

Mother Lode Christian PRESCHOOL



Because Jesus Loves the Little Children
Matthew 19:14

Handbook

LIC# 550320726

Revised 6/26/23

Welcome to Mother Lode Christian Preschool!

We are so happy to be partnering with your family in the education and development of your child.

This handbook outlines our policies, guidelines, philosophy, and vision statement. Please take time to carefully read this document, and return the signed form located on the back page to the director.

If you have any questions, concerns, or comments, please contact the director.

We look forward to serving your family in Jesus' name.

Contact:

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Philosophy – Why We Do What We Do

At Motherlode Christian Preschool (MLCP), we believe that the most important thing that a child can learn is that they are loved by Jesus! We strive to integrate this into our daily routine so that every family that we partner with feels his love.

We believe that it is important to establish a community mindset of compassion and empathy for those around us and seek to model this in the classroom.

We believe in the importance of teaching to the whole child as well as seeing each child as an individual with individual needs. Special attention is given to ensure that each child is having their spiritual, cognitive, physical, social, and emotional needs met.

We believe that children learn best through play and exploration, and so we provide ample opportunity throughout the day for children to practice what they have been learning as well as learning from each other.

Vision Statement – Our Goal

To establish a safe, nurturing, and community minded learning environment, where all children are able to experience the love of Jesus while having their cognitive, physical, social, and emotional needs met.

Admissions Policy

Authorization for admission to Mother Lode Christian School Preschool is made by the director when each child is determined to be:

1. 2-5 years of age
2. Socially, emotionally, and physically ready for the types of group experience that we offer in our preschool.
3. Full or 1/2 Day schedules will be discussed at the time of admittance but can be adjusted to fit the needs of the child and the center.

Admissions Requirements

Mother Lode Christian Preschool is licensed with the State of California, therefore all the below documents must be on file prior to a child's entry into our school.

1. Admissions agreement
2. Child health history
3. Physicians' evaluation and inoculation records
4. Emergency information form
5. Consent for medical treatment
6. Field trip permission
7. Parental rights form

8. Financial contract
9. A copy of required immunizations
10. Contract
11. Any other forms that may be required from the state or MLCP.

A yearly registration fee is due for each student at the beginning of the Fall Session each year. The registration fee is due for new enrollments at the time of their enrollment. The registration fee is non-refundable. Included in this fee is a MLCS shirt, which must be worn for all field trips. If a child has unenrolled from our program for more than one month during the school session, a new registration fee will be charged. ***If a new registration fee is not paid, and the child does not return to class, the child's position in class will be lost. The next child on the waiting list will be added to the roster.***

Finances

See accompanying fee schedule.

***In order to provide the best possible services, it is essential that tuition payment be made promptly. Please read the following financial policy.**

Mother Lode Christian Preschool offers full day and ½ day rates along with schedules consisting of 2-,3-,4-, or 5-day rates. Tuition is charged as a monthly rate and will be the same each month. Your agreed upon tuition schedule will be included in your enrollment packet. Any changes in your child's schedule will need to be submitted in writing. Change of Enrollment forms are provided in the Ladybug room and will need to be filled out and given to the director for approval. When unenrolling or lowering days, a 2-week paid notice is required.

Parents are required to pay for **"reserved days."** Days are reserved for your child each week and no refunds are given if your child does not use them. This includes paid holidays, snow days, and in-service training days that are taken off by MLCP. Our scheduled closures are listed on our current preschool event calendar.

Subsidized program payments are gladly accepted. The parent or guardian is responsible for any monies not covered or paid by the subsidized provider. For instance, if we are closed for holidays or in-service days that ICES do not cover, the parent is responsible for the remainder of the balance not paid.

All payments for childcare are due on the first of the month before care is given not the following month.

