



Evangel  
Classical Preschool

*a ministry of*

**EVANGEL  
PRESBYTERIAN CHURCH, PCA**

**423 Thompson Road  
Alabaster, Al. 35007**

**PARENT/STUDENT HANDBOOK**

**2017 - 2018**

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## Statement of Faith and Secondary Doctrines

This statement of faith contains the essential biblical doctrines that guide the ministry of Evangel Classical Christian School (ECCS) and Evangel Classical Preschool (Preschool). Our Preschool is a ministry of Evangel Presbyterian Church (EPC), with whose “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” we agree and operate in accordance. The aforementioned EPC document amplifies Item C in the Preschool Statement of Faith below. The primary doctrines below define the perspective from which all classes will be taught and are one of the tools that will be used in the hiring of faculty and administration. Issues not mentioned in this statement of faith or specifically addressed in the EPC “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” are to be considered secondary doctrines and will not be emphasized in the teaching of the school. These secondary doctrine issues are important, and they may arise upon occasion within the curriculum; Evangel Classical Preschool recognizes that Christians are at liberty to reach different conclusions regarding them. The school’s recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there is no right answer to questions about these issues. With this caveat in mind and so that doctrinal disputes do not cause irreparable division within the school, classroom discussion of secondary doctrines will clearly delineate the Reformed view of the Presbyterian Church of America while encouraging students to respectfully investigate and articulate alternate views held by other Christian traditions. ECCS teachers will model respectful dialogue and encourage students to follow the example of the Bereans who “. . . *received the word with great eagerness, and examined the Scriptures daily to see whether if what Paul said was true.*” (Acts 17:11, NIV). Students will also be encouraged to follow up any questions they have regarding classroom discussion with their parents and pastor.

### A. Sovereignty of God

God’s sovereignty controls all that occurs in His world and in His church. His plans and purposes always prevail; nothing can thwart them.

### B. Inerrancy of Scripture

God’s written Word, the Bible, is free from error and is completely trustworthy. It is His truth and is the final authority in all matter.

### C. God’s Creation of the World, Mankind, and Marriage

The Triune God (Father, Son, and Holy Spirit) alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God. Mankind was created with dignity in that he was made in God’s image and was created in humility; our purpose is to glorify God and to enjoy Him forever. See also EPC “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” Item B: “Statement on the Sanctity of Human Life.”

God purposefully created both male and female, and He created each gender to be distinct from the other, though equal in their reflection of His image. Rejection of one's original anatomical sex is a rejection of the image of God within that person. God established holy marriage between one man and one woman to reflect the relationship of Christ with His Church and to be the basic unit of human society. We believe that the word "marriage" has only one meaning: the uniting of one man and one woman in an exclusive union, as determined in the Scriptures. For this reason, it is only in marriage between one man and one woman that God sanctions sexual relationships. "Statement on Matters of Faith, Belief, Conduct, and Use of Facilities" Item C: "Statement on Marriage, Gender, and Sexuality."

#### **D. Fall of Mankind**

All mankind participated in Adam's fall from his original sinless state and are thus totally depraved and lost in sin.

#### **E. Jesus, Savior of Sinners**

Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. He alone secured our salvation by His substitutionary atonement on the cross and by His righteous life imputed to us. Jesus rose bodily from the dead, ascended to the right hand of the Father, and will come again in power and glory.

#### **F. Justification by Faith Alone**

Sinners are justified by faith alone and do not deserve nor can they earn, salvation. Justification is granted only by God's grace through faith in Jesus Christ.

#### **G. Empowering Holy Spirit**

Every true believer in Jesus Christ is in-dwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works.

#### **H. Body of Christ**

All believers are spiritually united in the Lord Jesus Christ, the Head of the Church, and every believer is a member of the body of Christ.

#### **I. Final Judgment and Resurrection**

At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

## GENERAL POLICIES

Evangel Classical Preschool (Preschool) is a ministry of Evangel Church, PCA. We seek to serve as the parent's authorized representatives in the child's training process, not to assume the task which God gives to parents. Because the Preschool tries to follow the Bible's instruction regarding discipline and parenting, we hope to provide harmony between training received at home and at Preschool. Likewise, the Preschool expects parents to direct and discipline their children accordingly.

Evangel Classical Preschool is committed both in and out of the classroom to direct the development of the students and to enable them to translate the educational experience they receive here into Christian living. We are committed to proclaiming the gospel to the children and parents through our educational process.

