



HUDSONVILLE CHRISTIAN SCHOOL

Challenging Minds and Lives for Christ

Preschool Handbook

- 3 School
- 4 School
- Nature-Based 4 School

**For Parents
2026-2027**

**Early Childhood Office
616-379-0333**

Childwatch
616-379-0332

Elementary School
3435 Oak Street
Hudsonville, MI 49426
616-669-6689

Goals for Spiritual Development of Preschoolers

Hudsonville Christian School

1. To help children know they belong to God and are secure in His love and care.
 - Students will learn about God through stories of Jesus and Bible characters.
 - Students will grow in understanding of who God is: Jesus the Savior, God the Father and Creator, and God the Holy Spirit, who helps us to live in Christ.
 - Students will develop dependence on and trust in God.
 - Students will grow in awareness of their place in a community of believers.
 - Students will be taught that all of life is connected and has a divine purpose. They will observe simple signs of God in nature and in human life.
2. To help children experience awe and wonder about God and His work.
 - Students will be presented with opportunities to wonder together about Creation and God's plan for His people.
 - Students will be encouraged to talk about their faith. Preschool teachers will actively listen to students and affirm them in their stages of faith development.
3. To help children respond to God in attitudes and actions.
 - Students will delight in God's love shown in our lives and our stories.
 - Students will reflect together about how Bible stories teach us about God.
 - Students will participate in simple prayers and sing praises with classmates.
 - Daily classroom routines will nurture students to develop the spiritual gifts of love, trust, thankfulness, wonder, obedience, and praise.

Students will look for ways to be Christ-like, e.g. helping someone who is feeling sad, taking care of God's world and surroundings, etc.

HUDSONVILLE CHRISTIAN SCHOOL

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Our Core Values

Hudsonville Christian School...

- Establishes and upholds an education rooted in the Bible, designed to help students develop a Biblical worldview.
- Teaches from a Reformed, Christian perspective, intentionally integrating faith and learning into our curriculum.
- Pursues academic excellence and achieves state standards.
- Welcomes God's children of varying abilities and backgrounds, celebrating their uniqueness.
- Challenges each student to develop his/her God-given gifts to the best of his/her ability.
- Nurtures the whole child as an intellectual, emotional, physical, social, and spiritual being who bears the image of God.
- Provides a safe and caring community in which to learn.
- Partners with parents and churches to encourage students in their faith and learning.
- Equips God's children to serve Christ in our global and diverse society.
- Assists students in discovering their place in God's Kingdom so they can be a witness to the world.

PHILOSOPHY

Hudsonville Christian School exists because parents desire to have their children taught from a Christian perspective. What does this mean? Here are some thoughts we need to be aware of:

1. Christian education arises out of faith commitment. Everything in this world and everything we learn about belongs to God. This we believe.
2. In all of our teaching, we give recognition to our Creator for the gift of life, the gift of His creation, the gift of knowledge, the gift of His Word, and the privilege of being His people in this world. We must remember that all truth is God's, and all knowledge is a window to God.
3. Christian education addresses the mind and the spirit. We must maintain high standards and desire to teach our children well. Academic content in the Christian school is the springboard to teaching our children about spiritual matters and talking with them about their relationship with their Lord.
4. Christian education must be faithful to God's Word and honor Jesus Christ. In a Christian school this can be done in all areas of learning. Our Christian school classrooms are training grounds for building the peaceable Kingdom. Humility, patience, bearing with one another, speaking the truth in love, and the other fruits of the Spirit (Galatians 5:22ff.) are taught and practiced in everyday school life.

While we are supportive of public education, in a Christian school we can give glory to God! Honoring the Lordship of Jesus Christ and integrating faith and learning is not an easy task. It requires Christian educators to plan carefully, and to use every opportunity in the classroom to teach God's Word, and to praise Him for His creation and His saving love.

PURPOSE

The children at Hudsonville Christian School are taught that God loves and cares for them and His world. The purpose of our preschool is to provide a stimulating and enriching experience for each child in preparation for later academic learning. The program will nurture the social, emotional, physical, spiritual and intellectual growth of the preschool child. This will be provided in a secure and loving environment.

Hudsonville Christian Preschool is licensed by the Child Day Care Licensing Division of the Department of Consumer and Industry Services of the State of Michigan and is under the authority of the Hudsonville Christian School Board.

LICENSED CHILDCARE

Hudsonville Christian Preschool is a licensed childcare through the state of Michigan. We follow the Michigan Childcare Licensing Rules found at www.michigan.gov/michildcare. A licensing notebook, which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 5 years is available to parents for review during regular business hours. Licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 3 years are available on the department's childcare licensing website at www.michigan.gov/michildcare.

