

MOUNTAIN VALLEY
LUTHERAN PRESCHOOL
PARENT HANDBOOK



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Our Mission: Mountain Valley Lutheran Church praises and glorifies God by sharing the gospel with our community and by nurturing one another through word and sacrament.

- As a ministry of MVLC, MVLP furthers the church's mission statement by teaching the children and their families the truth of God's Word.

Our Vision: Mountain Valley Lutheran Preschool provides children with a high quality Christian education as it encourages, supports and nurtures its families through the Word of God.

Our Philosophy: Christian preschool education fosters the faith of each child and supports Christian parenthood and home life. It provides kindergarten readiness and develops students' academic, social and emotional abilities; understanding that each child learns at different rates, depending on their own God-given capabilities and desires.



*“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”
— Deuteronomy 6:7,8*

Enrollment and Registration:

You will receive an enrollment and registration packet which includes this parent handbook, an enrollment application, a financial agreement form, a health record form, and a permission slip. All forms except the health record must be returned to MVLP before the first day of school. You have 30 days to submit the health record form completed by your child's physician. **The health form must have been completed within the last 12 months. They expire 1 year from date last seen by physician of physician's assistance. Additionally, you must provide a copy of your child's immunization record before the first day of school.** Immunization record forms are available from the staff.

Admission:

MVLP does not discriminate on the basis of race, religion, gender, or national origin. Children three to five years of age will be admitted, according to the following requirements:

- 1) Child must be fully potty trained,
- 2) A non-refundable fee of \$50.00 is due at the time of registration,
- 3) Enrollment paperwork must be completed and submitted prior to child's first day of attendance (see above).

Classes are filled on a first come, first served basis. Your child's name may be put on a waiting list to fill vacancies as they occur.

We will accommodate children with special needs on a case by case basis.

Tuition:

Tuition fees are due by the 1st of the month for that same month. Tuition is as follows: \$47per day for each day that child is scheduled to attend (\$45 per day for each additional child from the same family). There will be no charge for the days the school is closed (except

for snow closings). After the 5th of the month, unpaid tuition will be considered late and an additional fee of \$15 will be added to your balance due. Your child will be withdrawn if tuition is more than 30 days late and no prior arrangements have been made. All checks should be payable to Mountain Valley Lutheran Church. Return check fees will be assessed at our cost. **A \$25.00 activity fee will charged at the beginning of the school year to cover various special projects over the year.**

Absences:

There will be no refund or reduction in tuition for absences. If your child is ill, please call or email MVLP by 9:00 a.m. Make up days are not available. If your child will be arriving late or leaving early for a necessary appointment, please let the staff know in advance.

If your child will be absent for a planned vacation, please notify the staff as far in advance as possible. Parents have the option to sell those days to another family by using the form on the parent bulletin board at school or email. Children to whom your days are sold must be enrolled at MVLP. Parents must pay each other for days sold. The preschool is not responsible for exchanging fees or days. Please notify the staff of any arrangements you have made by recording it on the "Days for Sale" form on the parent board. Permanent changes will only be made by the staff.

Drop-Off/Pick-Up

Drop off time is at 7:30 a.m. and pick up time is 5:30 p.m. An adult must accompany each child into the classroom and sign (with complete name) their child in and out every school day attended. Pickup authorization must be in writing. Please be sure the school is always provided with an up-to-date list of persons permitted to pick up your child. MVLP is required to ask for a photo ID before the child is released to them. Any unauthorized person trying to pick up a child may be reported to the authorities.

Pick up Procedure

- When you come in, immediately sign your child out.
- Help your child gather their things if necessary.
- Your child will wait at his/her cubby until you are ready to leave.

Please understand that once you have signed your child out for the day, you are responsible for his or her safety. With the parking lot being so close to the entrance, it is very important that your children proceed straight to your vehicle under your direct supervision. **Parents, please note:** When staff are closing up preschool they must be focused on the needs of the children. Please do not use this time to discuss your child's progress or other concerns because this is a difficult transition. We encourage parents to contact teachers by email, appointment, by voice mail or by written messages.

When the weather is warmer, and the children are on the playground at the end of the day, we ask parents (as well as older siblings) to remain inside the preschool and wait for their child to be sent in, rather than going out on the playground.

A late fee will be charged after 5:30 p.m., due and payable to the teacher in attendance when the child is picked up or it will be added to the following month's tuition. Late fees are as follows: \$5.00 up to 5:35 p.m. and \$1.00 for each additional minute thereafter. If the child is

not picked up by 6:00 p.m., the school will contact the Eagle Police Dept. and/or Eagle County Social Services.

