



# 2009-2010 PRESCHOOL HANDBOOK

[www.newheightsschool.us](http://www.newheightsschool.us)

5501 Broad River Rd. Columbia, SC 29212

Email: [nhsoffice@newheights.us](mailto:nhsoffice@newheights.us)

803.798.5138



Founded: 2006

Accreditation: SCISA (South Carolina Independent School Association)

Description: New Heights School and Preschool is a non-profit ministry of New Heights Church.

Educational Philosophy: The educational philosophy of New Heights School rests upon the Bible to provide the viewpoint for interpreting any subject or school activity.

Administrative Offices: 5501 Broad River Rd. Columbia, SC 29212

### **New Heights School Non-Discrimination Policy**

New Heights School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs or other school-administered programs.

The purpose of this handbook is to allow parents, students, and teachers and staff to be "of one mind" in the great privilege we have of training children to honor God with their whole lives.

## **NEW HEIGHTS SCHOOL STATEMENT OF BELIEFS\***

**Affiliation** - We are a ministry of New Heights Church, a Southern Baptist Convention church.

**The Bible** is the inspired, inerrant, and infallible word of God, which serves as our authority in faith and lifestyle.

**The Trinity** is God existing as the Father, Son and Holy Spirit who are separate in character but one in essence. God, the Father, reigns supreme over the universe in holiness and all perfection. God, the Son, took upon Himself humanity, died on the cross for everyone's sin & reigns with God, the Father, in heaven. God, the Holy Spirit, resides in all believers. Believers are responsible to be filled with and led by the Spirit.

**Humanity** is the special creation of God. We believe in the sanctity of life [pro-life] and oppose abortion though we believe in the forgiveness of and love to anyone involved in this taking of life.

**The Local Church** is a group of immersed believers who covenant together to extend Christ's earthly ministry.

**Salvation** - the only way to spend eternity in heaven & not hell is to personally accept Jesus Christ as Savior since we chose sin of our own free will. A person is born again when he/she comes to know Jesus Christ personally.

**Ministry** - Every Christian should make more & better followers of Jesus Christ, both locally and globally.

**Giving** is each Christian's responsibility. We are to give cheerfully and generously.

**Sin** is anything that goes against God's nature and His word as written in the Bible.

**Baptism & the Lord's Table** are the 2 ordinances of our church. Baptism is water immersion after one believes in Christ. This act of obedience identifies a person with Jesus Christ and His church. The Lord's Table remembers Christ's crushed body and spilled blood on the cross for each of us.

**Spiritual Gifts** are powers and abilities that the Holy Spirit gives whenever, wherever, and to whomever He wills, which always glorifies Jesus Christ and benefits His church.

**Angels and Demons** are spiritual beings who work to carry out the purposes of God and Satan respectively.

**Missions** - We support missionaries and mission organizations primarily through the Cooperative Program of the SBC.

**Divorce and Remarriage** - We do not counsel or encourage divorce, nor do we make second class Christians out of those who are divorced or remarried.

**Government** - We encourage our members to educate themselves, vote, attend meetings and get involved in government at all levels.

**Praise and Worship** expresses how we feel about God. Our worship services offer a variety of musical styles and lyrics; we encourage everyone to sing to the Lord and praise Him.

**Church Membership** is a commitment between a Christian and a local church, agreeing to support and encourage one another in life and ministry.

**Last Things**-God will bring all earthly things as we know them to an end when Christ returns as King and judges the world so that believers will live with Christ forever and unbelievers will live in hell forever.

\*Since NHS is an extension of NHC, the school's statement of beliefs reflects the beliefs of the church.

### **Mission Statement:**

**NEW HEIGHTS SCHOOL joins with families to encourage our children to reach new heights in Christ with quality academics, spiritual growth and nurturing individual talents.**

### **Our Purpose**

The purpose of New Heights Preschool is to provide a joyful and Christ-centered early educational experience for preschool-aged children. We seek to provide a safe, enriching environment where children are nurtured spiritually, mentally, physically and socially.

### **Our Philosophy**

We believe the best way to meet the individual needs of each child is to provide developmentally appropriate activities in a pressure-free setting. Children are offered a variety of learning experiences through structured and non-structured exploration activities.

