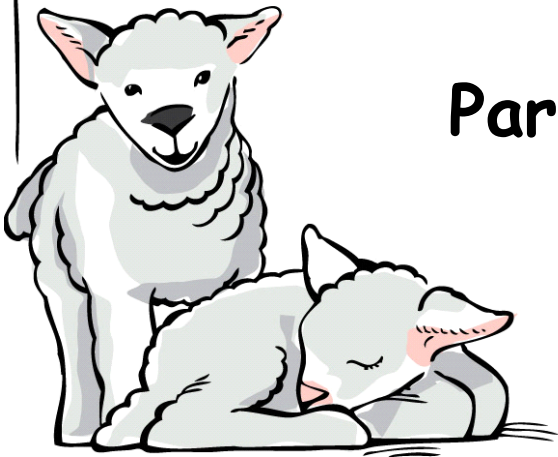




# Mt. Pisgah Lutheran Church & Preschool

## Parent Handbook



Mt. Pisgah Lutheran Church & Preschool  
2606 Chimney Rock Road  
Hendersonville, NC 28792  
828-698-5900

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the written authorization of Mt. Pisgah Lutheran Church & Preschool

MPLP reserves the right to adopt/amend rules and regulations as deemed necessary. The  
Student and the Parents or Guardians shall comply fully with the rules and regulations as  
stated or amended in the Student/Parent Handbook.

Amended for Mt. Pisgah Lutheran Church & Preschool  
Hendersonville, NC, 28792

(Revised August 8, 2022)



**Mt. Pisgah Lutheran Church & Preschool**  
**Early Childhood Development Center - Parent Handbook**

**Historical Perspective/Governance** - Lutheran parochial education has 150 years of rich heritage in the United States. The Lutheran Church Missouri Synod has over 1,300 early childhood development centers dedicated solely to the educational and spiritual growth of young children. *"When Schools flourish, all flourishes."* Martin Luther 1483-1546.

MPLCP was established as a community outreach ministry of Mt. Pisgah Lutheran Church in Hendersonville, North Carolina. It was the prayerful decision of the congregation to include this ministry in the design and construction of the new education wing of the church building. The Early Childhood Ministry Board of Mt. Pisgah Lutheran Church governs and controls the Preschool Program. This Board is comprised of congregational members, the director, and the church pastor.

**Philosophy** - Mt. Pisgah Lutheran Preschool, hereafter referred to as MPLCP, is a not-for-profit ministry of Mt. Pisgah Lutheran Church, providing an educational childcare program of the highest quality designed to meet the needs of concerned working parents. A Christian atmosphere permeates our center. Prayer is said before lunch, religious holidays are honored, birthdays are celebrated, Bible stories and songs are shared, and there is weekly chapel for the children.

MPLCP is a licensed childcare center following all NC State childcare laws and is monitored by the North Carolina Division of Child Development. The Center is operated as a non-profit institution, for children of any color, race, or creed, and we are licensed to serve children from birth to 12 years. The size of the groups varies, depending on the age and development of the child.

Childcare and preschool frequently represent the child's first separation from home. Part of this experience is learning that other adults can be helpful and loving. Children have much social learning to do. This is accomplished best in an atmosphere of love and concern for the needs of each child. Programs are planned to encourage and develop individual strengths and abilities, while helping your child to understand the value of cooperation and interaction with others. This is achieved through working, learning, playing, and sharing with other children as well as with adults. Play is the child's work. We take advantage of this fact and add many facets of early childhood teaching techniques to build a happy and strong foundation. To accomplish this, we balance active time with quiet time, teacher-directed activities with child-selected ones, and structured learning with fun-time. We will encourage the child's natural curiosity and eagerness to learn about the Lord's creation.

**MPLCP Mission Statement** - Mt. Pisgah Preschool is dedicated to sharing with each child and his/her parents God's unconditional love so that children and their families may grow, mature, and become part of a community of fully devoted followers of Jesus Christ. *It is imperative that parents respect the religious nature of our center.*

### **MPLCP Vision Statements**

It is our Vision...

- To nurture every aspect of a child's development, while reaching out to the family and community as a whole.  
To value each child as a unique and special child of God, encouraging his/her individuality and self-esteem.  
To provide a balanced program to meet the total needs of the child to grow spiritually, socially, emotionally, intellectually, and physically.  
To value a child's play experience as an avenue of learning and provide a developmentally appropriate program for all children of any race, creed, nationality, or ethnic background.  
To provide a safe, stimulating, hands-on environment for children to interact with others and increase in ability and knowledge within a small group experience.  
To nurture the spiritual and professional development of our staff; thereby, enriching their lives.

**Application/Admissions** - MPLCP does not discriminate on the basis of race, color, religion, national origin, ancestry, physical disability, or gender. All paperwork must be completed prior to the child's first day at the Center. No child may attend without a completed Application for Child Care. Failure or refusal to complete all paperwork will result in non-acceptance or dismissal from the program.

