



Weekday Ministries ~  
Mason Christian Preschool

Parent Handbook

2012-2013

*Matthew 18:3, 4, and 5 - And he said, "I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. And whoever welcomes a little child like this in my name, welcomes me." (NIV)*

A ministry of Christ's Church at Mason  
5165 Western Row Road - Mason, OH 45040

513-229-5400

# Weekday Ministries ~ Mason Christian Preschool

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5165 WESTERN ROW ROAD - MASON, OH 45040

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Dear MCP Families,

Welcome to Mason Christian Preschool! We are looking forward to an exciting year with you and your children.

Since the beginning of MCP in 1998, we continue to strive to enhance the development, foster a positive self-esteem, and acknowledge each child at the age and stage he/she is at right now and to let them know that they are a special creation of God.

This handbook is designed as a guide to our policies and procedures. Please read your handbook carefully as the information and dates are pertinent in helping to run our programs effectively and efficiently. You will be notified in a timely fashion of any policy or procedure changes that are made within the program.

We welcome any questions or suggestions you may have regarding the programs throughout the year. We grow stronger each year as we work together to improve and refine our programs.

We look forward to a wonderful year with you and your child!

With His Love,

Marsha Collins,  
Director - Mason Christian Preschool

# Mason Christian Preschool

## Mission Statement

Love is our first priority.

We believe that we are called by God to this ministry,  
both of teaching young children and  
of working with families to share God's love.

We realize our strengths and teaching gifts come from the Lord.  
We admit our needs and ask  
His help as we serve Him.

Our ultimate goal is to lead each child to know God's love in a  
very real and personal way, both through daily activities  
and specifically by singing, teaching, reading  
and sharing together.

Finally, as teachers, we strive to model God's love by  
believing in the inherent worth of each child,  
creating a spirit of thankfulness, fostering care and concern,  
exemplifying Biblical principles in all activities  
and providing a loving, Christian experience for all  
children and their families.

(M.C.P.) Mason Christian Preschool  
is a ministry of Christ's Church at Mason since 1988

## LICENSING INFORMATION

Mason Christian Preschool is a fully licensed program. We are licensed by the Ohio Department of Job and Family Services, Day Care Licensing Division. Parents may examine the license, which is posted in the copier area just inside the preschool entrance. You may call the toll free number (located on the license) if you have any questions or concerns regarding the program. Licensing laws and rules are available, upon request, in the Mason Christian Preschool office. Inspection reports are posted by the Preschool office as they are received. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website at <http://jfs.ohio.gov/cdc/childcare.stm>. The Health/building/fire inspection reports are on file in the Weekday Ministries office. Mason Christian Preschool will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability or national origin.

Our license capacity is located on the posted license.

Address:

Weekday Ministries  
Christ's Church at Mason  
5165 Western Row Road  
Mason, OH 45040

**We are a non-smoking facility.**

**Tax ID # 237275189**

Times: Preschool is in session Monday through Friday from 9:00-11:30 for the morning session; 12:30-3:00 for the afternoon session and 9:00-1:00 for the extended day session. Mason Christian Preschool is in operation from September through May. The Preschool offices are open from 8:30AM-4:00 PM daily; the Landing office is open from 7:00 A.M.-6:00 P.M. daily.

We follow the Mason City School calendar for most closings and holidays.

We are open normal hours when Mason City Schools issue a delay start.

## MASON CHRISTIAN PRESCHOOL

### Readiness - Our Philosophy

At Mason Christian Preschool we are committed to allowing the children to enjoy being children.

We believe that each year is important and necessary in the total development process of each child.

We believe that play is truly the child's work.

We do not believe that it is necessary or in the best interest of the child to "water down" four year-old activities for the three year-old, nor do we need to simplify Kindergarten and First Grade activities for the four and five year-olds.

We do not discourage children who come to us already reading. We will provide activities geared to that child's needs without expecting other children to accomplish this particular skill.

We are committed to carefully planning and organizing the learning environment. We will provide varied activities and share ideas, always looking for new and better ways to stimulate learning.

We will allow learning to occur in a framework of love and acceptance. We will allow children the freedom to fail, realizing that mistakes represent both learning opportunities and challenges.

We will encourage children to discover, experiment, communicate, explore, organize and reorganize, discuss, generalize and ask questions.

