



PEN BAY CHRISTIAN SCHOOL PRE-KINDERGARTEN HANDBOOK

Revised 4/2025

MISSION STATEMENT

Pen Bay Christian School is a ministry of Littlefield Memorial Baptist Church. Our mission is to provide quality Christ-centered education based on the authoritative Word of God.

By partnering with parents we strive to:

- By example and through the teaching of Scripture, show our students how to love the Lord with all their hearts, souls and minds. (Matthew 22:37)
- Emphasize Christian morals and ethics in the classroom.
- Provide excellence in education and equip students to live fulfilling lives of service to God and their neighbors.
- To encourage our students in the development of their God given talents and abilities.

We will instill our core values:

- Honesty -
 - I can speak the truth in love. (Ephesians 4:15)
 - I can love God's Word and commit to memory. (Deuteronomy 11:18)
- Gratitude -
 - I can thank the Lord for all He does for me daily. (Psalm 9:1)
 - I can serve others where I see a need. (1 Peter 4:10)
- Respect -
 - I can respect those entrusted with my care. (Romans 13:7)
 - I can be a good steward of what I have been given. (1 Corinthians 4:2)
- Perseverance -
 - I can work to the best of my ability. (Colossians 3:23)
 - I can trust God when things get difficult. (James 1:12)

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6

HISTORY OF PEN BAY CHRISTIAN SCHOOL

Pen Bay Christian School was founded in 1975 as a ministry of Littlefield Memorial Baptist Church. At that time, it started with seven preschoolers and was called Littlefield Christian Nursery School. The school progressed through the years. In 1978 there were two preschool sessions with 16 children in each class.

In the fall of 1981, the first kindergarten class was formed with grades 1, 2 and 3 added in the ensuing years. In the mid 1990's, Littlefield Memorial Baptist Church voted to construct the Henderson Memorial Wing to house the school. In November of 1996 the wing was completed and the name of the school was changed to Pen Bay Christian School. The school has seen ebbs and flows in enrollment and at one time reached as high as 9th grade. At the present time, the school offers preschool through grade eight.

The Lord's blessings are evidenced by its growth and stability over the years.

STATEMENT OF FAITH

We believe:

- The Scriptures, both Old and New Testaments, to be the inspired Word of God without error in the original writings, the complete revelation of His will for the salvation of man, and the Divine and final authority for all Christian faith and life. (2 Timothy 3:16, 2 Peter 1:21)
- In the Trinity of the Godhead – one God, eternally existent in the persons of Father, Son and Holy Spirit. (Matthew 28:19)
- In the Deity of Christ (1 John 5:7,20), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3), His resurrection (John 11:25, 1 Corinthians 15:4, Acts 2:24), His ascension to the right hand of God (Mark 16:19, Romans 8:34), His personal return in power and glory (Acts 1:11, Matthew 25:31). He is our High Priest and Advocate. (1 John 2:1, Hebrews 9:11)
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature (Titus 3:5). People are justified on the single ground of faith in the shed blood of Christ and only by God's grace and through faith alone are we saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10)

- In the creation of the universe and of man by a direct act of God apart from any process of evolution. (Colossians 1:15-17)
- In God immutably creating each person as male and female. These two distinct genders are made in the image of God. (Genesis 1:26-27)
- In marriage as the uniting of one man and one woman in a single exclusive union. (Genesis 2:18-25)
- In God intending sexual intimacy to occur only between a man and a woman who are married to each other. (Hebrews 13:4)
- In the personal existence of angels, demons, and Satan. (Revelation 12:7-9)
- In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-29, Ephesians 4:3-4, Colossians 3:12-14)
- In the eternal salvation of sinful people through personal faith in Jesus Christ, whose blood was shed for the remission of sin. (Acts 13:38,39)
- In the bodily resurrection of all men; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting punishment. (John 5:28-29, Matthew 25:46)
- In the personal return of our Lord Jesus Christ in power and great glory. (Luke 17:23, 24)

PHILOSOPHY OF EDUCATION

Pen Bay Christian School believes that a complete education is one in which the whole child is considered. Our goals reflect our concern for the academic, spiritual, social and physical development of each child. As a Christian school, we are committed to teaching with a Biblical worldview, integrating a biblical perspective and Christian principles into every aspect of education and life.

Our goals with respect to Spiritual development:

- To teach the Bible as the Word of God, a source of doctrine and a guide for daily living;
- To teach the basic tenets of the Christian faith;
- To encourage each student to come into a personal relationship with Jesus Christ, honoring Him as Lord and Savior by seeking to know and do the will of God;

- To stimulate a pattern of life based on the standards set forth in the Bible;
- To aid each student in the formation of a personal Christian philosophy; which will permeate every area of their life.

Our goals with respect to Academic development:

- To teach the skills necessary for effective comprehension, communication, and computation;
- To provide a sound curriculum which will thoroughly prepare each student for his or her future academic and vocational goals in the 21st century;
- To stimulate creative thinking and appreciation for beauty in the fine arts;
- To develop each student's ability to make inquiries, do research and critical thinking;
- To help students recognize in every area of study, the revelation of God in creation and in the Holy Scriptures.

Our goals with respect to Social development:

- To encourage the sense of each individual's worth as a special creation of God and a recipient of His love;
- To foster wholesome interpersonal relationships;
- To encourage responsible behavior;
- To help prepare students for Christian leadership.

Our goals with respect to Physical development:

- To help each student achieve physical fitness;
- To help each student develop a respect for the body as a gift from God and the temple of the Holy Spirit, to be treated respectfully for a lifetime of physical, spiritual and emotional health.

