

OC PRESCHOOL FAMILY HANDBOOK 2011-2012

I General Information

A Contact Us

Ontario Christian High School
931 West Philadelphia Street
Ontario CA 91762-6218
High School (909) 984-1756
Business Office (909) 983-4644
Fax (909) 460-0176

Ontario Christian School
1907 South Euclid Avenue
Ontario, CA 91762-6512
Fax (909) 984-3270
Pre-School (909) 983-2420
Elementary School (909) 983-1010
Day Care (909) 983-1010 ext. 503 or 300
Middle School (909) 983-1671

Please check our website: www.ocschools.org

Tuition and Fee Schedule on Page 19

- B School Colors:** Green, Gold and White
- C Mascot:** Knights-High School/Lancers-Middle School
- D Yearbook:** OC Yearbook/Shield
- E Administration**

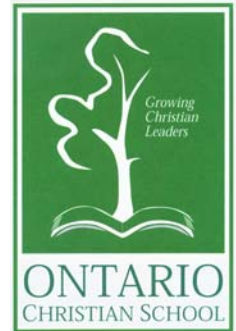
- 1 Superintendent: Ryan Groen
- 2 High School Principal: Tim Hoekstra
- 3 Assistant High School Principal/Athletic Director: David Parkes
- 4 Middle School Principal: Bob De Groot
- 5 Elementary Principal: Keith Lucas
- 6 Pre-School Director: Jane Reichert-909-983-2420/ jreichert@ocschools.org
- 7 School-age Day Care Director: Tony Miranda
- 8 Development Director: John Voortman
- 9 Director of Admissions: Dianne De Groot

F Regular Day (approximately)

- 6:30-8:30-Freeplay/Welcome
- 8:30-9:00-Circle Time
- 9:15-11:30- Curriculum, Music, Art, Outside Time and Snack
- 11:40-12:00-Lunch
- 12:00-1/2 Dayers Dismiss
- 12:00-12:15-Outside Time
- 12:15-Clean-up/story time
- 12:30- Nap Time
- 2:00-2:30-Nap time over
- 3:00-Fulldayers Dismiss
- 2:30-3:45-Story time, games art and free play
- 3:45-5:00-Outside play and Snack
- 5:00-6:30-Freeplay and Movies

II Introduction

Welcome to Ontario Christian School. We hope you find this Family Handbook helpful and informative. It is designed to provide quick references to answer most of the common questions families ask. Policies and services included are not exhaustive and may be descriptive or summarized, rather than a precise detailed presentation. For details or further answers to your questions, please contact the administration for a more complete explanation.



We are looking forward to serving you and your student(s) as you become a part of the community at OCS. These are important years of spiritual, physical, intellectual, social, emotional and moral growth for your student(s) and we are grateful you chose Ontario Christian as you partners in guiding them through it.

Our theme for the 2011-2012 school year is “*Growing in Community*” Colossians 1:17-18a: “He is before all things, and in him all things hold together. And he is the head of the body, the church.”

Mission Statement and Motto

The mission of Ontario Christian School is to provide and promote a Biblically-based, quality education that nurtures the children of Christian parents to grow in God-centered discipleship, equipped with vision, understanding, discernment, and service in order to renew all relationships and culture to be under the authority of Jesus Christ.

The motto of Ontario Christian School is *Growing Christian Leaders*.

A Admission Policy

Children two years through six years of age, and fully potty trained, are eligible for preschool and the all day program. Although after January 1st of the school year, a child be three years of age to enter at the mid-year school session. However, chronological age is not the absolute criterion; many children are not ready to leave their parents even after the age of three. This will be determined at the initial interview and in the child’s first weeks at the preschool. Each child is admitted must be:

1. Ready for the type of group experience the preschool has to offer.
2. Fully potty trained and at least the age of two and six months.
3. Able to benefit from the program offered. Children who are physically handicapped or emotionally disturbed shall not be accepted, unless it is determined that:
 - a. There will be no adverse effect upon the other children, either through direct behavior of the child, or through requiring the staff time needed by other children.
 - b. The facility is able to meet the individual needs of the child.
4. From a family that is Christian or Catholic, attending church on a regular basis. A pastor’s reference is required.