## 2012-2013 Calendar for the Year 2012

- Aug.** 29 Parents **ONLY** Orientation (scheduled time per class)  
30 Parents **ONLY** Orientation (scheduled time per class)
- Sept.** 4 Preschool first week of classes
- Oct.** 8-11 Preschool Photo week by Teddy Bear Portraits  
12 Mason Schools Autumn Break – **Preschool CLOSED**  
15-19 Harvest Parties in classrooms  
23-25 Photo preview and purchasing at preschool  
28 Trunk ‘n Treat (@ parking lot of Christ’s Church at Mason)
- Nov.** 16 Mason City Schools closed – **Preschool OPEN**  
21-25 Thanksgiving Holiday – **Preschool CLOSED**  
26 Evaluations sent home for all classes
- Dec.** t.b.a. Usborne Book Fair in Preschool wing  
20 & 21 Special Christmas Chapels  
17-21 Christmas Parties (last class meeting before Christmas break)  
24 – Jan 4 Christmas Break – **Preschool CLOSED**

## 2013

- Jan.** 7 Classes Resume  
21 Martin Luther King Day – **No Preschool**  
27 Registration begins for 2013-‘14 for church families  
28 Registration begins for 2013-‘14 for current preschool families
- Feb.** 4 Registration begins for 2013-‘14 for alumni & wait list families  
11 Open Registration Begins for 2013-‘14 school year  
11 - 14 Valentine Parties (last class meeting before Valentines Day)  
18 President’s Day – **Preschool CLOSED**
- Mar.** 4 Mason Teacher Work Day – **Preschool OPEN**  
12 - 15 Parent Teacher Conferences (3’s, & Bridges classes only)  
18 – 22 Parent Teacher Conferences (4’s classes only)  
t.b.a. Little Rascals Spring Portraits @ preschool (by appointment only)  
18 - 22 Easter Celebrations (last class before break)  
21 & 22 Easter Chapels  
25 - 29 Spring & Easter Break – **Preschool CLOSED**
- April** 1 Classes Resume
- May** 20 - 24 End-of-Year Class Picnics (last class meeting)  
23 & 24 End –of-Year Chapels (after a.m. or before p.m. last class)

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## **Non-Discrimination Policy**

Mason Christian Preschool is an equal opportunity preschool and is open to all children, without regard to race, religion, ability, sex, disability or national origin in violation of ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et. seq.

## **Verification of Program Policy**

Each parent or guardian of our program will acknowledge receipt and review of program policies and procedures on ODJFS Child Enrollment and Health Information form.

## **Child/Family Orientation**

Parent Orientation meetings are scheduled for Preschool parents ONLY, one evening, the week just prior to the beginning of our Preschool year. At this time, parents receive their Parent Handbook, their child's t-shirt and meet their child's Preschool teachers to hear details about the Preschool as well as the specific classroom.

Child Orientation is scheduled at the first 30 minutes of their first class meeting of the year. This gives the parent and child an opportunity to visit the classroom and meet the other children. After this brief orientation, parents are encouraged to say "goodbye" to their child and leave them for the remainder of their first class. Remember to leave a lunch for those attending the four hour classes.

## **Parent Information/Participation Policy**

Parents will be kept informed about classroom and program activities through the monthly class newsletter, class calendar, notes sent home with the child, and notes placed on the Parent Information Board located outside the classroom door, as well as through the monthly Blog ([www.masonchristianpreschoolnews.blogspot.com](http://www.masonchristianpreschoolnews.blogspot.com)).

Parents and guardians are encouraged to participate as a Parent Helper in their child's classroom throughout the school year. Parents and guardians may also volunteer as a party coordinator or driver for field trips, if the class participates in field trips. (see **Parent Volunteer Guidelines**)

## **Program Visitors (Parent Access)**

Custodial parents or guardians may visit/observe any time during regular program hours. MCP: a.m. classes 9:00-11:30, p.m. classes: 12:30-3:00, MCP extended day classes: 9:00-1:00 p.m. Please sign-in at the Preschool office upon arrival, and pick up a Visitor's nametag.

## **Program Rosters/Contact information**

Rosters, showing parent name(s) and phone number(s) only, are prepared for each class and given to the parents in that class **upon request only** at the preschool office. Parents may request that their name and information be omitted from this roster. Rosters are not to be used for solicitation of business of any kind.

## Program Ratios/Class size (Staff/child ratio)

\*\*class ratios will never exceed O.D.J.F.S. mandated class size. If a classroom size exceeds our program ratio (below) due to class consolidation or special circumstances, parents will be notified immediately.

Ratios	Our Class Size
Preschool-(4 and 5 yrs.) State Ratio is 1:14	Our maximum total-16 Our Ratio is 1:8
Preschool-(3 yrs.) State Ratio is 1:12	Our maximum total-14 Our Ratio is 1:7
Toddlers-(2 yrs. and under 3 yrs.) State Ratio is 1:8	Our maximum total-12 Our Ratio is 1:4
Toddlers-(19 mos. and under 2 yrs.) State Ratio is 1:7	Our maximum total-12 Our Ratio is 1:4
Infant-(12 mos. and under 18 mos.) State Ratio is 1:6	Our maximum total-5 Our Ratio is 1:3
Infant- (birth & under 12 mos.) Ratio is 1:5 or 2:12 in same room.	Our maximum total -5 Our Ratio is 1:3

## Child Assessments/Parent Conferences

Assessments will be completed and sent home two times (December and May) for our two year old classrooms. Assessments for all other preschool classes will be completed and sent home three times (December, March and May). Parents receiving an assessment in March will have the option to schedule a meeting with the teacher on a “conference” day that month.

