



DELAWARE CHRISTIAN
S C H O O L

Academic Excellence | Confident Faith

PreKindergarten Parent and Student Handbook

2025-2026

Pre-Kindergarten Handbook

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OUR MISSION

Our Mission

Delaware Christian School partners with parents and students to promote academic excellence while developing lifelong learners who embrace a biblical worldview.

Application of our Mission in Pre-Kindergarten

The pre-kindergarten classes will minister to the people of the Delaware community and their needs by providing a safe, loving, educational and Christian environment for their children.

Delaware Christian Pre-Kindergarten will strive to teach your child:

- **Spiritually:** Direct each child in the knowledge of God's love, care and concern for them; teaching always Biblical truths of His love, power, creation and goodness, through His Son, Jesus Christ.
- **Socially:** Encourage each child to play and converse with an attitude of kindness, cooperation and helpfulness towards others.
- **Physically:** Extend and improve each child's fine motor and gross motor skills and abilities.
- **Mentally:** Stimulate each child's interest in learning by being creative and flexible with "hands-on" experiences as a primary teaching tool.
- **Emotionally:** Develop in each child a confidence of their self worth and uniqueness.

STATE LICENSING INFORMATION

The Ohio Department of Education licenses Delaware Christian School and Pre-Kindergarten. The Ohio Department of Education licensing records, laws and rules governing Pre-Kindergarten facilities are available upon request. To report any concerns, complaints, and /or violations, call (614) 466-0224 or the Department Ombudsperson at (877) 644-6338.

Delaware Christian School and Pre-Kindergarten consists of a well-qualified, licensed staff to provide a warm, caring educational environment. DCS Pre-Kindergarten is licensed to serve fourteen Pre-Kindergarten students in a full day program. The Ohio Department of Education requires the following adult child ratio:

4 year olds and 5 year olds Ratio 1:14 Max group size 28

Indoor and outdoor play space contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the Pre-Kindergarten child. Furniture, materials and equipment meet safety and sanitation guidelines developed by the Ohio Department of Education.

PRE-KINDERGARTEN PROGRAM

Program Description

The Pre-Kindergarten program is an academic program to prepare students for kindergarten.

Entrance Requirements

The child must be age 4 by August 1 with all state-required paperwork on file. The child must be able to fully participate in the pre-k program without assistance. This includes being completely continent of bowel and bladder (toilet trained) and independent with this, as staff are not able to assist with toileting or clothing changes. Diapers and pull-ups cannot be worn at any time during the school day. If at any time during the school year the entrance criteria are no longer met, a meeting with the program administrator will be required. This could result in dismissal from the program.

Pre-Kindergarten Hours

The children in this program will have the option to attend three or five days per week, and can attend either a ½ day or full school day schedule.

3 Full Day	8:15a.m.-3:00p.m.	Tuesday-Thursday
3 Half Day	8:15a.m.-11:30a.m.	Tuesday-Thursday
5 Full Day	8:15a.m.-3:00p.m.	Monday-Friday
5 Half Day	8:15a.m.-11:30a.m.	Monday-Friday

Daily Schedule

Daily activities include each of the following:

Phonics	Math	Music and Movement
Journal Writing	Bible	Recess
Science/Social Studies	Art	Snack/Lunch
	Manipulative Time	Nap Time

ENROLLMENT

Enrollment Procedure

Children can be enrolled at any time during the school year provided the Pre-Kindergarten class has availability and the child meets the age requirement of that program. Available openings will not be held. Delaware Christian School uses the FACTS payment program.

You will complete the following paperwork:

- Pre-Kindergarten Application Form
- Pre-Kindergarten Child Medical Statement
- Immunization Records
- Emergency Contact Form
- Emergency Medical Authorization Form
- Copy of Birth Certificate
- Permission to Dispense
- Parent Contract & Handbook Agreement
- Continuous Enrollment Contract
- Parent Financial Commitment Agreement
- Acceptable Use Policy
- Student Media Release

All paperwork must be digitally completed by the assigned date. If any piece is incomplete, your child will not be able to attend the Pre-Kindergarten program.