SCHOOL PHILOSOPHY

Hudsonville Christian believes that children are a gift from God and made in His image. It is our goal to allow them to grow and develop in a loving, safe, and Christian environment. We believe that parents are the primary and most important teachers in a young child's life and we consider it a joy and privilege to share in this responsibility during these very important early years!

Hudsonville Christian believes that young children learn best through play and hands-on activities, along with a developmentally appropriate program that meets the spiritual, academic, social-emotional, and physical needs of the child. Our goals are to:

Spiritual:

- Make God, His Word, and His Son a part of daily experience
- Share Bible stories, songs, and prayer

Academic:

- Assist children in reaching their full, God-given potential
- Develop a positive attitude toward school and learning
- Foster curiosity, creativity, and problem solving abilities
- Allow children to create, explore, invent, experiment, and learn through the use of learning centers
- Develop language, literature, and pre-writing skills

Social-Emotional:

- Encourage children to express themselves in socially acceptable ways
- Accept others as Jesus modeled
- Develop healthy relationships with other children as well as adults
- Encourage children to feel valued by God and gain an understanding that they are special children created in His image

Physical:

- Help children develop gross and fine motor skills
- Learn that our bodies are a temple of God that we need to keep healthy and safe

STAFF SCREENING

Staff members at Hudsonville Christian School are chosen because they love children and are devoted to Christian education and feels it is an honor to be chosen for a child's first school experience. The following is our hiring process and our qualifications:

1. Candidates for preschool teachers are screened by the Elementary Principal, Tricia Kiepert and the Early Childhood Director, Konni Lubbers.
2. References and work history of previous employment are checked.
3. Preschool teachers are certified through the State of Michigan.
4. Preschool teachers and aides are certified in CPR and first aid.
5. Teachers and aides profess their commitment to Jesus Christ as Savior and Lord and are determined to honor that commitment in the loving way they treat children.
6. Preschool aides who work with the teachers are hired by the Administration and work closely with the teachers to ensure that the classroom runs smoothly.
7. All staff and unsupervised volunteers need to have a completed comprehensive background check.
8. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child and is not allowed on school premises.

STAFF TRAINING

Hudsonville Christian School will provide staff training for the preschool teachers and aides in conjunction with our Y5-8 Professional Policy and Michigan State Licensing requirements. Early Childhood staff are required to receive 16 hours of training each year. Courses and workshops are chosen in the area of preschool education so that they can learn and grow within their field. Since not all of our professional advancement or in-service work applies to preschool teachers, we encourage them to find outside resources for training. Coursework that is taken must be approved by Administration.

POLICY OF ADMISSION

1. Parents who wish to have their child taught from a Christian point of view are welcome to enroll at Hudsonville Christian Preschool.
2. 3 School students must turn 3 by September 1 of the current school year. 4 School students must turn 4 by September 1 of the current school year. If there is room available in the class, a six-week grace period will be provided past the cut off date. Those students will need to be screened and approved by the Early Childhood Director.
3. Parents must be willing to support the program and the staff.
4. Children are required to have the following prior to the first day of school:
 - a. A physical by a doctor (Green Health Appraisal Form).
 - b. A birth certificate issued by the state in which they were born.
 - c. An up-to-date immunization record.
 - d. A completed MI Child Information Record Card.
 - e. A Preschool Handbook Signature form.
5. The parents agree to pay the tuition on an approved scheduled basis.
6. The parents sign the enrollment form that includes these two statements:
 - a. I understand that Hudsonville Christian School provides a preschool program taught from a Christian perspective.
 - b. We promise to pay our tuition as stated in the financial statements on the enrollment form.

WITHDRAWAL POLICY

It is the intent of Hudsonville Christian Preschool to treat each child as a child of God. We will do our very best to include them in our preschool program. However, if this does not seem like the best placement for your son or daughter, we reserve the right to withdraw your child from the program following a conference with the parents. Some of the possible conditions would be the following:

1. The child is not adequately toilet trained.
2. The child creates an unsafe situation for other children in the classroom.
3. As a preschool we are unable to meet your child's needs, and after the teacher has consulted with the administrator, we recommend withdrawing from the program.
4. Failure to meet the payment schedule.

DISCIPLINE POLICY

- It is our goal that the attitude of the classroom will promote love and respect for one another. We use positive methods of discipline in our Early Childhood programs. We encourage students to use self-control and show respect to others and the classroom.
- Children who are making poor choices will be redirected and offered positive alternative options.
- If the behavior continues, the child will be removed from the situation.
- If the problem persists, parents will be contacted.
- Our staff will not use any form of physical or corporal punishment, deprive children of snacks, or use methods that frighten, shame or humiliate students.