## Staff Communication

All staff should report concerns or problems to the Preschool Director. If the Director is unavailable, the Weekday Assistant should be notified of the situation. If unsatisfied, the staff member should contact the Weekday Ministries Director. If the staff member is still unsatisfied, s/he may contact the Senior Minister of Christ’s Church.

The Director has a mailbox in the preschool office. All information that needs to be relayed to the Director should be placed in this mailbox.

## Parent Volunteer Guidelines

Preschool parents are encouraged to volunteer in the child’s classroom, but this is not required. Licensing does not allow you to bring any other children at this time, so please make arrangements for their care. Please coordinate with the Lead teacher in advance if you are planning to volunteer so activities and responsibilities will be available.

Sometimes preschoolers have difficulty sharing mom or dad in this classroom setting. Understand that your child will probably behave differently when you are in the classroom. Accept their behavior and let the teachers guide your child when possible. Remember to maintain a professional attitude when in the classroom and avoid discussing the children’s actions and behavior in any negative way. Discipline of all children should be left to the teachers. Enjoy this special time with your child. We welcome your participation and appreciate your help!

## Snack Guidelines

Healthy and nutritious snack will be provided for each child's classroom each day they attend. A calendar of snacks to be served is available to review in the "Snack Notebook" on the Parent Information table in the preschool hallway.

"Special Days" (birthdays) may be celebrated by providing a take-home treat (individually wrapped and ready to send home) if you and your child desire.

## Lunch Guidelines:

All lunches are prepared for the children by their parents and are to meet the following nutritional guidelines required by the state. If a certain food group is not provided, the teacher will offer your child a supplement and you will be notified by a note placed in your child's lunch or backpack. If you have any questions about this, please contact the Preschool Director.

- |   |  |
|---|--|
| 1 serving from the meat or meat alternative | <i>ex: peanut butter, lunchmeat, beans and eggs, nuts, cheese, yogurt, fish</i>            |
| 1 serving from the bread group              | <i>ex: bread, crackers</i>   |
| 1 serving FLUID milk                        | <i>ex. skim, whole, soy, chocolate</i>   |
| 2 serving from fruit or vegetable group     | <i>ex: fruit juice (it must be 100% juice), applesauce, mixed fruit cup, carrot sticks</i> |

## Field Trip Policies

Off campus field trips are only scheduled for our 3½ & 4 year old **extended day** class and Four and Five year old **preschool** classes. Our 2 year old and 3 year old preschool classes do not leave the premises but experience "in-house" fields trips throughout the school year, as scheduled. (Mason Fire Department, dentist, postal worker, etc.)

- Parents may be asked to assist with transportation and supervision on **preschool** field trips. Only parents serving as drivers will accompany the class unless it has been announced that additional chaperones are needed. **No siblings will be allowed to accompany the class, so parents must arrange care.**
- When Church vans are used it will be by pre-approved drivers ONLY for class field trips. All staff members are insured through Christ's Church at Mason and have been approved to drive children. Vehicles are checked by a mechanic on a regular basis and checked before/after each trip by the drivers. Parents must provide permission for children to be transported by church vehicles.
- The Lead Teacher will require a PHOTOCOPY of each parent's drivers license and proof of adequate insurance before allowing the driver to transport children other than their own. (This can be done at the preschool office.)
- The programs adult/child ratio must be maintained on all trips.
- Children will never be left unattended in a vehicle at any time.

- Signed, written permission slips will be secured for each child prior to the field trip. Permission slips will include all of the following information: Child's name, destination, parent signature, date signed, approx. time of departure /arrival and date of trip. Teachers will hand carry permission slips on all trips along with full class attendance roster. Attendance will be taken periodically throughout the day to assure all children are accounted for.
- Children will wear identification tags with school name, address, and telephone number whenever leaving church property. Parents will provide and install in the designated car a child restraint seat for their own child as required by the State of Ohio. All other children, not requiring a child restraint seat, will be fastened in with seat belts. No child will sit in a seat equipped with an air bag.
- All Staff members will be trained in first aid procedures. Teachers will carry a stocked first aid box, emergency medical consent/transportation authorization for each child and the health record for any child with allergies, handicapping conditions or health conditions that may require special precautions or procedures during the trip.
- Scheduled Field Trips per year: Monday's 3 ½ & 4's class – about every 6 weeks; 4 year olds – one fall and one spring; Pre-K 5's class – two fall and two spring.