**Making the Transition** - Your child's well-being is our primary concern. We want you to feel comfortable and confident as you combine your role as parents with your careers. We want the time your child is in our care to be as free from worry for you as possible. We do this by always adhering to strict operational policies which govern, for example, discipline, administration of medications, or release of children to others. We will send you a Procare message if anything is amiss but, otherwise, we will share your child's day with you when you arrive in the afternoon. Because consistency in child-rearing philosophy between the child development center and the home is best for the child, we will honor parents' concerns and wishes for development to the best of our ability. As your child's home away from home we want the time spent in our care to be of the best quality. We are open for 10.5 hours daily for the convenience of working parents. However, it is not in a child's best interest to spend that many hours daily in care. Time in our care should be limited to nine hours daily.

To ease the transition, the staff will greet each child warmly each morning as he/she arrives and bid each goodbye with anticipation of the next day. Quality childcare is developmentally appropriate; for example, younger children need the most individual adult attention. As children grow older, they clearly benefit from more association with other children. These principles are reflected in our staff-to-child ratios and the emphasis of personal interactions with all the children.

**Your Child's Home Away from Home** - MPLCP is unique because it was built by Mt. Pisgah Lutheran Church specifically for the education and care of children on a full-time basis. The physical structure was designed to take advantage of our unique site. The building was planned with attention to the little ones and with space adequate to meet or exceed state licensing requirements. The building is well constructed and equipped with age-specific toilets, hand washing sinks, smoke detectors and other safety measures. Fire emergency exit routes are posted in each room, and drills are practiced monthly. Each room has two exits. However, access to the building is controlled for the safety of the children. Safety, security, and cleanliness are maintained at all times.

Our playgrounds are completely enclosed with gates locked at all times in keeping with state licensing guidelines and offers a variety of outdoor equipment to enhance the learning experience. Opportunities for hands-on experiences will be provided throughout the day. Our outdoor play spaces include a sandbox, an art easel, and a play structure for climbing and sliding. We also have a hard scape play area with trike track and picnic tables and a nature trail with an outdoor classroom for the older children.

**Hours of Operation and Holidays** -The Center will operate between 7:00 AM and 5:30 PM (7:30-5:00 for infants), Monday through Friday, year-round. Although we are open ten- and one-half hours a day, children may not be left in our care for more than 9 hours daily. The Center will be closed, and care will not be provided on holidays and for staff training workdays. A calendar will be published annually. No credit or refund of tuition shall be given for the days that the center is officially closed. Tuition is the same for each week regardless of holidays or closings.

**Closing due to Weather** - In the case of inclement weather we follow the inclement weather closing policies of Henderson County Schools. Please listen and watch for their report. All closings are subject to change by administrative decisions. We have an Emergency Call System and ProCare that will be initiated when needed. The number is 888-996-3623, please make note or store this number in your phone so you will know that the preschool is calling with an announcement. If you miss the call, you may call back to hear a recent announcement.

A phone blast with a pre-recorded automated message. Families are asked to provide only one number for the emergency automated system to call.

**Closing Early - Notice** - In the event of early school closings due to inclement weather, please note we will close 1 hour after the Henderson County Public Schools giving parents time to pick-up public-school children first if necessary. A phone blast will be sent out for your notification ASAP.

**Safe Arrival and Departure Procedures Policy: Arrival, Dismissal, Signing In and Out** We ask that parents closely supervise their children and families stay together when arriving and departing from school. Whomever drops off or picks up a child must sign the child in and out via the check-in computer or if not registered in the system, on the clip board next to the check-in computer. Signing in and out and Emergency ID Tags are a VITAL part of our safety procedures. Everyone responsible for signing children In or Out is required to adhere to our policies.

- **Upon daily arrival** children must be escorted into the facility by an adult. The child's Emergency ID Card must be retrieved.
- **Upon daily departure**, an adult must come inside the facility to pick up the child. The child's ID Card must be returned to the pocket chart. Children will not be released from playground areas.
- Children will **only be released to persons listed on the child's application** as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of persons other than known parent/guardian. We reserve the right to ask for identification at any time.
- Authorization from parent/guardian is required **in writing** when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.
- Children must never be left unattended while inside and outside on the premises.

*Voucher Assistance Families: Due to state requirements, if you fail to log your child into and/or out of the check-in computer or sign in sheet, your child can not be counted as present, and you will not receive the allotted subsidy for that day. It will then be your responsibility to cover the cost of that day's tuition.*

**Attendance-** We value any time your child may be able to spend at home with your or your relatives. However, if your child is ill or absent for any reason, please notify the Center via ProCare. No vacation or sick time is extended. **Full tuition is due whether your child is present in the Center or not. No credit is extended due to illness, holidays, or inclement weather.**

Because children thrive on routine and generally prefer to know what to expect, we ask that you establish a routine. This is very helpful in making a smooth transition from home to school. Help your child put their belongings in their cubby, use the facilities and wash their hands upon entering the classroom. **Arrival and departure should be brief and routine.** Please do not sit in your vehicle in view of the classroom and playgrounds and talk on your phone or conduct business. We have a no cell phone policy for teachers and parents as well. Please do not talk on your phone while picking up or dropping off your child(ren). Both you children and staff need your attention during these times.