All payments are due the 1st of each month before care is given. For example, if June 1st is the first day of enrollment for your child, payment for that month is due on June 1st not July 1st. If payment is not received by the 10th of the month, it will be considered late and a \$15.00 late fee will be charged. If the delinquent payment and late fee are not paid by the 15th of the following month, the child will not be allowed to continue attending unless special arrangements are made for payment with MLCS business office. Parents pay for

“reserved days” and if payment has not been made according to the policy above, Mother Lode Christian Preschool is under no obligation to save those spaces for the child.

If you have any questions, please speak to the director.

Payments may be made through EFT, at our business office, in the drop-off box in the Ladybug room, or mailed to the school. There is a yearly fee of \$25.00 for the use of EFT. If you use EFT and funds are not release due to insufficient funds, there will be a \$20.00 charge for each insufficient notice MLCS receives from your bank. A late fee of \$15.00 will be charged for any payment received *after the 10th of the month.*

Our staff is contracted for specific hours therefore it is essential that all children be picked up prior to the posted closing time. A penalty of \$5.00 per ten minutes past posted time will be charged. Continual abuse will result in dismissal from our preschool program.

Class Placement

We offer three classes based on developmental progress as well as age: **The Ladybug’s** (Toddlers), **The Caterpillar’s** (Preschoolers) and **The Butterflies** (Pre-K). *All placements are based on each child’s individual development plan. We reserve the right to not promote a child to the next class if he or she is not ready to move up. If you have any questions, please see the director.*

Parent Teacher Conferences

Our goal is to offer activities and opportunities that will encourage and enrich your child’s learning and growth. We are professionals in child development and we are experienced in assisting your child with their specific learning needs as they grow through “ages & stages.” Conferences with parents/caregivers opens communication between the school and the parents. The main objective of these conferences is to talk about your child’s development and to set educational, physical, emotional, and spiritual developmental goals. It is important to recognize their strengths and construct a plan on working on weaknesses and to celebrate achieved goals.

Parent Teacher Conferences will be held twice a year. The evaluation is based on natural observations. We do not test. Our goal is to partner with all our families and ensure that we are giving each child the support they need to succeed academically, socially, emotionally, physically, and spiritually.

Our program believes in identifying and supporting any developmental delays in children as early as possible. When teachers have concerns regarding a child’s development, they will talk with the director, parents, or caregivers to address the concerns and decide if getting outside coach support, or a referral for a child development screening is appropriate. Screenings determine whether a child qualifies for an Individualized Education Plan. If he or she does, the child must legally be provided specific accommodations in the classroom. These

accommodations can significantly impact your child's experience at school for the better by supporting his or her social/emotional health and academic readiness at their unique developmental level. Parents unwilling to consent for coaching support or refusal to make an appointment for a child screening, when it is recommended, face the possibility of being removed from the preschool program.

Schedule

The following schedule reflects the Preschools hours of operation.

Half day 7:15am -12:30pm

Full day 7:15am – 5:30pm

The preschool's hours of operation are from 7:15am to 5:30 pm. You are welcome to drop off later than the time shown above and pick-up earlier than shown but we do ask that drop-off's for each class be observed below as each class has specific schedules and activities planned for your child and consistency is necessary for the success of each child. Your child will also gain the greatest benefit from their experience and not cause distractions to the other students if they arrive before class-time begins. Please let the director know your schedule. Any changes of a student's schedule will need to be approved by the director due to enrollment availability and coverage of staff. We will keep in compliance with Title 22 licensing regulations at all time.

Ladybug Class (Toddlers) 2-5 days a week

Arrival no later than 8:30 am

Caterpillar Class (Preschoolers) 2-5 days a week

Arrival no later than 8:15 am

Butterfly Class (Pre-K) * 3-5 days a week

Arrival no later than 8:00 am

***To enroll in Pre-K, children must be 4 years old as of September 1st of the current school year.**

Make-Up Policy

As our standard policy, we do not make up days when children are absent. Drop-in days may be allowed on a case-by-case basis and approval is granted by the director only.