## Child Guidance & Management Policy

Philosophy: It is our strong belief that by maintaining a positive, stimulating and supportive classroom atmosphere where the children are involved in interesting, age-appropriate tasks, the need for disciplinary action will be minimal. The clear establishment of acceptable behavior standards with consistent, gentle enforcement of these standards will facilitate the creation of such an environment.

**If unacceptable behavior occurs, the following steps will be taken:**

- 1<sup>st</sup> Offense:** Children will, whenever possible, be directed from negative behavior with a positive alternative. Gentle reminders of rules will be made in a low-key fashion, preventing the child from embarrassment.
- 2<sup>nd</sup> Offense:** "Time out," in the classroom, will be used when negative behavior continues or for severe infractions of the rules (i.e., hurting another child, destroying property, etc.) A "Time out" will last no longer in minutes than the age, in years, of the child. (ex. 3 minutes for a 3 year old.) "Time out" will be used only once each class day.
- 3<sup>rd</sup> Offense:** The child will be removed from the classroom by a staff member and, with constant supervision, be allowed to regain composure in a private area. Parents will be notified when behavior has reached this point.
- 4<sup>th</sup> Offense:** If a child's behavior reaches the point where removal from the classroom becomes more than an occasional occurrence, the parent will be consulted and an individual plan for managing behavior will be developed. In the event that a child is unable to regain

composure within a reasonable amount of time, the parent will be contacted to pick up the child immediately.

**5<sup>th</sup> Offense:** In the unusual event that the child continues to display inappropriate behavior that requires continual disciplinary intervention by the staff, the Director may suggest either the child be placed in a different class (if an opening is available) or removal from the program (either temporary or permanent). In the case of severe behavior that would directly impact the safety of children, the child would immediately be removed from the situation and depending on the severity of the situation, be temporarily or permanently disenrolled. The director would assist the parents in locating an alternative program and negotiate tuition refund, if any.

The Ohio Department of Job and Family Services asks that we also assure you of the following:

- There will be no cruel, harsh, or unusual punishment (such as punching, pinching, shaking, biting, or hitting).
- No discipline technique will be delegated for any other child, or parent helper, to enforce.
- No physical restraints will be used to confine a child at any time.
- No child will ever be confined in a locked room or enclosed area such as a closet or box.
- Children will never be humiliated or subjected to threats, derogatory remarks, or other verbal abuse.
- Discipline will not be imposed for failure to eat or for toileting accidents.
- Discipline will never include withholding of food or toilet use.
- Techniques or discipline will not humiliate, shame, or frighten a child. Discipline will be done with concern for the child's well being and the safety and well being of others.

**NOTE: THIS CHILD GUIDANCE & MANAGEMENT POLICY APPLIES TO ALL EMPLOYEES OF WEEKDAY MINISTRIES.**

## **Safety Policy**

All children will be supervised at all times.

Parents are responsible for the safe arrival and departure of their children. All children must be accompanied to and from the classroom at arrival and departure times. No child should be left in a classroom without the acknowledgment of the teacher. The teacher must be notified by phone or signed note if a person other than a parent, is to pick up your child. Non-custodial parents may NOT pick up a child unless we have written permission to release the child to the non-custodial parent. If there is anyone who may try to pick up the child from school without parent authorization, please notify the school in writing of this

situation and personally speak to the director. Permission slips are available at the back of the handbook or in the Weekday Ministries Office, to grant permission for any additional people whom you may need to pick up your child.

Children are not to arrive at school more than five (5) minutes before the beginning of class and must be picked up promptly at dismissal time. If, because of emergency, parents will not be on time to pick up the child, call the office so the teacher and child can be informed that you will be arriving late.

A telephone is available in the Preschool Office. Local telephone numbers for police, life squad, hospital, poison control and child protective services are posted near the telephone.

A fire and weather emergency plan is posted in each room. Fire drills will be conducted monthly and seasonal tornado drills will be held. A record of drills is kept in the program files.

In case of weather alerts, staff members will take the children to predetermined safety areas. Emergency routes to these safety areas are posted in each classroom. In the event of a GENERAL EMERGENCY: (which includes: any threat to the safety of children due to environmental situations (fire, tornado, severe weather, loss of power, heat or water) or threats of violence) Fire: The Director will notify local fire department (911) in case of fire and staff/children will be evacuated from the building. Tornado/Severe weather: The Director will have staff/children relocate to the basement until all threat is passed. Loss of power, heat or water: The Director will determine if the lack of any/all of these utilities would make the building unsuitable for staff/children to occupy, parents would be notified for pickup immediately.

Swimming or any other water play activities in bodies of water will not be a part of our preschool program.

