

Manhattan Christian School



2025 - 2026 Kindergarten Handbook

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Welcome to Manhattan Christian School!

We believe that faith, knowledge, and serving others in the name of Christ are all *equally important to educational success*. Our Kindergarten program rewards curiosity, creative thinking, emerging faith, personal awareness, and the unique gifts that God has given each child.

Do you have specific questions about our Kindergarten program? Please feel free to contact our Kindergarten teachers, Mattie Williams or Gennavieve Morrison at school, or through email mwilliams@manhattanchristian.org or gmorrison@manhattanchristian.org.

Our Vision

Manhattan Christian School seeks to:

- Grow together with our students in knowledge, conviction, and maturity
- Create a dynamic vision of Christ's lordship
- Nurture a personal relationship with Jesus Christ that develops a Christ-like love demonstrated to all people
- Inspire each other to strive for His glory in all of life

Our Mission

Manhattan Christian inspires students to live God-glorifying lives by teaching Christ's lordship in faith, learning, and living.

Portrait of a Graduate

Manhattan Christian School is seeking to develop lasting characteristics in its graduates. It is our goal that each graduate will:

- Practice godly discernment
- Sacrifice themselves as servant leaders
- Dare to think deeply and take action
- Walk humbly in Christ's footsteps with obedience and joy
- Create in thankful response to our Savior

Resources

Website: Our website, manhattanchristian.org, hosts our school calendar, important announcements, and a variety of resources to increase student success.

Weekly: Every Friday the school produces the Weekly featuring weekly updates of school activities and opportunities. It is distributed to families through their guardian email and is also available online at the school's website.

Connections: The school produces a monthly newsletter that is distributed to all parents/guardians and supporting community members. The Connections features school activities and opportunities. It is distributed through email, print form, and is also available online at the school's website.

Social Networking: Manhattan Christian School maintains a Facebook page, Instagram page, and Twitter notifications.

Parental Expectations

For 118 years, the success of Manhattan Christian School has been directly related to the work of God in our midst and supported by the involvement of MCS parents.

Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example.

MCS Parents are encouraged to make a genuine commitment to godly parenting by supporting the school in the following ways:

- Through their words, actions, and prayer
- Through attendance at school functions
- Through faithfulness in meeting their financial obligations to the school
- Through volunteering
- By attending weekly church services with their children
- By upholding the school's policies
- By committing to frequent parent/teacher communication

If a parent has questions or concerns related to the classroom or a class, they should first address them directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to these concerns can be explained.

All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand.

Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.

Parents are expected and required to follow Policy #313-2 MCS Grievance Policy of the Manhattan Christian School Board Policies to resolve an issue with a staff member at Manhattan Christian School. This policy requires that the issue first be addressed directly

with the staff member and an attempt be made to resolve it. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary.

These policies and procedures are rooted in the principles that are found in Matthew 18. The Matthew 18 principle is derived from Matthew 18:15-17 in the Bible, which guides resolving conflicts and disputes. It emphasizes the importance of addressing issues directly with the person involved before escalating the matter to others. Specifically, it suggests that if someone has wronged you, you should first speak to them privately. If the issue remains unresolved, you can involve one or two others to help mediate the situation. This principle is often applied in various contexts, including church disputes and school problems, to promote reconciliation and orderly resolution.

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. “ Matt. 18:15-17

Kindergarten Learning

Welcome to Manhattan Christian and the beginning of your child's school and life-long learning experience! Our Kindergarten program acknowledges that each child belongs to God and we are mindful that God wants to shape every phase of a child's life; with all its activities, to His fullest glory. I am excited to meet and get to know you and your child. In order to better understand what Kindergarten Readiness looks like I will explain what a typical day in Kindergarten entails and how children learn, grow, and develop in Kindergarten.

Learning happens in many ways in Kindergarten. There are whole class opportunities where students sit on the carpet and listen to stories, answer comprehension questions, engage in games, and sing songs. Bible, calendar, and handwriting are the main times that students are learning in whole class situations.

During the whole group learning students will work on speaking and listening skills, whole body listening, participating in group discussions, and building confidence to engage in songs, stories, and responding to questions.

