

Mt. Calvary Lutheran Preschool



PARENT HANDBOOK



**Infant License
#198020075**

**Preschool License
#191503710**

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Diamond Bar, CA 91765
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mcldb.org

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Welcome

First and foremost, we would like to say thank you for choosing Mt. Calvary Lutheran Preschool as a first stepping stone in your child's Christian education. What a pleasure it is to have you as a part of our family. Here at MCLP, we pride ourselves on providing a Christ-centered education of excellence to the "WHOLE" child. To reach this standard, we foster the development of our students socially, emotionally, creatively, cognitively, physically, and spiritually. It is our prayer that you enjoy your time spent with us here at MCLP, and please remember: our door is always open.

Many Blessings,
Georgette Delgado
Preschool Director

Board of Education

The Board of Education of Mt. Calvary Lutheran Church and School is made up of members of Mt. Calvary Lutheran Church who have a special love for and interest in Christian Education. Members of the Board are elected annually and serve a three-year term. The Board is responsible for developing school policy, staffing, accepting students, budgeting, etc.

Congregation Mission and Ministry Statement

MCL honors Christ by strengthening and serving people in and around the community.

In partnership with its parents and stakeholders, Mt. Calvary Lutheran School strives to empower a diverse community united by Christ and establish a strong foundation of academic excellence.

Empowering Students: United In Christ

Preschool Mission Statement

Mt. Calvary Lutheran Preschool exists to provide a Christ-centered education of excellence to the "whole child" and each family; this ministry, formed around the Word of God, recognizes that we are chosen by the Father, Redeemed by the Son and led by the Spirit.

"Train up a child in the way he should go, and when he is old he will not depart from it."
-Proverbs 22:6

Purpose

Mt. Calvary Lutheran Preschool exists to provide an experience-rich environment where young children can grow and flourish. The children in our preschool program will be provided the opportunity to learn about Jesus and His redemptive work on the cross, and to learn about

themselves and others in an atmosphere of Christian love and acceptance.

Philosophy

Mt. Calvary Lutheran Preschool is a ministry of Mt. Calvary Lutheran Church. Therefore, our learning activities and the way we work with your children are based on the saving love of our Lord Jesus Christ. Your child will come to understand that he/she is a precious creation of God. We are here to support your family as we nurture, love, teach, and care for each of your children.

Objectives

At Mt. Calvary Lutheran Preschool, we strive to meet the needs of the “WHOLE” child by striving for the following objectives:

Spiritual Growth – To know Jesus and His love for His children.

Social Growth – To encourage each child to think and act for himself and to live in harmony with others.

Emotional Growth – To develop a positive self-image and express feelings in a socially acceptable manner.

Physical Growth – To grow and develop small and large muscles through physical activities.

Cognitive Growth – To provide challenges at the child’s level without pressure or fear of failure.

Licensing

We are licensed by the State of California, Department of Social Services. Our facility numbers are as follows: Infant: 198020075 and Preschool: 191503710. Our Tax ID # is 95-2624408.

Admission Policy

MCLP makes no discrimination in admissions or determination of enrollment on the basis of race, sex, religion, color, or national origin. Children will be enrolled in MCLP based on the policy as set forth by the Board of Education.

Children are accepted beginning at 6 weeks up to 5 years old. The preschool reserves the right to disenroll or not accept children whom we believe are not emotionally ready for a school setting experience.

Prior to enrollment, there must be a personal interview in the form of a center tour with the child's parents.

Parents must supply the school with all state required forms as specified at the time of the center tour, as well as up to date immunization records and a copy of a birth certificate. A specific medical assessment by a physician in the form of a 'Physicians Report' is also required upon enrollment in our center. A negative TB test is required within one year prior to admittance.

Tuition

MCLP is an educational non-profit ministry of Mt. Calvary Lutheran Church. Tuition and registration fees finance it.

Tuition for the school year is divided into 12 payments paid monthly beginning September 1 and ending August 31. Monthly tuition payments are the same regardless of the number of days attended each month. We are unable to make refunds for days absent or allow you to make up days absent. Tuition is deducted directly from your bank account on the 10th or 20th of each month as specified on the Tuition Payment Plan completed at time of registration. Please contact the school office with questions regarding tuition payments.