All children need to be at the center by 8:30 AM for the breakfast meal and following circle times and activities in their classroom. Your child must be dropped off not later than 8:30 AM and those not in attendance by drop off may not attend for the day unless prior arrangements have been made. We ask that you respect this requirement to avoid disrupting classroom activities and so that your child is included in the daily lunch count as well as the learning opportunities of the day. Children picked up early in the day may not return during rest time- 11:30 AM - 2:30 PM. Children may not be dropped off during quiet/nap time. Please send a Procure message or call 698-5900 to leave a message if your child will not attend for the day. If you plan for your child to be absent or on vacation please notify us in writing, forms located outside the office.

**Communication** is a key part of our daily operations. Parents are responsible to communicate with the Preschool, preferably through Procure and/or by email and phone. We are not always able to answer the phone as our main priority is caring for your child. We do the best we can and expect communication from our parent as a common courtesy.

**Tuition and Fees** - Checks should be made payable to "MPLC and placed in the payment box located outside the Director's Office. **Tuition is due on Friday prior to the week of care.**

**A Non-Refundable Registration fee** of \$75.00 and **Activity fee** of \$60.00 for each child is due upon enrollment and annually every year.

**School Hours, Hours of Care & Operation, Holidays and Closures** -We are a Pre-school and follow a typical school day schedule of 8 AM to 3 PM. A full day is 7-hours.

Additional Care hours are available, but parents must select a schedule and adhere to it. Schedules are: 7:00 AM to 4 PM; 7:30 to 4:30 PM; 8:00 to 5:00 PM; 8:30 to 5:30 PM

**The tuition is \$150 for all students.** Parents may opt for 2 additional hours of care for a total of 9 hours. Although we are open ten and one-half hours a day, children may not be left in our care for more than 9 hours daily.

**Costs for additional care are as follows:**

<b>Ages 0/1</b>	<b>\$45 per week</b>	<b>+ \$150 Tuition</b>	<b>\$195 per week</b>
<b>Ages 2/3</b>	<b>\$35 per week</b>	<b>+ \$150 Tuition</b>	<b>\$185 per week</b>
<b>Ages 4/5</b>	<b>\$25 per week</b>	<b>+ \$150 Tuition</b>	<b>\$175 per week</b>

**Overtime Charges:** There will be a \$10 per half hour charge added to all accounts that exceed 9 hours per day.

Discounts are available for families with more than one child with tuition decreased by \$25.00 per week. This is only applicable for those who choose extended care hours and are not on vouchers.

**Late Fee:** A \$35.00 late fee per child will be charged if tuition payment has not been paid by the close of business on Monday. Your child will not be allowed to attend school on Tuesday morning if payment arrangements have not been made. Tuition that is delinquent may result in the dismissal of the child until payment is made in full. A payment plan may be worked out with the Director before tuition is past due.

**Returned Checks** - A fee of \$35.00 will be charged for all returned checks. After the second returned check, fees will be accepted only by money orders. No member of the staff is permitted to handle cash or make change, and receipts will not be given. An account statement may be requested at any time.

**Late Pickup Fees** - Our goal is to care for your child in the best possible way. Children become anxious when it is time to go home, and no one has come for them. It is not only unfair to the child but to the teacher as well because he/she cannot perform the duties required at that time. You will be charged \$5 for the first minute and \$1 for every minute thereafter. It is your responsibility to contact us if you are running late.

**No credit or refund of tuition** shall be given for the days that the center is officially closed. Tuition is the same for each week regardless of holidays.

**Voucher Assistance** - Our tuition is more than what a DSS voucher covers. If your child receives voucher assistance payments, you are responsible for and agree to pay all fees not covered by voucher assistance. You also will be required to pay in advance of care. Attendance rules must be adhered to and a daily rate for any absences over five days during the month will be charged to your account. Due to state requirements, if you fail to log your child into and/or out of the check-in computer or sign in sheet, your child can not be counted



as present, and you will not receive the allotted subsidy for that day. It will then be your responsibility to cover the cost of that day's tuition.

**Termination of Attendance** - We reserve the right to terminate a child's enrollment for any reason including violations of policies and rules of the Center or of the NC Division of Child Development. Parents and/or guardians need to abide by the rules and guidelines that are outlined in this Handbook.

**Withdrawing your child** -A **two-week written notice** is required, (forms are available under the payment box outside of the office), prior to withdrawing your child. We are a small non-profit center and proper notice is essential to ensure the fiscal health of our center. We will not refund any money for those who have not given the required notice in writing. Should you wish to apply for re-enrollment, the registration fee must be paid, and re-admission is contingent upon available space. Any items left at the center 30 days after the last day of care, will be donated.

**Child Custody** - *"The parent, guardian, or full-time custodian of a child enrolled in any childcare center subject to regulation under Article 7 of Chapter 110 of the North Carolina General Statutes, shall be allowed unlimited access to the center during its operating hours for the purposes of contacting the child or evaluating the center and the care provided by the center. The parent, guardian or custodian shall notify the on-site administrator of his or her presence immediately upon entering the premises."*

In other words, we cannot prevent a parent's access to their child(ren). Please inform the center director in cases where there are legal issues concerning custody of a child. The center must have a copy of all court orders on file.