There are other times throughout the day that students will learn and engage in small groups. Small group instruction provides targeted support based on students' individual needs. In a smaller setting, children receive focused attention and guided practice in core areas such as early literacy, number sense, speaking and listening, fine motor development, and social skills. During this time, students work on letter sounds, beginning reading strategies, counting, simple math operations, and expressing ideas clearly. They also practice important classroom behaviors like taking turns, listening actively, and working independently. This instructional approach allows teachers to reinforce key concepts, closely monitor progress, and help students build confidence in

a supportive environment.

In Kindergarten we have three recess times (not including if your student arrives at school in the morning with enough time to go outside). Recess is a wonderful time where students can get fresh air, play freely, and run around. Playing outside and doing physical activity during the day will help your child focus better and solve problems independently and work on social skills.

During recess students will work on being able to use the bathroom independently, independently taking off and putting on outer clothing (snow pants, boots, coats, hats, gloves), putting on shoes (Velcro or laces) independently, and using the playground and equipment in a safe and respectful way.

Growth and Maturity

Students learn many new things in Kindergarten.

Throughlines

By the end of Kindergarten, a child...

- Will know the story of creation, fall, redemption, and restoration
- Will learn how to be a community builder, beauty creator, idolatry discerner, God worshiper, servant worker, image reflector, beauty creator, creation enjoyer, order discoverer, and earth keeper

Bible

By the end of Kindergarten, a child...

- Actively listens to Bible stories
- Asks and answers questions about Bible stories
- Repeats Bible verses with the class and individually
- Makes applications of what we learn to self
- Says short prayers on their own

Reading

By the end of Kindergarten, a child...

- Asks and answers questions about stories
- Retells stories
- Identify characters, setting, and events in stories
- Understands what authors and illustrators do
- Recognizes and makes rhymes
- Follows words from left to right, top to bottom, page by page
- Recognizes and names all upper and lowercase letters
- Produces all letter sounds
- Recognizes some common words on sight, such as a, the, I, said
- Identifies beginning, middle, and ending sounds of words

Writing

By the end of Kindergarten, a child...

- Uses drawing, dictation, and writing for a variety of texts/pieces
- Responds to questions to strengthen writing
- Understands/uses questions words
- Prints upper and lowercase letters
- Produces simple sentences
- Capitalizes first word in a sentence
- Recognizes and names punctuation
- Uses phonemic awareness and letter knowledge to spell and write words
- Separates words using spaces

Math

By the end of Kindergarten, a child...

- Knows & compares numbers
 - o Counts to 100 by ones and tens
 - o Writes 0-20 & represents with objects
 - o Understands the relationship between numbers and quantities
 - o Counts to answer “how many” of up to 20 things
 - o Identifies groups of objects as greater than, less than, or equal to
 - o Compares numbers 1-10
 - o Understands place value for numbers 11-19 (tens & ones)
- Understands addition & subtraction
- Solves addition & subtraction word problems through 10
 - o Breaks numbers less than or equal to 10 into pairs (example: $4=2+2$ and $4=1+3$)
 - o Fluently add and subtract within 5
- Measurement
 - o Describes the length and width of objects
 - o Compares objects height
 - o Classify objects and count the number of objects in the categories
- Geometry
 - o Analyze, compare, create and compare two and three dimensional shapes
 - o Explore different ways to measure objects

Science

By the end of Kindergarten, a child...

- Compares & designs ways to test the effects of forces & interactions of motion on objects (push & pull)
- Construct an explanation based on observations of the effect of sunlight on earth’s surface.
- Make Observations and construct an argument for what plants, animals,

and humans need to survive and how they change the environment to meet their needs.

- Communicate ideas about the impact of humans on the land, water, air, or other living things in the local environment
- Makes observations about daily weather patterns, and long-term Climate patterns including seasons.

Social Studies

- Will explore concepts of rules, responsibility and working together.
- Will be introduced to maps, holidays, and important community helpers.
- Understand how people live, work and contribute to society while building appreciation for others.

Technology

By the end of Kindergarten, a child...

- Can identify a variety of technologies that will help in learning
- Practice appropriate uses of technology

Identify how technology is used to make a task easier

Speaking/Listening

By the end of Kindergarten, a child...