A two-week notice of your intent to withdraw your child is required. Tuition must be paid through the two-week period. Two weeks of vacation is accrued after one full year in the program, a two-week notice of your intent is required. The two week vacation will be voided if at any time there is a break in your monthly tuition throughout the year.

Summer Months

Through the summer months, a less academic more explorative program takes place. A **non-refundable** Summer Registration Fee is required of all students who will be attending school during the summer session. If you intend on withdrawing your child for the summer, a two week notice is once again required stating when to stop and re-start tuition payments.

Registration

A **non-refundable** registration fee of \$245 is to be paid annually for enrollment or reenrollment. Registration fees cover the cost of processing and maintaining student records, classroom supplies, earthquake fee, and required license fees.

Children who are enrolled for the first time after January of that year, will pay the **non-refundable** pro-rated registration fee of \$122.50 at the time of enrollment and will be required to pay the annual registration fee again come the new school year.

Fees, Charges, and Billing

Tuition and other fees and charges are listed on the Tuition and Fees sheet (see the preschool office for a copy). All tuition and fee payments are to be paid to Mt. Calvary.

All invoices are past due/delinquent if not paid by the last day of the month.

Fees include a \$30 fee for late payment or insufficient funds on Tuition Payment or returned checks. A \$30 fee will be charged for each successive month a tuition payment remains delinquent. All returned checks must be redeemed by cash, money order, credit card, or cashier's check. A personal check will not be accepted to redeem a previously returned check. If checks are returned more than once during a school year, all future payments will have to be made either by cash, money order, credit card, or cashier's check.

Hours and Days of Operation

Monday-Friday 6:30am-6:00pm

Children may enroll in:

5-day session = Monday - Friday

4-day session = Monday - Thursday

3-day session = Monday, Wednesday, Friday

2-day session = Tuesday, Thursday (Infant to 2 year olds only)

½ Day = 8:15am-12:45pm (INFANT PROGRAM NOT ELIGIBLE)

¾ Day = 8:00am-3:00pm (INFANT PROGRAM NOT ELIGIBLE)

Full Day = 6:30am-6:00pm

Enrollment in the two day programs are limited to the Infant and Twos classrooms. Children enrolled in the morning half-day session may make arrangements for extended care (before and after session) at an hourly rate of \$10 per hour. Arrangements MUST be made in advance, whenever possible, to assure there will be adequate coverage by the staff.

Mt. Calvary Lutheran Preschool is closed all legal holidays, the day after Thanksgiving, Christmas Eve day, Christmas Day and two days prior to the start of school in August, along with a number of teacher in service days throughout the school year.

Illness Policy

Children with obvious signs of illness will not be admitted. We appreciate your assistance in helping us to prevent the spread of any contagious illness. Please **do not** bring your child to school with the following symptoms:

- An elevated temperature 24 hours prior to attendance (over 100 degrees under the arm or 100 orally)
- Sore throat
- Rash
- Generally does not feel well
- Can't participate in school activities
- Tired or aching due to illness
- Vomiting or diarrhea 24 hours prior to attendance

Children who become ill at school will be isolated and their parents will be contacted to make

arrangements to pick up their child as soon as possible. The child will need to remain home for at least 24 hours and per the Directors discretion, may need a doctor's note to return to school clearing them of anything contagious.

Daily Drop-Off/Admittance Procedure

State law requires that each child be personally brought into the preschool grounds by an adult and signed in with a legible full name – **no initials**. A \$10.00 sign in/out fee will be charged for failure to sign your child in or out. We ask that children enrolled in the half-day program arrive no earlier than the start of our academic day- 8:30 a.m.

Pick-Up/Student Release Procedure

Children must be signed out by an adult (18 years or older) that is authorized to do so on the Identification and Emergency Form, as well as on Gradelink at the time of registration. Consent is required from the parents for adults other than those on the Identification and Emergency Form to pick up their child. Children must be signed out with full name only – no initials.

Children may be left for an extended time for an additional fee of \$10.00 per hour; this excludes the 6:00 pick up time. Please inform the staff in advance if your child needs to stay late; this is subject to adequate staffing.