**Evangel Classical Preschool is exempt under law from regulation by the Department of Human Resources. All parents must sign and have notarized an affidavit indicating they are aware that the preschool is not state licensed.**

Evangel Classical Preschool teacher-child ratio is as follows:

1:5	One Year Old Class
1:8	Two Year Old Class
1:8	2K/3K Class
1:10	3K Class
1:12	4K Class

All Evangel Classical Preschool staff have experience caring for children, and are interviewed and screened before placement in our program. All staff must pass a state and federal background check.

Our hours of operation are Monday – Friday 8:00 a.m. – 12:50 p.m. We do not offer early care or aftercare to our preschool children. We offer the following classes:

### One Year Old Class

Two days a week – Tuesday/Thursday

Three days a week – Monday/Wednesday/Friday

### Two Year Old Class

Two days a week - Tuesday/Thursday

Three days a week - Monday/Wednesday/Friday

### 2K/3K Class

Three days a week – Monday /Wednesday/Friday

### 3K Class

Two days a week - Tuesday/Thursday

Three days a week - Monday/Wednesday/Friday

### 4K Class

Three days a week – Tuesday/Wednesday/Friday

Five days a week – Monday – Friday

## ADMISSION PROCEDURES

Evangel Classical Preschool does not discriminate against race, color, or national origin and requires that parents be supportive of the traditional Judeo/Christian beliefs and PCA doctrines taught within the Preschool program. If parents are engaged in any known action or behavior that the PCA Church considers sinful and are unrepentant of such actions, we are not required to accept or retain their child into the Preschool program.

Evangel Classical Preschool offers classes for children ages one year old to four years old. In order for children to be enrolled in a class, the child must be the appropriate age by September 1<sup>st</sup>. Parents interested in applying for admission for their child into the Preschool program should call or email the Preschool office and inquire about available openings. If no openings are available, the child may be placed on the waiting list. When a vacancy occurs, the Preschool director will notify the parents. Necessary forms will be given to the parents at that time. Once the forms are filled out, parents will submit the forms along with registration and supply fees, which are non-refundable, to the Preschool office. The application will be reviewed and notice of acceptance/denial will be given by phone, email or letter as soon as possible.

**All 3K & 4K students must be completely potty trained before the first day of school.**

Once accepted into our program, reenrollment for the following school year will begin in January. Priority Enrollment, which includes siblings of other Preschool students and ECCS students, and Evangel Presbyterian Church member's children, will begin 2 weeks following reenrollment. These children should be placed on the waiting list in order to enroll during Priority Enrollment. Open Enrollment will begin near the end of February. This includes children on the waiting list and people in the community.

**Enrollment into Evangel Classical Christian School is not automatic by being in the Evangel Classical Preschool.** Each family must apply for a position in the school. However, if you are enrolled in our preschool program, you may place your child's name on the ECCS waiting list before January 30<sup>th</sup> to have top priority over all other K5 applicants. This does not guarantee a position for your child, but it does reserve a spot until interviews and testing are completed. If placed on the waiting list, you will receive notification when the ECCS online application opens.

## SPECIAL NEEDS

Evangel Classical Preschool is neither staffed nor qualified to diagnose or meet special needs of students with certain specific disabilities. Some learning disabilities categorized as mild may allow for certain classroom accommodations to be made, but all diagnosed disabilities must be stated on the child's application or documented in the child's file upon diagnoses if the child is already accepted. All requested accommodations must be discussed and agreed upon by preschool officials prior to the child's final acceptance and/or placement into a class.

## **PRESCHOOL GUIDELINES**

The following are guidelines that we follow for children entering each grade level:

### **Entering 1K Class Guidelines**

Age 1 by September 1<sup>st</sup>  
Understands simple instructions  
Able to assist in feeding themselves  
Able to drink from a sippy cup

### **Entering 2K Class Guidelines**

Age 2 by September 1<sup>st</sup>  
Able to feed themselves & drink from a sippy cup  
Able to sit at the table in a chair  
Able to communicate needs with 2-3 words  
Able to follow 2 step instructions  
Able to walk alone

### **Entering 2K/3K Class Guidelines (Older 2's/Younger 3's)**

Birthday between May and December  
In the potty training phase  
Able to feed themselves and drink from a cup  
Able to sit at the table for 5 minutes  
Able to communicate needs with 4-5 words  
Able to follow 2 step instructions and listen and obey  
Able to answer simple questions

### **Entering 3K Class Guidelines**

Age 3 by September 1<sup>st</sup>  
Potty trained  
Able to sit at a table for 10 minutes  
Verbal Communication with sentences and can understand them  
Able to follow 2 step instructions and listen and obey  
Able to answer simple questions  
Knows basic colors and shapes (red, yellow, blue, green) (circle, square, triangle)  
Can sing alphabet song  
Able to say first name and age  
Able to count to 5 and count 2-3 objects  
Able to work puzzles  
Able to participate in class activities such as singing, reciting memory verses,