- Participates in conversations in small and large groups
- Follows rules for discussion (listening to others, taking turns)
- Asks questions for clarification and/or help
- Answers questions
- Describes familiar people, places, things, and events
- Speaks audibly and expresses thoughts, feelings, and ideas clearly
- Actively listens and responds appropriately
- Demonstrates command of the conventions of standard English grammar and usage when writing or speaking

Social Behavior

By the end of Kindergarten, a child...

- Displays self-control
- Demonstrates respect for self, others, and property
- Accepts responsibility for own actions
- Works cooperatively
- Participates in class activities/discussions
- Listens to others
- Shows kindness to others

Work Habits

By the end of Kindergarten, a child...

- Follows 2-3 step directions
- Asks for help when needed

- Organizes time wisely
- Stays on task for the duration of an activity
- Works independently
- Organizes time, tasks, and materials
- Shows a growth mindset when trying new things

Self-Care

By the end of Kindergarten, a child...

- Packs and unpacks backpack independently at the beginning and end of the day.
- Keeps cubby space and school supplies clean and neat. Demonstrates the ability to clean up their own messes.

Motor Skills

By the end of Kindergarten, a child...

- Cuts with scissors appropriately
- Uses glue in appropriate amounts
- Is appropriately able to trace letters/numbers pictures
- Is properly producing letters and numbers on lines with appropriate spacing
- Will hold art supplies and pencils with proper grip

Supporting a Child's Success

What can parents do to help their child during their Kindergarten year?

- Reading to your child every day is one of the best ways to help your child succeed. It is suggested to read at least 20 minutes a night. As the year progresses you will notice your child point out words they know and will eventually start reading to you!
- Kindergarten learning is very important. We want your child to have a great start! Please take advantage of the home learning opportunities that come home in your child's folder.
 - Kindergarten students must be taught to be responsible for carrying messages to and from school. We will help facilitate this by sending a pocket folder home each day.
 - Any money sent to school should be placed in a sealed envelope and properly labeled with your child's name, the teacher's name, and the purpose for the money.
 - Reports and records are kept for each child during the school year. You will be notified of your child's progress through written reports and conferences.
- See that your child gets plenty of sleep every night. A child's ability to fully

participate in school, and benefit from learning activities, depends on whether or not they are well rested and alert.

- Have your child carry their backpack independently. Please be sure the backpack is large enough to hold a lunch box, snow pants, boots, gloves, hat, folder, extra clothes (seasonally and dress code appropriate) in a ziplock bag, and library books.
 - Everything that comes to school should be labeled with your child's name: Coats, boots, shoes, etc.
 - Toys from home are not allowed unless it is their day for show and tell to prevent losing or damaging items.
 - Each child will need clean, unmarkable PE shoes with their name on them that will be kept in their locker all year. These will also be used for indoor shoes in the wintertime. Appropriate PE attire is required for PE.
- If you have any questions please contact the classroom teacher through SeeSaw, email, or call the school at 406-282-7261.
- Please do not send your child to school sick. Colds, respiratory infections, and stomach viruses are very contagious and may be a forerunner of a more serious illness. Before students return to school they should be free of fever/flu symptoms for 24 hours.
 - Please do not ask to have your child stay indoors at recess, except upon doctor's orders with a note explaining the reason. Fresh air and play are necessary for good health.
- Call the school or teacher if there is anything you do not understand. Remember, a child is limited in their ability to accurately describe or properly relay what happened or what is needed.
- Please remember: each student's success depends on how well they have been emotionally prepared for school. Guard your attitude. If you are fearful and worried about a new school situation, your child will sense your uneasiness and may also become anxious. But if you take the attitude that experience represents a positive opportunity that brings happiness and joy, your child will look forward to attending school.
- We believe that as we come together in prayer and faith, God will help us to be successful. May God bless our efforts to honor Him and join his Kingdom work.