B School Accreditations and Memberships

Ontario Christian High School is proud to be accredited by the Western Association of Schools and Colleges (WASC). Ontario Christian School is a member of professional organizations including: Christian Schools International (CSI), California Independent Schools (CIS). The Pre-School is licensed by the State of California Department of Social Services under Title 22 and is a member of Christian Schools International (CSI) and Association of Christian Schools International (ACSI).

C School Policy of Non-discrimination

Students of any race, color, national or ethnic origin are admitted and accorded all the rights, privileges, programs, and activities made available to all students at the school. Ontario Christian does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

III School/Home Relationships

A School as an Extension of Your Home

Ontario Christian recognizes that the parents are most accountable before God for the nurture of their children in the ways of the Lord. Therefore, the school sees itself as an extension of the home. We see the home, church, and school must be partners in helping the students to grow in discipleship and establishing the relationships and living in obedience to God's Word.

B School Communications

Intrinsic to the success of a child in school is the communication between the teacher and the student. But as an extension of your home, it is imperative that parents and teachers communicate. A number of devices have been instituted at Ontario Christian School to promote a dialogue between parents and teachers.

- 1 The "Knight Line" is a newsletter mailed to family and friends that gives information about the school and major activities and programs.
- 2 The "OC Campus Connection" is a weekly communication designed to give information of interest to parents and those involved more closely to the school. This communication is also available on the school's website.
- 3 The school's website is a source of much information. We maintain current news items, a calendar of events, athletic contests and results, and much more. The site address is: www.ocschools.org.
4. Preschool newsletters and curriculum calendars are sent home monthly. This is also on our web site under the preschool link. The teachers also send home a monthly newsletter.

C Parent Support

As a partnership in a ministry, Ontario Christian is dependent on the family communication with the school. The school uniquely cultivates your observations and questions to allow the school to more effectively serve.

- 1 We solicit your prayers for the school. We suggest you regularly pray for specific groups, such as students, board, administration, teachers, support staff, other parents, volunteers, leaders and members of the auxiliary organizations, those supporting the school with their contributions, and the churches that support Christian education.
- 2 Communicate to the school. Please call the school office or a school administrator with your suggestions. For problems or grievances, please follow the guidelines of Matthew 18. First, call or set up an appointment with the teacher, coach, or person most directly involved. If, after discussion with the person, the problem is not resolved, the parent should contact the preschool director and/or superintendent. Only if the problem is still not resolved, the parent is encouraged to contact the School Board President.
- 3 Volunteer. Parents are encouraged to participate in the auxiliary groups, or volunteer as opportunities exist such as chaperoning field trips, providing special skills in the office, or helping with classroom parties and programs. To get more information on the present needs, please call the Director. Finger print clearance may be required.
- 4 Development and capital campaign; Your family is now enjoying the results of families who have given to the school over many decades. We need to continue to have this ministry meet our present needs, but also to prepare for the future. Your contributions are needed for the school's "annual fund drive" and the special capital projects. Please remember the school in your estate planning. Please call the Development Director on the school's plans and projects.

D Parent Organizations

- 1 Ontario Christian Parents' Association (OCPA) is made up of moms and dads of students of all grade levels. This organization supports and raises funds for teachers, curriculum, and special projects.
- 2 Athletic Booster Club is composed of parents of middle and high school students. The organization supports and promotes athletics by sponsoring fund raising events and by volunteering to help at athletic contests.
- 3 Fine Arts Guild supports and promotes fine arts activities for all grade levels. These parents provide funding for new instruments and other fine arts additions.
- 4 Mom's In Touch is an important organization of women who weekly get together to pray for the school, its employees, and families.
- 5 Room Moms or helpers help when needed in the classroom for parties, field trips, teacher appreciation, teachers' birthdays and other opportunities.

E Campus Visitors

OC Pre-School has an Open Door Policy that enables parents to visit the school at anytime. Visitors or relatives must check-in at the front pre-school office with the director before visiting a child. All those volunteering must sign-in and wear a visitor hang tag. The gate has a code to open. All those that are dropping off and picking up should know the code. The preschool staff will release your child to only those listed on the authorized list on the emergency card.