If a child is injured in a classroom or during outside play, one staff member will accompany the child to where first aid supplies are stored (kitchenette). Minor abrasions will be cleansed with water and Band-Aids applied. Minor bumps and bruises will have ice applied. More severe wounds or cuts, severe extremity strain or dislocation will be reported to the parent immediately. Life threatening situations will be referred to the nearest life squad and parents will be immediately notified. All injuries and resulting actions will be recorded on an Incident Report and kept on file in the Preschool office for at least one year. An incident/injury report shall be completed when the following occurs:

- a) An illness, accident, or injury which requires first aid treatment, or
- b) A bump or blow to the head, or
- c) The administration of syrup of ipecac, or
- d) Emergency transporting, or
- e) An unusual or unexpected event which jeopardizes the safety of children or staff.

In the event a parent refuses to grant permission to transport their children in an emergency, the nearest life squad will be notified to stabilize the child until parent or emergency contact arrives to transport for further treatment.

Spray aerosols will not be used when children are present at the school.

Suspected cases of child abuse or neglect **are required to be reported** by staff members to the Warren County Children's Services immediately. Staff members have been trained to detect instances of abuse and are required to act if signs of potential abuse are present. MCP and Christ's Church at Mason will not be held liable for instances of erroneous reporting: Ohio law requires that we report all suspicions of child abuse immediately.

Broken toys and any other unsafe objects will be removed immediately from areas where children are present. Harmful materials are kept out of reach.

Staff will always be aware of each child's arrival and departure on the daily attendance forms.

## **Yearly Medicals**

**Licensing requires that each child who is less than six years old, attending the center, shall be examined by a licensed physician prior to the date of admission or within thirty days after the date of admission, and annually thereafter from the date of the examination. A 'Licensed Physician' means a person licensed to practice medicine by the state medical board or by a comparable body in another state.**

The examining physician shall affirm that the child has had all immunizations required. Based upon the medical history and physical condition at the time of the physical examination, the child must be free from apparent communicable disease and is in suitable condition for enrollment in a preschool program.

The Preschool will provide a reminder of "medicals due" through individual child's classroom (with a Child Medical Statement form attached).

The required Child Medical Statement (State of Ohio form) is also available through the Preschool office or can be downloaded from [www.weekdayministries.org](http://www.weekdayministries.org). Other medical forms that you may receive from your physician may not meet all the criteria for state licensing.

## **Communicable Disease Management Policy**

All staff members will be trained in the prevention, recognition and management of communicable diseases through communicable disease management courses approved by the state of Ohio. Staff members are responsible for recognizing common signs of illness. Staff members are instructed in hand washing and disinfecting procedures as part of their training.

Parents are to notify the school immediately when their child has a communicable disease. The child's identity will be held in confidence. Notice will be posted of the potential presence of this communicable disease at the child's classroom along with the date of notification by parent.

Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician indicates, in writing, that the illness is not contagious. (ex. rash, skin condition)

Children will be observed as they enter the classroom and throughout the day. If any of the following symptoms are observed, the child will be isolated from the other children (but remain with an adult at all times) and parents will be contacted to pick up the child. If we are not able to reach the parents within 10 minutes, the emergency contact person will be called to pick up the child. A cot will be available for use as needed. The cot will be cleaned with soap and water, then disinfected with a germicidal agent after each use. All linens used by an ill child will be laundered before use by another child. The child will be readmitted to the school when the symptoms are no longer present or when a physician indicates that the child is no longer contagious.

- a) Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- c) Difficult or rapid breathing
- d) Thick and productive nasal discharge.
- e) Yellowing skin or eyes
- f) Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- g) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with any other sign or symptom of illness
- h) Untreated infected skin patches, unusual spots or rashes
- i) Unusually dark urine and/or gray or white stool
- j) Stiff neck with an elevated temperature
- k) Sore throat or difficulty in swallowing
- l) Vomiting more than one time or when accompanied by any other sign or symptom of illness
- m) Evidence of lice, scabies, or other parasitic infestation

For children to return to class after an illness, we require that they be “fever free” for 24 hours. (Specifically: “Fever free” without the use of any fever suppressing medication.)

A communicable disease chart, listing various symptoms of disease, is posted just inside the Preschool office. Appropriate management of suspected illness shall follow the guidelines outlined in this chart.

To promote a healthy environment, children will be required to wash their hands before snack and after using the bathroom.

No medications will be administered by MCP staff at any time. The only exception is ‘preventative’ medications for a pre-existing condition (ex: epi-pen, inhaler). A ‘Health Care Plan’ form must be on file for children requiring any treatment for a pre-existing condition.

Children who don’t feel well enough to participate in the program day, including playtime, should remain at home.