Snow Days, Cancellations, and Delays

We want to ensure safety for all MLCP families and staff. In the case of dangerous or inclement weather, a notice will be sent out over email and the closed Facebook of any closures, delays, or early releases.

Daily Schedules

Ladybug Class Schedule

7:15am - 8:00am	Drop off and free play with Butterfly, Caterpillar & Ladybug Classes.
8:00am	Classes begin to separate.
8:00am - 8:30am	Ladybug free play.
8:30am - 8:45am	Clean-up
8:45am - 9:10am	Circle Time, Prayer, Bible Story, Music & Movement.
9:10am - 9:30am	Potty Time, Diaper Changes, Wash Hands, Prayer & Snack Time
9:30am - 9:40am	Clean-Up
9:40am - 11:00am	Outside/ Activities (depending on weather), Free Play, Art & Science Activities.
11:00am - 11:15am	Clean-up
11:15am – 12:00pm	Wash Hands, Prayer, Lunch & Storytime
12:00pm - 12:30pm	Potty and Diaper Checks, Clean-Up, Free Exploration.
12:30pm	Half Day Ends.
12:30pm - 2:30pm	Nap/Rest Time
2:30pm - 3:00pm	Wake up, Potty, and Diaper Checks
3:00pm - 3:30pm	Inside Centers
3:30pm - 4:30pm	Classes Combine for Indoor/Outdoor Play Clean-up/ Wash Hands, Prayer & Snack.
4:45pm - 5:30pm	Indoor Play and Pickups

Caterpillar Class Schedule

7:15 am – 8:15 am	Free Play in Ladybug Class/Outside Play
8:15 am	Move to Caterpillar Class
8:15 am - 8:30 am	Bathroom Breaks

8:30 am - 9:00 am	Morning Circle, Learning, Music
9:00 am- 9:30 am	Snack
9:30 am - 10:00 am	Outside Play Time in Court Yard/ Bicycle Time
10:00 am - 11:00 am	Centers: Science, Fine Motor, Math, and Art
11:00 am - 11:30 am	Bible Time
11:30 am - 12:00 pm	Lunch
12:00 - 12:30 pm	Outside Free Play
12:30 pm	Half Day Ends
12:30-12:45 pm	Bathroom Breaks
12:30 pm- 2:30 pm	Nap/Rest Time
2:30 pm - 3:30pm	Wake Up/Quiet Activities Centers
3:30 pm – 5:30 pm	Join Other Classes on Playground for Free-play/Snack

Butterfly Class (Pre-K) Schedule

8:05 am - 8:30 am	Morning Circle (Welcome, Salute, Jobs, Days of the Week, Calendar, Letter of the Week, Story, Pray for day)
8:45 am - 9:10 am	Playground + bathroom
9:15 am - 9:30 am	Snack
9:30 am - 9:55 am	Indoor Play
9:55 am - 10:15 am	Music/Movement and Story
10:15 am - 11:00 am	Centers (Art, ELA/Writing Skills, Fine Motor/Sensory)
11:00 am - 11:30 am	Bible
11:30 am - 12:30 pm	Lunch/Outdoor Play (inside/courtyard)
12:30 pm	Half Day Ends
12:30 pm - 2:30 pm	Naptime (Quiet Time 1:15-2:30)
2:30 pm - 3:30 pm	Wake-Up/Clean Up/free choice
3:30 pm - 5:30pm	Outside Play Time/Snack/ Free Play and Afternoon Centers
5:30pm	Full Day Ends

Snacks

Morning and afternoon snacks consist of two food groups each and are served with milk or water provided by the preschool. If you do not want your child to eat the provided snack, please speak with the Director and send an alternative snack with your child daily. Please see the Monthly Snack Calendar available in each classroom.