PEN BAY CHRISTIAN SCHOOL BOARD of DIRECTORS

In consultation with the Deacons of Littlefield Memorial Baptist Church, Pen Bay Christian School has a governing board of five directors elected from the membership of Littlefield Memorial Baptist Church. This board sets forth policies of the school and is responsible for the overall operation of Pen Bay Christian School. The Board of Directors also appoints an Administrator to oversee the daily affairs of the school. The primary responsibility of the PBCS Board is to act as an adviser to the administrator of the school in regard to fulfillment of the school's mission statement. From time to time, the administrator may request board members' assistance or advice in certain areas of her administrative duties. The function of the Board may manifest itself in direct aid to the school administration.

FACULTY

Members of the Pen Bay Christian School faculty have been selected on the basis of academic credentials, as well as their dedication to the goals of Christian education. Our faculty either hold degrees in education or have significant experience in the field of education. All teach under our Administrator or Head Teacher who hold Professional Certificates through the State of Maine. All are active members of a Bible-believing church. Each teacher has also expressed a desire to serve God through teaching at a Christian school and has a professed personal relationship with Jesus Christ. The preschool teacher supervises the preschool teacher's aide, the preschool director supervises the preschool director, and the school administrator supervises the preschool director.

Parents should take responsibility to maintain close contact with their child's teacher. Most issues can best be solved at this level. If a problem cannot be resolved directly with the teacher of your child, then a parent is encouraged to contact the Administrator or preschool director who will seek to find a peaceful solution. However, a parent always has the right to contact the preschool director or Administrator for further information. The Administrator acts on disciplinary problems sent by the teachers and acts as a liaison between the teachers and the School Board of Directors.

School Identifiers

SCHOOL LOGO



SCHOOL MASCOT

The Knights



SCHOOL COLORS

Royal Blue and Gold

FACILITIES

Pen Bay Christian School is situated on a spacious campus overlooking beautiful Penobscot Bay.

The campus of PBCS is shared with Littlefield Memorial Baptist Church. Here you will find a sanctuary, several offices, classrooms, art classroom, music classroom, library, and a lunchroom. The offices of Maine Ministry Outreach are also located here.

Our campus also includes a large playground and recreation area with an adjacent soccer and ball field.

PEN BAY CHRISTIAN SCHOOL IS A SMOKE FREE CAMPUS.

ADMISSIONS

Pen Bay Christian School admits students of any sex, race, color, religion, or national or ethnic origin. No discrimination is permitted against any student by virtue of sex, race, color, religion, or national or ethnic origin.

New Admissions

New admissions begin April 14. Parents who wish to enroll their children in Pen Bay Christian School are required to submit an application with the registration fee. An admissions application for enrollment is available in the school office. The full amount of the registration fee, along with a copy of **your child's birth certificate and immunization record must accompany the application** in order for it to be accepted for processing. **By law, we must have your child's birth certificate and full immunization record in order to attend classes.** These health records are required under our Pen Bay Christian School Immunization Policy. In our admission packet, we require information such as emergency contacts, parent/ legal guardian address and employment information, who is authorized to pick the child up, immunization records, doctor and dentist contact information, permission to apply sunscreen, permission to take pictures, and the contract/financial agreement. If applicable, parents should provide a court order for child custody. Childcares do not have a legal right to refuse pick up unless there is a court order.

Legal Reference: 20A MRSA6352-6359, Chapter 126 (MDOE Rules).

After applying for admission to Pen Bay Christian School, the student and his/her parent(s) may need to participate in an interview with the Administrator. Students will be admitted based on the following criteria:

- A. The student has demonstrated the ability to profit from normal school instruction.
- B. The parent is in agreement with school policies.
- C. The parents express an agreement with the philosophy of the school and are willing to have their children trained in accordance with this philosophy.

It may be necessary for a student to take an entrance exam to determine if Pre-Kindergarten is appropriate. The decision to test a student will be made by the administration upon receipt of the student application.

All parents are required to sign the Parent's Statement of Cooperation that is part of the Application process.

New families will receive written and verbal notice of admission to Pen Bay Christian School following review of the admission application.

We do not offer full special education services at Pen Bay Christian School. However, teachers do their best to meet individual needs. We do cooperate with surrounding school systems in scheduling I.E.P. meetings for those students with special needs.

PREKINDERGARTEN ADMISSION REQUIREMENTS

All students entering our Prekindergarten program must turn four years old by October 15th and toilet trained to be accepted at the September start date. Pen Bay Christian School accepts children from ages 4 to Kindergarten. We offer a full day, 4 days a week program on Mondays through Thursdays from 8:00am to 3:00pm. We serve 12 children in our preschool program.

School Calendar and Vacations

Our school calendar including when our vacations are is listed on our website at: <https://penbaychristian.org/academic/calendar>. If you would prefer a paper copy, your child's teacher can provide you with one. If Pen Bay Christian School- Elementary is closed for a snow day, then the preschool will be closed as well. PBCS Preschool follows the same vacation and holiday schedule as the elementary school does.

FINANCIAL INFORMATION

Financial Statement:

Pen Bay Christian School is an extension of the ministry of Littlefield Memorial Baptist Church. The church supports the school by providing the use of the facilities, covering the cost of wear and tear on the building and janitorial services. However, the school itself is

responsible for meeting all of its own financial obligations (such as teachers' salaries, books, insurance, utilities, etc.) School accounts must be kept current in order for the school to meet its obligations. The School Administrator acts as a liaison between the parents and the School Board in this matter.

If an account is over 30 days past due the statement due date, the Pen Bay Christian School Board reserves the right to ask the parent or guardian to withdraw the student(s) from the school. This will be a last resort after all efforts to work with parents to bring their account current has failed. Please read carefully the rules in your financial agreement.

Financial Aid:

Financial Aid is not available for Pre-school.

TUITION AND FEES

Tuition payments can be paid in full to the school at Open House in August or can be paid monthly at Pen Bay Christian School. Invoices/Payments are due by the 15th of each month beginning with August and ending with the May payment. Payments are on a ten month schedule (August - May). Parents are responsible for paying all 10 months regardless of school closings or vacations. Parents are not required to give a two week notice if they want to withdraw their child.

