

THE MILFORD CHRISTIAN SCHOOL

MINI-HANDBOOK (K-3, K-4, K-5)

BIBLICAL PRINCIPLES

Our mission is to educate Christian students, spiritually and academically, to serve the Lord. It is our desire to serve as the helper to those parents who want their children to receive an education that meets spiritual requirements as well as academic excellence. At MCS it is our desire to help you accomplish both goals as you bring your child up "...in the nurture and admonition of the Lord" (Ephesians 6:4b). We are "Educating for Eternity."

Milford Christian School is a ministry of First Baptist Church of Milford, Delaware, and, as such, is governed by doctrines and policies of the church. Detailed policies are noted in the full handbook.

An education centered around the Bible provides both the academics and scriptural principles needed to live a balanced life. Bible stories and memory verses are used to reinforce the values of home and church.

CURRICULUM

Abeka provides a Christian curriculum that is very strong in phonics. Students learn to "sound out" words and older students sometimes read within a few weeks. The rest of the Abeka program also provides strong academics with a Biblical worldview. The subjects and levels at which they are taught are listed below.

K-3 – Three-Year-Old Program

LANGUAGE ARTS

- Recognition of name, sound, and picture for consonants.
- Formation of consonants in upper and lower case.
- Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science.

NUMBERS

- Simple counting 1-30
- Number concepts 1-15

BIBLE

- Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan
-

K-4 – Four-Year-Old Program

LANGUAGE ARTS

Phonics and Reading

- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends and one – and two – vowel words
- Reading of sentences and stories with one – and two – vowel words

Writing

- Formation of letters, blends and words
- Writing of first name

Poetry

- Many poems committed to memory

Language

- Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners.

NUMBERS

- Number recognition and counting 1-100
- Number concepts 1-20
- Number before and after 1-20
- Numbers largest and smallest 1-20
- Addition facts 1+1 6+1
 2+1 7+1
 3+1 8+1
 4+1 9+1
 5+1

BIBLE

- Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan (includes memory verses and hymns and choruses)

K-5 – Five-Year-Old Kindergarten

Language Arts

Phonics and Reading

- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends, one – and two - vowel words and words with special sounds
- Beginning phonics rules and special sounds
- Reading of sentences and stories from twelve books containing one- and two-vowel words and special sounds.
- In addition, students will read 1-7 Family Fun books.

Writing

- Letters, blends, words, and sentences
- Name – first and last, in cursive
- Cursive letters including capital and lower-case letters.

Language

- Recognition of sentences by capital letters and periods

Music

- Playing simple instruments

Poetry

- Thirteen poems committed to memory/plus seasonal poems
-

SCIENCE

- Plants – God’s Plan for Seeds
 - Animals – God’s Plan for Animals & God’s Plan for the Seashore
 - Health & Human Biology – God’s Plan for Me
 - Earth and Space – God’s Plan for Weather & God’s Plan for Seasons
-

ARITHMETIC

- Number recognition, counting and writing 1-100
- Number concepts 1-100
- Number before and after 1-100
- Number largest and smallest 1-100
- Counting and writing by tens to 100
- Counting and writing by fives to 100
- Counting and writing by twos to 100
- Number sequences by ones

- Using number words 1-10 and first – tenth
- Value of coins and dollar bill
- Telling time
- Using the calendar
- Days of the week
- Addition facts through 10
- One-step story problems in addition
- Beginning subtraction
- Basic introduction to fractions

SOCIAL STUDIES

- Community Helpers
- Children of the World
- America: Our Great Country (map studies, famous Americans, and places)

BIBLE

- Hymns/choruses
- Memory verses
- Bible doctrine
- Lessons such as Salvation Series, Genesis, Life of Christ, Crucifixion and Resurrection, Later ministry of Jesus, Missionary stories

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of her heroes. America’s Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical principles of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country. Students will be taught to recite the following pledges.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

CLASSROOM POLICIES

Students entering the K-3 Program should have turned **three** by **August 31** of the current school year.

Students entering the K-4 program should have turned **four** by **August 31** of the current school year.

Students entering Kindergarten should have turned **five** by **August 31** of the current school year.

All K-3 and K-4 students enrolled in the Milford Christian School **must be completely potty trained before** their school year begins.

SUPPLIES

Basic supplies for the school year are covered in the Materials Fees. Individual teachers may suggest pencil boxes or other items to be used in the classroom.