### **OUR STAFF for 2009-2010**

Our staff are uniquely equipped and called by God to serve your child. They are some of our school's greatest assets!

New Heights Church Director of Ministry Development: Dr. Myles Beck

3K Teacher: Mrs. Meg Donaworth "Ms. Meg"

4K Teachers: Mrs. Cristy Mazerolle "Ms. Cristy"

and

Mrs. Barb Myers "Ms. Barb"

with Ms. Kristen Paddock "Ms. Kristen"

NHS Administrator: Mrs. Linda Walsh

Assistant Administrator: Mrs. Margo Blackburn

NHS Financial Manager: Mrs. Mary Anne Savage

### **PRESCHOOL (Only) Calendar 2009-2010**

Preschool Welcome	Thursday, August 20 <sup>th</sup>
Classes Begin	Friday, August 21 <sup>st</sup>
Labor Day-NO SCHOOL	Monday, September 7
Student Holiday- NO SCHOOL	October 12
Election Day- NO SCHOOL	November 3
Thanksgiving Holiday- NO SCHOOL	November 25-27
Christmas Holiday- NO SCHOOL	December 21- January 1
Second of Two Payments DUE on or before	January 2
Martin Luther King Jr. Day- NO SCHOOL	January 18
Student Holiday- NO SCHOOL	February 15
Student Holiday- NO SCHOOL	March 12
Easter Holiday	April 2-9
Last Day for Preschool	May 21

We strive to create and maintain the happiest, healthiest environment for our students. Please help us towards that goal by observing the following policies and procedures!

### Health Guidelines

Children should NOT be brought to school if the following symptoms have been present in the past **24** hours: rash, fever (anything over 100 degrees), diarrhea, earache, chronic cough, vomiting, or sore throat. Please advise us if your child has come down with a contagious disease so that other parents may be notified. Also, should your child come into contact with head lice, please let us know. Any child who comes to school sick during the school day will be sent home. **Children who have been medicated with a fever-reducing medicine are not allowed to be at school, until they have been fever free for 24 hours.**

### School hours

7:40-8:00 am	Drop off- to school lobby <b>for 4K only</b>
8:00 am	Classes begin; <b>3K students are walked into their classroom by their parent or guardian.</b>
8:05 am	School Lobby door is locked; parents must sign student in at the front lobby desk and accompany their child to his/her class.
11:20-11:30	<b>3K and 4K children</b> picked up from the back covered portico, behind New Heights Church.
11:40 am	Late*

\*A fee will be charged beginning with the second late pick up.

### Drop Off/Pick Up

We will only release students to those adults listed in their registration packet. **FOR YOUR CHILD'S SAFETY, WE MUST HAVE A WRITTEN NOTE IF THERE IS A CHANGE IN TRANSPORTATION.** If it is a last minute/emergency change in arrangements, please call the school. Your designated driver will be required to show ID- if they are not on your child's list of people authorized by you to pick them up, or they do not have a NHS Car sign with your child's name on it.

**School Closings/Cancellations**

New Heights follows Lexington/Richland School District Five's lead in case of any inclement weather. Please be advised by local media should the weather be particularly hazardous for our area. Any school closings, delayed starts, etc. will be announced for District 5 and we'll follow their decisions. Blanket email notifications are sent out as soon as possible upon hearing of scheduled closings, delayed starts, etc. Homeroom Parents should create a "phone tree" to alert the class families of such information. **Please** do not call the school, as it ties up our only phone line!

**Lunch Bunch** Lunch Bunch is an extra hour of lunchtime and play only available to our 4 year-olds. 4K may stay from 11:30-12:30 for an additional charge of \$5 per day. You must provide a lunch for your student that is staying for Lunch Bunch and can send in a note the morning you would like them to stay for Lunch Bunch. If you know dates in advance you would like to take advantage of this option, please write those out. Thanks! Pick up for Lunch Bunch children is at 12:30 from the back playground or back portico.

**Potty Training** All preschool students, including 3K, must be potty trained before starting NHS. Accidents do happen, however, so we ask that you send a labeled change of clothing in a Ziploc bag each season to stay at school- just in case!