If there are multiple students from one immediate family attending Pen Bay Christian School, we do offer discounts which are applied to the lesser tuition and are as follows:

First Child - Full Rate
Second Child - 25% discount
Third Child – 75% discount
Fourth child – FREE

Tuition Rates:

Prekindergarten: \$4,600

Registration Fees:

Prekindergarten: \$ 400 through May 31st. \$450 after May 31st.

Registration fees are non-refundable and must be paid in order to complete enrollment. Families who have not paid registration by the first day of school **or** have past due accounts will not be allowed to start school until past due registration /payments are made in full.

ACADEMICS

PREKINDERGARTEN/KINDERGARTEN CURRICULA

Both programs are designed to prepare the students spiritually, socially, and academically. The prekindergarten program teaches children a well-rounded readiness program enriched by music, art, and physical activities within the classroom. Bible stories and memory verses are taught in both programs.

Curriculum:

Our curriculum includes Bible, reading, language arts, mathematics, social studies, science, physical education and fine arts. BJU Press textbooks are used from PreK4-12th grade. Although textbooks are an important part of our curriculum, the true curriculum is the teacher and how they follow our scope and sequence to best approach each child's learning characteristics. The most important part of the curriculum is the inspired Word of God. We currently use the KJV, NKJV, NASB, ESV and NIV (pre 2011). Students are expected to provide their own Bibles in one of these versions. All scripture memory is done in the same version as dictated by the individual teachers. Faith impacts our approach to every subject, and discussion of the Bible/Bible integration continues throughout the day. Grading in classes is based upon assessment of concepts taught and participation in class including hands-on activities.

If there is a concern about a child's developmental progress, we will utilize the observation and documentation of the child, and will partner with the family to refer the child to Child Development Services (CDS) for screening and/or further evaluation if the parents are interested. We will not contact outside assistance without the express written consent of the child's parent/guardian. CDS will make the determination of the child's eligibility for early intervention services through more formal assessment methods.

The program's activities and experiences are guided by a general understanding of the developmental domains: Social/Emotional; Cognitive; Physical (gross and fine motor, self-help skills); Language/ Communication Skills; Approaches to Learning. We integrate the Maine Early Childhood learning Guidelines into our classroom education.

The Home and School – A Working Partnership

We at PBCS are ever mindful that God has charged parents with the important responsibility of training their children.

“And thou shalt teach them diligently unto thy children and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and thou liest down, and when thou risest up.” Deuteronomy 6:7

“Train a child in the way he should go: and when he is old, he will not depart from it.”
Proverbs 22:6

We realize that it is our responsibility as a staff, to be actively involved with parents in preparing students for a Christian life. When parents assume the Biblical responsibility of training their children and work in harmony with a Christian school and church that support their values, we have a “threefold cord which is not quickly broken,” (Ecclesiastes 4:12). When parents entrust their children to us, we are careful to see these students as gifts from God, thus to be loved as ones for whom Christ gave His life.

Effective communication between the home and school is a crucial element of a child's success.

Parents may often have questions and/or concerns about their children's education and rightly so. **We should always remember that the key to effective communication is clearly outlined in God's Word.**

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen and publican.”
Matthew 18:15-17

In order to keep our school's focus on the Lord Jesus Christ, we ask that parents observe the following guidelines whenever you have a question or concern about your children or their education:

1. **Discuss any issue with the classroom teacher first.** Remember that the classroom teacher spends the most time in school with your child and clearly will have the best insight as to what is going on with him/her at school. More often than not, most issues can be dealt with and resolved at this level.
2. **Consult with the Administrator or Preschool Director if need be.** Occasionally, the parents and teacher may feel after the initial meeting that the insight and input of the school Administrator might be beneficial to an issue. **Please be mindful that this should only occur after the parents and teacher have initially discussed the matter.**
3. **School Board, Administrator, Teacher, and Parents Meeting.** In very rare instances, an issue may need to be taken to the school board for evaluation. **This should only occur after the first two meetings have taken place.** Parents should be aware that, depending on the issue, students may be asked to be at the meeting.

It is our prayer here at PBCS that with the Holy Spirit to lead, direct, and complete His purposes through us, we will touch these young students' lives for eternity. Romans 12:3-6 reminds us that although "we have many members in one body" we still must work together to accomplish God's objectives in our school.

English Language Learners:

At PBCS, we accept learners from all ethnic backgrounds. The primary language we communicate in is English. If you communicate more comfortably in another language, please let us know. We will make every effort to make our materials and communications accessible for you in your home language.

We aim to fulfill our responsibility to communicate closely with parents through:

1. **Weekly notices** from the school office informing parents of what is happening at school.
2. **Open House** is in August for students, providing them an opportunity for parents and guests to visit classrooms, meet teachers and ask questions.
3. **Opportunities for parents to join us in the classrooms and on field trips.** (Please see volunteer and visitor guidelines elsewhere in this handbook). If a parent wishes to observe their student in the classroom, arrangements must be made with the Administrator and teacher prior to the day of the desired observation.
4. Availability of the Administrator to respond to parent concerns.

In return, we ask parents to fulfill their responsibility to the school by:

1. **Supporting the school in prayer.** Please pray daily for your child, their teacher, and each of us who work in this school community.
2. **Keeping informed by reading materials sent home from school. Please ask your child for notices and insure that backpacks are emptied nightly.**
3. Attending scheduled **conferences, special events,** and Pen Bay Association (PBA) **meetings.**
4. **Supporting our fund-raising activities.** In effort to keep tuition affordable, we rely heavily upon our generous donors and support of our community.
5. **Following school procedures for communication with teachers.** We are grateful for each child entrusted to our care and value parent communication. Since time off from school is minimal, we ask that you NOT call teachers at home. Phone the school office and ask the teacher to call. After school hours our phone is covered by voice mail. Write a note or email to the teacher. Teachers are busy with meetings and duties before and after school. Teachers also have devotions each morning before school. **Please understand we know that communicating about your child is very important. We want to make this as efficient and manageable as possible**

for all. Following the above procedures allows teachers to better reserve a time just for you.