NON-VIOLENCE POLICY

Preschool aged children are just beginning to distinguish between what is real and what is pretend. It is not too early to talk to your preschool age child about guns, both real and pretend. We have a no weapons policy in Hudsonville Christian School. Toy guns and weapons are not permitted in the classroom. Any building of weapons from blocks or Lego's will be discouraged.

HAND WASHING POLICY

Children will be taught proper hand washing techniques. They will be reminded to wash their hands after using the bathroom, and supervised when washing before and after eating.

Staff members will wash their hands frequently throughout the day to help prevent the spread of germs or infection. These times include before and after eating or food preparation, after using the restroom, and after helping children with tissues or any contact with body fluids.

TOILETING POLICY

To help your child have a confident start at preschool, we ask that students demonstrate basic bathroom independence. In the classroom, teachers provide guidance and gentle coaching, but they are hands-off for the most part—helping only when needed. This encourages children to develop confidence and self-care skills.

Skills for Bathroom Independence:

- **Recognizes the need to go** – Tells an adult before it becomes urgent
- **Manages clothing** – Pulls pants/underwear up and down independently
- **Uses the toilet** – Can sit on the toilet and fully empty bladder/bowels
- **Wipes independently** – Can wipe after urination or bowel movements
- **Flushes the toilet**
- **Handwashing** – Washes hands with soap and dries independently
- **Stays dry** – Maintains dryness between regular bathroom breaks
- **Changes if needed** – Can put on clean clothes with minimal help

In case of an accident, the preschool staff will notify the parents and coach the child, if needed. Please provide an extra pair of underwear and pants that can be left in the child's backpack in case an accident occurs. If toileting issues persist, an individual plan will be made with the child's parents. An adult will never be alone in the bathroom with a child with the door closed.

VISITOR CHECK-IN PROCEDURE

To ensure the safety of all students, any visitor entering the building must first check in at the main office. Please bring a valid photo ID, such as a driver's license, when you arrive. Office staff will issue a visitor badge, which must be worn while you are on campus. When leaving, you will need to return to the office to sign out. If you need to drop off an item for your child, such as a backpack or lunch, you may leave it at the office for staff to deliver.

PARENT PARTICIPATION AND VOLUNTEERS

We value the opportunity to have parents help in the classroom with various activities, parties, and crafts as it provides much needed assistance as well as enjoyment for the children. If a parent/volunteer is able to come, they will never be left with the students unsupervised. Volunteers will work under the direction of staff and will be supervised by staff at all times.

DRESS CODE

In keeping with the mission of Hudsonville Christian Schools, the Hudsonville Christian School community recognizes the important impact of student dress on the learning environment. We desire our preschool students to be able to be on the floor and be able to engage in play well.

- Comfy clothes that are able to get dirty are encouraged
- Girls are encouraged to wear shorts under dresses
- Political, inappropriate, or divisive material should not be displayed on clothing

FOOD and WATER BOTTLES

Parents are responsible for sending **healthy snacks** and a **water bottle** with their child each day. Please keep portion sizes small, as students have about **10 minutes** to eat. Dual students will also need to provide a lunch.

A list of approved healthy food options is provided to help guide you. **Our preschool is peanut- and tree nut-free** to keep all children safe.

If your child has a food allergy, please indicate it on the Michigan Information Form and notify the childcare staff in writing.

HEALTHY ALLERGY-FRIENDLY SNACK IDEAS

Fruits

- Apple slices
- Banana
- Grapes (cut in half for safety)
- Blueberries, strawberries, or raspberries
- Orange segments or clementines
- Diced melon (cantaloupe, honeydew, watermelon)

Vegetables

- Carrot sticks or baby carrots
- Cucumber slices
- Cherry tomatoes (halved for younger children)
- Bell pepper strips
- Snap peas

Grains & Crackers

- Whole grain crackers
- Graham crackers
- Mini rice cakes
- Whole grain cereal (individual serving)

Dairy & Protein

- Cheese sticks or cubes
- Yogurt cups or tubes
- Hard-boiled eggs

Other

- Applesauce cups
- Dried fruit (raisins, cranberries, apricots)
- Pretzels

Tips for Parents:

- Avoid candies, chocolate, or sugary treats for daily snacks.
- Cut fruits and vegetables into small, age-appropriate pieces.
- Label all snacks with your child's name if possible.

If your child has food allergies or special dietary needs, please notify your child's teacher and the Early Childhood Director. Due to allergies, our preschool is nut and peanut free. Thank you for your help.