F Financial Information

- 1 Tuition payments for preschool are to be made in the classroom grey payment boxes or in the preschool office. Payments made in the payment boxes do not require an envelope unless you have cash, which should be labeled with your child's name. A receipt will be written for cash payments.
- 2 If you wish to make payments by automatic withdrawal or credit card, you must speak to Ellie Begley, our business manager, at the business office at our high school campus on Philadelphia.
- 3 Tuition payments are due the first day of the month that your child attends preschool.
- 4 Receipts are also written on request for employee flex spending accounts. Contact your employer how to file a claim.
- 5 Tuition is still due if a child is absent due to illness or other reasons.
- 6 The monthly tuition is based on a yearly budget with holidays and vacation weeks included. This is then divided into 12 monthly payments.
- 7 In June the following tuition is due:
 - a. Fulldayers coming all 12 months, the normal monthly tuition is due each month.
 - b. Fulldayer is not attending in the summer; only ½ of June tuition is due.
 - c. ½ Dayers continuing in the summer, pay only the last ½ of June.
 - d. ½ Dayers not continuing through summer, do not have anything due in June.
- 8 We have a waiting list for all areas of our programs. Parents are required to give a two-week's notice before withdrawing children. You are financially obligated for the whole month's tuition payment.



G. Delinquent Accounts

Late fees apply to all delinquent accounts. A letter from the director will be sent requesting a payment along with the appropriate late payment fee. The fees are as follows: not paid before the 10th of the month - \$10.00 on the 10th; before the 17th - \$15.00; before the 24th - \$25.00; before the 30th or 31st – not enrolled for the following month. To re-enter you must pay the registration fee if an opening is available.

If you need to make special arrangements or a particularly difficult financial situation develops, we will try to make individual arrangements if you will come and talk to the Director.

H. Late Pick-up Charges

Ontario Christian Preschool opens at 6:30 AM for *extended* fulldayers. NO children will be admitted before that time. School closes promptly at 6:30 PM for *extended* fulldayers according to the school clock. A late fee will be charged anytime after 6:30 PM at the rate of \$5.00 per each 5 minutes or part thereof, to be paid at the time of pick-up. Halfday or Fullday children arriving before or departing after their scheduled time will be charged the hourly rate of \$6.00 or part thereof the hour.

IV Academic Program

A PK – 12 System

Ontario Christian is proud to be a school that offers education from Pre-Kindergarten (age two and a half, fully potty trained and above) through high school. This allows the student to progress through the single system with a consistent philosophy and community.

B. The Preschool Program

- 1 The child is put into a group situation.
- 2 The child learns to listen and take directions from other adults besides the parents.
- 3 The child learns to share toys as well as the time of the teacher.
- 4 We offer the child creative art experiences, which include many varied experiences such as painting, finger-painting, gluing, pasting and cutting. When planning the art projects, we keep in mind the development level of the child. We hope from these experiences the child will gain self-confidence and a good self-image because of his/her success. These experiences also help the child develop his/her fine motor muscles that are used for writing. Coordination is gained through these experiences. Post your child's work proudly.

Daily skills to be implemented:

- a. Spiritual-prayer, songs, moral development, stories, drama within the daily curriculum.
- b. Social-play groups, games, outside play, cooperation, problem solving, and communicating.
- c. Cognitive-alphabet and number games, shape and color identification, drawing and copying.
- d. Language and Speech-communicating, stories, share time and drama.
- e. Physical-Gross Motor-outside activities and games.
Fine Motor-pre-writing, cutting, puzzles, manipulatives, painting, and other similar activities.
- f. Aesthetic- Music - instruments, singing, listening to various forms of music. Art-Creative forms, painting, clay, arranging items into a project.

C Field Trips

During the school year, OCPS will offer a variety of field trips. These are designed to specifically address a particular unit or area of study. A field trip permission slip will sent home to be signed. Also included will be the details of the trip and the cost. These trips require some parents to help with supervision. The preschool asks that NO siblings go along on the field trips.

V Testing

A Standardized Testing Program

- 1 Ontario Christian Preschool does not do a standardized testing. We do however test on individual needs if there is a concern.
- 2 Ontario Christian School does a kindergarten test in the spring of a child's Pre-K year. This is a developmental test that tests to see if a child is ready for kindergarten in the fall. There is a fee for the testing.

B Parent-Teacher Conferences

The preschool does not have formal parent-teacher conferences. If there is a concern or issue with your child, the teacher will communicate that with the parents. At any time you are welcome to ask the teacher of your child's progress, behavior and well-being. We encourage you to keep the communication lines open with your child's teacher.

At any time, the school asks you to follow the following procedures when communicating a concern or issue. Follow what Matthew 18:15-17. First speak with the teacher about the concern. Quite often it is just a misunderstanding. If the issue is not resolved, take it to the director. If still not resolved, take it to the superintendent and so on.