**Dress Code** 3K and 4K students are encouraged, but not required, to wear the NHS school uniform. The mandatory school "uniform" for Kindergarten and up is khaki or navy bottoms and a collared shirt (Monday through Thursday), and blue denim and the NHS school t-shirt Fridays.

**All** clothing must meet the NHS standard for modesty and neatness. Girls with dresses or skirts should wear them at knee length and and put shorts underneath. (Our students are very active!)

**Dress Code (continued)**

Students are not permitted to wear clothing or bring any backpacks or lunch boxes with any commercial characters, team names or logos. This helps minimize the potential for conflict and/or division among our students. Students should wear shoes that are comfortable and sturdy for running and playing outside. Our playgrounds have large woodchips as ground covering, so shoes without backs or with open toes are not practical. Sandals or flip flops are not allowed.

**Discipline** We understand that a main component of the preschool program is instruction in obedience, routines and positive social interactions. Teachers will instruct students in behavior expectations on a daily basis. Students will receive rewards such as verbal praise, special activities, stickers, etc. for demonstrating appropriate behavior. Preschool classrooms will use the "Traffic Light" system to monitor student behavior. All students begin the day on Green. For the first infraction, a student is given a warning and instruction on appropriate behavior. If the behavior continues, the student is moved to Yellow and given a Time Out from a fun class activity. If the student chooses to disobey again, he/she is moved to Red, has a Time Out and loses a privilege. Teachers will communicate with parents on a daily basis through a Behavior Sheet, found in their Binder which should go back and forth between school and home daily. Parents are expected to review behaviors with their child, discuss any notes of praise or areas needing improvement, and sign the sheet- **every school day**.

**Student Progress** Student progress in the acquisition of preschool skills, social/emotional development, and behavior will be communicated to parents. Progress reports will be sent home in December and May for 4K. Parent-Teacher conferences will be conducted on an "as needed" basis.

**Parent-Teacher Communication**

Meetings with your child's teacher are welcomed by appointment. Contact your child's teacher directly to arrange a mutually convenient time to discuss your student. Generally sending a note in your child's binder will be the best way to have the teacher set up a time to meet with you.

**Birthday Celebrations**

You are welcome to celebrate your child's birthday by arranging a specific time to come into the classroom. Soda, decorations, goody bags, etc. are not appropriate to be done at school. You may provide a special snack/treat for the whole class. Please do not send invitations to birthday parties to be distributed at school unless the entire class (or all of one gender ) is invited to attend.

**Field Trips**

Preschool class field trips are limited for safety purposes. Participation in a field trip is limited to students who have turned in permission slips and any fees by the day BEFORE the trip. If your child's forms are not in, please keep them home on a field trip day.

When the class does take a field trip, parents are encouraged to chaperone, but are asked to make other arrangements for any younger siblings so that your full attention is devoted to chaperoning students. Complete procedures for chaperoning will be given out prior to your serving.

**Personal Belongings**

PLEASE label every item you send to school with your child, preferably with their name and class. Please do not send anything of value to school.

Children should not bring their toys, animals, etc. from home except on special "show and share" days that will be noted on the class calendar.

We cannot be responsible for any of lost valuables.

**Curriculum**

Our curriculum is specifically designed to be developmentally appropriate for each age group. Children are taught Bible stories and Scripture memory verses as a core part of the preschool curriculum.

**Registration**

Registration will be held in January for the school year beginning the following August. Priority registration is given to currently enrolled NHS students, then New Heights Church members, then opened to the general public. Full payment of the registration fee will reserve a spot for your child for the next year.

Thank you so much for the opportunity and awesome responsibility you've given us to help "train your child in the way they should go"... 2009-2010 promises to be an exciting year of tremendous growth for your little one! Let us know if we can assist your family or provide any additional information for you.

Blessings,

Mrs. Linda Walsh  
Administrator

For the New Heights School Family  
New Heights School  
5501 Broad River Rd.  
Columbia, SC 29212  
Telephone 803-798-5138  
Fax 803-772-6786

Email: [nhsoffice@newheights.us](mailto:nhsoffice@newheights.us)

Website [www.newheightsschool.us](http://www.newheightsschool.us)