Delaware Christian School admits students of any race, color, national or ethnic origin to all the rights, programs, and activities made available to students of the school. It does not discriminate on the basis of color, national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or any other school-administered programs.

ATTENDANCE

Absence Policy

When your child will be absent, please notify the office by phone or email. Delaware Christian School Pre-Kindergarten tuition rates are established for a school year. No adjustments will be made in tuition due to absence.

Vacation Policy

Children enrolled in the Pre-Kindergarten program are not entitled to any tuition free vacations. Tuition rates are established to include scheduled holiday breaks. No adjustments will be made for any other vacation arrangements.

Holidays

The Pre-Kindergarten program will follow the Delaware Christian School calendar. Scheduled holidays will include:

Labor Day

Thanksgiving Break

Christmas Break

Martin Luther King Day

President's Day

Spring Break

Memorial Day

Tuition rates are not prorated for observed holidays. Full tuition is due.

Emergency School Closing

School closings will be determined by the Head of School at Delaware Christian School.

Emergency closings will be announced on:

WBNS 10TV

Notification on the DCS One Call will also be made

Delaware Christian School Pre-Kindergarten does follow the same closing schedule as Delaware City Schools. However, Delaware Christian School will be listed separately. If the Delaware Christian School is on a 2 hour delay, Pre-Kindergarten will begin school at 10:15a.m. and half day Pre-K is cancelled.

DISCIPLINE POLICY

Christian school educators take very seriously their responsibility for training students during school hours as parent representatives. It is important that regular school attendance be established in the early school years and continues throughout the educational process.

The purpose of discipline in the training of a child is to teach, correct and bring about needed change in behavior, attitudes or specific situations. Discipline is a necessary and integral part of the training process. As your child learns accountability for their actions, they also learn that there are consequences for choices that they make.

It is our conviction that the training of your child is easier and more effective when there is Biblical consistency between the home and the school. Therefore, the purpose and goals of discipline are:

- To apply Biblical principles to daily living (I John 5:2-3)
- To teach students to respond to authority with a positive attitude (Hebrews 13:17)
- To teach students to respond with respect and kindness to one another (Ephesians 4:32)
- To protect and build respect for others' property (Exodus 22:12, 14)
- To expect complete honesty in all situations (Proverbs 12:19)
- To provide an atmosphere where consistency is important (Deuteronomy 6:6, 7)
- To encourage self-control (Proverbs 25:28; Proverbs 29:11; Galatians 5:22)
- To learn to live and function appropriately in group situations following classroom and school rules (Proverbs 16:7; Proverbs 21:21; Ephesians 4:22-24)

Corrective consequences may include:

- Discussion with the child
- Redirection
- Loss of privilege
- Separation from activity within the classroom
- Inappropriate behavior that persists will result in the teacher contacting the parents
- Talking with the Principal

The following restrictions are also included as required for pre-kindergarten licensure by the Ohio Department of Education. Methods of correction shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

You may enter from Belle Avenue and follow through to the drop off line. A staff member will greet your child and guide them to the Connector door. A staff member will be there to greet them. No driver is to park in the bus drop off lane next to the building. You may exit the parking lot to Sandusky Street or Belle Avenue.

Dismissal

Follow the coned area to the dismissal lane by the east door of the gym building. Safety patrol students will assist your child to the vehicle. You need not park or leave your car. No driver is to park in the dismissal lane. Exit the parking lot to Sandusky Street or Belle Avenue.

Arrival and Departure Policies

Children must be dropped off in the care of a staff member. Upon departure, the child must be picked up directly from a staff member. Delaware Christian School will not be liable for a child if they are not left with a staff member and once they are released into the parent's care. Children will not be released to an individual who is not authorized on the Child Release Permission form.

In the event that an unauthorized individual will be picking up the child, a written notice, signed and dated by the parent is required. The individual picking up the child must have photo identification. Under no circumstance will a child be permitted to leave with an unauthorized individual without written notification. Staff members reserve the right to ask for photo identification from any individual at any time.