Depending on your child's schedule, your child must be picked up by 12:45pm, 3:00pm & 6:00pm or a late fee of \$10.00 every fifteen minutes or a portion there of will be charged. You will be given an immediate charge slip upon late pick up.

Daily Schedules

DAILY SCHEDULE

INFANT CENTER

6 WEEKS-1 YEAR

- 6:30-9:00 Welcome, Breakfast/Bottles, Diaper Changes, Music and Movement
- 9:00-10:00 Morning Activity and Playtime
- 10:00-10:20 Morning Snack and Bottles
- 10:20-11:45 Morning Naps as needed, Indoor or Outdoor Play, Diaper Changes
- 11:45-12:30 Lunch/Bottles
- 1:00-2:45 Afternoon Naps as Needed and Playtime
- 2:45-3:00 Afternoon Snack
- 3:00-3:30 Diaper Changes
- 3:30-5:00 Afternoon Activities, Indoor or Outdoor Playtime
- 5:00-6:00 Diaper Changes, Goodbyes

1 YEAR-2 YEARS

- 6:30-9:00 Welcome, Breakfast, Diaper Changes, Music and Movement
- 9:00-9:30 Stories and Songs
- 9:30-10:00 Diaper Changes
- 10:00-10:15 Morning snack
- 10:15-11:00 Outside Gross Motor Activities
- 11:00-12:00 Crafts, Music, Small Group Time
- 12:00-12:30 Lunch
- 12:30-1:00 Diaper Changes
- 1:00-3:00 Nap Time
- 3:00-3:30 Diaper Changes
- 3:30-3:45 Snack Time
- 4:00-5:00 Indoor or Outdoor Activities
- 5:00-6:00 Indoor Activities, Diapering, Goodbyes

Diapers will be changed as needed throughout the day



DAILY SCHEDULE

TWO YEAR OLDS *Tiny Tigers*

- 6:30-8:00 Small Group Learning Centers
- 8:00-8:15 Clean Up/ Bathroom/ Transition
- 8:15-8:30 Large Group Story Time
- 8:30-9:00 Table Top Activities/ Free Choice
- 9:00-9:45 Outside Centers/ Free Choice
- 9:45-10:00 Bathroom/Wash-Up
- 10:00-10:15 Morning Snack
- 10:15-10:25 Jesus Time
- 10:25-10:45 Circle Time
- 10:45-11:00 Bathroom
- 11:00-11:20 Class Work
- 11:20-11:50 Small Group Centers/ Art
- 11:50-12:00 Clean-Up/ Bathroom
- 12:00-12:40 Lunch
- 12:45-1:00 Bathroom/ Prep for Nap
- 12:45-3:00 Nap
- 3:00-3:15 Wake-Up/ Bathroom
- 3:15-3:30 Evening Snack
- 3:30-4:00 Music and Movement/ Story Time
- 4:00-4:15 Bathroom
- 4:15-5:15 Outside Centers
- 5:15-5:30 Wash-up/ Bathroom
- 5:30-5:45 Large Group Story Time
- 5:45-6:00 Clean-Up/ Closing Time

Chapel on Wednesdays 10:00-10:30



DAILY SCHEDULE PRESCHOOL *Terrific turtles*

6:30-8:00 Small Group Learning Centers
 8:00-8:15 Clean Up/ Bathroom/ Transition
 8:15-8:30 Table Top Activities/ Free Choice
 8:45-9:00 Jesus Time
 9:00-9:20 Circle Time
 9:20-9:45 Class Work
 9:45-10:00 Bathroom/ Wash-up
 10:00-10:15 Morning Snack
 10:15-10:45 Outside Centers/ Free Choice
 10:45-11:00 Bathroom/ Wash-up
 11:00-11:15 Enrichment Class
 11:15-11:50 Small Group Learning Centers/ Art
 11:50-12:00 Clean-Up/Wash-up
 12:00-12:45 Lunch/ Prep for Nap/ Bathroom
 12:45-3:00 Nap Time
 3:00-3:15 Wake Up/ Bathroom
 3:15-3:30 Evening Snack
 3:30-4:00 Music and Movement/ Story Time
 4:00-4:30 Table Top Activities/ Free Choice
 4:30-5:15 Outdoor Centers
 5:15-5:30 Wash-Up/ Bathroom
 5:30-5:45 Large Group Story Time
 5:45-6:00 Clean-Up/ Closing Time

