



# *Preschool Handbook*

*1426 Tanglefoot Lane  
Bettendorf, IA 52722  
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*[www.morningstaracademy.org](http://www.morningstaracademy.org)*

*"I, Jesus, have sent my angel to give you this testimony for the churches, I am the Root and the Offspring of David, and the bright Morning Star." Revelation 22:16*

Dear Parents,

God has ordained the family to nurture, instruct, and discipline children. In the book of Proverbs, parents are instructed to "Train up a child in the way he should go . . .". As an extension of the Christian home, Morning Star's goal is to help you carry out this biblical mandate.

God has designed each child to be inquisitive about His world. Preschoolers are naturally curious: seeking to gather information through their senses, by asking questions, through movement, and by examining and exploring. Morning Star's preschool provides a creative learning program that will help satisfy the spiritual, intellectual, social, and physical needs of your child.

In short, we desire to work closely with parents to raise children who love and obey God, enjoy learning, and grow to their full God-given potential.

In Christ,

The Staff and Directors of Morning Star Academy

Morning Star Academy is a member of  
Association of Christian Schools International  
&  
Association of Classical & Christian Schools

## A SEASON TO GROW

**Ecc. 3:1 There is a time for everything, and a season for every activity under heaven.**

The following outline is to help you understand the objectives of our program.

Preschool is a season for children to grow:

### 1. Spiritually:

- a. To learn about God and Jesus Christ through the Bible
- b. To know that they are created by a loving God
- c. To worship God through prayer and songs
- d. To appreciate and be content with God's blessings
- e. To fellowship with other Christian children
- f. To follow God's word in their thoughts, words, and actions

### 2. Intellectually:

- a. To develop an enthusiasm for learning
- b. To learn basic skills and concepts such as colors, numbers, letters, size, order, body parts, likenesses and differences, and left and right
- c. To study the physical world and understand that God created it and has a plan for it
- d. To develop their communication skills through dramatic play and story telling
- e. To express themselves creatively through art and music
- f. To increase their vocabulary by listening to stories

### 3. Socially:

- a. To respect those in authority in the home, church, and school
- b. To play cooperatively and respect the rights and property of others.
- c. To take turns
- d. To listen and obey
- e. To learn to deal with anger in an acceptable way

### 4. Physically:

- a. To improve strength and coordination
- b. To learn hand-eye control
- c. To become self-sufficient in personal care
- d. To develop large motor skills such as skipping, running, jumping, throwing, catching, and balancing
- e. To learn small motor skills such as cutting, coloring, tracing, painting, and working puzzles

## TUITION

Please refer to the current tuition schedule.

Tuition is payable on the 1st day of the month. Tuition becomes past due on the 10th of each month. A \$10 late fee will be charged on past due tuition payments. Returned checks will be charged a \$10 fee.

Make checks payable to Morning Star Academy.

Tuition may be sent to school with your child or mailed to:

Morning Star Academy  
1426 Tanglefoot Lane  
Bettendorf, Iowa 52722

Two weeks notice must be given before withdrawing a child from the preschool.

We will not refund tuition for absences or when a child is withdrawn from our preschool in mid-month.

## DISCIPLINE POLICY

**Proverbs 22:6 "Train up a child in the way he should go and when he is old he will not depart from it."**

Discipline is one essential element in the process of developing Christian character in young children. Preschoolers need reasonable and consistent limits set on their behavior until they are able to set limits for themselves. Through loving correction, Morning Star's goal is for each child to become self-disciplined. Our rules are kept to a minimum: honesty, obedience, and respect. In some instances, a "time-out" will be given to a child. Corporal punishment is not used at Morning Star Academy.

## **SCHEDULE**

3 year old class - Tuesday & Thursday, 8:30 - 11:30 a.m.

4 & 5 year old class - Monday, Wednesday, & Friday, 8:30 - 11:30 a.m. or 12:15 - 3:15 p.m.

Please refer to the school calendar for holidays.

## **SCHOOL CANCELLATIONS**

Morning Star Academy will close or dismiss early for inclement weather. There may be days that Morning Star cancels classes when local public schools do not because of the distance traveled by many of our families.

Please listen to WDLM-FM 89.3 or WOC-AM 1420 or watch for the school closing announcements on KWQC, TV 6.

## **GENERAL INFORMATION**

### **ARRIVAL**

For the first week or two of school, parents may accompany their child to the classroom. The preschool teachers will instruct you about the drop-off procedure. Please try to arrive no more than 5 minutes before class begins. If you arrive sooner, please wait with your child until the teacher is ready for you.

Parents are asked to not bring younger siblings into the preschool area to play before class time. Children who are not enrolled in the preschool should not be left unattended in the preschool area.

### **DEPARTURE**

Children are to be picked up promptly at the close of each session. The teacher will accompany the preschoolers to the front doors of the building when class is dismissed.