In the case of special custody arrangements, formal custody or restraining order papers must be on file. **We cannot restrict a parent from a child or the facility without court documentation with specific limitations listed.**

SAFETY POLICIES AND PROCEDURES

Security Measures

Delaware Christian School has one entrance open after 8:15a.m. Parents are permitted to enter the building by the Connector door and must report to the school office, with the exception of arrival and dismissal times, before proceeding to the Pre-Kindergarten classroom. The PreKindergarten classroom is equipped with a telephone. Delaware City Police Department assigns an SRO to our building.

Minor Incidents/Injuries

A minor incident/injury includes an injury or any unusual or unexpected event that results in a child being able to return to normal activities after basic first aid is administered. If a child has a minor incident/ injury, the teacher will complete an Incident/Injury Report. A copy of the report will be issued to the parent on the day the incident occurred. Upon review of the report, the parent is required to sign and date the form. The parent will receive a copy and the original will be kept on file at Delaware Christian School.

Serious Incident/Injury

A serious incident/injury includes any situation occurring that requires emergency medical treatment or transportation for emergency treatment. In the event that a child suffers a severe incident/injury while in the care of Delaware Christian School, the following procedures will take place:

- Parents will be notified immediately.
- An emergency squad and/or the child's physician will be notified.
- The child will be transported to a treatment center if needed. If the child needs to be transported to a treatment center, a staff member will accompany the child until the parents assume responsibility.

The teacher will complete an Incident/Injury Report. A copy of the report will be issued to the parent within twenty-four hours after the incident occurred. Upon review of the report, the parent is required to sign and date the form. The original will be kept on file at Delaware Christian School.

First Aid

A staff member trained in first aid procedures will be on the premises during all hours of operation. A first aid kit is located in the school office, health office, and in the PreKindergarten rooms. A Medical and Dental Emergency Plan is posted in the Pre-Kindergarten classroom and the school office.

General Emergencies

A plan of action is posted in each room explaining procedures to be taken in case of general emergencies, including fire and severe weather. An Emergency Response Plan book is located in the Pre-Kindergarten room. This book is filed with the state in accordance with applicable regulations. In the event that the facility would have to be evacuated, the children would walk to Connect Church, 162 Belle Avenue, Delaware, Ohio. Parents would be contacted, notified of the emergency and expected to make arrangements for prompt pick up of their child at this location.

Fire Drills

Delaware Christian School conducts monthly fire drills at various times throughout the year, as mandated by the State of Ohio.

Severe Weather Drill

Severe weather drills are conducted in accordance with state mandates.

Other Safety Drills

All other safety drills will be conducted in accordance with mandates by the State of Ohio.

HEALTH POLICIES AND PROCEDURES

Medication

All medication administration will follow Ohio Preschool Licensing rules. All medications must arrive at school in its original container, in the care of a parent or guardian. Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that: The written instructions of a licensed physician or licensed dentist as appropriate are on file. Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.

Only employees who are health professionals or who have completed drug administration training may administer medication. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children. Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

Illness and Communicable Disease Management

Every effort is made to control the spread of communicable diseases. Our preschool program will follow the Ohio Department of Health's posted "communicable disease chart" for appropriate management of suspected illnesses. All pre-kindergarten staff are trained in communicable disease and childhood illnesses and their management using the ODE/ODJFS approved online training.

A staff member trained in the prevention, recognition and management of communicable diseases is on the premises at all times. A letter will be sent to inform parents if their child was potentially exposed to a contagious disease. Students will be instructed in proper hand-washing procedures and their importance as a means of preventing the spread of illness. Delaware Christian School reserves the right to discharge (send home) any child if it is determined that they have symptoms related to a communicable disease.

If your child is mildly ill and does not feel well enough to fully participate in daily activities, please keep them at home. Delaware Christian School will notify the parent/guardian if their child does not feel well enough to participate in class, regardless of if they meet other discharge criteria. This will reduce the strain on your child as well as our staff members. If illness persists or becomes chronic, Delaware Christian Pre-Kindergarten would encourage parents to seek guidance from a specialist. A child must be fever free with no vomiting or diarrhea for 24 hours before returning to school after illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- (a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;

- (d) Yellowish skin or eyes;
- (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (f) Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child with any of the above signs or symptoms of illness shall be immediately isolated from other children and discharged to parent/guardian. If neither parent can be reached, the approved contacts for emergency on the emergency form will be contacted. The child will be cared for, made comfortable, and monitored carefully checking for worsening conditions, including but not limited to elevated temperature and unusual spots and rashes, until a parent or designated individual arrives. Upon notification, parents must make arrangements for prompt pick up of the child.