C Homework

Homework is not usually assigned in preschool, although some teachers may have some enrichment worksheets or activities to do at home. We do have a Bible verse each week and ask the parents to recite the verse at home with their child. Share time items have to do with the theme, letter, color, shape, etc. of the week.

VI Campus Life

A Attendance

- 1 Preschool is not required by the state, so if your child misses a day of school here and there you do not have to call in. Let the Director know if your child is going to miss a length of time due to vacation and sickness.
- 2 Call the preschool office if your child has contracted a communicable disease.
- 3 If possible, try to have your child at school by 8:30 for AM ½ Dayers or Fulldayers and 12:15 for PM ½ Dayers to be assured that your child will be involved in the curriculum for the day.
- 4 ½ Day class wait outside until your child's class time (8:15 AM or 12:00 PM)
- 5 Be prompt in picking up your child. Late pick-ups will result in a late pick-up charge.

B Appearance and Dress

Importance: Ontario Christian School strives to be different in its approach to teaching Christian values and norms. With our motto of *Growing Christian Leaders*, we emphasize that students need to practice decision-making, understanding and applying the principles of Christian living, not just conformity to regulations. As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. We strive to work with parents and the students to guide and encourage appropriate dress for the purpose and occasion.

Dress has always been a subject of controversy and confusion for Christians. The world's standards and the standards that Christ has for our lives are different. While we recognize that God looks on the inside and judges people's hearts, we also recognize that non-Christians and Christians look alike on the outside and expect a difference between the message conveyed by the world and the message conveyed by Christians. Matthew 5:13 tells us "we are the salt of the

earth,” and Colossians 3:17 tells us “Whatever you do, whether in word or in deed, do it all in the name of the Lord Jesus.” We are on display as members of the body of Christ and Ontario Christian School. This means we must be dressed with modesty and cleanliness to meet Christ’s standards rather than the world’s view of acceptable dress. In keeping with this standard, the following guidelines have been established and will be enforced:

- 1 Playwear is recommended.
- 2 For the younger ones: pants that can be pulled up and down easily for toileting needs.
- 3 Shoes: closed-toe recommended. If sandals are worn, the sandal should have a back strap.
- 4 No high heels or platform shoes.
- 5 Label ALL jackets and sweaters.
- 6 On Fridays and field trips: the green OC t-shirt is to be worn.
- 7 An extra set of clothes must remain at school at all times (pants/shorts, shirt, underwear, and socks), clearly labeled, in a zip lock bags. Replenish if the original set has been used.

Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning. Our goal is modesty and respect. We expect your support!

C Communications and Announcements

- 1 Parents are encouraged to call, meet with or send a note to check on their child’s progress or to ask a question. Do not hesitate to contact the teacher at school any time you have a question or problem. Honest, open communication is essential to the success of Christian education. We request that you place your phone calls to teachers within the naptime schedule.
- 2 Ontario Christian School is an institution that is based on the teachings of the infallible Word of God. When there is a disagreement that occurs between the parent/student and one of the school’s staff members, the policy of the school is to follow the principles set forth in Matthew 18:15-19. A parent or student who has a disagreement with a staff member should go to that staff member and present the concern to him/her. If there is not a satisfactory conclusion or settlement of that concern, the following steps should be followed:
 - #1 - Bring the issue of concern to the staff member involved.
 - #2 - Bring the issue of concern to the director.
 - #3 - Bring the issue of concern to the superintendent.
 - #4 - Any unresolved issues at this point will be brought to a committee made up of members of the Board of Trustees.God calls each of us to listen to one another’s concerns and to be willing to offer God’s forgiving love to one another.
- 3 The director and the teacher send home monthly newsletters and calendars to let the parents know of the curriculum and happenings coming up in the next month.

D Lunch

- 1 Students eat lunch at the picnic tables outside. The preschool does not provide lunch. The lunch must be brought by you or purchased from our hot lunch program. The milk is provided by the preschool whether you bring a lunch or order from the hot lunch program.
- 2 Healthy snacks are provided by the preschool in the morning and afternoon.
- 2 If sending a child's lunch, include a nutritious lunch filled with breads, fruits, vegetables, and some kind of proteins such as meats, cheeses, peanut butter or nuts. Do not send sodas, candy, sweets, chips, or a lot of pre-packaged foods.
- 3 Gum is not allowed at school.
- 5 A light breakfast will be provided if requested at the preschool before 7:25. The hot lunch program is also open for hot breakfast to purchase. If you bring a breakfast after 7:25 for your child, you must have your child eat it outside by the picnic tables with you.