Chapel on Wednesdays 10:00-10:30
 Schedule Subject to change



DAILY SCHEDULE PRE-KINDER *BUSY BEES*



6:30-8:00 Small Group Learning Centers
 8:00-8:15 Clean Up/ Bathroom/ Transition
 8:15-8:45 Table Top Activities/ Free Choice
 8:45-9:00 Jesus Time
 9:00-9:25 Circle Time
 9:25-10:00 Class Work
 10:00-10:15 Wash-up/ Bathroom
 10:15-10:30 Morning Snack
 10:30-10:45 Enrichment Class
 10:45-11:00 Science
 11:00-11:30 Small Group Learning Centers/Art
 11:30-12:00 Outdoor Centers/ Free Choice
 12:00-12:45 Lunch/ Prep for Nap
 12:45-1:00 Bathroom
 1:00-2:15 Nap
 2:15-2:30 Wake-Up/ Bathroom
 2:30-3:00 Phonics/Literature Activities
 3:00-3:15 Afternoon Snack
 3:15-4:15 Table Top Activities/ Free Choice
 4:30-5:15 Outdoor Centers/ Free Choice
 5:15-5:30 Wash-up/ Bathroom
 5:30-5:45 Large Group Story Time
 5:45-6:00 Clean-Up/ Closing Time

Chapel on Wednesdays 10:00-10:30
 Schedule Subject to change

School Arrival and Dismissal

During arrival and dismissal from our day school between 7:45-8:00 a.m. and from 3:00-3:15 p.m., traffic is quite busy around the campus so extra caution is needed.

Transportation is not provided to or from school and is the responsibility of the parents.

Please do not leave infants or young children unattended in your vehicle as you drop children off and pick children up from school. The proper authorities will be notified if this does occur.

We ask that parents please use the main entrance gate located between the main school office and the infant center. A second exit is located next to the lunch area for emergency purposes only.

Visitor Policy

It is very important to your child that you share in his/her preschool life; therefore, you are invited and encouraged to visit the school for special programs, or class parties. All visitors

during regular preschool hours, including parents, must sign in at the preschool office and obtain a visitor badge if they plan to stay for longer than a pick up/drop off period of time.

Car Safety

California State Law requires all children to be in an approved car seat. We believe this is a very important safety practice and request that all our parents follow the law. Remember, this is designed to protect your young child/children.

Curriculum

MCLP has a planned daily curriculum that includes activities that are developmentally appropriate for young children. It is a hands-on program that provides opportunities to experience and develop skills in areas of language, reading readiness, basic math concepts, science, religion, music, art, literature, motor development, social skills, and understanding the world around them.

We design activities for the development of the “whole child.” There is a balance of inside and outside environments, active and quiet times, teacher-directed and child-initiated activities, and group and individual activities.

Most importantly, Mt. Calvary Lutheran Preschool provides a Christian environment where God is acknowledged throughout the day. Bible stories, Chapel services, music, and everyday activities are used to teach God’s love, power, and grace.

Worship Life

The worship life of your child and family is vital. Here at Mt. Calvary Lutheran School, children will have many opportunities for meaningful worship, ranging from simple classroom prayers and Jesus Time to mid-week chapel services. Chapel is held on each Wednesday.

We encourage you and your family to be involved in regular worship in the church of your choice. If you do not have a regular church home, you are warmly invited to join Mt. Calvary’s family on Sunday mornings.

English Worship Service	9:00 a.m.
Chinese Worship Service	10:30 a.m.
Adult Bible Class	10:15 a.m.

Discipline Policy

At MCLP, we believe discipline is a life-long process aimed at achieving self-control. To encourage this process, we use positive discipline techniques to achieve acceptable behaviors in young children.

Children are

- Praised for acceptable behavior
- Redirected to acceptable activities

- Taught acceptable behavior
- Carefully supervised
- Removed from a situation that may cause harm to others or themselves.