6. Bringing unresolved concerns or problems to the attention of the Administrator.
7. Following safety guidelines. Once school has started, please use the front office door.

In conclusion, one of the many benefits offered by a Christian school is the close cooperation between school and the home. Pen Bay Christian School's number one priority is helping each student succeed.

CONDUCT AND DISCIPLINE Code of Pen Bay Christian School

"Love your neighbor as yourself." Matthew 22:39

Reporting Licensing Violations

Pen Bay Christian School Preschool is a licensed childcare center by the Maine Department of Health & Human Services and complies with all mandated licensing regulations, including a yearly evaluation. A copy of these regulations can be provided for any parent via Maine's licensing website at <https://www.maine.gov/dhhs/ocfs/>. Any parent who observes objectively and fairly that the rules pertaining to their child's rights and conduct have been violated should report the information to the Childcare Licensing Unit at 207-287-5060.

Child-Abuse and Neglect Reporting Policy and Procedures

Child Abuse & Neglect

As professionals in contact with young children and their families, staff is required by law to help the Department of Health and Human Services (DHHS) become aware of children who may be abused or neglected. According to law, public or private preschool teachers are mandated reporters. State law requires our preschool to report any suspected or identified child abuse/neglect to Child Protective Services at 1-800-452-1999. Mandatory report of suspected Child abuse and/or neglect. Any Preschool Staff Member suspecting abuse and/or neglect must immediately report this information to Child Protective Intake, 1-800-452- 1999, TTY 1-800-963-9490 which is staffed 24 hours a day, 7 days a week. 1. The Preschool must maintain documentation, not maintained in the Child's record, that a report has been made. Any suspected Child Abuse or neglect will be reported to DHHS, the Pen Bay Christian School Administrator, and the preschool director.

Illness, serious injury, incidents, and accidents. 1. Pen Bay Christian School must immediately notify the Child's parent or legal guardian of any illness, serious injury, or incident involving their Child. An adult designated by the parent or legal guardian must be notified immediately should the parent or legal guardian be unavailable. 2. The Preschool must document all accidents, injuries, incidents, or emergencies in the Child's record on

the day of the occurrence and the parent or legal guardian must review and sign the document within two business days.

DHHS Notification: The Child Care Facility must notify the Department of the following within 24 hours of occurrence: All Child deaths and serious injuries that require medical care by a licensed medical provider, following notification of emergency medical personnel and the Child's parents/guardians.

Policy if a Teacher is Accused of Child Abuse and Neglect: No child shall be subjected to cruel or severe punishment, humiliations, or verbal abuse, including the denial of food. If a Pen Bay Christian Preschool staff member is accused by a parent or co-teacher of abuse and/or neglect, such an accusation will be reported to the Director or school administrator immediately. The School Administrator will prepare, within 24 hours, a written report of the situation. The report shall include dates, times, names of all parties involved, (adults and children,) places, and description of incident. A determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Human Services. In addition, the accused employee will be informed of the allegations and be given an opportunity to respond. If suspected, the employee will be removed from working directly with children until a written investigation has been completed by DHS and is authorized to return as appropriate. The employee will be paid only after allegations are cleared. The employee will then receive back wages.

Purpose and Philosophy of Discipline

The word discipline is one of several words in the family of words that includes disciple. The word disciple is defined by Webster as "a pupil or follower who accepts and helps to spread his master's teachings." Our school is a Christian community of learners which seeks to guide students through Biblical correction and encouragement creating a classroom and school environment where learning can flourish. As Christ disciplined His disciples to produce a change in attitude, action, word, and thought, Pen Bay Christian School seeks through prayer, counseling, and consistent loving correction, and discipline to produce a life change. Student behavior in the classroom and school is crucial because without an orderly atmosphere, very little teaching or learning can occur. Discipline fosters an atmosphere where learning is optimal for all learners. Because learning can occur in a variety of settings and structures, we recognize the importance at times of action, inquiry, and open discussion. Our conduct policies are built on and stress respect and safety for all at Pen Bay Christian School.

CONDUCT - FOR STUDENTS

Every member of the Pen Bay Christian School student body is expected to use good judgment in evaluating appropriate behavior for school. The following rules reflect what we consider to be proper conduct at school, at recess and lunch, and when representing PBCS at any function/field trip. Policies and rules are determined by the Pen Bay Christian School Board of Directors, school faculty and administration, and may be revised without notice during the school year.

- Practice courtesy, consideration and honesty in your association with teachers, school employees, fellow students, parents/volunteers and visitors. Respect the authority of all teachers and adults serving in the school setting, whether staff or volunteer. Disrespect shown through back-talk or non-verbal communication (ex. facial expressions or gestures) is not Christ honoring.
- Respect your fellow students. Respect their personal property. Every person has the right to remain free from intimidation or physical, verbal or psychological harassment. Name calling and teasing are not permitted. Students are not permitted to enter another student's belongings or personal area (ex. desk, locker, etc.) without his/her specific permission. Students must respect the right of their fellow classmates to learn.
- Respect church/school property. Any misuse is a serious offense. If such an incident should occur the student may be held responsible for either the repair or the replacement of the damaged property.
- The use or possession of any illegal drugs, smoking, drinking etc. will not be tolerated and may result in immediate suspension or expulsion.
- There is absolutely no carrying of any weapon or any object used as a weapon.
- Profane, vulgar, rude or abusive speech or actions of any kind has no place at Pen Bay Christian School. Eph.5:3-4
- Help keep the school clean and orderly by: Discarding litter in trash containers, not leaving books or personal items in the halls, in the bathrooms, entry ways or in any lane of travel, limiting eating only to your classroom or lunch room and refraining from gum chewing.
- Classes are to pass through the hallway quietly and with no running so as not to disturb the other classes. Running is a safety hazard.
- Do your own work. Claiming another person's work as one's own is a punishable offense and in adulthood is illegal. Cheating, lying, and stealing are serious offenses and parents may be involved in the first offense.
- Any party to be held during the school hours must be approved through the school office.
- Classrooms are to be kept orderly. Coats are to be hung, and personal belongings placed on hangers & racks. This fosters responsibility. All students are expected to help in the clean-up routine at the end of the day.