Please DO NOT ask us, call us, or subpoena any of our staff to testify in your divorce and/or custody case. We will gladly supply school records to both parents upon request. While we advocate on behalf all children in our care it is not our job to mediate for a parent or take sides. If any staff member is required to be out of the building there will be a charge of \$25 per hour, per staff member. In cases where the welfare of a child is of concern the fee may be waived. If called by an official agency we will respond as requested without charge.

**Records** - Your child's records will be maintained in the office of the Director of MPLCP. Information pertaining to your child will not be disclosed to persons other than the Center staff or other authorized personnel unless you have granted written permission to do so, or in an emergency.

**Health Records** - A current Health Assessment by a licensed physician that includes a record of the child's immunizations is required prior to enrollment. We do not accept religious

exemptions, and immunizations are required for all children and must be kept current.

**Health Procedures and Guidelines** - We will promote the health and safety of your child by providing a clean, smoke-free environment, safe toys, supervised physical activities, and disease-prevention resources for parents. For the protection of the children, we **MUST** enforce rules on illness and administration of medication.

**To help us successfully meet all our goals, the following guidelines have been set:**

We do not care for sick children, and they must remain home. Please do not bring your child to school if he/she is showing symptoms of illness. If we notice any symptoms while your child is in our care, we will call you to arrange to have him/her picked up. If we send your child home due to illness, he/she must remain out of the Center for at least 24 hours. This means that a child may **NOT** return to the Center the day after being sent home. The unacceptable symptoms are as follows:

- a. Temperature above normal. 98.6
- b. Pus or mucus in the eyes
- c. Continuous mucus from the nose
- d. Child is lethargic
- e. Diarrhea
- f. Vomiting
- g. Skin rash (unknown origin), head lice (no nits) or other contagions.

An ample supply of diapers/pull-ups and wipes must be provided for any child not fully potty trained. We require that your child have at least three sets of clothing, including socks and underwear and at least one extra pair of shoes at school. A change of clothes may be necessary after sand and water play, or in case of accidental soiling. Dirty clothing will be sent home each day. Failure to provide adequate supplies or clothing will result in children being sent home until the necessary items are provided.

**Administration of Medication** - The Center will **NOT** administer a non-prescription medication. Prescription Medication will only be given to the child for whom it is prescribed. The Center will administer physician-prescribed medication only upon the written request of the child's parents or guardians on our "Authorization to Administer Medication" form. The medication will be kept in the original container with the prescription name & number, the child's name, the amount and frequency of the dosage, the name of the physician or other health professional, and, finally, the date the prescription was filled on the container. All of the above will need to be included on the label of a sample prescription, and the sample should

be stored in the original manufacturer's packaging. The original container will be locked up by the Director or your child's Lead Teacher. **PLEASE, FOR THE SAFETY OF THE CHILDREN, DO NOT LEAVE MEDICATION IN YOUR CHILD'S TOTE BAG!**

Medication administration records are kept on the form provided to parents for consent. MPLCP staff will NOT give the first dose of medication. The first dose must be given by the parent/guardian and the child monitored for the risk of side effects and/or allergic reactions to the medication. If parents do not pick up the remaining medication after 72 hours of the child's last dose, the Director will dispose of the medication. Breathing treatments will be given in an area separate from the other children to ensure that only the child receiving the treatment breathes in the medication.

**Reporting of Communicable Disease/Pick Up of Sick Children** - Parents will be informed of all communicable disease occurrences. Symptoms will be reported immediately to parents. Sick or injured children will be isolated from the other children and will be made as comfortable as possible until their parent arrives. Parents have **one hour** from the time that they were notified to pick up their child. If the child is not picked up within the hour time, the emergency contact person listed in the child's file will be notified and asked to pick up your child.

**Reporting Suspected Child Abuse/Neglect** - According to NC State law, any MPLCP employee is mandated to report any suspected child abuse and/or neglect to the Department of Social Services (DSS). The Director is NOT required by law to notify the parents before contacting DSS.

**Accidents/Injury** - In the event of an accident, appropriate procedures will be followed, and parents will be notified. Reports are kept on all accidents, and copies are to be signed by the parent at the end of the day. In the event a child needs emergency care, information provided on the child's application will be used. If we cannot reach you, we will call 911 or take the child to the Hospital listed on this form.

**Fire Drills** - Fire drills are conducted monthly, and the date and amount of time to evacuate is recorded and kept on file at the Center. Emergency evacuation plans are posted in conspicuous places throughout the Center and in each classroom.

**Smoke Free & Tobacco Free Environment:** Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of MPLCP. Thirdhand smoke is lingering contamination from tobacco smoke toxicants that can stay on surfaces long after tobacco products have been smoked. Studies have shown that days, weeks and even months after tobacco has been smoked there are harmful particles that remain on clothes, car seats, and

other fabrics. Infants and children are especially vulnerable to thirdhand smoke exposure because of their immature respiratory and immune systems. For this reason, please keep all items brought into MPLCP free of residue.

**Plastic Bag Free Zone** - Please bring all items in paper or reusable bags. We are not allowed any plastic bags/wrap where children have access to them, this is why our soiled clothes bins are all above 5ft. high.

