuesday and Thursday for JK-3 and an option of Monday, Wednesday, Friday or Monday to Friday for JK-4. JK-3 will have a themed approach with a new theme each month and a weekly letter and number to focus on. JK-4 will include instruction in reading readiness, social development and personal development. The curriculum used includes student worksheets from the following ABeka Book Publications: “ABC-123” for phonics and number skills; “Readiness Skills K-4”, which provides

practice in fine motor skills such as cutting a straight line, colouring, etc.; “ABC Writing Tablet” for beginning practice in letter formation; and ABeka Bible (Character Development).

This curriculum introduces and develops the following:

- Recognizing letters and their sounds
- Early writing skills
- Eye-hand coordination
- Sharpens listening skills
- Following directions
- Simple counting 1-30
- Number concepts
- Reading three-letter words
- Thinking and reasoning skills
- Concepts including shapes, pairs, sequence of events, awareness of environment through senses, seasons, animals, weather, manners, personal hygiene, countries, transportation

Also included in the program:

- Character development
- Bible stories
- Scripture memory
- Understanding and respect for flag and country
- Sharing time
- Snack time
- Play centers
- Music
- Physical development

Since the Sussex Christian School Junior Kindergarten is a service for three- and four-year-olds, the Province of New Brunswick states that the program falls under the Day Care Act, and as a result, must be licensed by the Province under that act. Therefore the NB Curriculum Framework for Early Learning and Child Care must be employed. SCS combines many of the concepts of the play-based ideology outlined in the NB Framework throughout the daily routine as we work toward the educational goals of the school as laid out above. Parents may access the NB Curriculum Framework and supporting documents on line at <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp> .

### **HOURS OF OPERATION**

The Junior Kindergarten program operates within the calendar of the Sussex Christian School year, beginning after Labour Day and ending the first week of June. JK-3 operates Tuesday and Thursday mornings. JK-4 offers the options of Monday, Wednesday and Friday mornings or Monday to Friday mornings, all operating from 8:15 am to 12:00 noon. All statutory holidays are recognized and there will be no school on those days. Professional Staff Days as well as Parent-Teacher conference days (3 per year) which are designated on the yearly calendar will be “no school days” for students.

## SCHOOL CANCELLATION

- (a) When it is announced that Anglophone South public school District (Sussex area) is cancelled due to weather conditions, SCS will also cancel. Please listen to either CJCW (AM 590) or CBC Saint John (FM 91.3) radio stations for cancellation info.
- (b) If the district announces a delayed opening, SCS will begin at the normal time (8:15) and parents are asked to use their discretion about bringing their children to school.
- (c) If the district closes through the school day due to weather, SCS will also close.
- (d) The SCS Administration reserves the right to commence closure through the day if the weather becomes inclement. Every effort will be made to contact all parents in such a case.
- (e) Parents must use their discretion in situations where school is not cancelled but their own driving conditions are in question.
- (f) When it is deemed necessary by the Administration to cancel school for any reason, if the decision is made prior to the beginning of the school day, announcements will be made on the above-mentioned radio stations. If an incident occurs throughout the school day, parents will be contacted by phone.

## ENROLMENT AND DISCHARGE PROCEDURES

Jr. Kindergarten Students must be 3 years of age by December 31. A copy of the child's immunization records is required. Typically, a child is enrolled at the beginning of a new school year, and it would be understood that the student would be present for the duration of the school year. Acceptance or discharge at other times in the year would be in consultation with the JK teacher and the school principal.

## FEE PAYMENT

A **Registration Fee of \$75 per student** is due upon submission of application before August 1st. After Aug 1<sup>st</sup>, registration fee is \$100. After the first day of school in September, the registration fee is \$125. Tuition is as follows:

Tuition	First Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child
Jr. K-3 (2-Day)	\$1690	\$1435	\$1435	\$1250
Jr. K-4 (3-Day)	\$2275	\$2020	\$2020	\$1250
Jr. K-4 (5-Day)	\$3310	\$3050	\$2250	\$1250

Families have the option of paying in one of the following ways:

- A lump sum tuition payment for the total amount by August 31<sup>st</sup>
- Two equal payments by August 31<sup>st</sup> and January 31<sup>st</sup>
- 10 equal monthly post-dated cheques starting August through May and dated the 15<sup>th</sup> or 30<sup>th</sup> of the month
- 20 equal post-dated semi-monthly cheques, dated the 15<sup>th</sup> & 30<sup>th</sup> of each month (½ payment on the 15<sup>th</sup> and ½ on the 30<sup>th</sup>) for August through May

*If a student enrolls after a school year begins or withdraws before the year ends, tuition will be prorated according to the quarter in which the student is enrolled. All other fees must be paid in full.*

## **PERSONAL BELONGINGS**

**Food:** Parents are asked to provide a snack for their child each day, packed in their own lunch container, with their name on it. The student will store it in their individual cubby when they arrive.

If parents are planning to provide food items for the class (i.e., for a class party or special occasion, etc.), the Dept. of Public Health requires that those items be store- bought and not homemade.

Parents are asked to not bring any kind of hot beverage into the JK classroom with them.

**Clothing:** Parents are asked to make sure that students come each day for the clothing required for the weather of the day. Each child is also required to have left at school a complete extra set of clothing in case of any incident where their clothes might become soiled.

## **TRANSPORTATION**

Sussex Christian School does not provide any transportation to and from the school. This is solely the responsibility of the parents. Parents are asked to please follow the procedures below when bringing children to school and picking them up:

1. When drivers are entering the school grounds, please enter using the St. George Street entrance and leave using the Chapman Drive exit.
2. PLEASE SLOW DOWN. Speed on the school grounds should not exceed 20 kph.
3. If you are a parent of a Junior Kindergarten or Kindergarten student, these students MUST be accompanied to the classroom door. Please park your car in the parking lot. The first (single row) of parking is designated for your convenience. Please drive into the parking spot, with the front of your car facing the playground.
4. When you are leaving, please proceed in the same direction and exit at Chapman Drive.
5. When picking up children, JK parents are asked to park in the designated row of parking and come to the classroom to pick up their children.
6. PLEASE DO NOT PARK IN THE LANE IN FRONT OF THE SCHOOL at any time.
7. At all times, please be watchful for students in the schoolyard. They can sometimes appear from nowhere.

If someone other than a parent is dropping off or picking up a child, please review the above procedures with that person.

Please inform the JK teacher ahead of time if someone other than a parent is picking up a child. The school must be informed who the normal care-giver(s) are that may be responsible for bringing a child to and from school. Please inform the school if there are any persons who are restricted from picking a child up at school.

## **MEDICAL INFORMATION**

Upon application, a family is required to provide the school with a copy of the child's immunization records, Medicare number and name of family physician, any medications or allergies that the student has, and emergency contact information.

If medication is required on a regular basis, or at a specified time, the parent should bring the medication to the school office, labeled with child's name and dosage requirements, and complete the permission form allowing school personnel to administer.

## **CHILD ILLNESS**

Parents are asked not to send their child to school if he/she has a temperature, a cough, cold, flu or other contagious condition. Illnesses spread quickly in the school environment – even to the teachers and volunteers. The parent should call in the morning to inform the school of a student's absence and the reason.

From time to time, conditions such as head lice, pink eye, impetigo, and a variety of flu-like illnesses will arise. The administration will make a general information statement regarding any such outbreaks in the school community. Public Health information sheets are available upon request regarding the common conditions. As other illnesses arise in the community, and when warranted, Public Health provides information which will be forwarded to families. Students who have acquired any such contagious conditions will be excluded from school for the period of time prescribed by Public Health for that condition. Parents will be required to complete the "Return After Exclusion" form upon the child's return to school.

If a child becomes ill while at school, the parent will be called and the sick child must be picked up from the school within one hour of notification.

## **CHILD GUIDANCE PRACTICES**

If a child is struggling with conforming to the behaviour required in the class, s/he will be instructed by the staff member what the correct behaviour would be. If a child is still not complying with a requested behaviour, and/ or there is the potential of the child causing harm to himself or another child, the child will be guided by a staff member to an area away from other students.