“May the favor of the Lord our God rest on us; establish the work of our hands for us— yes, establish the work of our hands.” Psalm 90:17

Supply List, Routines & Policies

Kindergarten Supplies

- 1 pack of 24 Crayola crayons
- 1 pack of 10 Crayola broad line markers
- 8 glue sticks
- 1 set watercolor paints
- 1 primary composition notebook (draw top with lines on bottom)
- 12 black thin expo markers
- 2 heavy duty folders
- 2 large boxes of kleenex
- 2 containers of disinfecting cleaning wipes
- 2 packs of unscented baby wipes or Wet Ones (hand safe)
- 1 bottle of hand sanitizer
- Water bottle
- 1 pair of non marking, clean tennis shoes- to be kept at school
- Backpack
- Extra clothes (including socks and underwear, labeled)

In Case of Illness

In order to keep your child and our teaching staff as healthy as possible, children must not attend school when they are ill. By keeping your child home, you'll help prevent the spread of illness, and give your child time to recover and gain full strength. If your child becomes ill while at school, he or she will need to be picked up as soon as possible. We have a sick room available, but it is not nearly as comforting as being home in familiar surroundings. If your child has any of the symptoms listed on this page, they must remain at home until the symptoms are non-apparent for 24 hours. If an antibiotic has been prescribed, they must be on the medication for 24 hours before returning to school.

- Fever over 100 degrees – A fever this high is usually a sign of infection.
- Cough or sore throat – Either of these could be signs of contagious infections. A persistent deep, hoarse, or raspy cough should be examined by a doctor. A sore throat may be detected by a lack of interest in eating, drinking lots of water, or complaining.
- Vomiting and /or diarrhea – Children should not return to school until 24 hours after the last episode of vomiting or diarrhea.
- Runny nose – Thick yellowish or greenish drainage is usually a sign of an infection and your child should be examined by a physician.
- Rashes – Some rashes are highly contagious and difficult to diagnose. Unknown skin rashes should be referred to a physician.
- Eye drainage – If eyes are draining, red, or itchy, they may be infected and contagious.
- One-on-one care- If your child is not feeling well and requires one-on-one care, they should remain home.

Medicine

If a student requires medication during the school day—whether prescription or over-the-counter—both the classroom teacher and the school office must be notified. All medications will be administered by the office staff, and students are not permitted to keep medication in their lockers, backpacks, or desks. A written authorization from a parent or guardian is required before any medication can be given at school. Medications must be provided in their original, labeled containers and delivered directly to the school office. These procedures are in place to ensure the safety and well-being of all students.

Classroom Newsletter

Every Friday a newsletter will be posted in our classroom SeeSaw App containing important dates, information, and learning targets for the following week.

Arrival/Dismissal

Drop off is between 8:05am-8:15am at the elementary doors. Students will put away their belongings and head out to recess so we are ready for our day to start at 8:15 am. Before 8:05 am, there are preparations and meetings teachers need to attend so the classroom doors will not be open and the teacher will not be able to supervise unattended students. Students who ride the bus to school will be dropped off directly in front of the Early Learning Center.

Our school day ends at 3:10 pm. Students riding the bus will be walked to the main campus by the teacher on duty. Students not riding the bus will be dismissed from the early learning center. If at any time your child's travel arrangements change please contact the office or send a message on SeeSaw to inform the teacher of the change. If students are not picked up by 3:20 pm they will be taken down to the office while they wait.

Daily Snack

Please send your child with two snacks and a water bottle to school each day. Students are given a morning snack period and an afternoon snack period. In the interest of keeping our campus clean and respectful, gum is not allowed for elementary students. We also thank you for your support in choosing healthy snacks for your child and avoiding candy in packed lunches or snacks.

If food is stored in student lockers, we ask that it be kept in airtight containers to help eliminate pests. Additionally, food is only permitted in the classroom with teacher permission, usually for special events or approved snacks.

Breakfast and Lunch

Breakfast, hot lunch and PB&J sandwiches are available everyday for students to take. Milk is also available. Each week the school will provide online ordering links for both our breakfast and lunch options. Please fill these out to help our kitchen staff with accurate counts.

Meal Charge Policy

Note: For the purpose of this policy, parents include guardians, caretaker relatives, and any adult responsible for the care of the child.

The goal of Manhattan Christian School is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutritional Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The school complies with Federal USDA policies on meal charging and debt collection. All meal charges must be paid directly to Manhattan Christian School.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their children. The link to fill out an application can be found here:

<https://dca.opi.mt.gov/frapp>. An application can be filled out at any time during the year.

