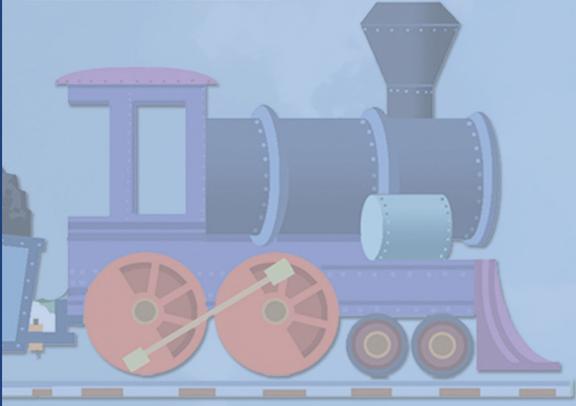




# The Train Station Preschool

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. Please call to set up an appointment.

Thank you for considering The Train Station Preschool

Judi Sivyer  
Program Director



## **What is The Train Station?**

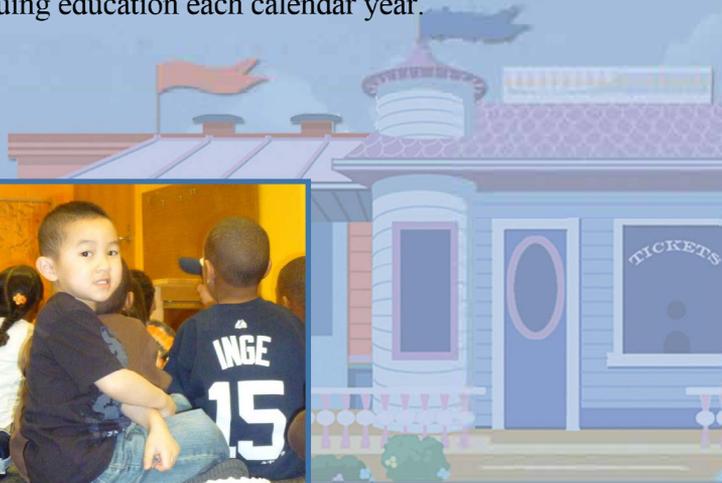
The Train Station is a service provided by Brightmoor Christian Church. It is a Christian-based preschool program offered to children who are 1 ½ years to 5 years of age.

## **Goals of Our Program**

1. To provide children instruction through a 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 opportunities for children to learn basic pre-kindergarten skills.

## **Staff**

Each staff member meets Michigan's qualifications for a childcare worker and has experience working with children. The Train Station requires each teacher to have a certificate or degree either in education or child development. In addition, we also require each staff member to have twelve 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 redirect inappropriate behavior, and use "time outs" only when redirection is unsuccessful. "Time Outs" are limited to one minute equal to the age of the child. For example four years old=four minutes in time out.

## **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 arrangements must be made 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, each child must have the following on file:

1. A Child Information Card that contains important emergency information,
2. Application for Enrollment,
3. Health Appraisal Form that is provided by the state of Michigan
4. Child Placement Contract
5. Parent and Hook Agreement form.
6. Permission to Publish Child Pictures
7. A nonrefundable registration fee

A student may not begin the program until these forms are completely filled out and submitted to the preschool office.

The first month's fee must be paid in full at registration and before the first day of school.

## **Payment of Account**

Fees will be collected in advance on a monthly basis. Fees are due on the first day of each month. Payments received after the fifteenth of each month will be assessed a late fee of \$35.00, 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 P.M. A child picked up after 6:00 P.M. will be assessed \$15.00 for every fifteen minutes after 6:00 P.M. If you pick up your student at 6:01 P.M. your assessment will be \$15.00. If you pick up your student at 6:16 P.M. your assessment will be \$30.00 and so forth. Assessments will be added to your 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.





### **The Train Station Schedule**

The Train Station will open in the morning at 6:30 am and close at 6:00 pm..

The Train Station will be closed on the following days:

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Snow Days

### **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 section 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**

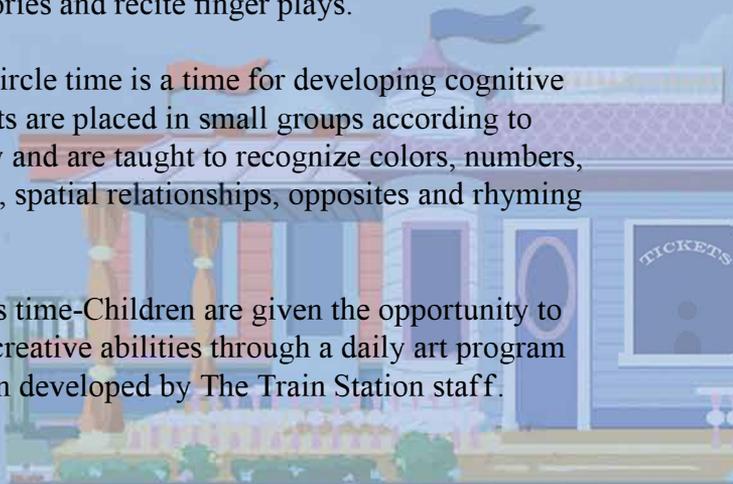
The Train Station will include the following elements throughout the week:

**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.

**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.

### **Communicable Disease Policy**

In the event that a staff member, volunteer, and/or child in care contracts a communicable disease, The Train Station Preschool will notify all parents via e-mail.

This information will include the name and symptoms of the disease, but will not include the name of the sick person. Staff members, volunteers, and/or children in care may not return to the center until fever free for 24 hours, rash has cleared, and/or note from doctor clearing them is submitted.

### **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	18 months through Pre-K	September through May
Summer Enrichment	18 months through Pre-K	June, July and August
Extended Day	K-5th NCA students	School days only
Summer Fun	K-5th exit grades	Summer vacation days





For more information or to schedule a tour  
contact Judi Sivyer @ 248.668.7035 or  
[jsivyer@brightmoorcc.org](mailto:jsivyer@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)