Children are to be picked up only by persons over the age of 18 who are authorized by the parent (s). The names of these adults are to be listed on the pick-up permission form. We will not release a child to anyone who is not on the pick-up permission form.

### **ILLNESS**

Please do not send your child to preschool if he has any symptoms of illness. When your child has an infectious disease (strep throat, chicken pox, etc.) please contact the office so that we may inform other classmates' parents. If your child becomes ill at school, we will notify you.

If for any reason your child will be absent, please call the office. Messages may be left on our answering machine before or after school hours. Morning Star's number is 563-359-5700.

### **ATTIRE**

Preschool is for having fun. Please dress your child in comfortable play clothes and rubber-soled shoes. Each child should bring a tote bag to school every day. Please label personal items such as coats, boots, mittens, etc., with your child's name.

## **GENERAL (CONTINUED)**

### **FIELD TRIPS**

Field trips are an exciting part of Morning Star's learning program. Excursions away from school enrich and extend what the child has learned in the classroom. Field trips may include activities such as visits to a fire station, local park, or museum. Parents will be given written information about the activity prior to each trip.

A travel authorization form signed by each child's parent(s) is kept on file. This form serves as the permission slip for all extracurricular activities. Parents provide transportation for field trips.

Parents have the option of keeping their child home if for any reason they would not want to participate in the scheduled field trip.

Non-center activities (i.e. private music, dance, or gymnastics lessons or participation in sports teams) are not a part of the normal routine of our preschool. If a parent should choose to enroll their child in private lessons that conflict with preschool hours any and all transportation would be the responsibility of the parent.

### **VISITORS**

Morning Star encourages parents to visit our school. Please talk to your child's teacher to arrange a convenient time to visit. All visitors are asked to sign in at the school office to receive a visitor's badge. In the event of an emergency, we need to know who is in the building.

### **BIRTHDAYS**

Birthdays are special occasions in the heart of a preschooler. Your child may bring treats to share with the class on that day. Children with summer birthdays will be assigned a "half-birthday" to celebrate at school. Please make arrangements concerning birthdays ahead of time with your child's teacher. Parents are welcome to attend on this special day.

If you would like to commemorate your child's birthday in a lasting way, you might consider donating a book to Morning Star. Your child's teacher may have some suggestions.

### **SNACKS & SUPPLIES**

Morning Star expects parents to take turns providing simple snacks for the children. We will give you a sign-up sheet and a menu of nutritious snacks for you to follow. Please let the teacher know if your child has any allergies or medical conditions that affect the foods he or she can eat.

The preschool teacher will provide you with a short list of school supplies prior to the first day of class.

## **GENERAL (CONTINUED)**

### **PARENT-TEACHER CONFERENCES**

Preschool conferences are held at the end of the first and third quarters. Parents should feel free to ask for a conference any time they believe it necessary. The teachers welcome such opportunities.

### **DISCHARGE POLICY**

If a child demonstrates behavior problems during preschool, we will consult with the child's parent to determine a plan of action. We reserve the right to dismiss any child.

Failure to pay tuition is also grounds for dismissal.

### **MEDICATION**

Medications are not routinely administered at Morning Star Academy. Since the preschoolers are only at school for three hours most medications can be administered at home by the parent before or after preschool.

Any medications that are administered will be done through the school office staff and only by those staff members who have received training through the Scott County Health Department in Medication Administration as required by the State of Iowa.

No medications will be administered without prior written consent of the parent(s). Parents may give permission for their child to receive Tylenol or similar non-aspirin over-the-counter pain medication via their child's emergency card.

All prescription medication must be accompanied by written instructions for administration from the child's doctor or parent.

All medications will be stored in their original containers with label intact in the school office in a place that is inaccessible to students.

Office staff will keep a record of the time, date, and amount of all medications administered to students. A note will be sent home with parents indicating if their child has received over-the-counter medication while at school.

## **GENERAL (CONTINUED)**

### **CELEBRATING HOLIDAYS**

Because Morning Star is a Christian school, our teachers will focus on the sacred meaning of Christian holidays rather than secular traditions. Morning Star does not celebrate or observe Halloween.

### **UNLIMITED ACCESS POLICY**

It is Morning Star Academy's policy and practice that parents have unlimited access to their children while they are attending our preschool program. Parents have the right to observe their child at any time. Please check in at the school office and sign in to receive a visitor's pass so that in case of an emergency we know who is in the building.

### **SPECIAL ACCOMMODATIONS POLICY**

Morning Star Academy will make reasonable accommodations under the Americans with Disabilities Act, if requested, for students attending our school. Limitation of accommodations may exist for students whose needs require extreme facility modifications beyond the capability of our resources.

### **NONDISCRIMINATORY POLICY**

Morning Star Academy is operated as an educational institution for the benefit of the Christian families in our community. Students are admitted without regard to race, color, or national or ethnic origin. Morning Star Academy does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its policies or programs.

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