## Entering 4K Class Guidelines

Age 4 by September 1<sup>st</sup>

Able to follow directions

Able to listen and obey

Verbal Communication with sentences and can understand them

Able to say first and last name and age and recognize their name in print

Able to sit at the table for 10-15 minutes

Can sing the alphabet song and verbally say the alphabet

Knows and recognizes some of the alphabet including the letters in their name

Counts to 10 and can count 5-7 objects

Knows basic colors (red, yellow, blue, green, orange, purple, pink, black, white)

Knows shape (circle, square, triangle, rectangle)

Able to work puzzles

Able to sort objects by shape and color

Able to participate in class activities such as singing, reciting memory verses, pledges & rhymes

Able to take care of most of their bathroom needs

### Prior to your child's first day of attendance Evangel Classical Preschool requires:

1. Completion of the student application.
2. Payment of the registration and supply fees.
3. An Alabama Certificate of Immunization, A certificate of Religious Exemption or a medical Exemption.
4. A copy of the child's birth certificate.
5. A copy of the parents' driver's license.
6. Completion of the affidavits.
7. Policy Agreement Statement signed and returned.
8. Consent and Release Card
9. Monthly Tuition Payment Letter signed and returned.
10. Field Trip Release Form signed and returned. **(4K students only)**

Immunization Requirements - Each child must have a valid Alabama Certificate of Immunization, also referred to as a "blue slip" on file before entering Evangel Classical Preschool (i.e., the first day of the school year.) Blue slips may be obtained from the child's doctor, clinic or health department. A varicella (chicken pox) vaccine documentation is required. For children who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization prior to Evangel Classical Preschool entry. A physician in Alabama may issue a medical exemption or a Certificate of Religious Exemption may be obtained from the local county health department, but these forms must be on file before the child enters Evangel Classical Preschool.



## FINANCES

Payments are due the first of every month beginning August 1st through May 1st. Payments are late after the 10th and will be assessed a late fee of \$10.00 if received after the 10th of each month. If the 10<sup>th</sup> falls on the weekend, the payments are still due on or before the 10<sup>th</sup>. Late payment notices will be sent out on the 11<sup>th</sup> or the first Monday after the 10<sup>th</sup> each month. A child will not be allowed to remain in the Preschool if the account is more than two months in arrears.

There is a \$20.00 charge for any check returned from the bank. Please bring cash to replace a NSF check. It is our policy not to redeposit the check. If two NSF checks are received, payment must be made by cash or money order for the remainder of the year.

A non-refundable supply fee and a non-refundable registration fee are required from all applicants at the time of enrollment.

No reduction of fees or make up days will be made for absences. Full fees will be charged for the weeks in which holidays occur or when vacations are taken.

## WITHDRAWALS

Parents may withdraw their child from enrollment upon a 1 month notice with a signed withdrawal form. Until a withdrawal form is signed, tuition will continue to accrue. The registration and supply fees are non-refundable. Any tuition payments previously paid are also non-refundable. **Parents must sign a withdrawal notice form in order to stop tuition fees from continuing to be assessed to the account.** A student may not be enrolled into the Preschool program again until the beginning of a new school year.

## CLOTHING

Children should wear clothing that is comfortable and suitable for indoor and outdoor play. We do some art projects with paint so please keep this in mind when you are dressing your child. All children need to bring a change of clothing with them everyday. If your child has an accident at school and does not have a change of clothes with them, the parents will be contacted to bring a change of clothes to the school. Also, girls need to wear shorts or bloomers under their dresses.

We request that all children wear tennis shoes to school. Velcro tennis shoes or laced tennis shoes are appropriate. These shoes work best on our playgrounds for safety. Shoes that are **not** appropriate are cowboy boots, sandals, flip flops, crocs, dress shoes, Toms, ballet shoes, etc. We will not change shoes out for the playground time. Students who come to school in shoes other than tennis shoes will be required to sit out during playground time.

Please send a coat or jacket with your child on cooler days. On warmer days, we request that you apply sunscreen to your child before arriving at school. We are not allowed to apply sunscreen here at school.

Children who are potty training should be sent to school with pull-ups. Please send extra pull-ups in case of an accident. 3K and 4K students are required to be potty trained. If 3K students have an accident, grace will be given 3 times. After the third occurrence, the parent will be called to school to change them for any further accidents.

