



Tree of Life



CHRISTIAN SCHOOLS

Early Education Handbook

[
Preschool
PreKindergarten
Kindergarten
]

Tree of Life Christian Schools

Dublin Branch

Preschool-Grade 5
2900 Martin Road
Dublin, Ohio 43017
614-792-2671 - Phone
614-588-0236 - Fax

Early Education A.M. Classes: 9:15 - 12:00

P.M. Extension: 12:00 - 3:30

Preschool/Prekindergarten P.M. Class:

12:45 - 3:30 (when available)

Grades 1-5 Classes: 9:15 - 3:30

Indianola Branch

Preschool-Grade 5
2141 Indianola Avenue
Columbus, Ohio 43201
614-299-4906 - Phone
614-299-3047 - Fax

Early Education A.M. Classes: 9:15 - 12:00

P.M. Extension: 12:00 - 3:30

Grades 1-5 Classes: 9:15 - 3:30

Tree of Life
CHRISTIAN SCHOOLS

Northridge Branch

Grades 6-12
Administration Offices
Bookkeeping Offices
935 Northridge Road
Columbus, Ohio 43224
614-263-2688 - Phone
614-263-6450 - Fax
8:00 - 2:47

PRESCHOOL/PREKINDERGARTEN

EARLY EDUCATION PHILOSOPHY

The programs of Tree of Life Christian Schools are Christ-centered. Christian teaching with a daily Bible lesson and prayer are a part of the daily schedules.

With recognition of the unique characteristics of young children, it is the purpose of the program to help meet the spiritual, intellectual, emotional, social, and physical needs of the children.

Using a variety of learning experiences, children are presented with knowledge of God's world and activities that teach concepts and skills appropriate to their readiness and development.

LICENSURE

The preschools of Tree of Life Christian Schools are licensed by the Ohio Department of Education. Current licenses and inspection reports are publicly displayed. Copies will be provided upon request.

HOURS AND DAYS

1. Hours
 - A.M.: 9:15 - 12:00 (May come to school no earlier than 9:00 am.)
 - P.M.: (where applicable) 12:45 - 3:30 (May come to school no earlier than 12:30 pm.)
 - P.M.: Extension: 12:00 - 3:30
2. Days
 - 2 Day Program
 - 3 Day Program Mon., Wed., Fri.
 - 5 Day Program (*Dublin only*) Mon. - Fri.
3. Extended Day Options available only on days enrolled; dismiss at 3:30

ENTRANCE REQUIREMENT

1. **2 Day Program:** Children must be 3 years old by September 30th
- 3 Day Program:** Children must be 4 years old by September 30th
- 5 Day Program:** Children must be 4 years old by September 30th
2. Completely toilet trained
3. Application form completed
4. Application fee paid
5. Interview between principal and both parents completed
6. Copy of birth certificate must be received prior to interview
7. Health form showing that student is current with all immunizations and student has had an annual physical examination completed with the following:
 - a. Dates of immunizations (**mo/day/yr**)
 - b. Signature of physician and date
 - c. Medical form with doctor's signature needs to be updated annually
8. Current and completed health forms must be turned in by the first day of school

No students shall be allowed to remain in school unless they have met the current immunization requirements. (see pg. 5)

With regards to admission, Tree of Life Christian Schools recruit and admit students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended



to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Tree of Life Christian Schools will not discriminate on the basis of race, color, gender, national or ethnic origin in the hiring of its certified or non-certified personnel.

ARRIVAL, DISMISSAL AND SAFETY PROCEDURES

All Branches

A parent or person designated by the parent is to bring the student to the classroom door. The student will be released to the parent.

Indianola

Enter the parking lot from Norwich (one-way street going west). Drivers for preschool and for kindergarten students must park their car and take children to the classroom. Exit to the alley on the south side of the property and turn left to Indianola.

Dublin

Enter and exit the church parking lot off Marcy Lane or Dublin Center Dr. Drive through the parking lot to the main school entrance. Drivers for preschool and kindergarten students must park their car and take children to the classroom. No driver is to park in the drop off lane next to the building.

If a child is to go home with anyone other than the parent or usual driver, the teacher or school must be notified in writing or by phone.

When leaving the parking lot, please do not pull around a bus, car, van or the person on duty; instead maneuver into the line and exit single file.

PARENT INFORMATION

A required orientation for parents only is held at Parent/Teacher night prior to the first day of school.