If there are no available funds in the student's account, he/she will be given breakfast and/or lunch on their account. A notice will be sent to the parent's email requesting payment. A regular meal will still be served until the account is balanced.

Parents can track lunch balances themselves through their child(ren)'s PowerSchool account.

Refunds for withdrawn or graduating students operate as follows. A written request for a refund of any money remaining in their account must be submitted. Email requests are also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. You can email your requests to: office@manhattanchristian.org.

Uncollected meal debt will be transferred to the student's tuition balance at the end of the current school year.

Take Home Folders

Folders will go home every night and will need to be handed in every morning to

practice responsibility. In the left pocket will be items to be left at home and the right pocket will be for items that need to come back to school. All classroom work and home learning opportunities will be sent home in this folder.

Home Learning Opportunities

Students will have the opportunity to show you what they are learning. These learning opportunities will come home in their take home folder. It may be in the form of a game, a short worksheet, a book, or some other kind of activity. These are a way for you to see what your child is learning about and a chance for your student to engage their learning with you. These opportunities will be optional and may not come home every week, they will also vary throughout the year.

Recess

Please be sure students are prepared for Montana weather! If there is even a chance of snow please send students to school with the appropriate gear including a coat, snow pants, boots, hat, and gloves. It may also be helpful to send an extra pair of gloves along, if you are able.

Students are allowed to leave their snow pants in their lockers overnight if you would like. Please communicate with your child's classroom teacher if you have a preference on this (ie. You would like your child to be fully dressed in snowclothes to go home each day during snow season). Labeling clothing items can help when finding misplaced items. I strongly encourage you to label their gloves as many students have similar ones!

Dress Code

- Personal hygiene is important. Hair should be neat and clean.
- All students should wear weather appropriate shoes.
- No advertising of tobacco, alcoholic beverages, or inappropriate, obscene or suggestive slogans should be worn or displayed.
- Tank tops and halter tops are not appropriate for school. No bare midriffs, no spaghetti straps or sheer tops are allowed.
- No hats should be worn indoors.
- Modest shorts and skirts are permissible, but should be at least fingertip length.
- Shorts worn underneath Dresses and Skirts for active play.
- Leggings are allowed provided that the top extends coverage well past the waistline.

Birthdays

We love to celebrate birthdays!

As a parent, you are more than welcome to send birthday treats and visit for lunch! Please be aware of any allergies that may be present in the class.

If you are planning to have a private birthday that does not include all students or all boys/all girls from your child's class or the other Kindergarten class, the school will not distribute party invitations.

Field Trips

At the start of the school year, parents will be asked to sign a universal field trip permission form. By signing this form, parents give permission for their child to participate in local field trips organized throughout the year. Each trip will be communicated in advance with details about the location, date, and purpose. While the universal form covers general permission, parents always have the right to opt their child out of any specific trip by notifying the teacher or school office.

When planning field trips we will be asking for parent volunteers! Please consider if you would like to volunteer as a chaperone during one of our field trips.

Bus Policy

Children are expected to ride their assigned bus unless the teacher and the bus driver receive a written notice that other arrangements have been made. All children will be placed on their assigned bus unless we receive written notification. Written permission is also required if a child is to be released to someone other than his or her parents/guardians. This policy is enforced for your child's safety. Children often misinterpret directions and plans. Your cooperation is greatly appreciated.