## DROP INS

Request for drop in days must be made to the Evangel Classical Preschool Director. If space is available in a class on the day requested, permission will be granted. There will be a \$15.00 charge due on the drop in day.

## BACKPACKS

Backpacks should be large enough to hold your child's folder, lunch box and change of clothes, but small enough for them to carry. We request that any characters or markings be appropriate for preschool children. Please do not bring rolling backpacks. They leave marks on the floors and tend to be a tripping hazard.

## FIELD TRIPS

The 4K classes will go on at least one field trip for the school year. Parents who wish to drive must have a copy of their unexpired insurance card and unexpired driver's license on file in the MDO office. **All 4K students are required to wear the current Evangel Preschool t-shirt on all field trips.**

## SNACKS/LUNCH

A snack will be provided by Evangel Classical Preschool. We usually offer Cheerios, Gold Fish, Animal Crackers, Graham Crackers, Veggie Straws or Cheez-its as our snacks. Please send a lunch complete with a drink (no red drinks or soda please) for your child. Please do not send foods that have to be refrigerated or heated, or lunches that are messy and hard for the child to handle to eat. **Please be sure your teacher is aware of any food allergies your child has.**

## BIRTHDAYS

We welcome the opportunity to assist parents in celebrating their child's birthday. If parents wish to bring cookies, cake and/or party accessories, arrangements should be made with the child's teacher in advance. These special snacks will be given at snack time or after lunch. We request that all children be included in any invitations that go home through the school.

## INCLEMENT WEATHER

If Evangel Classical Christian School is closed due to inclement weather, Evangel Classical Preschool will also close. If inclement weather is forecasted or anticipated, school officials will determine whether the school needs to close. When a decision to close the school is made, a parent alert will be sent out to parents via phone message. Any school closings will also be announced on ABC 33/40. Other school specific emergency closings will be communicated to parents by school officials thru a parent alert phone message as well.

## SICKNESS

Please do not send your child to school if they are sick. Children may not attend school if they have had fever, diarrhea, vomiting, pink eye, strep, an unclear runny nose, croup or an unexplained rash in the last 24 hours. To ensure and maintain good health for everyone in our Preschool program, **we request that your child be symptom free for 24 hours before returning to preschool.** **PLEASE** do not send your child back to school until they have been symptom free for at least 24 hours. Evangel Classical Preschool reserves the right of sending a child back home if they return to school less than 24 hours after being sick. If a child has pink eye, he/she must be on prescribed eye drops medication for 24 hours before coming to school. After 24 hours on medication, the child may return if the eyes are not matting or tearing. We will contact the parent to pick up a child who begins running a fever of 100 degrees or more, has pink eye or any other communicable ailment, has diarrhea, or starts throwing up while in our care. We ask your cooperation in promptly picking up your child.

Below are the procedures that Evangel Classical Preschool will use in administering medications:

- All medication must be administered by a school representative and must be accompanied by the original container for that medication **AND** an Evangel Classical Preschool medication authorization form signed by the parent/guardian. No handwritten slips or medications in baggies can be accepted. Please write your child's name on the bottle or package to ensure safety. The medication administration form must be filled out in full (no missing doses, dates, etc.) and will only be active for the dates placed on the form. A new form must be filled out when changes in occur in medication or dosage.
- If the medication is a prescription, the original label from the pharmacy must be clearly legible with the child's name, dose, time to be given, and the date prescription was filled (we cannot give old, previously used, or a sibling's medication). A medication authorization form will have to be filled out and signed by the parent with specific instructions and dates for this medication.
- If your child receives a prescription medication at intervals throughout the year (inhalers, nebulizers, etc.) you may get a form from your pediatrician for that medication signed by the prescribing doctor with dates for the school year. This can be used for the entire school year but will need to be updated by the doctor if changes occur.
- Children will not be allowed to self-medicate (take medications from their pockets, purses, etc.) Evangel Classical Preschool is responsible for all medications taken while school is in session..

If an accident (even if it is minor) occurs while your child is in MDO, we will notify you in writing of the incident and the treatment administered.

## DISCIPLINE POLICY

Discipline at Evangel Classical Preschool is not intended to unnecessarily restrict the children but rather to encourage them to use good behavior. The following steps of discipline are followed when there is a problem. (Our staff is not permitted to spank children who are in their classroom; however, we do think spanking is a principle sanctioned in Scripture.)

Severe misbehavior will automatically necessitate an office visit with the MDO Director. This will include, but not be limited to, biting, spitting on another person, temper tantrums, and extreme aggressiveness. These actions will not be handled in the classroom due to the severity of the behavior and the potential of harming another or themselves.