Lunches

Because a child's diet directly affects his/her ability to focus and learn, MLCP staff models and encourages healthy eating practices as an educational part of our school environment. Please help your student (and teachers) by sending lunches low in sugar and sodium. No sodas, energy drinks, or candy are allowed at lunch time. A microwave is available for heating lunches. An ice pack inserted into your child's lunch pail will help keep needed items chilled until lunch time. Please remember kids need proper nutrients to grow well and think smart.

In your child's lunch please provide:

- Protein: A meat or cheese
- Fruit / Vegetable: Both is preferred
- Milk or Water
- Extra Snacks: No candy or soda

Lunch is provided by the parent. When packing your child's lunch please do not send the following: candy, gum, sodas or energy drinks, or other items containing high amounts of sugar or food coloring.

Field Trips

Parents are encouraged to participate in field trips. Children need to wear their MLCP school shirt for all field trips. The shirt helps identify and supervise children easier. If your child is using a car seat, please remember to leave it with us on the day of the field trip. In addition, we often need drivers for field trips; therefore, if you are willing to help with the transportation of children, please fill out the required paperwork and turn in copies of your vehicle insurance and a DMV report to the main office.

Birthdays

We love to celebrate birthdays! Please check with the teacher about bringing a special snack that is preferably low in sugar to school. If you would like to bring cake or cookies, please use no or little frosting. If a parent is planning a private party, to minimize children feeling left out please distribute invitations away from our preschool campus.

Discipline

The goal of discipline is self-discipline. The policies and procedures of the MLCP are designed to help children and teachers work together in a controlled and pleasant atmosphere. To ensure "a good fit," for the child and MLCP a two-week trial period will be in effect upon admission starting with the first day of class instruction during which either party may cancel the contract without a two-week notice.

We use positive reinforcement with guidelines, redirection, and if necessary, apply age appropriate and situationally appropriate consequences to change unacceptable behavior. We also pray with your child and ask the Lord to help him in the area in which he/she is having difficulty. We will inform you about your child's behavior and progress. If unacceptable behavior continues, we will meet with the parents presenting an individual behavioral/education plan which will help to work toward a solution that is in the best interest of the child and the preschool. If parents are uncooperative in this process or the child continues to be disruptive, the child may be dismissed from the program.

General Rules include:

- Be kind to others.
- Treat Others How You Would Like to Be Treated.
- To be in control of your emotions & your body.
- Be careful not to hurt others with your body or your choice of words.
- Listen to teachers & follow instruction.
- Keep our classrooms clean.
- Make safe choices.
- Have Fun!

Toys From Home

Your child is welcome to bring their favorite blanket for nap and a cuddle stuffed animal but **please do not allow your child to bring personal toys from home** unless they are being donated to the school. Personal toys can cause many problems between students and we wish to avoid extra conflict when necessary. Plus, many times they become broken or lost. We thank you for being understanding.

Reasons for Dismissal

Motherlode Christian Preschool reserves the right to dismiss a child from the preschool program for non-payment, reoccurring disruptive behavior, or if we feel the child, the parent, or guardian poses a risk to themselves, to other children, to staff members, or anyone else they come in contact with while at the preschool. This includes but is not limited to biting, hitting, threatening, throwing tantrums, pushing, kicking, being destructive to school property or cussing. We are dedicated to helping children and parents and will assist in helping you and your child in any way we can. We will try our best to help you receive any information that you may need to help with the healthy development of your child.

Signing-In and Releasing Children

All preschool children must be signed in and out each day by an adult 18 years or older who is one of the following:

1. Name appears on the application form, which is on file in the preschool office.
2. Authorized person(s) listed on the enrollment form who are authorized for child's pick-up. Authorization may only be given in writing.
3. Persons not known by the center will be required to present identification for the protection of your child.

**** Teacher must acknowledge the child's arrival before the adult who signs-in leaves ****

Parental Visits

Parents are invited to visit the preschool facility at any time; *however*, during rest time or planned activities please, do not disrupt the schedule in progress. Appointments can be made by contacting the Preschool Director.