**Our Staff** - MPLCP is committed to providing children with a caring and nurturing Christian staff that values the opportunity to share the love of Jesus with the children in their care. The staff selection process includes interview, health examination, work experience check, criminal history background check. Our staff is provided with benefits and participates in continuing professional staff development opportunities with staff meetings and in-service workshops, including CPR and First Aid training. Copies of all training certificates are kept in our staff files.

**Staff Conduct & Ethics Policy** - The following policy plays a very important part in maintaining proper relationships between our parents and staff. Please take a moment to read this policy with the understanding that violations can result in a staff termination:

"Mt. Pisgah Lutheran Church and Preschool has adopted this policy to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, and/or possible claims of sexual harassment. Employee morale and dissension problems can potentially result from relationships between staff members, school family, and church members.

In keeping with the State Standards as well as our own Christian beliefs, no person shall be employed or remain employed who engages in illicit behavior, uses illegal substances, uses alcoholic beverages before or during work hours, or engages in aggressive behavior toward children, parents, church members, or fellow staff.

Staff members are reminded that all phone numbers, emails, letters, and contact lists are confidential and the sole property of the school. Use of such materials to solicit students or parents into alternative arrangement for care is strictly forbidden. Participation in "gossip" talk disparaging the reputation of the school, its policies, staff, or administration is punishable by appropriate action.

Staff members are prohibited from engaging in behavior that is unlawful, considered professionally inappropriate, or is morally questionable.

Certain relationships are established between parents and our school staff members as a normal result of operating our Preschool. These relationships are typically very good and enhance the education and nurturing of our children. It is important that Preschool Staff

members be sensitive to any actions that could be deemed as a conflict of interest in their association with parents and children and their committed responsibilities as an employee of MPLCP. Taking care of preschool students at any time other than the normal preschool hours is prohibited. Staff are Prohibited from transporting school children to or from the premises except in cases of emergency.

An employee involved in or asked to engage in such activity should immediately and fully disclose the relevant information to a member of the leadership team. Failure to do so will result in immediate termination. MPLCP will determine if an exception to the policy is possible. All complaints should be taken directly to MPLCP regardless of the situation or circumstances in which the information was uncovered.

If a violation is discovered, MPLCP may take whatever action they deem appropriate according to the circumstances. Disciplinary actions may be in the form of a verbal or written plan, and/or suspension without pay."

**Teacher Gifts** - The ECM Board policy regarding gifts to school employees is, "Gift cards may not exceed \$25.00, and under no circumstances are employees to accept cash."

**Our policies** are designed for the safety, well-being, and protection of all concerned. We are bound by confidentiality and parents also have a responsibility to choose words wisely when discussing anyone or anything concerning the church, school, families, and members. Participation in "gossip" talk, verbally or on social media, disparaging the reputation of the school, its policies, staff, or administration is considered unethical and detrimental and grounds for dismissal.

**Parent Information, Involvement, and Visits/Conferences** - Parent information, including information on child development, development benchmarks, and parenting, can be found at the Parent Information area.

Every child is provided a cubby for storage of personal items. Your child's cubby is the place we provided VITAL information for parents. It can contain correspondence from the church, school administration, the director, and/or teachers. It also contains the items that your children have created while at preschool. You may view these items as trash, but the teachers and children do not. If you wish to dispose of the artwork, please do not do so in front of your child or at school. Thank you for your cooperation.

It is part of our philosophy to bring together the child's school and home environments. It is to the child's advantage that we work together cooperatively. A child receives a great deal of satisfaction when parents are interested and involved in the life of "his/her" center. For

these reasons, we request that each parent attend the Parent meetings when scheduled and keep abreast of school events through calendars and newsletters. We do offer parent involvement activities to give you a chance to participate in events with your child at the school. Examples of activities include participating as a room parent or being actively involved in the Christmas program, and fund-raising events. Communication between staff and parents is specifically encouraged. We urge parents to speak with care givers and keep us informed of significant home events. This will allow us to deal sensitively in all situations.

Visits to MPLCP by parents are always welcome. Your child's Teacher and/or the Director are available to discuss your child's progress at any time and will regularly bring matters to your attention when necessary. The parent(s) may request a Parent/Teacher conference at any time.

**Volunteers Policy** - Volunteers and Parent Helpers are always welcome.

Thank you so much for your interest and willingness to volunteer or be a parent helper in your child's classroom. Your time and dedication to your child and the classroom supports our goal to create a rich experience for all.

**The definition of a Parent Helper is as follows:** A volunteer is defined as a person who aids in our center and classrooms. When helping with children, Volunteers and Parent Helpers must remain in the classroom and always be accompanied by a teacher. Volunteers and Parent Helpers must be within view and ear shot of a staff member. Volunteers are NEVER to be alone with a child or a group of children and are not counted in ratio.

**The Parent Advisory Committee (PAC)** is a group of parents that serve as a support to the staff and administration of the school.

**The PAC partners with and contributes to Mt. Pisgah Lutheran Church's Preschool by:**

- Supporting extracurricular activities
- Assisting in the flow of communication
- Representing the school to the community at large
- Leading the fund-raising programs
- Organizing, planning, and executing special events
- Supporting the admissions process for incoming students and families
- Working alongside the staff as community representative of the school.

