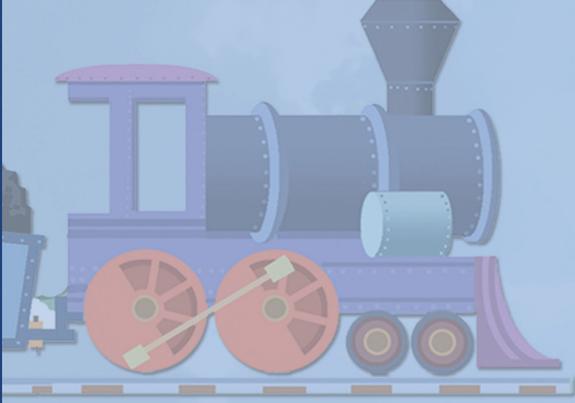




The Train Station Preschool

Providing quality instruction and care for students age 3 - 5.







Welcome

Thank you for your interest in The Train Station Preschool. This booklet contains enrollment information which briefly describes our program. We urge you to visit the school to observe our classes in session. Plan to bring your child with you when you visit. We are open to visitors daily from 7:30 a.m. to 9:30 a.m. An appointment is required to ensure that a staff person is available to provide a tour.

Thank you for considering The Train Station Preschool,

Marcella Carter
Program Director



What is The Train Station?

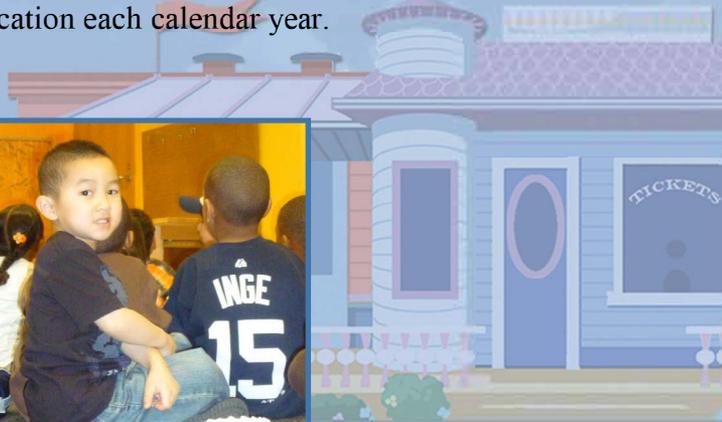
The Train Station is a service provided by Brightmoor Christian Church. It is a Christian based preschool program offered to children from 1½ years to 5 years old.

Goals of Our Program

1. To provide children instruction though Christ centered curriculum.
2. To provide a safe, wholesome and friendly environment for children to learn social skills and to interact with other children.
3. To provide opportunity for children to learn basic pre-kindergarten skills.

Staff

Our ratio of children to staff averages one staff member for every eight children. Each staff member meets Michigan's qualifications for a childcare worker and has experience working with children. The Train Station requires each Lead teacher to have a certificate or degree either in education or child development. In addition, we also require each staff member to have sixteen hours of continuing education each calendar year.



Discipline

The staff of The Train Station incorporates positive methods of discipline that encourage: self-control, self-direction, self-esteem, cooperation, and respect for God's Word and Biblical guidelines for conduct. The Train Station staff will model appropriate behavior, talk with children in a calm, quiet manner, explain unacceptable actions, and provide alternatives and redirect children to appropriate behaviors.

Health Regulations

If a child has, or is suspected of having a, communicable disease, the child will be excluded from the program until the disease is no longer contagious. If a child becomes ill, the child's parent will be contacted and must make arrangements for the child to be picked up immediately. Students who have symptoms such as fever, rash or diarrhea will not be permitted to attend preschool.

Registration

To register, parents/guardians must, for each child, provide the Train Station with a/an:

1. Application for Enrollment
2. An Information Card on file that contains important emergency information
3. Health Appraisal Form that is provided by the state of Michigan,
4. Child Placement Contract
5. Parent Handbook Agreement form.

A student may not begin the program until all forms are completely filled out and submitted to the preschool office. The first month's fee and enrollment fee must be paid in full at registration and before the first day of school.

Payment of Account

Fees will be collected one month in advance on a monthly basis. Fees are due on the first school day of each month. Payments received after the fifteenth of each month shall be assessed a late fee of \$50.00, and the child will be excluded from the program until the account is current. All fees are to be made by credit card, check or money order, payable to The Train Station Preschool.