Nap Times

Parents will need to provide a crib sheet, a small blanket, and a small plastic container with a lid (15 qt. Stadium Blue latch box 16 ½" length X 13" wide X 6 5/8 high sold at Walmart) to keep napping supplies in. A soft toy or special blanket are optional. ***Please label everything!*** We will send these items home to be laundered weekly, so please return them to school on the next day your child attends. We do not expect all children to sleep, however we do expect them to be able to stay on their mat and stay quietly so that others can rest. After 30 minutes of quiet rest time on their mat, a child can quietly look at a book or play with items from our nap box provided for those who have difficulties sleeping. A child is required to be respectful of the other children in the room who are trying to nap by maintaining a quiet atmosphere. Title 22 101230 (b) states: All children shall be given an opportunity to nap ***without distraction or disturbance*** from other activities at the center. State Licensing requires our center to have a time of rest & relaxation for full day programs. If your child has difficulties resting and is disruptive to the other children during this time, your child will be asked to participate in our ½ day schedule that ends at 12:30. Our napping schedule is from 12:30-2:30. It takes time for all children to settle down onto their napping mats. Just like at home they need that last drink of water or need to go to the bathroom. So even though our napping time is 2 hours, most children that nap may only nap for 1 to 1 1/2 hours. Most children need this time to refresh because they are constantly involved in activities and social interactions while at school that can drain their energy.

Unless it is an emergency, please do not call the school during nap time.

Diapering and Potty Training

Families are responsible for providing all diapers, wipes, and creams. It is the responsibility of the parent to provide enough diapers for the entire week. Please bring 3-4 diapers per day of your child's attendance. We ask that parents check often to make sure their child has plenty of diapers. If your child does not have diapers and the school must provide a diaper, there will be a \$1.00 fee for each diaper provided.

All pull-ups must have easy open sides with Velcro for easy removal and application.

Although the pull-ups without Velcro are cheaper, they make changing very difficult and **will not be used at the preschool.**

Please do not dress your child in onesies, overalls, tight fitting pants, jumpsuits, or an outfit with excessive or tiny buttons when potty training. It makes it impossible for the child to learn the process of using the bathroom on their own. Pulling their pants up and down on their own is part of the potty training process and encourages independence.

All children enrolled who are not full potty-trained and able to use the restroom independently will be placed in the Ladybug Class. Teachers in the Ladybug Class will work with the family to come up with a potty-training plan that is best for the child. Some children are ready to potty train earlier than others. All children develop at different times but we will help assist children in the potty-training process when the child shows that they are waking up from nap dry and show interest in using the restroom. We will not potty train a child who is not developmentally ready.

If a child who is potty training has more than two accidents in a day, they will be placed in a pull up for the duration of the day while continuing with their potty-training plan. We want to ensure the health and safety of all children enrolled.

On-Campus Accidents and Injuries

Accidents happen, and MLCP staff is committed to caring for your student in case of any mishap. In the case of minor incidents, students are instructed to go to the teacher for personal care. A staff member will wash, treat, and bandage small scrapes and bruises. An incident report will be made, and, if the child can comfortably participate in regular activities, the parent will be informed when the student is picked up from school. In the case of more significant injuries (sprains, breaks, major lacerations, etc.), parents will immediately receive a phone call, and plans for the student's care will be made between the parent and office staff member. In the case of life or limb-threatening emergency, 911 will be called.

Medication

If a student needs medication during the school day, please bring it to the director and complete a permission to administer medication form with clear written instructions regarding dosage, when it should be administered, how often, and whether refrigeration is necessary. Please refer to MLCP medication policy and follow all mandatory procedures to ensure your child receives their necessary medications. Medications will only be given to a child if prescribed by the child's health care provider and with written consent of the child's parent/legal guardian. A Parent Consent to Administer Medications form LIC 9221 must be completed and signed. Only then can MLCP administer medications to your child. **Please do not send any medication, vitamins (including cough drops) or hand sanitizers to school in your child's lunch box or backpack.** Please give it to the director with the appropriate paperwork. Thank you for your cooperation.