## **Program Enrollment**

Children are enrolled in age-appropriate classes on a first-come, first-served basis without regard to race, color, religion, sex, disability or national origin. A child may qualify to register in a class of children YOUNGER than our registration guidelines at the discretion of the Director; space permitting. All requests for this exception must be submitted in

writing to the Director detailing the special circumstances to be considered. All other children will be placed in the classroom according to our program registration birthdates. (Age by September 30<sup>th</sup> except "Bridges" class where age 5 years old by December 1.) All children is required to have on file a current Child Medical Statement and Child Enrollment and Health Information form (from O.D.J.F.S.)

Wait lists: Up-to-date waiting lists are maintained when classes reach full enrollment. New children are enrolled as space becomes available.

Class rosters are considered finalized on October 1 of the school year. At that time, any child currently in the program and on a wait list for a different class will be removed from that wait list. As of October 1, our new wait lists will consist of only children not currently enrolled in the program.

## Registration

Registration for the upcoming school year begins in January. A non-refundable Registration fee of \$40.00 (per child) must be paid in full at the time of registration. May tuition (non-refundable) for the upcoming school year is due by August 1 to secure your child's placement in the program for the fall. All accounts must be in good standing (up to date) at the time of registration. If the account is not up to date and payment arrangements have not been made, registration for NEXT school year will not be accepted.

## Tuition

Monthly tuition fees are due the child's **first class meeting of each month**. September tuition is due on your child's first September class (your deposit was for May tuition, NOT September). Fees are based on tuition for the year, so if paid at the monthly rate, they do not fluctuate from month to month. Tuition will be prorated for students who begin their preschool year later than 15<sup>th</sup> of the month. Tuition is due whether or not your child attends their scheduled class.

**Your May tuition is non-refundable and due by August 1 prior to the beginning of the school year as a deposit. (Any registration after that time will require the non-refundable May tuition deposit at the time of registration).**

Make checks payable to Weekday Ministries ~ MCP and place in the **tuition payment box** outside the Preschool Office and note which month(s) the payment is for on your check along with your child's name and class enrolled in. A late fee of **\$15.00** will be assessed for payments not received **by the 10th of the month**. Parents will be responsible for payment of bank charges for any checks returned for insufficient funds. If more than one check is returned for insufficient funds during the year, all tuition payments will need to be made in cash for the remainder of the year. **All late fees and past due tuition needs to be PAID IN FULL for your child to attend their preschool class the month of May.**

## Scholarships/Discounts

**Scholarships** are available and based on individual need. **Ministerial discounts** of 5% are available for those who are serving full time in the Christian ministry. Tuition discount for families with multiple children in the preschool: the third/youngest and additional children are half price. Contact the Director for further information. You will be asked to provide proof of financial need and/or employment in the ministry.

## Monthly Tuition fees:

One day (2.5 hr.) experience for 2 year olds: \$100

One day (4 hr.) extended day experience for 2 year olds: \$120

Two day (2.5 hr.) experience for 2 year olds: \$150

Two day (2.5 hr.) experience for 3 year olds: \$130

Three day (2.5 hr.) experience for 3 and 4 year olds: \$165

Two day (4 hr.) extended day experience for 4 year olds: \$165

Four day (2.5 hr.) experience for older 4 year olds and 5 year olds: \$195

A non refundable annual supply fee of \$35 will be charged per student, payment due at the start of school. A 5% **discount** is available to any FULLYEAR tuition payment made when September tuition is due.

## Withdrawals

(1) Notice of 2 weeks, minimum.

(2) May tuition:

- ✓ This is a deposit of good faith that your child will attend the full nine month preschool program.
- ✓ This deposit/last month's tuition is NON REFUNDABLE.

(3) Permanent withdrawal/removal may be enforced due to unacceptable behavior or lack of tuition payment.

## Arrival/Dismissal

As a part of our ministry, we ask that you please bring your child into the building to their classroom at the designated arrival time (9:00 A.M. AND 12:30 P.M.). The child is to be escorted to and from the classroom. **Please wait with your children in the hallway until the classroom door is opened for arrival. Be certain the teacher is aware of your child's presence before leaving. Be sure your child has the opportunity to use the rest room before entering his/her classroom.** The teacher will open the door at dismissal time and call each child one at a time to be dismissed. If you are unavoidably delayed, please call the Preschool (229-5400) so your child can be informed and comforted. We must be notified in writing if someone other than a parent, or those designated as Emergency Contacts on your Orange Enrollment and Health Information form, will be picking up the child on a particular day. The authorized adult will be required to show photo id at pick-up. This is for your child's safety. Please abide by these guidelines!

We must have on file the names of anyone **NOT** authorized to pick up your child (i.e. custody situations). If there is a custody agreement between parents, a legal document must be in the child's file in order for the agreement to be honored.