Discipline/Guidance:

We believe each child is a unique and special gift of God and has different abilities. Our goal is to guide the children in practicing problem solving, learning appropriate social skills, and offering God's love and forgiveness to each other. If a problem arises the teacher will talk privately to the child. If the behavior continues the child will be redirected to another area. The children will be encouraged to resolve differences with adult guidance. MVLP does not practice corporal punishment.

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

School Calendar:

MVLP will, for the most part, follow the Eagle County School District calendar. MVLP will observe most of the same closings as the ECSD including snow days. We will provide each family with a copy of the MVLP school year calendar. There is also a copy on the church website. (mvlutheranchurch.com)

Emergencies:

Parents must remember to keep their contact phone numbers up to date with us at all times.

A fire and/or lock down drill will be conducted once a month, as required by the state. Each staff member will walk the children to the designated area and wait instruction from the director/fire department when it is safe to return to the classroom. Staff will use the sign-in/out sheet to account for all children. In case of an actual emergency, parents will be notified as soon as possible.

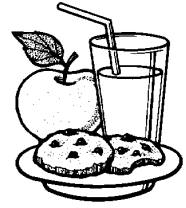
In case a natural disaster occurs the following procedures will be followed:

- 1) Teachers will listen to the radio for information and instruction.
- 2) Teachers will keep children calm and comforted while parents are being contacted.
- 3) In the event of a tornado the designated area is the downstairs hallway.

If we feel that any child is at risk of potential harm, whether by natural disaster or any other perceived threat to human safety, we may "lock down" the building; that is, lock all exits accessing the school. If a decision is made to implement a lock down, staff will then do a head count, retrieve the emergency phone numbers, and take the children to a designated area in an orderly fashion. These are just precautions for very rare and isolated cases; we would not allow your child to attend if we felt they were endangered in any way.

Meals and Snacks

Snacks will be offered twice a day (morning & afternoon). Parents are required to bring a nutritious snack for the entire class approximately once a month. A calendar snack list will be sent home at the beginning of each month. Some nutritious snacks are fruit, crackers, cheese, and muffins. Colorado regulations require that snacks must be pre-packaged and store prepared. This does not apply to desserts for special occasions, such as birthdays, holidays, etc. MVLP will provide the second snack each day.



Lunches are not provided by MVLP. Parents must pack and send a nutritious, ready-to-eat lunch for their child. Please include a cold pack if spoilage is a concern. The school refrigerator and microwave are not available for food storage or preparation.

Rest Time

Mats are provided by MVLP for rest time. According to state guidelines, any child present in the preschool for more than four hours a day is required to rest on a mat for part of the day. If the child cannot fall asleep after 30 minutes, a quiet activity will be made available to them so the children who are asleep will not be disturbed.

Dress and Items from Home

Your child will play and work hard in school. With this in mind, send your child to school in comfortable clothing. Make sure your child is equipped to play outdoors in any weather. Please do not send toys to school with your child. Something to rest with, such as a blanket or stuffed animal, is welcome. Label all items that belong to your child. We also ask that you send a complete set of extra clothing, **labeled** and packed in a Ziplock bag with your child's name, to keep at MVLP throughout the school year.

Health and Safety Matters

It is imperative that you make the teachers aware of any allergies or special medical needs your child has, both verbally and in writing. If your child becomes exposed to a contagious disease or has an infectious parasite, such as lice or pinworms, notify MVLP teachers immediately. MVLP staff will post a note in order to notify parents of any contagious diseases that may have been present within this facility. By law, certain diseases and conditions are reportable to public health for surveillance purposes and so disease control measures can be implemented. **Persons treating or having knowledge of a reportable disease, whether the disease is suspected or confirmed, must report the case to the state or local public health agency. To see further policy on this matter please ask the director.**

To help all students stay healthy, please keep your child home when sick. Some guidelines to follow are:

- 1) Fever above 100.5
- 2) Vomiting/Diarrhea
- 3) Severe cold, runny nose or cough
- 4) Any unusual change in physical appearance, behavior, or appetite

- 5) Pink eye, crusting or mattering of eyes (until 24 hours after treatment begins)
- 6) Lice
- 7) Pinworms (until 24 hours after treatment begins)

If a child has had a fever, diarrhea or vomiting, MVLP policy prohibits attendance for at least 24 hours after symptoms abate. If a child becomes ill at school, the child will be separated from the group and asked to rest. Parents will be notified and required to pick their child up immediately.