Student Illness

To reduce the spread of communicable illnesses and aid a student's recovery, please keep your child home if he/she has a fever, cough, intermittent sneezing, diarrhea, or vomiting. An excessively runny nose, goopy eyes, and rash is also a sign that your child's illness is contagious. If a child becomes ill during the school day, such as developing a fever of 100* or above, vomiting, or has at least 3 episodes of diarrhea in an hour, they will be isolated in our sick room with a staff member and a parent will be called to arrange an immediate pick up. If a child has a fever they may not return to preschool until they are fever free for 48 hours without being on fever reducers. Every effort is made during a school day to teach the children to wash their hands frequently and cough or sneeze into their elbows or use a tissue. Thank you for helping your child be mindful of these practices especially during seasons of sickness.

Lice

Should lice be detected on any student, he/she will need to be picked up immediately by a parent or guardian. Parents must take the proper medical steps necessary to thoroughly eliminate the lice. The student will not be allowed back to class until the treatment is complete,

the symptoms are gone, and no more lice or nits are detected. The school will notify all parents if lice has been reported on campus.

Emergency Evacuation Procedures

MLCP has taken the necessary steps to prepare for natural and man-made emergencies. Staff receive annual training for fire and earthquake evacuation procedures plus, specialized ALICE training for what to do in case of a campus intruder. Emergency procedures are drilled throughout the year with all students, preschool through 8th grade. We pray, of course, that such training would never have to be used, however...

IN CASE OF EMERGENCY, DO NOT COME DIRECTLY TO CAMPUS!

Doing so may put everyone, including children in danger.

As soon as it is possible, MLCP will contact parents using the all-school email and/or text. If necessary, instructions will be given about off-campus meeting locations and how to proceed in reuniting with your child.

Prayerfully consider your response to emergencies. MLCP takes all precautions necessary *even if the danger is minimal*. More times than not, concerning situations are rectified within a short amount of time and with few problems. It is our hope to de-escalate a tense situation and restore peace and normalcy as quickly as possible. Thank you for your cooperation.

Reporting Child Abuse

MLCP personnel are required to report any known or suspected instances of child abuse to a child protective agency immediately. No MLCP employee responsible for the care of children who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required by law, unless it is proven that a false report was purposefully made. Failure to report an instance of child abuse known to exist is guilty of a misdemeanor.

Dress Code

- Play Clothes that can get dirty.
- Shoes with backs on them that fit properly.
- Shorts under all skirts or dresses.
- 2 Full Sets of extra clothes need to be left at school at all times: underwear, shirt, pants/shorts & socks.

Please label everything legibly. If items brought to school are not marked by the parent or guardian, Mother Lode Christian staff will mark items respectfully. If items are not marked clearly, MLCP will not assume responsibility for replacing damaged or lost clothing or items.

In case of an emergency our preschool will provide extra clothing; however, this clothing needs to be washed and returned to the school ASAP.

Communication with MLCP

It is the intent of the MLCP staff to provide communication with the parents about the progress of their child in school. We appreciate your comments and recommendations to improve our program.

EMAIL: Email is our formal source of communication used by MLCP. Parents are encouraged to check their inbox for messages from administration and the preschool director and reply when necessary. MLCS makes every effort to protect your email address from virus or spam. Please inform the school office if you must have another means of communication.

Monthly calendars and newsletters will be emailed to parents, with paper copies available in our preschool for your convenience. It is a good idea to highlight the days your child attends our center so you are informed of the activities planned for that day.

CLOSED FACEBOOK: MLCS makes announcements (important and not-so-important) as well as pictures on our Closed FB page. Feel free to join the conversation!

Email or GroupMe is the best form of communication when away from your child. Please try to avoid personal texts unless absolutely necessary.

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