Fines for Late Pickup

The Train Station closes at 6:00 pm. A child picked up after 6:00 pm will be assessed \$15.00 for every fifteen minutes after 6:00 pm, or fraction thereof. If a student is picked up at 6:01 pm, the assessment will be \$15.00. If student is picked up at 6:16 pm, the assessment will be \$30.00 and so forth. Assessments will be added to the monthly bill.

Tax Credit

Internal Revenue publication # 503, “Child and Dependent Care Credit” makes provision for tax credit under certain conditions and requirements. Consult with your C.P.A. or the internal Revenue Service to ascertain how this may apply to you. Tax or flexible spending receipts will be given upon request, with 24 hours’ notice.





The Train Station Schedule

The Train Station operates Mondays through Fridays from 6:30 a.m. to 6:00 p.m.

The Train Station will be closed on the following days:

- New Year's Day (observed)
- Good Friday
- MLK Day
- Memorial Day observed
- Independence Day (observed)
- Labor Day
- Thanksgiving holiday (day before, day of, and day after)
- Christmas Eve (observed)
- Christmas Day (observed)
- New Year's Eve (observed)
- Inclement weather days as needed

Location and Licensing

The Train Station is located in Brightmoor Christian Church. The preschool classrooms and office are located on the second floor of the Novi Christian Academy wing of the building. Enter the preschool on the east side of the building through the doors marked "C".

Our program and facilities are licensed by the State of Michigan Department of Human Services and are operated under the supervision of Brightmoor Christian Church.

Transportation and Safety

Parents or guardians are expected to provide transportation to and from The Train Station. Children must be signed in each morning when arriving, and signed out each afternoon when leaving. Only persons authorized on the registration form may pick up students from The Train Station. Older siblings may not sign children out. If our staff does not recognize the designated person picking up the child, that person will be asked for identification. A picture ID is required.

Program

The Train Station will include the following elements throughout the week:

Inspirational time-This is a time of prayer, sharing and study. Brief Bible lessons will be taught. Our goal is to foster spiritual growth in your child.

Music and Movement Time- This time is set aside for music and large muscle activities. Students will learn new songs, hear stories and recite finger plays.

Circle Time-Circle time is a time for developing cognitive skills. Students are placed in small groups according to age and ability and are taught to recognize colors, numbers, letters, sounds, spatial relationships, opposites and rhyming words.

Academics- At the Train Station we use Abeka curriculum. This is a Christian based academic curriculum that is very strong in drill activities and teaches reading by using phonics first. Our children leave The Train Station having been taught the basics of reading, writing and math foundations.

Arts and crafts time-Children are given the opportunity to develop their creative abilities through a daily art program which has been developed by The Train Station staff.

Flexible Time-This is an occasional break from the daily routine. This time would include any special activities such as guest speakers, singers, videotapes, parties, and games.

Snack Time-This includes a nutritional morning and afternoon snack provided by the program. Special dietary needs should be discussed with The Train Station director.

Gross Motor Time-This time provides students the opportunity to choose from a variety of activities to help develop gross motor skills. Students are provided with quality playgrounds, a housekeeping area, dress-up clothes, as well as balance beams and other physical activities.

Medical Emergency

A child information record with a statement signed by the parent or legal guardian concerning liability, health insurance and procedures will be signed and kept on file. This form must be completed and submitted to The Train Station director prior to your child's attendance in the program. This form authorizes The Train Station to secure emergency medical and emergency surgical treatment for the minor child while in our care. In the event of a medical emergency an attempt will be made to contact the parent and medical doctor immediately.

Absentee Policy

We request that if your child will be absent, The Train Station director be notified on or before the day of absence. Call 248-668-7035 and leave a message.

Criteria for Exclusion

It is our goal to meet the needs of each child that attends our program: however, the following conditions may result in the exclusion of a child from The Train Station.

1. Continued behavior problems
2. Failure to pay fees on time
3. Habitual tardiness in picking up a student

Contacting Us

If you need to speak to the staff at The Train Station, you may call between 7:00 am and 6:00 pm on school days at 248-668-7035. Classroom numbers are available upon request.

Programs Include:

- Academic preschool: September through May
- Summer enrichment: June, July and August
- (registration is required for each program)





For more information
or to schedule a tour
contact Marcella Carter
248.668.7035
mcarter@brightmoorcc.org



The Train Station Preschool, 40800 West 13 Mile Road, Novi, MI 48377
(Located in Brightmoor Christian Church, corner of M5 and West 13 Mile Road, Novi)