E Chapel

Bible time and songs are done in your child's classroom everyday. The preschool feels that a more small and intimate group will offer the children a more personal and attentive time.



F Lost and Found

All lost articles will be collected and put in the blue barrel outside of Rm 400. We will try to return all labeled items with the child's name, back to your child's cubbie. LABEL everything.

G Fees

- 1 Cost for most field trips and classroom activities are separate from tuition.
- 2 Tuition schedules are published each spring. A signed tuition contract must be submitted before school starts.
- 3 The school policy is that parents must remain on the tuition payment schedule agreed upon at the time of enrollment registration. Monthly payments are due the first of the month and must be made by the 30th or 31st, or the child's enrollment will be considered invalid on the first day of the next month.
- 4 A one-dollar a day charge will be charged if the napping bedding is forgotten two consecutive days. A five-dollar charge for incorrectly or not signing in/out after three warnings.
- 5 Fundraisers will help with items to be purchased for the classroom and/or playground.
- 6 Extra days added to your normal scheduled days is a charge of \$40 a day or any part of the day based on availability.

H Physical Education and Music

- 1 The preschool has a specialized teacher that will do PE and music with each class at least twice a week.
- 2 If your child cannot participate in physical activities for various reasons, a note from the Dr. must be brought to the preschool to explain the physical limitations.

I Pictures

School pictures are taken in September or October. Price information will be sent home with the students soon after school begins in the fall. This includes individual pictures and a class picture. In the spring the preschool does dress-up pictures.

J Insurance

Although care is exercised to prevent accidents, neither the Board of Trustees nor the school can assume responsibility for accidents or injuries to students. An insurance company, not connected with the school, offers an inexpensive accident policy that provides coverage for regular sessions. Parents are encouraged to review the merits of this insurance.



K School Supplies

1. The preschool provides all school supplies.
2. Fulldayers need to bring a fitted crib sheet and child-sized blanket from home. A very small pillow is optional. All bedding should fit in the tub provided in your child's cubbie.
3. An extra change of clothes should be kept at school in a zip lock bag in the provided tub in your child's cubbie at all times.
4. At the beginning of the school year bring a container of disinfectant wipes, box of Kleenex and a box of Sip Lock Bags.
5. The parent must provide an earthquake kit on the first day of school.
6. Toys may only be brought for share time and pertain to the weekly studies. Do not send toys, coins, balls that can fit in a child's mouth. Play guns and play weapons are not allowed at school at anytime. This is a state law and school policy.

All personal property should be labeled. The school is not responsible for lost articles. Unclaimed articles and clothing will be given to charity at the end of the year.

L Parties and Birthday Parties

1. If your child is celebrating a birthday, the preschool welcomes your child to celebrate it with us. Talk to the teacher about your child bringing a special snack for his/her birthday. You should not plan a birthday party to be held at school. Reserve that for your home or elsewhere.
2. The preschool has special parties for special holidays and occasions. The room moms will discuss with the teacher, what the teacher wants for the party. The room mom is responsible to make up a sign up list for parents to bring food, items, and ask for volunteers.
3. The room moms are responsible to celebrate the teacher and teacher aide's birthdays.

M Emergency Cards

Please notify the office of any change of address, home, work or emergency phone numbers. If a student is moving, he/she must bring a note from his/her parents or guardian, which states the new address. **These cards are very important for contact information from the classroom, authorized persons to pick-up, field trips and in case of an emergency catastrophe.**

O Sign In/Out Sheets

The state required each person that drops off a child to sign in – the time and complete signature is required when signing a child out for the day. Only persons authorized to pickup per the emergency card or written note may pick up the child. The person picking up the child for the first time must show his/her ID. All persons that pick up the child must be 18 or over.

Forgetting to sign out properly will result in a \$5.00 fine each time after the 3rd warning has been given.