When a child is disciplined in the classroom by their teacher, a reminder of the rules is given first. The next occurrence a restriction of a privilege or redirection is given. The third time a time out is imposed. They are given 3 time outs to improve their behavior before they are sent to the Preschool Director's office for discipline.

If a child receives discipline from the Preschool Director for any reason, the following accounting will be observed within either semester of the school year:

- The first two times a child is sent to the Preschool director's office for discipline, the parents will be contacted and apprised of the details of the visit. The Preschool Director will seek the parents' assistance and support in averting further problems.
- The third office visit will be followed by a conference with the child's parents, the teacher and the Preschool Director.
- Should the child require a fourth visit, a two day suspension will be imposed on the child.
- If a fifth office visit is required, the child will be expelled.

If a child is expelled from Evangel Classical Preschool, after 6 months the child may be evaluated for re-admittance into the Evangel Classical Preschool Program.

**Evangel Classical Preschool reserves the right to dismiss a child from the program if behavior in the classroom becomes and continues to be disruptive to the teaching process.**

## ARRIVAL/AFTERNOON DISMISSAL

(One's, Two's, 2K/3K and 3K Students)

### Morning Arrival:

**Children should not be dropped off before 8:00 a.m.** Our teachers are busy preparing for their day until this time. Please wait in the front hallway until 8:00 a.m. to carry your child to their classroom.

For your child's safety and protection, we do ask that parents bring their child to their preschool classroom. (Siblings will not be allowed this privilege.) Parents are asked to park in any of the lower level parking spaces. You may enter the building through the doors located underneath the lower level covered entrance.

Please do not park your car or leave it unattended underneath the covered entrance. This is a designated fire lane and **NO PARKING** is permitted.

The person bringing the child to their classroom must sign them in upon arrival.

### Afternoon Dismissal:

Afternoon dismissal is at 12:50 p.m.

Parents are to pick their child up at their preschool classroom. (Siblings will not be allowed this privilege.) Parents are asked to park in any of the lower level parking spaces. You may enter the building through the doors located underneath the lower level covered entrance.

Please do not park your car or leave it unattended underneath the covered entrance. This is a designated fire lane and **NO PARKING** is permitted.

Only authorized persons will have the privilege to pick up a child from Evangel Classical Preschool. For your child's protection, written notes or a phone call from the parent will be acceptable to make exceptions from the child's pick up list. We will require a picture ID to be shown if someone not on the list is picking up a child or if someone we do not recognize, even though they may be on the pick up list. Please keep identification with you at all times to verify proper authorization with new staff and/or substitutes.

When a child is picked up from their preschool class, the person responsible for your child must sign them out before leaving. This is a protection for your child and we hope you will appreciate our cautiousness.

**Children who are not picked up by 1:00 p.m. will be taken to the front office desk and charged \$5.00 for each 1-15 minute increment they are late. This is to be paid at the time the child is picked up.**

## MORNING ARRIVAL/AFTERNOON DISMISSAL (4K)

(Please see map on page 15 for directions on car line)

### **Children should not arrive before 7:50 a.m.**

Children should be dropped off at the lower level covered entrance no earlier than 7:50 a.m. If a child is dropped off before 7:50 a.m. we will call you to come back and sit with your child until 7:50 a.m. when they are allowed to come in and sit in the hallway with their class and a teacher.

Children should be ready to exit the car when you approach the entrance. This will enable the line to keep moving quickly. Please place your car in "park" when you stop to drop off your child. Please do not get out of your car to help your child exit the car. If your child needs assistance to exit, then please park your car and walk your child in. They may then join us in the hallway to wait for the 8:00 a.m. bell.

### **Please do not park or leave your car unattended in the drop off area.**

When available, a teacher or parent volunteer will assist 4K children out of the car and into the building where they will proceed to go sit in the hallway with their class until the 8:00 a.m. bell rings. **4K children that arrive after 8:10 a.m. will need to be walked directly to their 4K classroom by their parent or guardian and signed in. (Siblings will not be allowed this privilege.)**

Parents who wish to walk their child into the building are asked to park in any of the lower level parking spaces and walk their child into the building. Please allow your child to sit with their class in the hallway until the bell rings. Then they will walk with their class to their classroom.

### **Afternoon Dismissal:**

4K dismissal is at 12:50 p.m. Children should be picked up at the lower level covered entrance. (Please refer to the map on page 12 for pick up instructions.) A teacher will then assist your child into the car. Do not park or leave your car unattended in the carpool line.