GENERAL SCHOOL POLICIES

1. Beginning the Day: Students may enter the building at 8:15 A.M. At 8:15 AM students may go immediately to their classroom and begin preparing for the day. Students are to arrive at school properly dressed **in school uniform**. Opening exercises begin at 8:30 AM. Students arriving prior to 8:15 AM will be subject to fees for extended care.
2. The Morning Break: A snack is provided at the morning break. Each group will stay together, and an adult will always be present. There is never to be any running in the hallways, and the restrooms are always to be as clean as they were found.
3. The Lunchroom: Full-day students are to line up in their classroom prior to lunch and quietly make their way to the lunchroom where they are to sit in a designated area for their class. The designated lunchroom area for each group is to be left completely clean. No students are to be in the kitchen.
4. Students may pack a lunch or order from the menu. Lunches should be ordered in the morning. Please do not send food to school that needs to be heated in a microwave oven. Students may not use the microwave ovens until first grade.
5. Ending the day: Half-day students are dismissed at noon and are to be picked up by 12:15 PM in the front lobby. Full-day students are dismissed at 3:00 PM. The only students allowed to remain in the school after 3:15 PM are those enrolled in the Extended Care Program. It is essential that students be picked up by 3:15 PM. **Please note**... those abusing this guideline may have fees charged for the extra supervision being provided.
6. Extended Care Program: Students may arrive between 7:00 AM and 8:15 AM if they are enrolled in the Extended Care Program. Students may remain in the school until 5:30 PM if they are enrolled in the Extended Care Program. *A weekly fee is charged for these services, even if they are used only part of the week.*
7. School Closings and Delays: School closings, delayed openings, and early dismissals will be posted on TV Channel 16 (WBOC Salisbury) and radio stations WGMD 92.7 FM and WXDE 105.9 FM. Parents may also sign up in the school office to receive notification by text message.
8. Pick-up cards: Parents will receive four pick-up cards at the beginning of the school year. These cards permit the student to be picked up from school by the card holder. For example, if a parent or guardian is unable to pick up a student from school on a particular day, they can give a card to

a family member or friend and that person will be permitted to pick up their child. Persons (other than parents or guardians) who want to pick up a child from school without a pick-up card will be unable to do so unless the school office or teacher has received a note or a phone call giving permission for that person to pick up the child.

FEE POLICIES

The fees schedule is available from the school office. Policies regarding fees are:

1. Registration fees are due at the time of registration and are non-refundable.
2. Materials fees may be paid for the whole year in one or two installments.
 - a. One installment option: full payment due July 1
 - b. Two installment option: first half due July 1; balance due January 1
3. Annual tuition fees may be prepaid or divided into ten equal monthly installments, which are due the 1st of each month August through May and are late after the 10th of the month. The school will send a tuition invoice approximately 3 weeks ahead of the due date. A late fee of 2% monthly is charged for overdue balances. This fee will be included in your monthly statement near the middle or end of each month. Any student whose tuition falls behind after 30 days may be suspended until the account can be brought up to date.
4. Students who choose to purchase lunch may either pay as they go or charge purchases to their cafeteria account. Students must keep their cafeteria account up to date to avoid losing lunch purchasing privileges.
5. Students who misplace or lose textbooks must pay for replacements.
6. No final report card or records will be released until all fees are paid.
7. Students may not be enrolled for the next school year until all past fees are paid.

MEDICINE & FIRST AID

Basic first aid (such as bandages and antibiotic ointment for knee scrapes, etc.) will be provided as necessary, but administering medication can occur only within specific guidelines. Whenever possible, medications should be given outside school hours. Consult your child's physician for assistance. When medications are necessary during the school day, the following procedures will be followed:

1. Medication administration by the school is handled by the office only.
2. If a student needs to take over-the-counter or prescription medication during the school day, the following policies apply:
 - Medications must be delivered to the school office by the parent.
 - Medications (prescription or over-the-counter) must be provided in the original containers with instructions for the student's dosage and timing clearly marked.
 - Medications will be kept in a secure location in the school office until it is time to be administered.
3. Alternatively, in the case of a child in 6th grade or below, a parent may come to the school to administer medication at lunchtime.
4. The school cannot assist with medical decisions or nursing judgments or administer injections (except for emergency situations such as with an epi-pen).

5. The school will maintain limited supplies of acetaminophen (such as Tylenol) and ibuprofen (such as Advil or Motrin) for unexpected situations, but parents will be contacted by phone for permission and directions before they are provided to a student. (Any over-the-counter medications that you do not want your child to receive should also be noted on the student's medical release form.)
6. A student with a temperature of at least 100.4° will be sent home. Fever-reducing medication will not be administered in this situation.

Students are not to share medicines with other students or carry medicines with them during the school day. Except as stated below, all medications are to be left in the school office by the parent when the student arrives at school.