**Members of the Parent Advisory Committee:**

The Parent Advisory Committee is composed of parents who volunteer to participate. Parents represent the classrooms that they have child(ren) in that year. The parents and teachers serve for one year.

### **Parent Advisory Committees Responsibilities:**

To represent their respective classroom at the school, acting as an advocate for the children and their families.

To serve as a guide to the school for other families.

To listen and encourage open communication between families and staff.

To work in close partnership with teachers and the administration.

To plan special and cultural events and related activities at the school.

To work cooperatively and collectively with the school administration not as an independent body.

To respect the confidentiality of meetings and not share sensitive information or express personal opinions about the topics discussed at the meetings, the administration, or the faculty.

### **Parent Advisory Committee Meetings:**

The Parent Advisory Committee will meet at least quarterly, and will collectively decide, each year, the most convenient day and time to do so. Members should make every effort to attend the meetings.

**Our program** is based on the knowledge that children learn best through their first-hand sensory experiences of feeling, listening, tasting, smelling, and observing. Children need to handle, manipulate, experiment, and explore; however, they also need and expect certain guidelines, rules, and routines in order to feel safe and secure. We provide various materials and learning opportunities as well as the protective controls that children need for optimal learning. Activities are planned around age-appropriate objectives and units. Our One in Christ religious curriculum is organized around basic Biblical themes, and we encourage families to follow the themes at home

**Program & Curriculum** - MPLCP program of childcare and early childhood education includes our religious curriculum, One in Christ is used in all classrooms with all children. We use, High Reach, a state required curriculum, for children 4 years of age and over. Our staff is always teaching, storytelling, sharing, music, playing, and enjoying weekly chapel. We believe that hearing Bible stories is an important part of the development of a child because it teaches about God's love for the world, especially shown in Jesus Christ. We also believe that a child's knowledge of that love is the best way of developing each child's unique personality and a positive self-image in both individual and group situations.

Our program provides experiences and activities that will meet your child's spiritual, emotional, social, intellectual, and physical needs. Your child will be guided to start taking part in small and large group activities. This combination of experiences will broaden your child's aptitude for future schoolwork, while allowing free reign for imagination and creativity.

**Your child will be guided:**

- To become aware of and have an interest in a broadening world
- To develop a sense of pride in himself/herself and the world in which he/she lives
- To make a happy transition from home life to school life
- To talk to God through a regular practice of prayer
- To work and play comfortably with other children
- To manifest some degree of self-discipline and self-control
- To hear basic Bible stories and relate them to living now
- To grow in verbal, sensory, motor, and conceptual skills
- To observe and use simple health and safety rules
- To help think and act for self while accepting the rights of others.

The basic program of the Center includes outdoor play with games, exploring, exercise, indoor child-selected play with developmentally appropriate toys, sand and water play, prayers, songs, Bible stories, music, chapel, story time, science, cooking activities, and art.

**MPLCP PROHIBITS** punishment that is humiliating, frightening, or physically harmful to a child. Instead, we offer praise and reinforcement. MPLCP uses redirection and time out to deal with behavior issues per NC State regulations.

**Standard Behavior Management** - We believe that all our children can behave appropriately at MPLCP. Setting limits helps the children. If a child acts improperly, we will explain to him/her why his/her actions are unacceptable.

Teachers are directly responsible for the behavior management of the children in their care. Teachers facilitate the development of self-control in children by using the following positive guidance techniques:

- Having clear, consistent expectations for age-appropriate classroom behavior
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts



- Modeling skills that help children solve their own problems

The teacher may ask children over two years of age to sit apart from others for a brief period (one minute for each year of the child's age), if there is repeated behavior requiring disciplinary action. This is time for the child to calm down until he/she is ready to rejoin the group.

If all conventional techniques are exhausted, a parent-teacher conference may prove to be effective. This is an opportunity of sharing between teacher and parent possible causes and/or solutions. Repeated misbehavior will result in a conference between the Director and the parent(s). With the parent's permission, we may seek the intervention of a behavioral specialist

If there is a behavioral issue, parents will be asked to sign the Mt. Pisgah Preschool Behavior Policy which will be kept in the child's file.

## **Mt. Pisgah Preschool Behavior Policy**

We strive to redirect unacceptable behavior whenever possible, however, sometimes we need your help. Your child has been exhibiting disruptive and/or aggressive behavior. This Behavior Policy was developed to protect the rights of the teachers, staff, and other children. We cannot allow disruptive behavior, or others to become victims of aggressive behaviors. Example of behaviors that will not be tolerated are hitting, scratching, biting and blatant refusal to follow the directive of the teachers and staff. We will call you to pick up your child; if they refuse to participate in normal daily activities, if they spit, or if they bite and it breaks the skin.

We would like you to be aware that if a child deliberately inflicts physical harm to another child or to a staff member, or is causing disruptive behavior that is disturbing the well-being of his/her peers, that the following procedure will occur:

There is a limited amount that we can do when it comes to discipline. There are certain unacceptable behaviors that we cannot tolerate. When these types of situations happen, we must call you to pick up your child. We feel it is solely the parent's responsibility to handle disciplinary actions in these cases. This means your child will be sent home for the day. Please reinforce with your child that these types of behaviors will not be tolerated, so that they do not occur again.