Each child will receive a color-coded pick-up card from his/her teacher. This will be your child's card throughout the school year. Please keep this card in your vehicle for display during pick-up or pass to others that have permission to pick up your child. If this card is not present, you will be asked to show a picture ID to the person loading the car.

The person responsible for your child must sign them out before leaving. This is a protection for your child and we hope you will appreciate our cautiousness.

Adults, other than parents, who desire to pick up a child but do not have a card will need to park in any of the lower level parking spaces, come to the Preschool office, and present a picture ID. Their name must be on the child's consent and release card and pick up list in order for the child to be released to them. Exceptions will be made if a parent has sent a note or called the Preschool office for special pick up arrangements.

**4K children who are not picked up by 1:00 p.m. will be taken to the Preschool office and charged \$5.00 for each 1-15 minute increment they are late. This is to be paid at the time the child is picked up.**

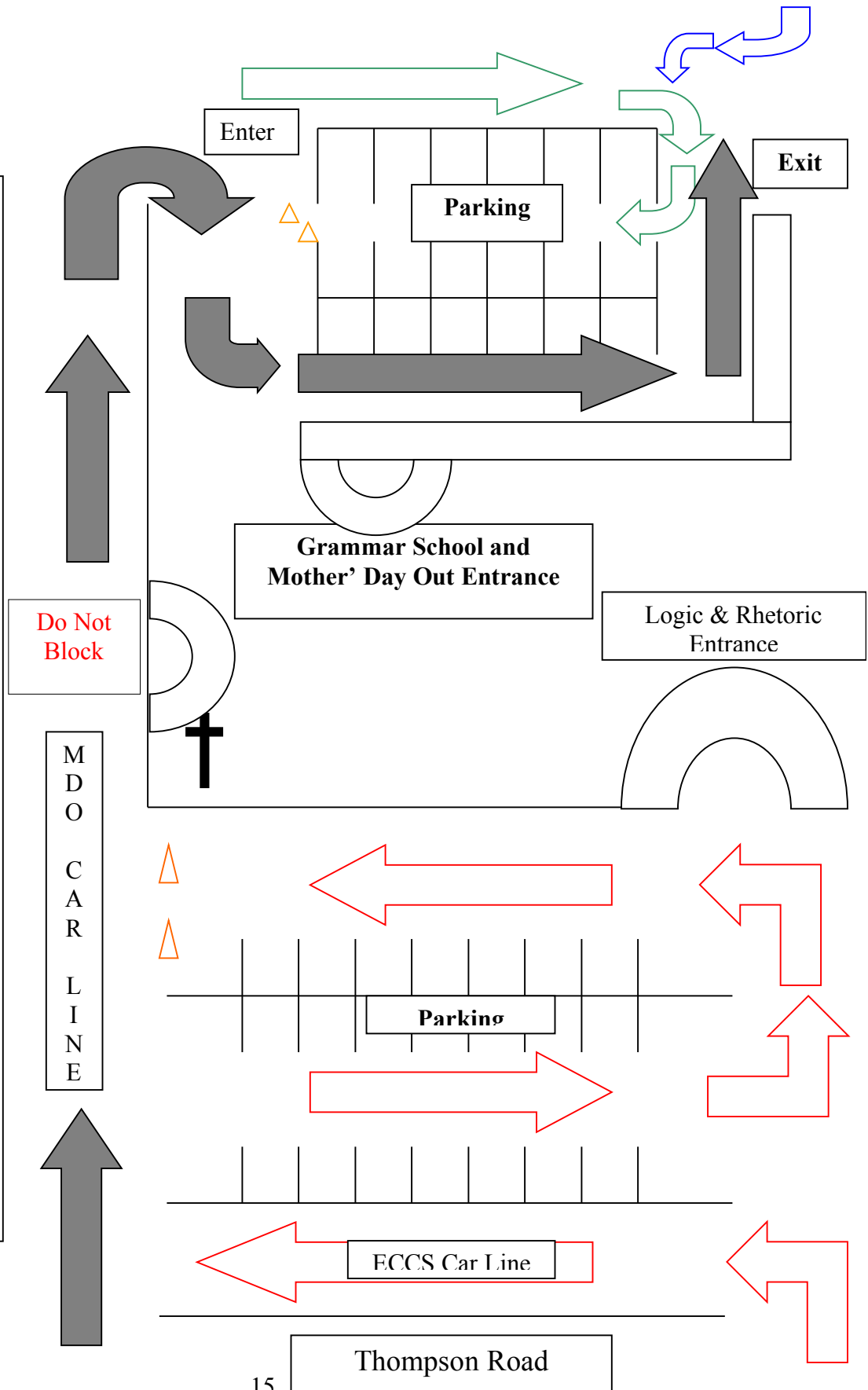
# Car Line and Drop Off/Pick up Instructions

