



Preschool Parent Handbook



About Us:

Canyon Christian Academy believes that children learn best when given opportunities to play and explore. Our preschool curriculum is designed to provide these opportunities within a structured daily schedule, that fits the needs of children ages 3-5 emphasizing skills and expectations that are appropriate to the developmental level of each student.

Skills & Concepts

The following are concepts explored in preschool throughout the year:

- Personal and Social Skills
- Physical Development (fine and gross motor skills)
- Language and Literacy (storytelling, singing, rhyming, prediction etc.)
- Cognitive Development (reasoning and problem solving)
- Mathematics and Spatial Awareness (patterns, matching, sorting, comparing, counting, etc.)

We offer full and part-time options to meet the needs of our families:

Full-time:

Monday- Thursday, 8:00am - 3:00pm Friday- 8:00am - 2:00 pm

Part-time:

3 days per week (pending availability), 8:00am - 3:00pm M-Th, 8:00am-2:00pm F

Daily Schedule

Enrichment Activities

- Morning worship
- Calendar
- Learning Centers
- Outdoor Activities
- Small Groups
- Lunch
- Recess
- Music & Movement
- Quiet Time
- Story/Circle Time

Preschool Policies:

- **Parents/guardians will sign students in and out when dropped off and picked up.**
 1. Any other person picking up students must be authorized and listed on the application form. Id's will be checked.
- **Snacks and Lunches**
 1. Parents are encouraged to provide an adequate breakfast prior to coming.
 2. Lunches must be healthy, balanced, and contain foods from each food group.
 3. Drinks should be 100% juice.
 4. We encourage families to follow guidelines from Leviticus 11 when choosing foods to bring for lunches.
 5. Food must be clearly marked as "snack" or "lunch."
 6. Students may not exchange food items.
- **Extra Clothes**
 1. Please send an extra set of clothes including socks and underwear in a bag that is marked with your child's name.
- **Naps**
 1. Blankets are brought to school on Mondays and taken home to be washed on Fridays.
- **Allergies**
 1. Please fill out allergy information on school registration forms
 2. Please discuss serious allergies with administrator and teacher.
- **Medications**
 1. Please discuss the use of necessary medications with the administrator and teacher.
- **Field Trips**
 1. We encourage parents to accompany us on field trips, if not possible, proper car seats are required.
 2. Field trip forms must be filled out and turned in 3 days prior to the trip, or other arrangements must be made for your child.
- **Sick Days/ Holidays/ Missed Days**
 1. Due to our busy schedule we do not allow students to make up work for the days they are sick, holidays that we are open, or other missed days.
- **Birthdays**
 1. We love to celebrate birthdays in our class. If you would like to send a treat to school to celebrate your student's birthday, please let the teacher know ahead of time so the schedule can be planned accordingly.
- **School Communication**
 1. There is a preschool parent email list to make receiving class updates, events, etc., easier. If you do not wish to be on the list, please contact the teacher.
 2. All school communication will be received through text and email.

Positive Guidance and Discipline Policy

When students break classroom rules redemptive measures will be taken:

1. Children will take responsibility for their own actions by identifying the rule they have broken.
2. Children will be encouraged to make things right to the extent possible.
3. Open communication with parents as needed.

Teachers will contribute in the following ways:

- Supervise student's play and work activities
- Model positive behavior
- Redirect inappropriate actions
- Maintain age appropriate activities
- Set clear expectations
- Put health and safety first
- Suspension and expulsion will be dealt with individually by the school board.

If a pattern of behavior persists that endangers self, others, or property, or significantly disrupts the class, the school will work with the child's family to find solutions.

Visitors and Volunteers

If you would like to visit your child's classroom or volunteer to help at the school, please make prior arrangements with the administrator. Background checks are required for all classroom volunteers in accordance with school policy.

We abide by the State of New Mexico requirements for the health and safety of our students and families and operate according to the current guidelines set forth.

“Train up a child in the way he should go; even when he is old he shall not depart from it.”

Proverbs 22:6



Thank you for your support!

**Canyon Christian Preschool
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