P Fire and Earthquake Drills

These drills will be conducted on a regular basis. Procedures for evacuation are on display in each classroom. Students are expected to become familiar with these instructions. For Earthquake and Disaster Drills, drop to the floor beneath desk, chair, table, or bench with your back to windows. Hold on to table leg. If no cover is near, get close to bearing wall. If in a hall, drop away from freestanding cupboards and face away from movable walls. Cover the back of your head and neck with coat, sweater, notebook or hands. Wait for further signals and/or instruction. When notified the students will file out of the classroom to the backfield. Fire Drills-a loud alarm will sound and the students will file to the backfield.

In the event an earthquake does happen, parents or guardians picking up a student must check out with the check out person. An ID must be shown to pick up a child. A runner will then retrieve your child from the backfield.

Parents are required to supply the child with an earthquake kit to be stored at school.

Q Fund Raising

The preschool does a World's Finest chocolate sale each May. The preschool makes a dollar on each two-dollar candy bar. The money is used exclusively for the preschool for playground equipment and classroom items. The Mothers' Club conducts a magazine campaign for two weeks in February. The school makes 40% on the dollar cost of each subscription, and these funds are used to purchase items outside of the regular budget.

The preschool may also participate in other campus fundraisers for our communities or other needs around the world. Collections are typically around Thanksgiving, Christmas and Easter.

VII Student Conduct

A Purpose

In the training of children, it is necessary that guidelines be set to establish the limits of acceptable behavior. At Ontario Christian, we have a minimal number of rules, and we expect that they will be followed. Action will be taken when they are not. The classroom is teacher-directed. The atmosphere in which students learn the most is one which is ordered, structured, and disciplined. Each student is expected to familiarize himself with the rules of the school and the classroom and adhere to them.

In abiding by rules, it is rarely the rules that are the problem, but the attitude of the student toward those rules. The attitude of a student is primarily the responsibility of the student and his/her parents. A supportive, conforming attitude on the part of parents transfers to the children. Students should understand that discipline is an act of love, and we at OCS love students enough to discipline them. The teacher deals with minor infractions of the rules of the school or classroom. If the problem becomes repetitious or is of a more serious nature, it will then involve the parents and the school administration.

B Discipline System

Discipline is the process by which one learns to live consistently according to the demands of Christ. Therefore, for the Christian, discipline is first of all self-control in living according to the principles of Christian living. The Christian attempts to make his whole being reflect his obedience to God in love and service toward his fellow man.

As Christians, we live in a community. It is necessary that each individual help and be helped by the community in maturing in discipleship of Christ. There needs to be encouragement when consistency is exhibited and correction when there is inconsistency. Discipline is intended to help students correct inappropriate behavior. Repeated offenses indicate that the student has not learned to correct his/her behavior and more serious discipline is necessary. Proverbs 3:12 tells us “the Lord disciplines those He loves, as a father the son he loves.”

The school is an extension of Christian homes. It is the school’s task to be a community based on Christian principles that help parents educate their children. Christian relationships are to be taught not only in the classroom, but also within the operation of the school. It is important that the student appreciates the value and contribution of others as image-bearers of God and members of this community. Together we strive to bring honor to Christ in both our Christian education and in the relationships in which we live.

C Discipline Explanation

1. A child will be treated with love and respect at all times. The child’s self-esteem will be protected and honored in the discipline used.

Discipline process:

1. Redirection
 2. Time Out-either in class room or director's office
 3. Notify Parents-by note or conference
 4. School Suspension-continuing problems and no resolutions are seeable.
2. Corporal Punishment. All forms of corporal punishment are prohibited. "Corporal punishment" means the willful infliction of, or willfully causing the infliction of, pain on a pupil. An amount of force that is reasonable and necessary for a person employed or engaged in quelling a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. (Ed. Code 49000, 49001) Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the pupil is not and shall not be construed to be corporal punishment.
3. Harassment. Harassment is unlawful and contrary to the beliefs of Ontario Christian School. All contact between students, teachers, and other adult employees must be in keeping with respect for the individual students and be conducive to creating a consistent Christian educational environment. Students are encouraged to report to an administrator or counselor any conduct that is intimidating, hostile, offensive, or is inconsistent with a Christian learning environment. Any student found violating this policy will be subject to disciplinary action up to and including expulsion from school.

Ontario Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. It is imperative that each person is accorded the same dignity, respect and love, which we give to God. Ontario Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent by any other student, employee, or parent is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students, employees, or parents found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- a VERBAL HARASSMENT – Derogatory comments and jokes; threatening words spoken to another person;
- b PHYSICAL HARASSMENT – Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;
- c VISUAL HARASSMENT – Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and
- d SEXUAL HARASSMENT – Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - 1 Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress;
 - 2 Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
 - 3 Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.