Back Entrance

Evangel Classical Preschool 4K car line will be conducted as shown in the diagram to the right. If you have a 4K student that needs to be dropped off or picked up, please enter the premises on the church entrance side and follow the gray arrows. For pick up, please do not line up before 12:45 p.m. Please do not block the church covered entrance and exit while in line. Car line will be over at 1:00 p.m. in order for the ECCS car line to begin. ECCS car line will begin at 1:00 p.m. They will follow the red arrows until the cones are moved and then will follow the gray arrows.

If you need to park and come in to drop your child off or pick your child up, please follow the green or blue arrows. Parking is provided in the back two rows of the parking lot. You must enter and exit at the same opening. (The other opening is entrance only.) Parents are required to use marked crosswalks.

Thank you for your cooperation and patience in this matter!



## MATTHEW 18 PRINCIPLE

“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.” Matthew 18:15, 16

“... and after talking to all those other moms, I found that I’m really not the only parent in the class who feels this way about Mrs. Burkstock’s science test last week. In fact, after I told them my concerns, several parents said they felt exactly the same way but were not sure if they should say anything to her. I mean, nobody wants to hurt her feelings. You know what I mean?”

With seemingly kind intentions, this parent really meant that gossiping is a whole lot easier and less awkward than confronting a teacher with his/her concern. “He who goes about as a slanderer reveals secrets. Therefore do not associate with a gossip.” Proverbs 20:19 But surely there was no slander intended; she only wanted to see if others “felt the same way.” And what “way” was that? At bottom, these parents believed the teacher had made a poor call, a significant lapse in judgment, in giving the test.

So what’s wrong with a few parents comparing notes about a teacher’s (or administrator’s or board’s) actions, without consulting him/her? Don’t they have the right to do that? After all, the teacher is teaching their children.

In Matthew 18, Jesus directly addresses situations where a sin is suspected or has been committed (vs. bad judgment calls), but as with many portions of Scripture, certain principles can be inferred. Gossip or slander is addressed frequently in the Bible, from Proverbs to James. (James devotes all of Chapter 3 to the damage the tongue can do.) If the purpose of Jesus’ words in Matthew 18 was to avoid groundless rumors and slander, what is the point of going to a person privately? By going first to the person under suspicion, gossip (a sin) is avoided. Besides, by going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate information and the problem can be resolved (i.e., children don’t always give all sides of a story.)

Far more damage than good is done when people discuss a concern with everyone except the person who can do something about it. Christian school staff members, like most folks, are susceptible to the hurt that comes from discovering others have been talking behind their backs. Almost always, an immediate feeling of betrayal results.

On the other hand, many parents feel apologetic when they bring a concern directly to a teacher. They fear being regarded as complaining or being a nuisance. Nothing could be further from the truth. By going directly to the source, they have acted biblically and have avoided complaining to others, which is the real nuisance.

When a shared spirit of trust and application of the principle in Matthew 18 exists in a school setting (or any setting), rumors and gossip rarely get a toehold. When the opposite happens, i.e., parents and teachers slander others in the name of concern; even Christian schools can be (and have been) destroyed. The enemy of our souls frequently works to poison a Christian institution from the inside out, not from the outside in. Jesus’ wisdom still applies today: He is sovereign Lord over our schools and our private lives.



## HANDLING COMPLAINTS

Questions and complaints inevitably arise even in a well run school. It is important that these be handled biblically and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers. It is desired at Evangel Classical Preschool that all problems, from the smallest to the greatest, be handled as outlined below.

- The parent and teacher (or two persons concerned) meet privately to seek resolution with a spirit of reconciliation. Both desire the good of the child and are not in an adversarial position.
- If unresolved, the parent and teacher meet with a third party, the Preschool Director. (Any subsequent meeting would involve the Preschool director and the Grammar School Principal.)
- If still unresolved, the problem is brought before the entire school board. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation does not occur, the board makes a judgment and takes appropriate behavior.

The principal underlying this procedure is clear: Solve each complaint with the person(s) involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.

In cases when the Matthew 18 principles have not been adhered to, and actions continue that undermine this ministry, for the benefit of mutual resolution, the school board may take action up to and including expulsion.