During the first week of scheduled classes, the child and at least one parent will be scheduled to come to school for a 20 minute period to meet the teacher and a few other parents and classmates. This is to help the child become acclimated and to give parents some additional preschool information.

A letter from your child's teacher will be sent home with your child each week informing you of class activities. The classroom letters will also inform you when a need arises for parent volunteers.

Questions or concerns about classroom issues should be first taken to the teacher and then if necessary to the school principal. Questions or concerns regarding policy issues should be addressed with the school principal.

School Directories are distributed in the fall.

Parents may enter the building at anytime during school hours. Please check in at the school office upon your arrival.

Parents are required to fill out emergency cards within one week of starting school. These cards give us information for emergencies and require the names of 2 people, other than parents, to notify in an emergency or illness if the school is unable to reach parents. These emergency contacts must be in the Columbus metropolitan area. **The school must be notified promptly when an address or phone number is changed.**



All Tree of Life parents will receive a school newsletter called *The Tree* with additional school news and information. *The Tree* is published several times a year and is mailed to your home. The elementary branches also publish a quarterly newsletter.

PARENT/TEACHER CONFERENCES

Two parent/teacher conferences are held each year and Progress Reports are received. One or both parents are required to attend these conferences.

STUDENT DRESS

Uniforms are not required in preschool. Guidelines for dress will be explained to parents at the parent interviews.

FEEES

There will be a preschool fee to cover snacks, supplies and field trips. A snack will be provided for preschool children each day.

MATERIALS AND EQUIPMENT

The development, characteristics, and needs of children in the early childhood years will be considered in the acquisition of all preschool materials and equipment. Attention will be given to the need for large motor and fine motor equipment as well as materials that will accommodate the varied needs of young children.

SCHOOL CLOSINGS

When Tree of Life needs to be closed for inclement weather, facility hazards, etc., major radio and TV stations are alerted.

TRANSPORTATION

- A. SCHOOL BOARD POLICY: Tree of Life preschoolers may not ride public school busses.
- B. FIELD TRIPS: Every child will need a car seat for field trips. This is a state requirement.

STAFF TRAINING

Tree of Life Christian Schools preschool staff are required to have current training in:

- A. Child abuse/neglect recognitions and prevention
- B. First aid/CPR
- C. Communicable diseases/prevention and management

At the beginning of every year the preschool staff will be instructed in proper procedures for hand washing, blood borne pathogens, and the Heimlich maneuver.

HEALTH INFORMATION

MEDICATION

All medications must be brought to the school office in their original containers. Parents need to sign the *Medication Authorization Form* for any medication that is to be given during the school day. A *Physician Authorization Form* is also required for prescription medications. Forms are available at each branch and are valid only for the current school year. No medications containing aspirin will be given to any student without a physician's authorization.

STUDENT ILLNESS AND COMMUNICABLE DISEASE MANAGEMENT

Students who are contagious with a fever (temperature of 100.0 or above), vomiting, diarrhea, rash or other symptoms of communicable disease **MUST** remain at home.



Students must have none of the following symptoms for 24 hours before returning to school: fever (temperature of 100.0 or above), vomiting, diarrhea.

If symptoms of a potentially contagious illness begin at school, the student will be isolated immediately. The parents will be called and the child sent home. If neither parent can be reached, the approved contacts for emergency on the emergency card will be contacted.

While at school, the student will be made comfortable, watched, and given appropriate care for the situation.

Parents will be informed if a child's classroom has been 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.

Please call the school office between 9:00 - 9:30 each morning that your child is not coming to school.

PRESCHOOL PHYSICIAN'S REPORT FORM

The state requires that this form must be current within one year, signed by a physician and submitted by the first day of school. The physician's report can be no older than 12 months at any time during the child's preschool years.

TUBERCULOSIS TESTING

Any student who has traveled to a high burden country within the last year, or is foreign born, must present a recent negative TB test.

OHIO SCHOOL HEALTH HISTORY

All students new to Tree of Life must complete an *Ohio School Health History*.

IMMUNIZATION

Parents and guardians are advised that failure to complete the following required immunizations within two weeks after admission to school is basis for excluding students from school. Students will not be readmitted to school until the immunization record requirements are complete.