**1st Offense:** Parents notified concerning specific incidents, at the end of the day.

**2nd Offense:** Parents will be notified, and the child may have a one-day suspension. Outside help is strongly recommended at this point.

**3rd Offense:** Parents called, and child must be removed from facility as soon as possible. The child will have a one-week suspension. Parents, child, and involved staff will have a meeting before the child may return.

**4th Offense:** Child will be formally dismissed and will not allowed to return to our facility.

For the safety and well-being of all at Mt. Pisgah Preschool we cannot allow disruptive, aggressive, or abusive behavior. It is our intention to do our best for each and every child in our care.

I have received a copy of the Behavior Policy and am aware of the procedures. If my child is suspended, I am aware that my tuition rates for that week remain the same.

\_\_\_\_\_  
Parent Signature

Date\_\_\_\_\_

**Meals** - Breakfast will be served at approximately 8:30 AM. A hot lunch will be provided between 10:30 AM and 11:30. A 2 PM afternoon snack will also be provided.

The menu is planned to provide a nutritious diet. Recommended Dietary Allowances guidelines and the Federal Food Program regulations are followed to promote optimal growth and development. The children are served lunch and snacks in their room with their teacher to promote a family environment.

Children are given as much time as they wish to eat. Children are encouraged to become interested in the food before them and are assisted when needed. NO child is forced to eat any food. Special eating problems or marked changes in lunchtime behavior will be reported to parents.

We will review each child's medical report to be aware of allergies or other food problems. All children's food allergies are posted in the kitchen and in each classroom. We also do some cooking and baking in school to provide the children with both a fun and nutritional experience. The school serves either milk, juice, or water with an afternoon snack.

**Specialized Diet-** Sometimes a child requires a special diet due to allergies, food sensitivities, or other circumstances. We are experienced in reading ingredient lists for allergens and accommodating special diets without compromising nutrition. If your child needs a special diet, we will make reasonable adjustments to our menu to accommodate his/her needs. If your child is not able to follow the Food Program childcare nutrition guidelines due to special dietary needs, we are required to have a written doctor's order to follow. It is our policy not to allow foods with little or no nutritional value. Please do not send gum, candy, snacks, soda, or other such foods to school.

**Your child's birthday** is a very important day for celebration. We cannot accept any foods prepared at home and prefer not to serve store bought items. For your convenience, we prepare and serve cupcakes to your child's class on their special day.

**Personal Items for Routine Care - Please clearly label all your child's clothing.** Please have your child wear play clothes that are comfortable and easy for your child to manage as we encourage children to be as independent as possible. Independence is a part of the learning process and helps to build self-esteem. It is important that your child be allowed to get dirty and to get wet (we do have sand and water tables and encourage the children to play both indoors and out). Therefore, we require that your child have at least three sets of

clothing, including socks and underwear and at least one extra pair of shoes at school. Soiled clothing will be placed above the child's cubby in a plastic bag. Each item of clothing should be clearly labeled so that the clothes are not misplaced. Please place clothing in your child's cubby. Jackets or sweaters sent to school should also be clearly labeled. For safety, no jewelry is allowed. Studs only for pierced ears.

**All children should have a small diaper bag, backpack, or tote bag** at school for their belongings. Even for older children, parents must provide wipes. The bag will be kept in the child's cubby. Safety considerations dictate that medications, cosmetics, and money, particularly coins, should never accompany your child to school. Should we find items in your child's bag that pose a danger you may pick it up from the Director's office.

**Potty Training** - We will maintain your practices regarding potty training. When you think you and your child are ready to begin toilet training, we will assist you in accomplishing this skill with your child. Three-year-olds who are not fully potty trained may not move up. All NC State Regulations concerning diapering will be followed. Parents must supply diapers/pull-ups and wipes for any child not fully potty trained.

**Infants** - Our infant program is structured around the needs of your child. Each child's routine should be shared with teachers and updated by the parents as their child grows and changes.

We understand that infants will suffer separation anxiety when first entering care. We will assist each infant and his/her family to make the transition. With that goal in mind, we suggest a phased-in process in which the infant will experience limited times at the center before he/she will be here all day and every day.

Feeding, Napping and Diapering are an all-day occurrence to each child's specific routine. In addition to these needs we will; help babies develop the skills of their specific age; listen to music and dance; hold, rock, and talk to your child; read books; sing songs and do finger plays and go outside for fresh air daily. Please be aware of the weather and provide adequate clothing.

Since your child spends most of his/her time on the floor exploring, we want to provide a clean, safe, and healthy environment in the infant room. We will have a "shoe free" area in this room. We ask that all adults and mobile children please do not enter this area. We are doing this to prevent outside contaminants from being brought into the room.

We know that you have expectations for us with your child, and we also have expectations of you. We want to ensure your child's day at school is the best it can be. With that being said,

please ensure that your child has been both recently fed (within the last three hours) when you arrive at school and diapered at least an hour before arrival. Our teachers need at least thirty minutes from when your child is dropped off to be able to transition them into the classroom and get the children into their routine to be ready for the day.