# ONE YEAR OLD CLASSROOM SCHEDULE

(all times are approximate)

8:00	8:45	Welcome/Free Play
8:45	9:00	Bible Story, Songs
9:00	9:15	Snack Time
9:15	9:45	Outside Play
9:45	10:00	Diaper Change
10:00	11:00	Nap Time
11:15	11:30	Diaper Change
11:30	12:00	Lunch
12:00	12:15	Diaper Change
12:15	12:50	Songs, Books, Clean Up
12:50	1:00	Pick up Children

## TWO YEAR OLD PRESCHOOL CLASS CLASSROOM SCHEDULE

8:00	8:30	Welcome Time/Table Activities
8:30	8:45	Bible/Verses/songs
8:45	9:00	Potty Break/Diaper Changes
9:00	9:30	Centers/Craft Time
9:30	9:45	Snack
9:45	10:15	Circle Time
10:15	10:30	Potty Break/Diaper Changes
10:30	11:00	Playground
11:00	11:30	Wash hands/Potty Break
11:30	12:00	Lunch
12:00	12:30	Free Play
12:30	12:50	Clean up/Story Time
12:50	1:00	Pick up Children

## 2K/3K PRESCHOOL CLASS CLASSROOM SCHEDULE

8:00	8:30	Welcome Time/Table Activities
8:30	8:45	Bible/Verses/songs
8:45	9:00	Potty Break/Diaper Changes
9:00	9:30	Centers/Craft Time
9:30	9:45	Snack
9:45	10:15	Circle Time
10:15	10:30	Potty Break/Diaper Changes
10:30	11:00	Playground
11:00	11:30	Wash hands/Potty Break
11:30	12:00	Lunch
12:00	12:30	Free Play
12:30	12:50	Clean up/Story Time
12:50	1:00	Pick up Children

## 3K PRESCHOOL CLASS CLASSROOM SCHEDULE

8:00	8:15	Puzzles
8:15	9:00	Centers
9:00	9:15	Bathroom Break
9:15	9:30	Circle Time (Bible, Calendar, Pledges)
9:30	9:45	Snack/Book time
9:45	10:00	Music
10:00	10:20	Alphabet Time/Craft
10:20	10:30	Bathroom Break
10:30	11:15	Playground
11:15	11:30	Bathroom Break
11:30	11:45	Story Time
11:45	12:00	Numbers/Shapes/Colors
12:00	12:30	Lunch/Free Play
12:30	12:50	Clean up/Pack up/Movie time
12:50	1:00	Pick up Children

## 4K PRESCHOOL CLASS CLASSROOM SCHEDULE

8:00	8:15	Welcome/Table Activities
8:15	8:45	Circle Time (Bible, Songs, Memory Verse, Prayer Pledges, Weather)
8:45	9:15	Alphabet, Phonics, Writing
9:15	9:45	Snacks/Restroom
9:45	10:20	Playground
10:20	10:30	Water/Restroom
10:30	10:45	Numbers/Calendar
10:45	11:15	Thematic Unit Lesson, (Stories, Drama, Music,)
11:15	11:45	Crafts
11:45	12:15	Lunch/Restroom
12:15	12:45	Learning Games/Centers
12:45	12:50	Prepare to leave
12:50	1:00	Pick up children in car line

# EVANGEL CLASSICAL PRESCHOOL TUITION SCHEDULE 2017 - 2018

REGISTRATION FEE: \$ 75.00

SUPPLY FEE: \$ 125.00

ONE YEAR OLDS - MONTHLY TUITION:

Two days a week \$ 140.00

Three days a week \$ 200.00

TWO YEAR OLDS AND 2K/3K - MONTHLY TUITION:

Two days a week - Tuesday/Thursday \$ 140.00

Three days a week - Monday, Wednesday, Friday \$ 200.00

3K - MONTHLY TUITION:

Two days a week - Tuesday/Thursday \$ 150.00

Three days a week - Monday, Wednesday, Friday \$ 210.00

4K MONTHLY TUITION:

Three days a week – Tuesday, Wednesday, Thursday \$ 225.00

Five Days a week – Monday – Friday \$ 360.00

## Policy & Procedures Agreement

Please sign the statement below after reading this Handbook and return to the Evangel Classical Preschool office.

**I HAVE READ THE PARENT/STUDENT HANDBOOK FOR EVANGEL CLASSICAL PRESCHOOL AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS STATED THEREIN, INCLUDING THE PAYMENT OF ALL FEES AND CHARGES.**

**I ALSO AGREE TO FOLLOW THE FOLLOWING POLICIES WITHIN THE HANDBOOK:**

**CLOTHING POLICY**

**SICKNESS POLICY**

**DISCIPLINE POLICY**

**4K DROP-OFF PROCEEDURES**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**