Ohio Revised Code

Sections 3313.671 and 3701.13 and 5104.011 A (5) mandates that a complete record of immunization be filed within two weeks after school admission, including:

- A. Diphtheria/Tetanus/Pertussis (DTP, DTaP, DT)**
Four doses of DTaP, DTP or DT or any combination are required.
- B. Poliomyelitis (OPV, IPV)**
Three doses of OPV or IPV or any combination of OPV and IPV.
- C. MMR (Measles, Mumps, Rubella)**
The three vaccines are usually administered as combined MMR vaccine. One dose of measles, mumps, rubella (MMR) administered on or after the first birthday is required for entry to preschool.
- D. Hepatitis B Vaccine**



A minimum of 3 doses is required. The second dose must be administered at least 28 days after the first dose. The 3rd dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series must not be administered before 24 weeks of age.

E. Hib Vaccine (Haemophilus Influenzae Type b)

Three or four doses (depends on vaccine type and age when administered) **or** one dose if given after 15 months of age.

F. Varicella Vaccine (Chicken Pox)

No varicella vaccine is required for preschool.

PRESCHOOL 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 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 children learn 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 children is easier and more effective when there is Biblical consistency between the home and the school.

The purpose and goals of discipline are:

- To apply Biblical principles to daily living
- To teach students to respond to authority with a positive attitude
- To teach students to respond with respect and kindness to one another
- To protect and build respect for others' property
- To expect complete honesty in all situations
- To provide an atmosphere where consistency is important
- To encourage self-control
- To learn to live and function appropriately in group situations following classroom and school rules

Disciplinary consequences may include:

- Discussion with child
- Redirection
- Loss of privilege
- Separation from activity within the classroom
- Separation out of the classroom under staff supervision

The following restrictions are also included as required for preschool licensure by the Ohio Department of Education. Methods of discipline 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.
- No discipline shall be delegated to any other child.
- No physical restraint shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain



control.
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.
No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
Techniques of discipline shall not humiliate shame or frighten a child.
Discipline shall not include withholding food, rest or toilet use.
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.
There shall not be any abuse or neglect of children and the children shall be protected from abuse and neglect while in attendance in the preschool program.

Board adopted 11-14-05

PRESCHOOL GOALS (2 DAY)

Language Arts Readiness

Recites letter names
Repeats simple rhymes, songs, or finger plays
Understands opposites (up/down, open/closed, stop/go)
Recognizes first name
Identifies colors
Identifies basic body parts

Math Readiness

Counts to (fall - 5, spring - 10)
Recognizes shapes (square, circle, triangle, rectangle)

Small Motor Skills

Manipulates small objects (blocks, legos, play-dough)
Holds pencil correctly
Holds scissors correctly

Large Motor Skills

Hops in place using two feet
Throws a ball overhead
Catches a large ball

Bible

Is respectful during Bible and prayer time

Character Development

Shares and takes turns
Is respectful to adults and peers
Uses words to solve conflict
Uses bathroom independently



PREKINDERGARTEN GOALS (3 DAY and 5 DAY)

Language Arts Readiness

- Recognizes upper case letters
- Recites letter names
- Recognizes rhymes in familiar stories, poems and songs
- Retells main ideas and characters of a story
- Sequences three events
- Knows colors
- Recognizes first and last name
- Writes own name
- Identifies body parts

Math Readiness

- Touch counts to 10
- Counts to 30 (fall - 20, spring - 30)
- Puts numerals 1-10 in order
- Names and identifies shapes (square, circle, triangle, rectangle, diamond, oval)
- Recites days of the week
- Recites months of the year

Small Motor Skills

- Holds pencils, crayons or markers correctly
- Holds scissors correctly
- Traces lines, shapes, letters, etc.
- Colors mostly within the lines
- Draws a simple object

Large Motor Skills

- Hops on one foot
- Throws a ball or beanbag with direction
- Catches a ball
- Balances walking a straight line



Puts on own coat, zips, buttons, snaps

Bible

Is respectful during worship and prayer time
Is receptive to hearing God's word

Character Development

Puts forth best effort
Obeys rules
Respectful to adults
Respectful to peers
Listens without interrupting
Uses words to solve conflict

KINDERGARTEN

KINDERGARTEN HOURS

A.M. Program: 9:15-12:00 Noon (May come to school no earlier than 9:00.)
P.M. Extension option: Noon-3:30 P.M.