It is the student, employee’s and parent’s responsibility to:

Conduct him or her in a manner, which contributes to a positive school environment.

VIII Student Activities

The preschool may have extra activities such as computer, gymnastic and dance classes for an additional fee.

IX Health and Safety

A Emergency Information

Emergency information forms are on file for each student in the respective school offices. Please call the office if there is a change in any of the information given on this form.

B School Closing

In case of emergency school closing due to inclement weather, the school will contact both radio stations and TV stations. Please check the school's website for current information at www.ocschools.org

C First Aid

If any injury occurs at school, first aid may be administered, however, no internal medical treatment, including aspirin, will be given. If a student is unable to return to class, the parents will be contacted so that they may come to the school to take the student home.

D Medicines

Prescription medicines must be sent to the office in its original container. A school form must be completed by the doctor's office giving the type of medication, the dosage, and times to be administered. The student's parents must sign this form also.

Over-the-Counter Medicines may be given to the child if the parent fills out a medication sheet, the medication is in the original medication container and the correct dosage is followed. This procedure is required by the state.

Medication must be taken home after the date written on the Medication Form is passed. Medication is kept in the preschool kitchen area in the fridge or in the Meds container on top of the fridge. Any medicine left after five days will be disposed.

E Health Records

California statutes require students enrolling in a California school must present HRS documentation that immunization and current health requirements have been met or be exempt due to medical/religious reasons. Students entering pre-kindergarten, kindergarten and seventh grade and/or a student who is a first time entry into a San Bernardino County school must present a completed current health examination. Proof of immunization and current physical must be in the school office before the student is allowed to attend classes.

F Sick Children

Do not send sick children to school. If the child has a fever, it must be gone 24 hours before returning to school. Children that become ill will be taken out of the classroom and the parents will be called to pick up the child immediately.

G Insurance

At-school accident insurance coverage is provided for every student at OCS. This insurance is supplemental insurance only and is always coordinated with your family insurance benefits. If any student is injured during the school day, the teacher will send him to the office or the first-aid room to be checked. If an injury requires treatment, parents will be contacted. If a child reports an injury that happened at school, the parents should immediately contact the school.

H Emergency Drills

Emergency drills are held regularly to develop safety practices to enable students to move quickly and orderly in case of fire or other emergency. Evacuation routes are posted in each room.

X Preschool Philosophy

This preschool is established as a service to the families of the community. The preschool complements the values found in a good Christian home of a families attending regularly a Christian/Catholic church by enabling the child to spend part of his/her day in the world that is child-sized. The day is planned so that the child learns to associate with other children of his/her age in a group activity.

Our purpose is to provide an environment that is safe, secure, nurturing and Christ-centered where children ages 2 1/2 – 5 years old and fully potty trained can develop a positive sense of self-worth at his/ her own rate. Each child has different patterns for growth and his/her learning experiences should reflect that individual pattern. The child is surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world.

The child learns most effectively in a child-centered and child-oriented environment, organized for discovery learning. He or She is involved in active experimentation, exploration, and independent selection. The scope of learning experiences should include physical, social, logical and spiritual knowledge. A successfully developing child confidently acts on his/her environment, organizes his/her experiences and exhibits flexibility.

This particular philosophy does not concern itself with quick, short-range changes in surface behavior, but rather in healthy positive learning that is the result of slow, subtle growth. This is lasting growth.

XI Preschool Curriculum:

Bible –

Christian Reformed Church Bible Curriculum
Betty Lukens – “Through the Bible in Felt”
Christian School International Bible Curriculum
The Fruits of the Spirit-one each month-
Mary Rice Hopkins-“Fruits of the Spirit”

Purpose: To instill a sound basis to getting to know our Father, Jesus Christ, and Holy Spirit through the stories in the Bible. Also to teach by example and showing how to lead a faithful Christian walk with God-personally and socially.

Pre-Reading Readiness –

Kidspartz Alphabet curriculum
Fearon “Alphabet Puppets, Stories, and Activities”

Purpose: To learn letter recognition and letter sounds through stories, activities and games.

Fine Motor – (Writing and cutting skills)

Various resource books, writing letters, lines, circles, and manipulatives. Developing cutting skills through cutting, tearing, play dough, and manipulatives.