SCHOOL HOURS

3 School:

AM Class – 8:15 – 10:45 AM
PM Class – 12:00 Noon – 2:30 PM

4 School/Nature-Based 4 School:

AM Class – 8:15 AM – 11:00 AM
PM Class – 12:00 – 2:40 PM
Dual – 8:15 AM – 2:40 PM

Kids' Corner Childcare: 7:00 AM – 5:45 PM

DROP OFF AND PICK UP POLICY

Drop off and pick up are very busy times at preschool. Our primary concern is for the safety of your children.

Drop off/Pick up times:

- 3 School morning classes: Drop off from 8:15-8:20 AM and Pick up from 10:45-10:50 AM.
- 3 School afternoon classes: Drop off from 12:00-12:05 PM and Pick up from 2:30-2:35 PM.
- 4 School morning classes: Drop off from 8:15-8:20 AM and Pick up from 11:00-11:05 AM.
- 4 School afternoon classes: Drop off from 12:00-12:05 PM and Pick up from 2:40-2:45 PM.

If parents come to drop off or pick up after those times, they must go to the Early Childhood Office to check in their child or pick him/her up.

Children may be released to parents or designated guardian only. For your protection, your child will only be released to the persons whose names appear on the MI Child Information Record Card. If there is any change in persons authorized to pick up your child, you must stop in the EC Office to update your MI CI Form.

ILLNESS/ MEDICATION

- If your child shows any symptoms of illness or is running a fever, please keep him/her home. This is for the benefit of our entire school. A child should stay home 24 hours after the fever or illness has subsided. Please call Childwatch if your child will be absent, 616-379-0332.
- If your child gets sick at school, he/she will be brought to the office and a parent will be called to pick them up. If a parent is unable to be reached, the school will call the next available person on the child information card on file.
- Inform the staff if your child develops a communicable disease such as chicken pox, pink eye, head lice, scarlet fever, strep throat, and etc.
- If a child, staff member or volunteer has contacted a communicable disease, we will notify parents of the name and symptoms of the disease.
- If your child should need to take medication while at school, it can be given only with **prior** written permission from the parent. Contact the office for a special Medication Information Sheet if this is necessary. All medication must be in its original container and clearly labeled for your child.
- If you would like sunscreen or bug spray applied to your child, please apply it before sending him/her to school.

ACCIDENT REPORT FORM

If an accident should occur while your child is in Preschool, necessary steps will be taken to ensure the safety of the child. If the accident/injury needs immediate assistance, parents/guardians will be notified in the order given on the MI Child Information Sheet. In addition, an accident report form will be filled out to report the details of the incident and the steps taken. If the injury/accident does not require immediate assistance, a staff member will communicate (either verbally or by using an "ouch report" form) on what happened.

HEALTH REQUIREMENTS

We are required by law to have your child's physical form on file by the first day of school. You have received a health form (green sheet), which should be filled out and signed by your physician and returned to school by June 15. It is extremely important that we have your child's immunization record on file. Please do not put off having this form completed by your child's doctor or the health department. We must have this sheet in our files before your child will be allowed to participate in class.

SCHOOL CANCELLATION/DISMISSAL

If school is cancelled because of heavy snow or other weather conditions, HCS will text/email parents through the Parent Alert System. A message will also appear on our social media pages. If Hudsonville Public School is cancelled, Hudsonville Christian School and Kids' Corner Childcare will also cancel. **If there is a two-hour delay, AM 3 School, and AM 4 School/4 School Nature-Based will not meet.**

SEVERE SPRING WEATHER POLICY

TORNADO WATCH: Students will remain in school until normal dismissal time. The school will monitor conditions closely.

TORNADO WARNING: Students will not be dismissed during a tornado warning, but will remain in designated take-cover areas until the warning is lifted. If the warning is lifted during school hours, students will be dismissed at their normal time and transported home.

DO'S and DON'TS: You may pick up your children during a tornado watch, but inform the Early Childhood Office first. You should not pick up your children during a tornado warning. Everyone must take cover properly as soon as a warning is issued. Don't pick up other children unless authorized. Be sure the Early Childhood Office is informed if you have permission to do so. Call school ONLY if an emergency exists.

FIELD TRIPS

Field trips are exciting to preschoolers and parents. Preschoolers learn a great deal about the world around them. Field trips encourage the children to investigate, ask questions, and enjoy the experience.

Field trips will take place pf an actual school day. A parent or guardian is needed to attend with their child, providing their own transportation. Because our field trips are geared toward 3, 4 and 5 year olds, we ask that younger siblings do not come along.