A child who shows signs of the above-mentioned symptoms will be isolated and cared for by a staff member, provided a mat and made comfortable until a parent or designated individual arrives. After mat use, the mat will be disinfected with a germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the mat shall be cleaned with soap and water and then disinfected with a germicidal agent. The child will be in sight and hearing of an adult at all times and cared for in a room not being used in the pre-kindergarten program.

HANDWASHING PROTOCOL

Unwashed or poorly washed hands are a very common way of spreading many diseases, such as: colds, flu, ear infections, strep throat, diarrhea and other intestinal problems.

Germ and viruses causing these diseases are passed by such routine things as handling food, touching doorknobs, shaking hands and putting your mouth on a telephone receiver. The spread of many germs and viruses can be reduced by hand washing with soap and water.

When should you wash your hands?

- **After using the bathroom**
- **After blowing nose, sneezing or coughing**
- **Before eating or handling food**
- **After handling uncooked meat**
- **After taking out the trash**
- **After handling money**
- **After playing with a pet, especially reptiles, iguanas turtles or snakes**

Try not to touch your mouth, eyes or ears when hands are unwashed.

How one properly washes their hands.

- **Wet hands with warm running water.**
- **Apply hand washing agent and thoroughly distribute over hands.**
- **Vigorously rub hands together for 10 to 15 seconds, generating friction on all surfaces of the hands and fingers, including thumbs, backs of hands and beneath the fingernails.**
- **Rinse hands thoroughly to remove residual soap then dry using paper towels dispensed from the holders.**
- **Use a paper towel to shut off the faucet to avoid recontamination of the hands.**

Hand washing is the single most important way of preventing the spread of infections, according to the U.S. Centers for Disease Control and Prevention. Hand washing is the most available low tech prevention of illnesses.

IMMUNIZATION AND MEDICAL REQUIREMENTS

The program shall secure and have on file all required information no later than the first day of attendance unless otherwise required. The cumulative record of each child shall include but not be limited to: Name and date of birth; Name, address (home and/or business), and telephone number of parent(s); Names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located; Name of persons(s) to whom the child can be released; and Parent authorization for transportation related to the program. Copies of any injury or incident reports.

The health record of each child shall include: A current (within previous 12 months for children 4+) child medical statement signed by a licensed physician affirming that the child is in suitable condition for enrollment in the program which the parent shall provide prior to the date of admission and every thirteen months from the date of examination thereafter. The medical statement shall indicate that the child has been immunized against, or in the process of being immunized against the following diseases: Chicken pox, diphtheria, HIB type B, hep A, hep B, influenza, measles, mumps, pertussis, pneumococcal disease, poliomyelitis, rotavirus, rubella, and tetanus. A child is not required to be immunized against a disease specified above if any of the following are the case: Immunization is medically contraindicated for this child; or, the child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions; or, immunization against the disease is not medically appropriate for the child's age.

Additionally the health record will include but not be limited to: Physician's or dentist's authorization and written instructions to administer prescription medication, medical food, modified diet, or fluoride supplement to a child enrolled in the program; Immunization record; A list of any allergies and treatment for said allergies; A list of any prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements currently being administered to the child; A list of any chronic physical problems and any history of hospitalization; A list of any diseases the child has had; Names and telephone numbers of physician and dentist in case of emergency; and Permission of parent for emergency medical and dental care and transportation.

PARENT INVOLVEMENT

Delaware Christian Pre-Kindergarten has an open door policy. Parents are always welcome to visit at any time during our hours of operation, provided that they have a current background check on file with the school. All visitors must report to the school office upon entering the facility. Parents are encouraged to become involved in their child's program through participation in the classroom and interaction with staff.