Toilet Training

Our approach toward toilet training is one of positive reinforcement and encouragement. Cooperation between parents and teachers is essential for toilet training to be a successful, positive learning experience for the child.

- Proper Health and Safety- all teachers and staff are required to wear a clean pair of disposable gloves when diapering or changing a child's clothes. Once finished, gloves are properly disposed of.
- Toilet Training is provided for a fee of \$5 per day (2,3, or 4 day schedules) or \$100 per month (5 day schedules) until child is fully trained.
- A fee of \$5 will be charged if your child does not have a supply of pull-ups at school, and spares are required. (Parents will receive notice when running low)
- If a child requires a change of clothes multiple times in one day, he/she is not ready to be wearing underwear on a regular basis.
- Mt. Calvary preschool requires your child to be in a pull-up (no diapers)
- It is the responsibility of the parent/guardian to supply his/her child's pull-ups (that Velcro on the sides), wipes, and several changes of clothes, shoes, socks and underwear.
- We will make every possible attempt to support the toilet training process, but it is our belief that an "accident" is something that happens occasionally.

Clothing

Children should be dressed in play clothes that are

- Comfortable and safe for active play
- Easy to manage by the child (avoid belts and difficult fasteners)
- Appropriate for outdoor weather
- Girls should wear shorts under dresses and skirts

Shoes

Please send your child in shoes that are designed for active wear. The best shoes for large muscle development activities are tennis shoes.

Please do not have your child wear:

- Open toed shoes – shoes MUST cover toes at all times
- Flip Flops – shoes must have a back strap
- Boots – the hard cowboy type hurts others when active legs aren't careful
- Strapless shoes – are unsafe when they fall off during active movement
- Shoes with a heel

Nap Time

Children that nap should bring a crib-size blanket and a fitted crib sheet for rest time. Please take sheets and blankets home on Fridays to be laundered and returned the following Monday.

Children that have a hard time falling asleep will be expected to rest quietly on their mat and may be given a quiet activity such as books or puzzles.

Toys

We kindly ask that children leave all toys at home, except when asked to bring a special item for “Share Time”. Exceptions are made when a child relies on a special item for security such as a special blanket or stuffed animal or doll. Children may hold these items in a “quiet spot” on the couch or at naptime only and then the security item will be returned to their cubby.

Lunches and Snacks

Hot lunch is available through the lunch company “Southland Catering” during the school year. (During the summer months, no lunch will be provided.) Lunches may be purchased from a monthly pre-pay lunch menu, and emergency lunches are offered. All lunches must be purchased online at <http://southlandcatering.orderlunches.com>. Please stop by the office for more information.

When packing lunch from home, please provide a nutritious lunch keeping in mind the 4 food groups. Please be sure to not send choking hazards such as whole grapes, round cut hot dogs, and hard rounded carrots. It is our policy for children to take uneaten food home instead of throwing it away so you can tell how much and what they have eaten. Please try not to send candy and other “sweets” to help support healthy choices. Please label lunch boxes, thermos, etc. We cannot refrigerate or warm up lunches brought from home so please keep this in mind. MCLP is a NUT FREE school. Please do not send any food/snacks consisting of nut products. The food will be wrapped up and sent home with a note of reminder attached.

A healthy morning (10:00am) and afternoon (3:15pm) snack consisting of a minimum of two of the four main food groups will be provided. This meets the state requirement. All snacks are prepared in the food preparation area in the preschool office kitchen under proper guidelines including but not limited to: use of food preparation gloves, proper refrigeration of milk and juice, and sanitizing surfaces and dishes. All food is stored in air tight containers as needed.