When your child arrives at school ready to play and interact, it sets them up to have a positive experience for the rest of the day! We so appreciate your willingness to work with us!

**Feeding** - Infants are fed according to their own schedules. Each infant is required to have a feeding schedule form completed before enrollment. This needs to be updated by the parent as your child starts to grow and starts solids and his/her eating needs change.

**Bottles** - Parents will need to provide 3-4 (or as many as may be needed) prepared bottles LABELED AND DATED daily. Bottles will be kept in a refrigerator in the infant room. All used and unused bottles will be returned at the end of the day.

Your child will be fed according to their needs. In the infant room, it is your responsibility to provide all needed food for your child. We will not introduce a new food to your child. It is your responsibility to introduce new foods to your child at home. When the time comes to begin table food, we will provide food according to our weekly menu.

**Sleeping** - Upon enrollment each parent will receive a copy of our Safe Sleep Policy. This policy will go over our safe sleep practices and environment. This policy will need to be signed and dated before enrollment. One copy will be in your child's file, one copy will go to the teacher, and one to the parent. Infants will nap according to their routine. If an infant falls asleep while not in his/her crib, he/she will be put in his/her crib to continue his/her sleep. We understand that practices may be different at home and that some children have unique situations. However, we must follow licensing guidelines and adhere to policies.

**Diapering** - Parents provide diapers and wipes for their child(ren). We require that a supply of diapers and wipes be provided by you for the classroom and not be transferred back and forth daily. Your child will be changed every two hours and visually checked every hour as long as he/she is not asleep. If your child needs diaper cream, you must complete a permission form.

Sanitation Rules adopted by the State of NC says that soiled diapers and clothing must be kept locked or 5 feet high. For those reasons it is not possible to accommodate cloth diapers.

*Child Care Rule 10A NCAC 09.0604 Safety Requirements-In childcare centers, potential bio-contaminants shall be stored in locked areas, shall be removed from the premises or otherwise inaccessible to children. Bio-contaminate includes bodily fluids, soiled diapers*

*and wipes, and medical waste such as syringes.*

**What your child will need** - Please make sure your child has at least (3) extra sets of seasonal-appropriate clothing, and an extra pair of indoor/outdoor shoes. Please be sure to label all clothing. Your child may also bring a pacifier (infants only), if needed. All children go outside daily and must have shoes and adequate clothing for outdoor play.

**Transitioning from the Infant Room to a Toddler Classroom** - In preparation for the move your child will begin sleeping on a cot anytime between 8 & 10 months of age. By this time, table food should have already been introduced at home and your child will begin eating a portion of the school lunches. When your child moves to a one-year old class, we will no longer heat bottles and children should be familiar with a sippy cup. Your child may be placed for short periods of time in one of the toddler rooms when possible. This will help to ease them into the new environment. After moving to a one-year old room, pacifiers will no longer be allowed. As always, we will adjust as necessary according to both the needs of the child and of the center.

**Policy changes-** Parents will be notified, in writing, at least 14 days prior to any policy changes that may occur.

**Lost and Found items** - Please check the area near the check-in desk at the entrance of the Preschool for items that have been left behind.

**Last But Not Least** - Parents are free to visit at any time and have access to all areas of the Center. If you are concerned or uncertain about anything relating to our care of your child, please contact the Director at once. Please do not keep it to yourself. If there is a problem, we want to correct it as quickly as possible.

**Our greatest gift is to share the love we have received from Christ  
with the children in our care.  
These policies are established for the welfare and safety  
of each child who attends our Center.**

Jesus said..."Let the children come to me, do not stop them, for the Kingdom of Heaven belongs to them. Then he put his arms around them, laid his hands on them and gave them his blessing." Mark 10:14-16

And also..."Anyone who welcomes a little child in my name welcomes me. But anyone who is an obstacle to bring down one of these little ones who have faith in me would be better drowned in the depths of the sea with a great millstone round his neck... See that you never despise

any of these little ones, for I tell you that their angels in heaven are continually in the presence of my Father in heaven." Matthew 18:5, 6, 10

### **Do's and Don'ts**

**Do** use ProCare to regularly communicate with us.

**Do** make your drop off brief and routine. Make sure that your child is signed **In AND Out** appropriately every day.

**Do** let us know if you have a concern.

**Do** let us know if your child had a good night.

**Do** tell us if your child is on medication.

**Don't** give your child fever reducing or pain medication and bring them when they are ill.

**Do** let us know when your child will be absent. **How? Via ProCare.**

**Please, Do Not** bring outside food or drinks into the center. Please do not bring pacifiers for children older than 11 months. Please, make sure your child has finished eating or drinking before you leave your vehicle. Please do bring an appropriate water bottle with water only - NO juice or milk.

**Don't** bring blankets or toys from home.

**Do Not** allow your children to wear jewelry. Some types can pose a risk of injury to them or others.

**Do** make sure your child has extra clothes and adequate supplies of diaper and wipes.

**Don't** sit in view of the classroom and playgrounds and talk on your phone.

**Don't** use your cell phone while in the building.

**Why?** - Both your children and the staff need your attention for the few minutes that you are here dropping off and picking up.

**Do** join the PAC. Parent Advisory Committee. **How?** - Come to any meeting.