ENTRANCE REQUIREMENTS

1. At least 5 years old by September 30
2. Application form completed
3. Application fee paid
4. Testing of student and required interview with both parents completed
5. Enrollment fee paid at the time of testing and the interview
6. Copy of birth certificate must be received prior to interview
7. Health form, showing that the student is current with all immunizations by the first day of school and completed with the following:
 - a. Dates of the immunizations (mo/day/yr)
 - b. Physician's signature
8. Dentist form filled out and signed
9. Current and completed health forms must be turned in by the first day of school

No students shall be allowed to remain in school unless they have met the current immunization requirements. (See pp. 11-12)

With regards to admission, Tree of Life Christian Schools recruit and admit students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Tree of Life Christian Schools will not discriminate on the basis of race, color, gender, national or ethnic origin in the hiring of its certified or non-certified personnel.



ARRIVAL, DISMISSAL AND SAFETY PROCEDURES

Indianola

Enter the parking lot from Norwich (one-way street going west). Drivers for pre-school and for kindergarten students must park their car and take children to the classroom. Exit single file to the alley on the south side of the property and turn left to Indianola.

Dublin

Enter and exit the church parking lot off of Marcy Lane or Dublin Center Dr. Drive through the parking lot to the main school entrance. Drivers for preschool and kindergarten students must park their car and take children to the classroom. No driver is to park in the drop off lane closest to the building.

For Both Branches

A parent or person designated by the parent is to bring the student to the classroom door. The A.M. kindergarten children will be released directly to the parent.

If a child is to go home with anyone other than the parent or usual driver, the teacher or school must be notified that day in writing or by phone.

When leaving the parking lot, please do not pull around a bus, car, van or the person on duty, but instead maneuver into the line and exit single file.

PARENT INFORMATION

A required orientation for parents only is held at Parent/Teacher night prior to the first day of school.

A letter from your child's teacher will be sent home with your child each week informing you of class activities.

School Directories are distributed in the fall.

Parents are required to fill out emergency cards within one week of starting school. These cards give us information for emergencies and require the names of 2 people, other than parents, to notify in an emergency or illness if the school is unable to reach parents. These emergency contacts must be in the Columbus metropolitan area. **The school must be notified promptly when an address or phone number is changed.**

All Tree of Life parents will receive a school newsletter called *The Tree* with additional school news and information. *The Tree* is published several times a year and is mailed to your home. The elementary branches also publish a quarterly newsletter.

PARENT/TEACHER CONFERENCES

Two parent/teacher conferences are held each year and parents are required to attend the first one.

PROGRESS REPORTS

Progress Reports will be sent home at the end of each quarter.

STUDENT DRESS

Uniforms are not required in kindergarten. Guidelines for dress will be explained to parents at the parent interview.

FEES



There will be a kindergarten fee to cover snacks, supplies and field trips.

SNACKS

Snack procedures for each branch will be explained at the Orientation meeting prior to school.

MATERIALS AND EQUIPMENT

The development, characteristics, and needs of children in the early childhood years will be considered in the acquisition of all kindergarten materials and equipment. Attention will be given to the need for large motor and fine motor equipment as well as materials that will accommodate the varied needs of young children.

SCHOOL CLOSINGS

When Tree of Life needs to be closed for inclement weather, facility hazards, etc., major radio and TV stations are alerted.

KINDERGARTEN HEALTH INFORMATION

MEDICATION

All medications must be brought to the school office in their original container. Parents need to sign the *Medication Authorization Form* for any medication that is to be given during the school day. A *Physician Authorization Form* is also required for prescription medications. Forms are available at each branch and are valid only for the current school year. No medications containing aspirin will be given to any student without a physician's authorization.

STUDENT ILLNESS AND COMMUNICABLE DISEASE MANAGEMENT

Students who are contagious with fever (temperature of 100.0 or above), vomiting, diarrhea, rash or other symptoms of communicable disease **MUST** remain at home.

Students must have none of the following symptoms for 24 hours before returning to school: fever (temperature of 100.0 or above), vomiting, diarrhea.

If symptoms of a potentially contagious illness begin at school, the student will be isolated immediately. The parents will be called and the child sent home. If neither parent can be reached, the approved contacts for emergency on the emergency card will be contacted.

While at school, the student will be made comfortable, be watched and given appropriate care for the situation.

A notice will be sent home if a child's classroom has been 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.

Please call the school office between 9:00 - 9:30 each morning that your child is not coming to school.