It is understood that attendance at Pen Bay Christian School is a privilege. Any student who does not abide by the standards and principles of this school may forfeit this privilege.

DISCIPLINE PROCEDURES

Preschool Teachers Response to Discipline:

Physical punishment such as shaking or hitting, and any form of psychological abuse or coercion, including the use of threats or derogatory remarks, withholding, or threatening to withhold food as a form of punishment, is strictly prohibited as per the Rules for Licensing of Child Care facilities (see rules p. 16-1). Discipline is handled with “loving firmness.” We do not yell, shame, hurt, or label a child. Actions may be inappropriate or bad, but people are not. In general, we attempt to redirect any activity which is going astray. We help children find appropriate ways of expressing themselves; we provide opportunities for them to work out their own solutions. All of this is done within the framework of safety for all, so if a situation is too hot to handle, a cooling off period - or time away from the situation - may be used. It is not used to punish but to provide time to regroup. Children learn self-control when adults treat them with dignity and use discipline techniques such as:

- Guiding children by setting clear, consistent, fair limits
- Valuing mistakes as learning opportunities
- Redirecting children to more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts and modeling skills that help children to solve their own problems
- Planning ahead, giving fair warning(s) to prevent problems
- Giving positive reinforcement and encouragement

If a child is not following the rules, they will be given one reminder of the rules by the teacher. The teacher will say, “Let’s try that again,” and the child will be given another opportunity to follow the rules. If the child continues to break the rules, they will be redirected to a different activity. If a child is aggressive with another child, they will have to leave the activity where they are playing. The teacher will talk to the child about the situation, and will remind the child that s/he needs to keep his/her body to himself.

Pen Bay Christian School Preschool Suspension and Expulsion Policy:

Pen Bay Christian School reserves the right to dismiss a child from the program without warning if the unacceptable behavior or action has violated the Pen Bay Christian School Code of Conduct. Families will not be given a two week’s notice if the school has to terminate. While our goal is to eliminate any exclusionary measure for children, including expulsion or suspension, our school commits to exhaust all options before resorting to the expulsion of your child from the program. Misbehavior that persists will not be tolerated and will be handled with the following Minor and Major procedures. Misbehavior, resulting in Minors and Majors, will be recorded in Quickschools under the Discipline tab. It will include a date, time, description of the behavior and consequences. Each time a student’s behavior is recorded, the parents will receive an email through Quickschools. Parents will also be notified verbally of their child’s behavior. A meeting may be set up with the teacher,

administrator, and preschool director if necessary. At this time, a decision will be made about if the student will have a temporary suspension, or if expulsion has to happen.

Examples of code of conduct violations include but are not limited to the following:

1. Any behavior that endangers the health and safety of other children, staff, or members.
2. Leaving the program without permission or refusal to stay with the class.
3. Inappropriate touching of other students, or sexual misconduct
4. Physical attacks on other children or other staff members

"He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." Proverbs 10:17

CLEAR COMMUNICATION

Communication of expectations will be the first measure in maintaining the proper learning environment. Teachers will present to students the consequences of disregard for classroom, playground and general school rules. Any teacher or staff member may correct a student for misbehavior. As our conduct and discipline code is developmental and growth orientated we will use the following discipline levels.

Confidentiality

Staff at Pen Bay Christian School takes confidentiality seriously. They respect the confidentiality rights of every child who attends the school. They understand that the confidentiality of each child's information is strictly maintained to protect the privacy rights of the parents and children. Staff will not discuss or otherwise communicate any form of information concerning the care or condition of any child with unauthorized individuals. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. All confidential records are stored in the administrator's office. Any staff member who takes a file out must sign the "Student File Log-In Sheet" form in the child's file and state the reason for looking in the child's file.

Playground Expectations

At Recess:

- Be aware of where you are.
- Stay in view of teachers, staff, or volunteers.
- Play away from classroom windows.
- Stay out of the bushes and prayer garden.
- Stay away from the garage and shed.
- Do not go past the cross.
- Use playground equipment appropriately.
- Sit on the swings.
- Do not jump off.

- Do not twist the swings.
- Sit and slide, feet first, one at a time, without stopping in the middle of the slide.
- Do not kick playground balls past the cross.
- Play safely and positively during games and activities.
- Games of killing and violence are not allowed.
- No name calling, teasing, or profanity.
- No rough play which includes fighting, tackling, tripping, pushing, pulling on clothes, throwing anything except playground balls and other items of play.

At Winter Recess:

- Wear appropriate WARM clothes, including socks.
- Snow pants, boots, hats, and gloves are required for students, Prekindergarten – grade 5, who are playing in the snow.
- Students not wearing boots may walk to the swings or play on the tar. Depending on the depth of the snow, play may be restricted to plowed areas for students not wearing boots.
- Leave snow sculptures and forts alone unless “owner or creator” gives permission to destroy them.
- Snowballs should only be thrown at a designated target.

Returning to School:

- Line up promptly. Once in line, face front and stop talking.
- If you brought equipment out, it is your responsibility to bring it in.
- Hold the door for the person behind you when you enter the building.
- Walk quietly back to your classroom.