NATURE-BASED PRESCHOOL

- Children will be outside for a minimum of one hour of the preschool day unless there is extreme weather conditions
- Parents are responsible for making sure that their child is dressed in his/her Oakisuit and any other clothing that is needed for the weather each day of preschool.
- If you would like your child to have sunscreen on, parents are responsible for applying it to their child prior to the preschool day.

3 School Daily Schedule

8:15 am 12:00 pm	Doors Open
8:15-8:25 am 12:05-12:15 pm	Opening Rug activities
8:25-8:50 am 12:15-12:40 pm	Circle Time
8:50-9:00 am 12:40-12:50 pm	Bathroom Break
9:00-9:15 am 12:50-1:05 pm	Bible
9:15-9:25 am 1:05-1:15 pm	Snack Time
9:25-10:05 am 1:15-1:55 pm	Learning Centers
10:05-10:15 am 1:55-2:05 pm	Rest
10:15-10:35 am 2:05-2:20 pm	Theme Circle Time/ Music and Movement
10:35-10:45 am 2:20-2:30 pm	Prayer/Dismissal

4 School Daily Schedule

8:15 am 12:00 pm	Arrival/Open Door
8:15-8:25 am 12:00-12:10 pm	Welcome
8:25-8:50 am 12:10-12:35 pm	Circle Time
8:50-9:10 am 12:35-12:55 pm	Large Group Activity
9:10-9:25 am 12:55-1:10 pm	Outside/Gross Motor
9:25-9:35 am 1:10-1:20 pm	Bathroom
9:35-9:45 am 1:20-1:30 pm	Snack Time
9:45-10:05 am 1:30-1:50 pm	Bible
10:05-10:45 am 1:50-2:20 pm	Learning Centers
10:45-11:00 am 2:35-2:40 pm	Prayer/Dismissal

4S Nature Based Preschool Daily Schedule

8:15 am 12:00 pm	Arrival/Open Door:
8:15-9:00 am 12:00-12:40 pm	Outdoor Exploration
9:00-9:10 am 12:40-12:50 pm	Group Meeting w/ Bible and singing
9:10-9:25 am 12:50-1:05 pm	Hike
9:25-9:45 am 1:05-1:20 pm	Bathroom/Snack Time
9:45-10:10 am 1:20 -1:40 pm	Circle Time
10:10 – 10:50 am 1:40-2:20 pm	Learning Centers
10:50-11:00 am 2:35-2:40 pm	Prayer/Dismissal

4S Dual Preschool Daily Schedule

8:15 am	Arrival/Open Door:
8:15-9:00 am	Circle Time
9:00-9:10 am	Large Group Activity
9:10-9:25 am	Outdoor/Gross Motor
9:25-9:45 am	Bathroom/Snack Time
9:45-10:10 am	Bible
10:10-10:50 am	Learning Centers
11:00-12:00 pm	Rest, Lunch, Outdoor Play
12:00-12:40 pm	Outdoor Exploration
12:40-12:50 pm	Group meeting w/ Bible and singing
12:50-1:05 pm	Hike
1:05-1:20 pm	Bathroom/Snack Time
1:20 – 1:40 pm	Circle Time
1:40 – 2:20 pm	Learning Centers
2:35 – 2:40 pm	Prayer/Dismissal

HUDSONVILLE CHRISTIAN PRESCHOOL

I have read the information in the Hudsonville Christian Preschool Handbook and I understand the rules and guidelines for the Hudsonville Christian Preschool. I agree to support the preschool program, the teachers, and I agree to pay the fees that I agreed to at the time of admission.

- All childcare centers must maintain a licensing notebook, which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 5 years.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 3 years are available on the department's childcare licensing website.
- Parents can access the childcare licensing rules on the department's child care licensing website. The website address is www.michigan.gov/michildcare.

Konni Lubbers

Early Childhood Director

I have read the above statements issued by Hudsonville Christian School.

Preschool Child(ren)'s Names _____

Parent or Guardian Signature

Date

Permission for Photos and Videos - 2026-2027

During the preschool year photos and videos may be taken by HCS staff of our Preschool programs in order to document our events and memories! We would like to request your permission, as parent, to take photos and videos that would include your child. These images may be included in print or electronic materials. Your child's name will never be associated with these images.

Do you give us permission to include your child in photos and videos that are taken this school year?

Yearbook	_____ Yes	_____ No
Classroom Albums and Newsletters	_____ Yes	_____ No
Social Media	_____ Yes	_____ No
Promotional Material	_____ Yes	_____ No
HCS Website	_____ Yes	_____ No

Parent or Guardian Signature

Date