TUBERCULOSIS TESTING

Any student who has traveled to a high burden country within the last year, or is foreign born, must present a recent negative TB test.

OHIO SCHOOL HEALTH HISTORY

All students new to Tree of Life must complete an *Ohio School Health History*.

DENTAL REPORT



All kindergarten students must submit a *Dental Report* completed by a dentist.

IMMUNIZATION

Parents and guardians are advised that failure to complete the following required immunizations within two weeks after admission to school is basis for excluding students from school. Students will not be readmitted to school until the immunization record requirements are complete.

Ohio Revised Code

Sections 3313.671 and 3701.13 and 5104.011A(5) mandates that a complete record of immunization be filed within two weeks after school admission, including:

A. Diphtheria/Tetanus/Pertussis (DTP, DTaP, DT)

A minimum of 4 doses is required. If the 4th dose was administered before the 4th birthday, a 5th dose is required for kindergarten students.

B. Poliomyelitis (OPV, IPV)

Two schedules exist for the polio vaccine. The numbers of doses required for school attendance follow each schedule.

1. If all doses were IPV, 3 doses are required and there must be one dose given on or after the 4th birthday.
2. If a combination of OPV and IPV was given, 4 doses are required.

C. MMR (Measles, Mumps, Rubella)

The three vaccines are usually administered as combined MMR vaccine. **Two doses of measles, mumps, rubella (MMR) vaccine are required.** The first dose must have been received on or after the 1st birthday and the second at least 28 days after the first dose.

D. Hepatitis B Vaccine

A minimum of 3 doses is required: the second dose must be administered at least 28 days after the first dose. The 3rd dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series must not be administered before 24 weeks of age.

E. Varicella Vaccine (Chicken Pox)

Two doses of the Varicella vaccine are required. The first dose must have been received on or after the 1st birthday and the second at least 28 days after the first dose.



KINDERGARTEN GOALS

Reading Readiness

- Recognizes capital letters
- Recognizes lower case letters
- Associates sounds with letters
- Recognizes color words
- Reads accurately high-frequency sight words
- Recognizes rhyming words
- Demonstrates understanding of the text
- Sequences pictures
- Identifies beginning sounds of words
- Sounds out 3-letter words with a short vowel sound (CVC)
- Effort - work quality, homework completion, engagement

Writing Readiness

- Contributes ideas to class compositions
- Invents spelling of words using phonetic clues
- Writes or copies sentences, leaving spaces between words

Math Readiness

- Compares and orders whole numbers 0-10
- Recognizes numbers 0-20
- Counts objects to 20
- Names shapes (square, circle, triangle, oval, rectangle, diamond)



Copies and extends patterns
Sorts objects according to various attributes
Interprets a simple graph
Names days of the week
Names months of the year
Identifies how objects look alike and different
Recognizes coins and coin values (penny, nickel, dime, quarter)
Demonstrates knowledge of positional terms (on, above, below etc.)
Compares and orders objects
Explores non-standard units of measurements
Add sums 1-10 with manipulatives
Subtracts 1-10 with manipulatives
Rote counting
Counts backwards from 20
Reads time to the nearest hour
Participates in oral number stories
Math Homelinks
Effort - work quality, engagement

Handwriting

Prints name using capital and lowercase letters
Forms letters correctly
Forms numbers correctly

Communication

Listens to gain information
Gives verbal response appropriate to situation
Speaks in complete sentences
Speaks clearly and at appropriate pace and volume
Follows multi-step directions

General Development

Knows full name
Knows phone number
Knows address

Fine Motor Development

Holds pencil correctly
Colors neatly
Uses scissors with skill
Ties shoes
Manages own clothing

Gross Motor Development

Marches
Hops
Skips
Gallops
Jogs
Handles a ball

Work Habits

Demonstrates good listening skills



Follows directions quickly
Adequate attention span
Works in a neat and orderly manner
Works independently
Completes assignments in a timely manner

Bible

Recognizes that God created a perfect and beautiful world which was spoiled by sin
Learns the seven days of creation
Learns that God keeps His promises
Learns that choices we make affect our relationships with each other and with God
Develops Bible memorization skills including Psalm 23
Applies verses and stories to everyday living
Develops prayer as a means to talking to God
Recognizes the importance of following the example of Jesus in reaching the lost

Character Development

Shares and takes turns
Makes wise choices
Expresses feelings appropriately
Respectful to peers
Respectful to adults
Displays self-control