EMERGENCY RETURN TO BUILDING:

Sometimes due to weather conditions or other unforeseen reasons students may need to line up early. Students need to follow directions without question. If thunder is heard, students must leave the playground immediately.

PLEASE NOTE:

We discourage bringing in toys from home. Toys brought from home will be placed in the student’s backpack or locker to be returned home unless it is a show and tell item. This prevents lost or broken toys and sharing issues. Pen Bay Christian School is not responsible for lost or broken toys. The school will provide games and toys for student use.

DRESS CODE

The dress code at Pen Bay Christian School is a set of standards designed to uphold our Biblical standards as well as promote a positive academic environment.

Biblical Standards Honor God

- Dress modestly and don’t overdo outward appearance (1 Timothy 2:9).
- Don’t cause another person to stumble (Romans 14:16-21).
- In all you do, do it all for the glory of God (1 Corinthians 11:31)

A Positive Academic Environment Honors Others.

- A clean, neat, and tidy appearance.
- Freedom to engage comfortably in all educational activities including physical education.
- Respect for chapel and other special events as occasions for a more “dressed up” appearance. Other examples may be field trips and presentations.

Dress code expectations for students:

- Pants, shorts, skirts, etc. must follow these guidelines:
- Blue jeans must not have holes above the knees. They should not be overly long or tight. If excessively loose, a belt is required.
- Shorts, (weather permitting), must be at least fingertip length.
- Leggings are permitted if accompanied by a shirt that reaches fingertip length or further.
- Dresses and skirts must be modest in length. Leggings may be worn under skirts and dresses.
- T-shirts, shirts, turtlenecks, sweaters, sweatshirts, etc. must follow these guidelines:
- No pictures or writing that indicates disrespect in any way.
- No profanity or references to alcohol, tobacco, drugs, death, torture, or anything that could be considered objectionable.
- Athletic teams or events are acceptable as long as slogans/artwork is not offensive.
- Hooded tops must be worn with the hood down/off in school.
- Conservative necklines
- Sleeveless tops must be modest. Straps must be a minimum of two fingers in width
- Spaghetti Strap tank tops are not permitted unless worn layered under another non-sheer top. Layers must remain on throughout the day.
- No part of undergarments should be seen
- Hats are not worn by boys or girls in the building unless it is a special spirit day event.
- No body piercing except for ears.
- No tattoos or writing on the skin is permitted, including stick-on tattoos.
- Shoes must be worn at all times inside or outside of the building.
- “Heely” shoes are not allowed.
- Cleats are not allowed inside the building.
- We strongly discourage flip flops during school hours. If flip flops are worn by students, parents bear full responsibility for any injury to their student that is caused by wearing flip flops.

GENERAL POLICIES AND PROCEDURES

SCHOOL SCHEDULE

Pen Bay Christian School hours are as follows:

Prekindergarten Hours:

Monday to Thursday:

8 am – 3:00 pm

Daily Schedule:

In the morning, children have the opportunity for free play, circle time, bible class, science/social studies/art/math/language arts small groups, snack, recess and then lunch. In the afternoon, children have free play, rest, snack time, and recess. Children have the opportunity to sleep at rest time, but it is not required.

MORNING ARRIVAL

Teacher coverage will be provided from 7:50 am to the start of school for parents who must drop their children off early. All students who arrive after 8:00 am are to enter through the front doors of the school. Students who arrive after the start of school, 8:10 am, will be marked tardy.

SCHOOL DISMISSAL

3:00 pm Dismissal: Students are to be picked up promptly at 3:00 pm. After school teacher coverage is provided until 3:20 pm. Children will be picked up at the office door. Students will not be allowed to walk through the parking area to your car as this is potentially dangerous for your children.

PLEASE HELP US Keep your child safe!

We ask that you provide a list of who has permission to pick up your child from school. This list will be kept in the school office and will be shared with your child's classroom teacher. There will be a form available for you to fill out. Thank you for your help. This is to help us keep your child safe. Please keep this list current. If plans change at the last minute, please call the school to ensure a smooth pick up transition for your student. Be ready to provide the car description and the name of the person picking up your student. Please realize your student's safety is our priority. Until we can assure the identity of the driver, your student's dismissal may be delayed.

If an emergency case warrants, please contact the school immediately to request coverage. We do realize that traffic or other situations beyond your control may interfere with your ability to comply with our dismissal policy on rare occasions. Students will be sent to the school office for dismissal if they remain following the normal dismissal period. Please come into the school office using the front door to pick up your student if you are picking

up your student following the normal dismissal time. Parents that stay after school with their children to play on the playground, etc., are responsible to supervise their children.

Tardiness:

All students must be ready to participate in class by 8:10am. Students must use the front entrance and report to the office for a late slip before entering the classroom after 8:10am.

Absences:

Parents are asked to phone the school by 9:00 am each day that a child will be absent from school. (It is fine to call earlier and leave a **dated** message on the answering machine). Attendance is taken first thing in the morning. For safety purposes, any unreported absence will be followed up with a phone call to the parent's home or workplace.

The following are considered acceptable reasons for absence:

- Illness
- Death in family
- Emergency (please specify)
- Medical appointments that cannot be rescheduled at any other time
- Severe weather conditions

Many parents call to request assignments for their children to do at home during an illness. Requests for work must be called into the office with 24 hour notice. We appreciate your support in keeping your child caught up with classroom work. Attendance in school is very important as class discussions and hands-on class activities are difficult to repeat apart from a school setting.

Leaving Early:

If a student must leave school before the end of the day, he/she must be signed out in the school office, and a parent must communicate the reason for the early dismissal. If someone other than a parent is authorized to pick up a child for early dismissal, a parent must communicate this prior to pick up as well.