If your child requires prescription and/or over the counter medications during attendance at school, a medicine administration **form must be filled out by someone with prescriptive authority (doctor or physician's assistance).** Prescription medicines must be in the original container for staff to administer. Over-the-counter medicines must also be in the original container. Please hand deliver all medications to the staff, rather than sending them in lunch boxes or with your child. Staff cannot give medications without proper authority!

If your child should be injured while at school, the staff will administer needed first aid. You will be notified by phone if your child's injury is significant. An accident report form will be completed for all significant accidents/injuries.

Biting Policy

The following steps will be for any child who bites at MVLP.

1. The biter is immediately removed from the situation with no emotion, using words such as "biting is not okay – it hurts." Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand.
3. The teacher will redirect the child to other play.
4. The teacher will write an accident report and notify the parents of the biter.

If biting continues:

1. Staff will meet with the director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.

Weather

We go outside daily. Please send your child with appropriate outerwear, including protective shoes and/or boots. In the event of inclement or excessively hot weather, the teachers will use their discretion and may choose to keep the children inside. It is helpful to send your child to school with sunscreen already applied. Staff may apply sunscreen with written authorization on file. Sunscreen permission is included in the Enrollment form.



Curriculum

Our content will be guided by the Christlight Curriculum published by the Wisconsin Evangelical Lutheran Synod and thematic units. This curriculum builds upon each individual child's own skills and experiences. We utilize play, interactive and engaging teaching methods, as well as quiet and relaxing activities. We will learn numbers, letters, shapes and colors as well as read books, play games and exercise. *Zoo phonics*, *Handwriting without Tears* and *Dinosaur School* are programs used within our day to teach school readiness and Social-Emotional Growth. Video viewing will be limited.



Everyday we will spend time at our Savior's knee with a Bible lesson and devotion. We will share with the children Christ and His love for us. We will sing Christian songs and poems. We wish to make the children aware that our words and actions are a means of showing our love for Christ and for each other.

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."
— Mark 10:14

Daily Routine

The schedule will be posted on the parent board inside the school, as will any changes made or anticipated.

Parent/Teacher Conferences/Communications

Parent-teacher conferences will be held twice a year. This allows staff to give detailed observations on your child's social, emotional and physical development. Appointments will be made for the formal conferences. If at any time a parent has a question or a concern, please feel free to leave us a note or leave a message on the answering machine. We will contact you at our earliest opportunity.

Parents will be given opportunities throughout the year to provide feedback to the staff. A newsletter and calendar of events will be sent home on a regular basis to keep you informed. A journal may also be exchanged between home and school to share additional information.

Field Trips

From time to time, we will go on field trips. Children will be supervised at all times. A permission slip for walking field trips is included in the registration packet. For field trips requiring transportation, a separate permission slip will be given to each child's parents for each trip, describing the mode of transportation, seating, and supervision requirements. Emergency cards, first aid kit, and sign-in/sign-out sheets will be with staff during these field trips and all safety precautions will be taken to help make it a good experience for everyone

involved. A sign will be posted on the front door of preschool that indicates where we are, our anticipated time of return and contact phone numbers in case anyone needs to contact us.

Parent Involvement

We will create many opportunities for parents to participate, to the best of their ability, in school and in extra-curricular activities. Children love to see their parents visiting and helping at school and we welcome parents to visit. It is helpful to let the staff know ahead of time when possible. Please sign-in and out on the visitor sheet.

Family Ministry

We recognize that God gives the responsibility of raising children who know and love Him to parents. It is our goal to assist families as they grow together in their love for our Lord and for each other. During the course of the year, we will offer parenting classes, Bible studies, and other opportunities for our preschool parents to learn more about our God and His Word. We strongly encourage you to take advantage of these opportunities. We also offer social activities for families to get to know each other and support each other.

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”
— Ephesians 6:4

Withdrawal Procedures

When a child needs to be withdrawn from MVLP, a minimum of **two weeks notice** is required so the staff has adequate time to fill the vacancy. Fees will be recalculated and adjusted based on actual attendance. Notification will be given if there is a balance due. Permanent changes will only be made by the staff.

Mountain Valley Lutheran Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees.
- Not observing the rules of the center as outlined in the handbook.
- Physical and/or verbal abuse of staff or children by parent or child.
- Biting

Filing a Complaint/Reporting Suspected Abuse

Persons who wish to file a complaint regarding a center can contact the following: The Division of Childcare, Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203-1714. Phone 303-866-5958. Any suspected child abuse should be reported to the Department of Social Services, at 970-328-8840 or the Eagle Police Department at 970-328-6351.