First Day of School

Please remember to bring the following items on your child’s first day of school:

1. Lunch (unless pre-purchased through Southland Catering)
2. Extra change of clothes that includes pants, shirt, underwear, and socks.
3. A fitted crib sheet and small blanket if your child naps.
4. If potty training – Pull-ups and baby wipes

Birthdays

Birthdays are a special time in a young child’s life, and we want to share in the celebration here at preschool. Please notify your child’s teachers a minimum of one week in advance when

your child's party will take place. The children really enjoy small muffins, fresh fruit, juice, yogurt, cupcakes or ice cream. If there is something other than these items that your child is requesting, please ask your child's teacher prior to his/her birthday. Please make sure everything is **NUT FREE!**

Kindergarten Readiness

MCLP offers Kindergarten Readiness testing through Chancy-Bruce Educational Services. We recommend that all students who are eligible for kindergarten in the fall of the next school year be screened. For families who are considering Mt. Calvary Lutheran's kindergarten, the screening is required prior to acceptance into the kindergarten class.

The cost for the Kindergarten Readiness test is \$50, and is the responsibility of the parent. The independent firm of Chancy & Bruce Educational Resources, Fountain Valley, California, administers the test. The test lasts 20 – 30 minutes and covers twelve developmental areas. A follow-up evaluation conference is held with parents to explain the test results, which are given to each parent. The evaluation is very detailed and contains specific recommendations for kindergarten. Testing dates will be published by early spring.

Address or Telephone Number Changes

It is necessary that you notify the **preschool office** when there is a change in your address or phone number. It is extremely important to keep all emergency information up to date!

Absences

Please call the preschool office (909-861-2740 x109) before 9:00 a.m. to report if your child will not be in class. Please report any contagious condition.

Medications

Prescription medications may be administered by the school staff with written permission (use medication slips) and medicine must be brought in the original prescription bottle. Non-prescription medications are **ONLY** administered if ordered by your child's physician. The order is to be written as a regular prescription and brought in with the medication. Medications are given once a day at lunchtime. All administration of medication will be logged by the Director (or person in charge in her absence)

Accidents

Parents will be notified of any accidents, which occur on school property. In case of an accident, which requires emergency attention, LA County Fire and Department will be the first to be notified. After calling for assistance, the Director will attempt to contact parents. If the parents are unable to be reached, the wishes of the parents noted on the emergency release will be honored.

Accident Insurance

Each child is covered by an accident policy while attending Mt. Calvary. Additional insurance covering your child during before and after school hours is available at a nominal cost to you. Information will be supplied to you upon request.

Smog Alert Program

In the event of a Smog Alert, it is the intention of Mt. Calvary to modify planned activities by changing the time of the activity, changing the type of activity or event, or canceling/rescheduling the activity altogether. This is to protect the children's health and welfare.

In the event of a Stage 1 Smog Alert, students will be asked to go inside or change their activity level so that it will not accelerate their breathing pattern.

In the event of a Stage 2 Smog Alert, students will not be allowed outside for any type of activity.

Earthquake Preparedness

Mt. Calvary Lutheran School maintains earthquake emergency supplies. In the event of a major disaster, we are prepared to care for your child for up to three (3) days.

A one-time fee of \$15.00 for each student is collected at the time of enrollment for the purchase of earthquake supplies.

Child Abuse Reporting Obligations

In accordance with California State Law, school staff is obligated under penalty of fine and jail time to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

The school staff will make such reports in the best interest of the affected child once reasonable suspicion is established, and they do not have any legal alternative except to make the report to the proper authorities for their investigation and review.

AIDS Policy

Any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related Complex (ARC) will be treated with respect and dignity.

Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.

Decisions regarding the type of educational and care setting for a student with AIDS/ARC should include the behavior, neurological development, and physical condition of the student.

Any decision regarding the type of educational service to be provided to a student based on the presence of AIDS/ARC must be made in consultation with the student's physician, counselor, the student's parents or legal guardian, director, and where appropriate, the pastor of the church. Consultation with public health personnel is also advised.

Parent Teacher League (PTL)

The PTL is a support group for the school made up of all school parents from preschool through eighth grade. Through our PTL, parents provide many hours of volunteer time assisting teachers and helping school programs function smoothly. Annually, our PTL selects several unfunded needs at school and through fund-raising efforts provides funding for these projects. The PTL plans information programs to help parents in their important task of Christian parenting. The PTL does not establish school policies, but members of PTL may be called upon in an advisory capacity when the Board of Education is working on policy matters. Annual Family Membership Fee of \$20 per family is due at registration.