Visits to the School:

Parents and visitors are required to check in at the school office. A visitor's pass may be issued before visiting any other area in the school building.

Early Dismissal Days:

Periodically during the school year, Pen Bay Christian School will have early dismissal days where the school day ends at 11:30 am. On those days students will eat a cold bag lunch in their classrooms.

Emergency Evacuation:

The route to follow for emergency evacuation is posted in each classroom. No talking will be allowed during the evacuation. Students are to go quickly to the designated areas, turn to face the building and wait quietly for the signal to re-enter. Re-entry must be orderly. Students are to leave books and personal items in the school unless directed to bring them.

Emergency Lockdown:

All students will participate in monthly fire drills. For fire drills, the fire alarm will go off, and students will exit the building. Throughout the school year, students will practice exiting through different exits. Pen Bay Christian School is a secure, locked campus. Security preparedness is in partnership with local safety authorities. The route to follow for emergency evacuation is posted in the classroom. For the safety of our students and staff, specific details for emergency lockdown, evacuation and off campus shelter are confidential and only made available for staff and security personnel. This detailed information is found in the school's Comprehensive Emergency Management Plan.

Parking Area:

PLEASE DRIVE SLOWLY when entering and exiting the parking lot. **SAFETY** is our utmost concern! Please park in the designated parking areas. **DO NOT** park in front of the walkway to the entrance to the school and **DO NOT** block the driveway. Free passage is absolutely necessary for safety reasons.

If you have a child in the Prekindergarten program, we ask that you please escort your child to their classroom door and leave them with the teacher or aide. Please encourage them to walk. If you are walking into the school with your child, please take your other children in with you. **Please do not leave your car running in the parking lot and never leave children unattended in your car. This is very dangerous. Accidents happen and we would not want to see your child hurt in any way.**

When picking up a student from school other than at dismissal time, come into the school office to sign your child out. Students will not be dismissed to a parent waiting in the car. We thank you for adhering to the parking policies.

INCLEMENT WEATHER – SCHOOL CLOSING

During inclement weather, parents should tune to Channel 6, 8, 13, or our Facebook page, which will announce if the preschool will close or have a delayed start time. If we are open and conditions in your area are too severe to travel, please call the school to report the student for an excused absence. We will not close school early except under extreme conditions. Social media and on-line news services will also be updated as to our status. **PLEASE CHECK FREQUENTLY AS DELAYS MAY GO TO A CLOSING.**

SERVICES AND PROGRAM INFORMATION

Health Service Policies and Procedures

If your child has an allergy, please inform the school of what their health plan is.

In order to ensure a healthy atmosphere and prevent the spread of contagious conditions we ask that you keep your child at home if they are showing signs of an illness. If children develop signs of illness while at school, parents will be notified and asked to pick up their child. If a parent cannot be reached, we will phone the person(s) listed as alternatives for us to call in case of emergencies. Children will temporarily be excluded from classroom activities while waiting to be picked up.

The following are indications that a child should NOT be in school:

- **Fever above 100° F.**
- **Strep Throat or pending throat culture**
- **Vomiting or Diarrhea**
- **Conjunctivitis**
- **Pediculosis (head lice)**
- **Contagious diseases (chicken pox, among others).**
- **Persistent Cough or runny nose**
- **Has a rash, unless a doctor has determined it to be non-contagious. Students will need a doctor's note saying the rash is not contagious in order to be in school.**
- **If a child is too tired to play or engage in classroom activities.**

Please call the office in the morning if your child is going to be absent due to illness. When your child returns to school, we would appreciate a note describing the reason for their absence.

A student who becomes ill during the school day will wait in the office until parents can make arrangements for the child to be taken home. **Please be sure to keep the office informed of changes in your telephone number or emergency contacts.**

Students receiving antibiotics for strep throat or other contagious infections must have been on their medications a full 24 hours before returning to school.

Students who have had **fevers or vomiting** must be symptom-free for 24 hours without any medication given before returning to school.

If your child is in school, he/she is expected to participate in all activities. A doctor's note is needed to be excused from an activity.

Medications:

The school, by law, is not allowed to prescribe or give medication without a doctor's note or a note from a parent. This includes prescriptions and over the counter medication. If medication is to be administered to a student during school hours, it must be brought to the school office. It must be in its original container with directions clearly marked and must have a written doctor's directions. A written note from the parent authorizing administration of the medication must be filed in the school office prior to our giving a child medication.

Student Immunizations:

It is the family's responsibility to make sure that each child has received the appropriate immunizations. A student will not be admitted to Pen Bay Christian School until the parents have completed the Student Health Information form provided in the admissions packet. Maine State Law requires that all school children be protected against polio, diphtheria, pertussis, tetanus, measles, rubella, and varicella. Parents may have their family physician email immunization records to the school at pbcsc@penbaychristian.org. Parents who choose not to immunize their children must provide a letter to the school and understand that their child may not be permitted to attend school in the event of an outbreak. (Legal Reference: 20A MRSA 6352-6359, Chapter 126 (ME Dept. of Ed. Rules).

Health Screenings

Pen Bay Christian School has a school nurse who performs hearing and vision screenings and records the height and weights of each child. The nurse also must keep an accurate account of the student's **immunization records** (see above). The school nurse will provide direction and oversight for the vision and hearing screening programs at PBCS. **Screenings will take place pursuant to Maine statutes.**

SCHOOL POLICIES AND PROCEDURES

Recess:

Students need an opportunity to exercise and be refreshed after working several hours. The students will have recess daily in the morning and afternoon. If it is below 20 degrees or precipitating, children will have indoor recess.

Rest Time: Children have the opportunity to sleep at rest time, but it is not required

Screen Time: Screen time is limited in the preschool classroom to educational videos. This will happen only on a rare occasion.