Library Procedure

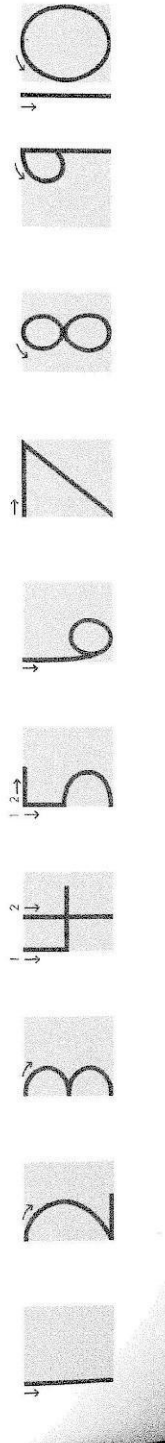
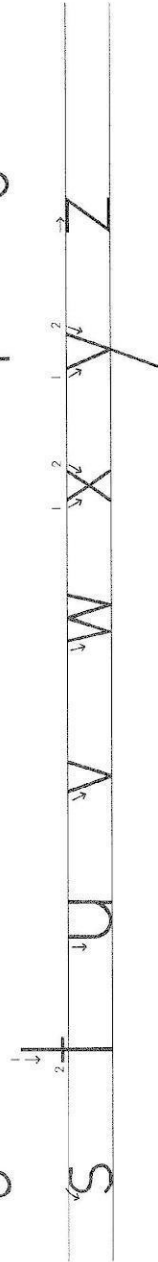
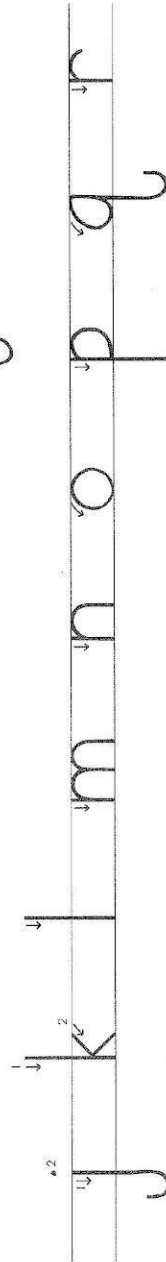
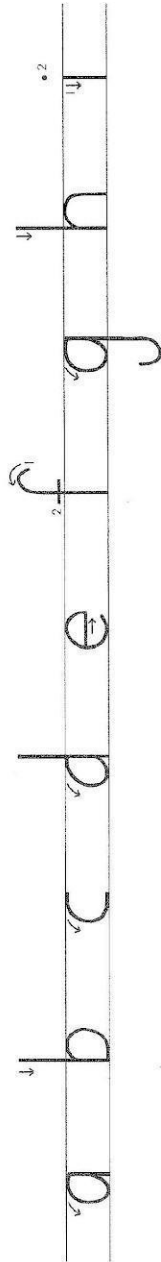
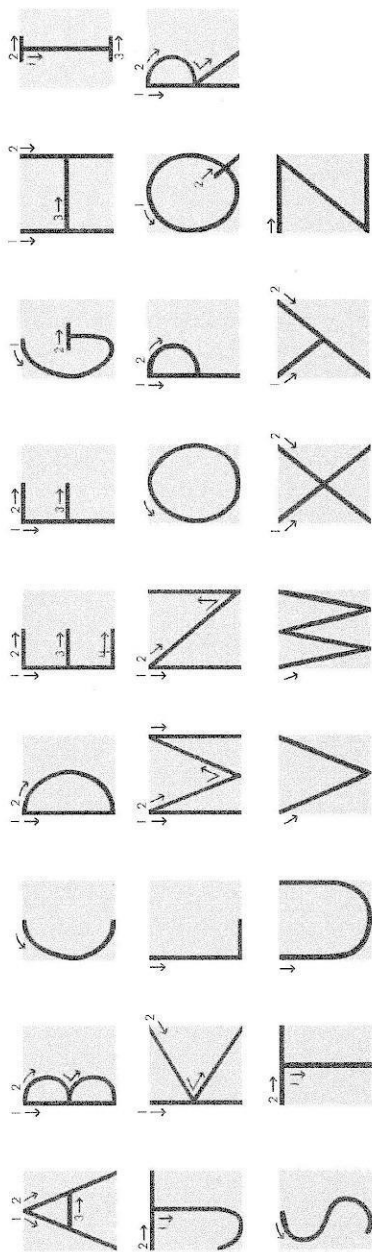
After the children are taught how to care for books, they are allowed to borrow library books each week. Borrowed library books must be returned in your child's backpack each week on library day in order to check out a new one, as a class we will have a system for returning library books, please do not return them on your own.

Handwriting

Included in this packet is a reference guide for proper letter and number production. Please remember the key points of practicing handwriting:

1. Always start letters and numbers at the top
2. Proper pencil grip- three fingers with two tucked in for a ride.

Handwriting Without Tears®





Contacts

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