**CURBSIDE "Severe Weather" DROP-OFF:** Severe weather drop off will be determined by the Director and is available only when the "Weather Banner" is hanging outside the drop-off doors (Entrance #3). If you choose to participate in this service, you

are asked to pull up outside Entrance #3 facing WEST with your emergency flashers engaged. Drop off is available from 8:50 – 9:00 and 12:20 – 12:30. You will still be required to come to your child's classroom for pick up at the end of class.

## **Indoor/Outdoor Scheduled Play**

Each Preschool class has a scheduled indoor/outdoor play time for each class meeting. Only one preschool class is scheduled at a time. MCP will provide outdoor play each day in suitable weather: If the weather conditions (heat index, lightening, pollen count, excess heat) warrant a safety issue for the children, they will be provided with indoor playtime. See the Daily Schedule posted on the Parent Information Board outside your child's classroom for specific times. Our muscle room and preschool playground are reserved for those children enrolled in the preschool class ONLY. Please refrain from dropping any siblings off to play while the class is dismissing. The State Licensing rules do not permit children who are not on our preschool roster to participate in play in our indoor muscle room or preschool playground. This is a liability for the child who is not on the class roster as well as challenging for the teachers as they are trying to dismiss the children in a timely fashion.

## **Birthdays ("Special Days")**

If your child's birthday is during the school year, you may wish to celebrate your child's "Special Day" by signing up and providing a special snack or treat for the whole class. This special snack, if served during preschool hours, should be healthy and easy to serve. If cupcakes are sent in, the teacher will be encouraged to place them in individual bags to be sent home at the end of the day. In the case of summer birthdays, your child may celebrate their "Special Day" toward the end of the school year. If you have any questions, please ask your child's teacher for suggestions. If you and your child make special treats or goodies bags for each child in the class, your child will be encouraged to hand them out at the end of class. Also, a book may be donated to the Preschool library in honor of your child's "Special Day". These "extras" are just suggestions and are totally up to you and your child. **Remember:** If you are hosting a birthday party for your child and are NOT inviting the entire class, please invite by mail or phone! Please refrain from handing out invitations at the classroom where those children who are not invited may feel left out.

## **Dress**

Casual dress is that which will be comfortable for floor play, outside activity, art experiences, and climbing. Although we make every effort to cover clothing during messy activities, a preschooler's clothing is always in danger of becoming soiled. Certain boots, dressy shoes and sandals can be a safety concern on some play equipment. We suggest **tennis shoes**. Dress your child for the weather, as we schedule outside playtime whenever the weather permits. Teachers use their best judgment, but, in general, outdoor play is encouraged.

## **Insurance**

Christ's Church at Mason carries an accident insurance policy covering all children and staff while they attend their programs, subject to its provisions.

## Office Hours

The Preschool Director and Assistant's office hours will be posted outside the Preschool Office. Messages may be left at the MCP office or on voice mail at other times.

## Photographs

We occasionally take photographs throughout the year of the children as they participate in the program, highlighting the year's events. These photographs are sometimes used by teachers for craft activities, but also as an opportunity to better share MCP with the community. Please see the Director with any concerns about these practices. (If you do not want your children photographed for any promotional articles or publications, please leave documentation stating that at the preschool office.) No photograph of a child from our program will be downloaded to a personal social networking site (Facebook, blog, etc.) by any of our Weekday Staff.

We schedule a week of professional "School Pictures" for each of our preschool classes in the fall. Packets will be available to purchase along with a class composite. We also schedule professional "Spring Photos" in the springtime by appointment only. These are both optional activities that are offered for the convenience of the program families.

## School Closings

The program calendar will designate any scheduled holidays that the school will be closed. We follow **Mason City School** calendar as closely as possible.

- ✓ **SNOW CLOSINGS** are same as the **Mason City Schools. (Not Mason County, Kentucky)** and our preschool will be closed for all "snow days".
- ✓ **Mason City School PM Kindergarten/preschool closing:** all our PM classes will be cancelled.
- ✓ **One or Two Hour Delay: ALL OUR PRESCHOOL CLASSES WILL MEET AS REGULARLY SCHEDULED – no delay.**

Please listen for announcements on television and radio reports or check the **Mason City Schools** website at [www.masonschoools.org](http://www.masonschoools.org) or the **Weekday Ministries** website at [www.weekdayministries.org](http://www.weekdayministries.org). We do not contact families individually. You may also call the preschool directly (229-5400) as the voice mail will be changed daily to reflect the status of closures. No refunds will be given for class cancellations and unfortunately space limitations do not allow us to make up missed days.

## Staff

The school staff consists of the Weekday Director, Preschool Director, Weekday Assistant, and two or three teachers per class. All staff are well experienced in caring for young children and have received special training in First Aid, Communicable Disease Control, Child Abuse Recognition, Child/Infant C.P.R. and child development.