Snack:

Students are encouraged to bring a nutritious snack to eat during their recess break(s). High sugar foods are discouraged such as cookies, sweets, soda, etc. A better selection

would be fruits, crackers, yogurt, vegetables, and water. This enhances the students' ability to stay on task.

If desired, a parent or legal guardian may bring in treats for a child's birthday or special celebration. Parents should first check with the teacher before they bring anything in due to potential food allergies.

Lunch:

Students must bring their own healthy lunches and drinks. Anything in glass bottles should not be brought to school.

SPECIAL PROGRAMS AND PROCEDURES

Prayer:

Pen Bay Christian School opens each day with prayer during the homeroom period and pauses for prayer before lunch. Students are offered opportunities to lead in prayer as well as class devotions. The faculty begins each morning with devotions and prayer.

Field trips:

Pen Bay Christian School occasionally takes part in field trips. A notice will be sent home with details for parents (or guardians). Students will not be permitted to attend field trips without a signed permission slip or verification from parents (or guardian).

The school relies upon parents to help with transportation to and from field trips and to act as chaperones. Teachers are not able to transport children. Because this is a trip for our students, we can unfortunately not accommodate younger siblings. All parents wishing to help with transporting students must provide the school with evidence of their valid driver's license as well as a copy of your current car insurance (the office will make a copy of these to keep on file). Bureau of Motor Vehicle checks will need to be done for all volunteers wishing to help with transportation to and from field trips or activities. This information is needed for insurance purposes and to provide "safety first" for all students. Also, parents must follow the school policy on adhering to the schedule provided for that specific field trip. Please bring your documents to the school office well before the day of the trip. Parents need to provide their child with a car seat according to state law.

Some field trips because of the size of the site will need to limit how many parents may attend. Teachers reserve the right to select and group their children with chaperones.

Volunteering and Chaperoning

If a parent wants to volunteer, they are welcome to. A parent should talk to the child's teacher or school administrator. Some things that parents can volunteer with are : special activities, reading to children, etc.

There are many other volunteer opportunities throughout the school year. It is the parent's responsibility to respond to these opportunities. Background checks (Department of Motor Vehicle, Department of Human Services and Criminal History Records checks) will be done for all persons volunteering and working at Pen Bay Christian School (as referenced earlier). All fees charged for background checks must be paid by the volunteer and/or parent.

Volunteers will need to sign in at the front door office and may be asked to wear a volunteer badge while at PBCS. We appreciate your help and thank you for helping us keep all our students safe.

Should you be a volunteer at our school, please respect the privacy of our students and staff. Volunteers must also follow school, playground, classroom, and lunchroom rules during their volunteer time and encourage students to do the same. Due to privacy laws (see below) we ask you not to discuss our students with other parents. Please be mindful of student privacy if you post on social media.

Pen Bay Association

Our volunteer parent group is called the PBA (Pen Bay Association). The group's goals are to provide enrichment for the school, teachers, and students through various activities. In the past, the group has enabled the soccer team, field trips, school presentations, staff appreciation, and more. All activities and/or events sponsored by the PBA and PBCS must have prior approval by the PBCS Board of Directors. Fundraising is done to offset the expenses of monies spent. Officers are elected yearly at the beginning of each new school year. Meetings are held monthly and are announced in the school communication. The PBA sponsors a Facebook page for all PBCS parents – www.facebook.com/groups/pbcdparentsgroup. If you have a child attending PBCS and are not part of this Facebook group, please request to join.

RIGHTS OF CHILDREN AND PARENTS

Children receiving Child Care from Child Care Facilities have the following rights:

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.

5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices under ADA law.

Rights of parents and legal guardians of Children receiving Child Care from Child Care Facilities.

1. A Child's Parent or Legal Guardian must be fully informed of items or services which are included in the rate they pay for Child care services.
2. A Child's Parent or Legal Guardian has the right to be fully informed of findings of the most recent inspection conducted by the Department. The Child Care Facility must inform Children's Parents or Legal Guardians that the licensing inspection results are public information and inspection results must be posted in a prominent place on the Premises.
3. Parents or Legal Guardians must be notified by the Child Care Facility within two business days of any actions taken against the Child Care Facility by the Department, including but not limited to, decisions to issue conditional Licenses, refusal to renew a License, or to impose fines or other sanctions.

FEDERAL AND STATE MANDATES

Asbestos

Our school has conducted an extensive asbestos survey of our building and a comprehensive management plan is maintained through the trustees. This plan is available for review upon request.

FERPA Laws

The Family Educational Rights and Privacy Act grants parents the right to inspect or review their child's education records within a reasonable period of time, but in no case later than 45 days after they have made a request. If parents ask, the school must provide explanation and interpretations of the records. In addition, school units are required to provide annual notice to parents of their rights with regard to education records. These rights pass to students once they reach the age of 18.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and—as a last resort pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before and until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

This school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records and information on the School's Integrated Pest Management Policy and Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting the school. Building Maintenance is under the Littlefield Memorial Baptist Church Board of Trustees.

For further information about pests, pesticides, and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Special Programs

Special programs are held throughout the school year. Participation is school-wide. These events provide an opportunity to celebrate the blessings of the season, as well as the gifts and talents God has given our students. Parents, grandparents, and friends are encouraged to attend.

Library

Our library is located on the ground level. The Library offers fiction and nonfiction, on easy reader, juvenile and young adult levels, as well as picture books, chapter books, reference

material, biographies, science section, Maine studies, social studies, Bible studies, art, music, etc.

CLOSING STATEMENT

This Student/Parent Handbook has been provided for informational purposes of Pen Bay Christian School. The contents within are to be used as a guide. It is not a legal document. The school reserves the right to revise policies or procedures without notice during the school year as deemed necessary.

We wish to acknowledge and credit the Bangor Christian School Handbook for some guidelines found in this resource. We are indebted for ideas and in some instances; we have specifically adopted their language.