Infant Handbook Additions

Daily Schedule

Each infant is an individual and the daily schedule that is provided is simply used as a guide. It is a stepping stone in organizing a daily routine for our children that will be altered when needed to accommodate their individual needs. At the time of enrollment, the parent will design an individual daily plan that includes napping and feeding time, to be used for their child. Plans will be updated every 3 months.

Napping

Infants will nap according to their own schedule. Parents will provide a fitted tight crib sheet for each day their child is registered throughout the week, and all items will be sent home at the end of the week to be laundered.

Each infant will have an individualized crib or cot depending on their stage of development. Cribs will not be shared by multiple children on the same day.

When sleeping, infants will be placed on their backs. While napping, no pillows, blankets, comforters, toys, stuffed animals, etc, will be allowed in the crib with your child. We understand that home life will be different, however this is necessary to uphold to licensing regulations.

Feeding

Parents of bottle-fed babies are required to provide pre-made bottles daily for their child. All bottles will be stored in your child's labeled bin in the refrigerator. Bottles MUST be clearly

marked with the sticker labels provided by our center. Each sticker will state your child's full name and date of preparation. Any remaining bottles will be sent home and any forgotten/remaining contents in bottles will be disposed of at the end of the day.

No bottles will be served with cereal or any other filling product in them. Juice cannot be served from a bottle, and no children will be propped up with their bottle to fall asleep.

Bottles will be warmed using bottle warmers only, no microwaves- to avoid "hot spots". If parents forget to bring pre-made bottles, parents will be notified and our center will provide iron-fortified formula to that child.

A "Nursing Room" (located in the cry room of our church sanctuary), will be readily available for any nursing mothers who would like to come and nurse their child at any point during the day.

Children will be fed according to their individual feeding plans. All jar foods and containers must be transferred to a serving dish (provided by the center) and any remaining food will be discarded after each meal. Food in commercially prepared baby food jars shall be dated and stored in your child's bin. We are unable to save and reuse jarred food once opened.

Toddler Lunches

All children 12 months and older are required to bring a lunch. Older infants will sit at the feeding tables for meals. According to individual feeding plans, the introduction of a sippy cup and/or toddler utensils will be implemented. The center will work with the parent as they transition their child from bottle to a sippy cup. If a parent forgets to pack a lunch, we will provide your child with a lunch for a fee of \$6.50, and parents will be notified.

Sanitation/Disinfecting/Hand-Washing

All staff are required to wash hands throughout the day including but not limited to: before and after diapering, before or after handling food, after handling or cleaning body fluids (wiping noses or mouths), and upon entering the classroom. Toys that have been mouthed are disinfected throughout the day. Teachers will place mouthed toys in marked bins and throughout the day will sanitize them using a disinfectant solution. When being diapered, moisture resistant table paper is used between each child, and is disinfected between each use.

Diapering

All children in the infant and toddler care center will have their diapers formally checked every hour, starting with their arrival. If needed, diapers will be changed in between these times to ensure a healthy practice for the child. All children will have diapers and wipes provided by parents. Teachers will use changing table paper and gloves for every change. After each change, the table paper will be changed, the table sanitized, and fresh gloves put on. This will ensure the cleanliness of the table and students. If diaper cream is required, parents will provide the cream for the day along with a note to administer this medication.

MCLP Liability Release



I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the preschool day yard under supervision of a staff member for campus walks or emergency drills.

I hereby grant permission for my child to be included in classroom evaluations twice a year – to be completed by my child’s teacher.

I hereby grant permission to the School and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child’s physician.
3. Attempt to contact parents through any of the persons listed on the emergency information form you completed for us.
4. If we cannot contact parents or your child’s physician, we may do any or all of the following: (a) Call another physician or paramedics, (b) call an ambulance, or (c) have the child taken to an emergency hospital. (Any of these expenses will be borne by the child’s family.)
6. The school will not be responsible for anything that may happen as a result of erroneous information given at the time of enrollment.

By signing the Admission Agreement, parents acknowledge their acceptance of the above stated policy.

Parent/Guardian Signature _____ Date _____

**** Please return to the Preschool Office to be placed in your child’s file.***