## Toilet Training

Children enrolled in the 3 ½ & 4 year, 3 year, 4 year or Pre-K classes are expected to be fully toilet trained. We staff ONLY the two year old classes to meet the rigorous demands of diaper changing and toilet training. However, we will not deny any child participation in

our preschool program due to a developmental or physical challenge that may affect their ability to be toilet trained. Please provide documentation of this disability from your child's pediatrician if your child is having challenges learning this important area of independence.

## **What to Bring**

Each child should bring a tote bag or backpack to transport papers and art projects. Please provide a bag large enough to hold art projects and notices sent home. Children who are in the process of toilet training should also bring a change of clothing. Diapered children should bring at least two diapers and a supply of wipes each class day. Please **LABEL EVERYTHING** with your child's first and last name. Children attending an extended day class are to bring their lunch in a labeled lunch container.

## **Our Developmental Goals for Young Children**

The developmental approach for all our classes allows for the natural differences in skill levels, which occur in each age level. Children are encouraged to grow socially, emotionally, physically, cognitively, and spiritually at their own pace. The goals listed with each level are broad enough to encompass the developmental stages of the children.

### **Two Year Olds**

- to feel loved and secure in an environment of many small children
- to begin communicating wants and needs to a caregiver other than Mommy
- to enjoy parallel play
- to be encouraged to share, in the first stages of interactive play
- to express themselves through movement and music
- to learn through touch, taste, sound, sight, and smell
- to separate from Mommy easily, knowing she will return
- to allow Mommy some time away, knowing her child is well cared for
- to build early basic self-help skills
- to begin small group participation (stories, singing, conversation)
- to express creativity in mediums such as painting, pasting, coloring, and drawing
- to further develop gross motor skills, such as climbing, balancing, jumping, and running
- to experience many hands on activities with a variety of stimuli
- to have time to play and interact with peers in a loving and supportive environment
- to practice fine motor skills
- to build self-esteem by having successes highlighted and failures diminished

### **Three Year Olds**

- to explore an environment through active participation and play experiences
- to make friends in a setting outside the home and learn to focus on the needs of others
- to experience art creatively
- to practice gross motor skills
- to practice fine motor skills
- to learn rules and use them effectively; to discover the consequences when rules are not followed
- to discover new concepts through hands on activities
- to begin making comparisons and perform simple classification
- to begin enjoying activities in a group setting
- to take responsibility for a simple classroom task (flag holder, song leader, etc.)
- to have time to play and enjoy interacting with peers

### **Four/Five Year Olds**

- to be free to learn and discover in an enriching environment with loving guidance
- to learn to respect the wants and needs of others and develop friendships in the process
- to develop a positive attitude toward play and learning
- to use art materials in creative ways and enjoy the creative process
- to participate in large group activities
- to further develop a sense of acceptable behavior and gain self control
- to independently practice good personal hygiene
- to move independently from task to task and complete a task before moving on
- to learn that mistakes are part of learning and be able to go on
- to feel pride in individual strengths as gifts from God
- to perform a given class responsibility (line leader, calendar person, song leader, etc.).

### Sample Daily Schedule

- 9:00 or 12:30      Greet Children \*\*  
                           -engage in welcome activity or story
- 9:05 or 12:40      Opening Circle time  
                           -Pledges to the flags (American & Christian)  
                           -Calendar; Weather Bear; Job assignments  
                           -Alphabet and Counting chart  
                           -review Bible verse (also to American Sign)  
                           -introduce Learning Centers & planned activities  
                           -read children's literature related to days activities
- 9:35 or 1:00        Learning Centers  
                           -children are encouraged to participate in a variety of activities  
                           -sharing, respect for others at play, cleaning up before moving  
                           to different play/activity are encouraged
- 10:10 or 1:35      Clean up
- 10:15 or 1:40      Bathroom break and Snack time
- 10:30 or 2:15      Muscle room/Outside Playground
- 10:55 or 2:30      Circle Time \*\*  
                           -Review what we learned today  
                           -Group game/finish up activities  
                           -Sing songs/closing group game
- 11:20 or 2:50      Pack up/closing prayer
- 11:30 or 3:00      Dismissal
- \*\* Chapel is scheduled Thursday or Friday @ 11:10 a.m. or 12:45 p.m. for  
 3's, 4's and Bridges classes.

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## Permission Slip

I, \_\_\_\_\_ grant permission for my child, \_\_\_\_\_  
to be picked up from **Mason Christian Preschool**  
by \_\_\_\_\_ or \_\_\_\_\_  
on \_\_\_\_\_ **Date(s) or day of week**

\_\_\_\_\_ parent signature      \_\_\_\_\_ date  
Class my child is in \_\_\_\_\_.  
name of class

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name of class