## **ACTIVITIES OFF THE PREMISES**

Occasionally throughout the year, outings or events may be planned off school premises. At such time, the details of the activity and a permission form will be sent home; parents will have the opportunity to decide whether their child will participate in the event. Depending on the activity, parent volunteers may be asked to assist with driving students to the event. ALL Junior Kindergarten students that would be participating in an event where they would be driving off property would be required to have an appropriate CSA approved car seat or booster seat.

## **PARENTAL INVOLVEMENT**

On a daily basis, it is helpful if parents assist their child in the process of signing in, washing their hands, and placing their snacks and outdoor clothing in the assigned cubby. Parents are permitted to observe the classroom any time their child is present. Parents are welcome to make suggestions of activities or events that would enhance the classroom experience. Suggestions may be taken into consideration by the classroom teacher and or the school principal.

Parents who wish to donate time to the school for a specific purpose are most welcome to do so, provided there is a need in that area. Volunteers will be asked to undergo a police check as a condition of working in the school, and will be interviewed by the administration as to their qualifications for a given task. Within the volunteer contract it is understood that for those who would assist in a modeling capacity to students, there must be evidence of at least two years of clear Christian testimony in the community.

More formally, there are a variety of opportunities for parent involvement.

- Every year, each classroom is assigned a "Room Mom/ Dad" from among the parents that is able to help with special activities that may come up through the course of the year.

- In the fall of the year, parents have the opportunity to nominate members of the parent constituency to the school's Parent-Teacher Fellowship Committee. Parents who are nominated may agree to let their name stand for election if they are able to sign the school's Statement of Faith. Members of the committee are elected by secret ballot from the Parent/ Staff constituency of the school.
- Each May, an election is held for open school Council positions. The school Council is the governing body of Sussex Christian School under Sussex Wesleyan Church's Local Board of Administration (LBA). A Council-appointed committee nominates potential candidates for open positions on the Council. Interested candidates fill out an application form which is considered by the committee. Nominees must be able to sign the school's Statement of Faith, and be able to present a valid Criminal Record Check. Upon approval by the church LBA, nominees' names are presented on a secret ballot at the spring meeting of the Parent-Teacher Fellowship. Terms for all positions are two years.

### **PARENT GRIEVANCES**

The most effective and expected way to deal with parent-teacher misunderstandings or problems is for the offended party to go to the other person to discuss the offense with a view to solving it. (See Matthew 18:15-17 – "If your brother sins against you, go show him his fault just between the two of you.") A concern in the classroom should first be addressed between the parent and the JK teacher. If a solution cannot be agreed upon, the two parties should agree to address the issue with the Principal. On the rare occasion the situation remains unresolved, the party(ies) have the option to approach the school Council Chair. Both parties should provide written documentation of the issue as it pertains to them and the Chair may determine to have the Council or a sub-committee thereof rule on the issue.

### **SCHOOL GOVERNANCE**

The classroom teacher has supervisory responsibility for any teacher assistants or volunteers that are part of her classroom climate. The teacher answers directly to the school Principal. The principal at SCS is employed by and accountable to the SCS Council, a body elected by the parent-teacher constituency of the school. The Council is a policy-making board; it sets the general policies of the school and employs the Principal to carry out those policies. The Council operates under the authority of the Sussex Wesleyan Church LBA, and, as such, must seek the approval of the LBA for constitutional changes, hiring decisions, operating budget, etc.

### **CHILD ABUSE and NEGLECT**

Under Section 5.7 of the *Child Victims of Abuse and Neglect Protocols*, "staff of an early childhood development program have a personal obligation to report suspected abuse and neglect." The Protocols are made available to staff and they must familiarize themselves with the protocols and be able to act, if warranted, according to Section 5.7 of the protocols.

### **PARENT AGREEMENT**

Parents must read the Junior Kindergarten Parent Handbook and sign that they agree with the policies and practices laid out by Sussex Christian School for the Junior Kindergarten program in which they have chosen to enrol their child. Please keep the handbook for your reference and complete the attached form and return to the Junior Kindergarten Teacher to keep on file.

### SCS Junior Kindergarten Handbook Agreement

As a parent(s) of a student enrolled in the Junior Kindergarten program at Sussex Christian School, I/ we hereby confirm that I/ we have read the Junior Kindergarten Parent Handbook in full, understand its content and agree that SCS will carry out the policies and procedures as outlined in this handbook.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School Year Enrolled

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date