Purpose: To develop fine motor muscles for writing skills needed for Kindergarten involving how to hold a pencil and holding a scissors correctly. Being confident in pre-writing skills, letter writing and scissor cutting.

Math –

Heidi Butkus-“Jumpin’ Numbers & Shakin’ Shapes”
Newbridge Big Books-“Beginning Math”
Macmillan Early Skills Manipulatives

Purpose: To learn math concepts such as: sorting, classifying, number recognition, counting objects, route counting, patterns, matching, adding to, and taking away from, etc.

Science -

Newbridge Big Books- “ Early Science Program

Purpose: To discover and explore God’s universe through hands-on activities and observations. To learn concepts of the physical and life sciences.

Art –

Various art activities planned by the teacher according to the child’s age level and to the topic of the week.

Purpose: To stimulate creativity and self-esteem. To develop small muscle coordination, spatial relations, placement, color, and texture.

Music and Story Time –

Theme based and Bible based.

Purpose: To praise God through song and movement. To develop a library of various kinds of music.
Book reading – to acquire knowledge of the theme, develop readiness skills and the love for reading.

Gross Motor –

Outside and inside activities and games.

Gymnastics (optional)

Purpose: To develop large muscles and balance. To exercise for better health.

Free Play/ Playtime –

Outside and inside “make believe” situations and play toys involving blocks, legos, animals, home center, outside play ground toys-sand box, bikes, and jungle gyms.

Purpose: To develop a natural social and emotional growth for the child’s age group. To learn to cooperate, take directions, and use speech and language to communicate. To learn to walk the Christian walk with friends, peers, teachers, and parents.

XI School Calendar:

The school calendar will be sent home in the Back to school packet. The ½ Dayers follow the K-12 school calendar for off days. The following are school closed days for all preschoolers:

New Year’s Day

Martin Luther King’s Day

Monday, January 31-Teacher In-service

President’s Day

Memorial Day

June 16 & 17-Teacher’s In-service and Workdays

July 4

Week-Aug. 29-Sept. 2-Teacher Meetings, In-service & Work Week

Labor Day

Veteran’s Day

Thanksgiving and Friday after

Week-Christmas Eve-New Year’s Day-Closed

XII Tuition and Fees 2011-2012

Ontario Christian Preschool

PRESCHOOL TUITION FEE SCHEDULE 2011-2012

Registration Fee (Non-refundable)-

\$85 for new preschoolers \$35 for yearly renewals

EXTENDED FULLDAY TUITION-Hours 6:30 AM – 6:30 PM

4 or 5 days per week	\$650.00 - Month
3 days per week(MWF)	\$475.00 - Month
2 days per week(TTh)	\$325.00 - Month

FULLDAY PRESCHOOL TUITION-Hours 8:00 AM-3:00 PM

4 or 5 days per week	\$570.00 - Month
3 days per week(MWF)	\$400.00 - Month
2 days per week(TTh)	\$285.00 - Month

HALF DAY TUITION- AM or PM Class-(Lunch time included)

Hours 8:15 AM-12:00 AM *or* 11:45 PM-3:30 PM

4 or 5 half days per week	\$465.00 - Month
3 half days per week(MWF)	\$320.00 - Month
2 half days per week(TTh)	\$225.00 - Month

Early Arrival for Half Day AM-7:15-12:00 PM *or*

Later Pick-up for Half Day PM-12:00-4:30 PM

4 or 5 half days per week	\$515.00 - Month
3 half days per week(MWF)	\$360.00 - Month
2 half days per week(TTh)	\$255.00 - Month

Jr. K is Five Days - $\frac{1}{2}$ Day, Fullday or Extended Fullday

The age group for Jr. K are those that have turned 5 before December 1.

Extra time used by Halfday or Fullday Preschool will pay
\$6.00 an hour or any part of the hour.

Tuition is due on the first day of the month that the child attends preschool.
Late fees apply - \$10.00 on the 10th, \$15.00 on the 17th, \$25.00 on the 24th, and on
the 30th or 31st-not enrolled for the next month.

Late Pick-ups beyond 6:30 PM will pay \$5.00 per every 5 minutes late for pick-up.

The fees include snacks and milk for lunch.

Lunch is provided by you or purchased from our hot lunch program.

Children must be 2½ years of age and fully potty trained to attend
Ontario Christian Preschool.