Guidelines for students with medical conditions that require continual monitoring or who need to carry medication or supplies with them at all times (e.g., severe asthma, type 1 diabetes, etc.) will be handled on a case-by-case basis.

STANDARDS OF CONDUCT

Not every student fits into our Christian School. Students whose behavior or language continues to be inappropriate will not be permitted to remain in the school. Various disciplinary measures may be used. Parents will be expected to reinforce school rules.

ABSENCES, TARDINESS, & APPOINTMENTS

ABSENCES: Care should be taken to assure as few absences as possible. Children missing over twenty days in a school year face the possibility of being retained. A signed note from a parent giving the reason for the absence must be turned in upon the student's return to school.

TARDIES: Students arriving late for school are to check in at the office. **A parent or guardian needs to accompany them and sign them in at the office.** Students arriving late disrupt the classroom and may miss vital learning time.

APPOINTMENTS: Please notify the office, preferably in writing, regarding doctor's appointments, etc.

CHURCH ATTENDANCE

Students are expected to attend church regularly (a minimum of one service per week). Attendance at First Baptist Church is not necessary, but both children and parents are welcome to all our services.

PROGRAMS

All students are expected to attend all school-sponsored programs as this will be considered as a part of our school year. We would also encourage parents to attend the various special programs presented by our student body. The young people and staff work very hard to put them together and a sizeable, appreciative audience is much appreciated by all those involved. **Common courtesy dictates that participants and their families or other guests stay for the duration of the program. We ask that our MCS families show similar respect and not leave prior to program dismissal.**

PARENTAL INVOLVEMENT

Parent Orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of the school. Frequent communication is a vital part of our program. Parents are always welcome to attend our special events and field trips.

DRESS POLICIES

K-3 & K-4 Uniform

Students are to wear a modified uniform.

1. Plain sneakers or shoes (no flashing lights, etc.)
2. Black (or dark solid color) slacks, skirts, or shorts **to the knee**
3. Burgundy plaid jumpers are not required until kindergarten, but they are an acceptable option for preschool students.
4. Leggings may be worn under skirts, shorts, or slacks, but **not as the primary garment**.
5. White, gray, or burgundy plain shirts or blouses (no writing or logos)

Kindergarten Uniform

General Guidelines:

1. Uniforms must be worn each day. Should a student come to school out of uniform (apart from new students who are waiting for uniforms to be delivered), a parent will have to bring it in.
2. All footwear is to be solid black, basic, and conservative. (Only sneakers are acceptable on the gym floor.) Students may wear solid black sneakers all day.
3. Socks must match uniform (solid only).
4. Necklaces may be worn (one at a time) by girls but not by boys.
5. Earrings may be worn by girls (no more than two per ear) but not by boys.
6. Ankle bracelets may not be worn.
7. **Girl's Uniform** consists of a jumper (must cover the knees when standing and come to the knees when seated), with white Peter Pan collar blouse or solid white, gray, or burgundy polo shirt, and (optional) V-neck cardigan or pullover sweater.
8. **Boys' Uniform** consists of black or gray slacks, white oxford cloth shirt or solid white, gray, or burgundy polo shirt, and (optional) V-neck cardigan or pullover sweaters. Black belts must be worn.

School Uniform Ordering Information

1. School Uniforms may be ordered from either of the following:
 - Flynn & O'Hara (flynnohara.com/shop/milford-christian-school-de018)
 - French Toast (frenchtoast.com/schoolbox/schools/Milford-Christian-School-QS5DAGB)
2. Order forms are included in the school packet. The sweater, girls' jumpers and skirts, and boys' burgundy tie must be purchased through the uniform company (or from Amazon if they are the same brand and style as shown on the uniform website).

HAIR STYLES, ETC.: Girls are asked to wear basic hair styles. Boys must have conservative styles also with their hair being off the collar, ears, and eyebrows. Please avoid all radical and fad-type hair styles. Students may not color/dye their hair outside of natural hair colors.

EQUALITY STATEMENT

The First Baptist Church of Milford, Delaware, practices equality and does not discriminate because of race, color, or national and ethnic origin.

Milford Christian School, as a ministry of First Baptist Church, operates in accordance with this policy and admits students of any race, color, or national and 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, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Enrollment in the Milford Christian School is limited, however, to only those who are in agreement with the purposes, practices, and policies of this institution and have signed a statement of cooperation indicating the same.

PARENT STATEMENT OF COOPERATION

As the parents of (print student name) _____,
we agree to abide by the policies of the Milford Christian School as set forth in its
current *Parent-Student Handbook* (and/or *Preschool Handbook*, as appropriate).

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

***This statement must be signed and submitted to the school
office before enrollment is considered complete.***