Participation

Various opportunities are offered throughout the year for parent participation. Please understand that in certain instances it may be more beneficial to the class without a parent volunteer. (Such as the beginning of the school year when the children are adjusting to the environment and separation from parents.) Future opportunities will always be available. Parents may volunteer as:

- Classroom Helper: An extra pair of hands is always needed to help out with various activities including art projects, reading, puzzle assembly, etc. . . .
- Christmas Party Volunteer: Help us celebrate special events throughout the year.
- Christmas Party Donor: Various food and supply items are always needed for a Christmas party.
- Occupation Presenter: If your occupation is valid to the children's overall learning experience, please notify us. We would welcome you as a special guest speaker.
- Talent Presenter: If you have a special talent that would be beneficial to the children's overall learning experience, share it with us. We would welcome you as our special talent presenter.

Any parent interested in volunteering their time should speak directly with the teacher to arrange a suitable schedule.

Interaction

Delaware Christian School Pre-Kindergarten teachers enjoy interacting with parents. An open line of communication is very helpful in the development of each child. DCS encourages each parent to take time to communicate with the teacher. It is vital that the parent inform us of any special needs, concerns or habits of their child on a day-to-day basis.

Conferences

Delaware Christian School Pre-Kindergarten conducts parent/teacher conferences.

Parent/Teacher conferences are mandatory during the fall. During these conferences, your child's behavior, progress, social and physical needs and any other pertinent matters will be discussed. Documentation in the form of a progress report will be recorded. In the spring semester, teachers may ask for a conference to discuss students' progress going into the end of the year. Following the second conference, the parents will receive the original progress report and a copy will be kept on file. Parents are welcome to request a conference or meeting with the teacher or administrator at any time during the year. A meeting with the administrator can be scheduled at any time. However, if there are issues with the classroom/teacher, then a meeting needs to be set with the teacher first, or administrator, teacher, and parents can all meet together.

CURRICULUM GOALS

Basic Readiness Skills to be developed:

- Prints and spells and recognizes own name
- States address and telephone number
- Recites the alphabet and recognizes most capital letters and some lower case letters
- Reads some common words by sight
- Begins to identify and use the language for units of time (day, night, week)
- Articulates days of week, months
- Follows directions involving one or more steps
- Sequences four events
- Counts in rote to 30
- Identifies size and location words (small, large, over, under, etc.)
- Recognizes and names basic shapes: (square, circle, rectangle, triangle, heart, diamond, oval and star)
- Knows primary and secondary colors
- Describes and sorts objects by same/different
- Takes responsibility for personal needs
- Follows classroom and school rules
- Develops listening skills

Small Motor Skills:

- Holds pencils, crayons or markers correctly when writing
- Holds scissors correctly
- Traces lines, shapes, letters, etc.

Large Motor Skills:

- Capable of galloping, skipping, running, jumping on one foot
- Able to bounce a playground ball
- Proficient at catching a ball

Social Skills:

- Participates in group activities
- Shares with others
- Plays cooperatively with others
- Respects and obeys

ACTIVITY PARTICIPATION

Classroom Learning and Play

Delaware Christian School's Pre-Kindergarten activities are both age and developmentally appropriate. The extent of a child's participation may depend on individual interest and developmental level. The Pre-Kindergarten room provides a variety of manipulatives and toys to encourage development; therefore, we ask that your child leave toys at home. Delaware Christian Pre-Kindergarten program is not responsible for loss or damage to personal items.

Student Dress

Uniforms are not required in Pre-Kindergarten. Children should be dressed in comfortable, weather appropriate clothing. It is a good possibility that your child may dirty their clothes during the course of the day. Please do send them in washable clothing, not something that cannot be easily cleaned. Each child is advised to have any extra change of clothes available, including underwear and socks. All clothing items should be labeled.

Outdoor Play

An opportunity of outdoor play is provided each day in suitable weather. Children will not be taken outside if the temperature is below 20 degrees or above 95 degrees, taking into account the combined effect of wind and humidity or in the event of severe weather. Indoor play is offered in the gymnasium on days when the weather is unsuitable for outdoor play.