

Student Handbook

Welcome

Welcome to East Pointe Church, Mother's Morning Out Preschool. We consider it a privilege to have the opportunity to partner with you to enhance the emotional, physical and spiritual growth of your child. It is our mission to provide a safe, christian environment for each child to flourish to their fullest potential. Through praise, encouragement and love we strive to show the benevolence that God shows us every day. We trust that your journey with us will be a joyful experience.

Hours and Attendance

School hours are from 9:00am to 1:00pm. Children are to arrive no earlier than 9:00am and they are to be picked up promptly by 1:00pm. If you are late picking up your child, he/she will be put into extended care. You will be responsible to pay our extended care fees regardless of how long your child is in our extended program. We understand that unexpected situations can result in a late arrival; however, please understand that we are NOT flexible in this area and we ask that you respect and comply with our policy.

Extended care hours are Monday, Wednesday & Friday from 1:00pm to 4:00pm and is offered on an "as needed" basis. If you will be needing extended care, you may sign your child up that morning. If you are running late and need your child to go to extended care, please contact the preschool office at 904-641-8323 and let us know. Extended care sign-in sheets will be located in the foyers of modular C & D or at the preschool office every morning. Extended care is \$5 per hour. Hours are not prorated.

Tuition

Monthly tuition is due by the 1st of every month. Please use the tuition drop box located outside the preschool office. Checks should be payable to EPC. Your child's name along with MMO should be written out in the memo section. A \$20.00 charge will be assessed for any returned check. The months of August, December and May are shorter months; however, a full month's tuition is required. We have taken this into consideration when setting our tuition fees.

Clothing

Please dress your children in comfortable clothing. The children will go outside every day unless it is raining or too cold. Please remember to send a jacket or sweater for those cooler days. Children are to wear only close-toed shoes. Please be mindful that children will possibly get dirty while at MMO; do not dress them in clothing that you do not want ruined. Clothing, lunchboxes or backpacks that promote Harry Potter, Scooby Do, Pokemon or Yugi-o are not permitted. Each child is to keep a complete change of clothing (including socks) in their back pack every day.

Potty Training

Children are required to be potty trained by the age of three in order to be in school. No exceptions. If your child is younger than three and in the process of potty training, please send them to school in pull-ups unless they have been accident free for at least three full days. Two restroom breaks are scheduled into the days routine. Additional breaks will be granted if a child exhibits the need for a restroom break or verbally tells the teacher.

Birthdays

We would love to help celebrate your child's special day. Parents may bring refreshments as arranged with the child's teacher. Invitations should not be distributed for private parties unless all of the children in the class are invited. We would not want to hurt any child's feelings.

Health Policy

In the interest of every child's well being, only healthy children will be cared for. We ask that your child be free of fever for 24 hours after an illness before you bring your child to school. It is requested that you keep your child at home if the student has symptoms of illness such as an elevated temperature (100 degrees or above), rash, common cold, vomiting, diarrhea, sore throat with swollen glands, severe coughing, eye discharge or excessive nasal discharge. If symptoms of illness are observed at school, your child will be isolated and you will be notified to pick up your child as soon as possible. Your child may return to MMO after being symptom-free for 24 hours. Without prior arrangements, no medications, including diaper rash ointment, will be dispensed to your child by our staff. In the event of a contagious illness, please notify the director as soon as possible.

Safety Information

The well being and safety of your child is our highest priority. The following steps will be taken should a medical emergency occur:

- Minor Injuries - We will apply first aid (cleaning & ice) to the injury and fill out an incident report for you to sign. The director or teacher will go over this report with you upon your arrival.
- Serious Injury – If necessary, we will call 911 immediately. Otherwise, you will be notified immediately while the teacher or director is comforting your child. If we are unable to reach either parent, we will attempt the emergency numbers listed on their enrollment form. **It is very important to keep all information (phone numbers, emergency contact and allergies) on your child's registration form current.**

Communications

Monthly progress reports will be sent home. This will keep you informed of how your child is doing academically and socially. For the safety of your children, please do not engage in any conversation with your child's teacher during drop off or pick up. If you wish to request a parent teacher conference, please contact the director to schedule an appointment or you may leave a message for the teacher to call you that evening. It is important that you have the teacher's full attention and the time to discuss your concerns.

At the beginning of every month you will also receive a monthly calendar. This will have each class's activities, teaching units, and special days. Please check your child's backpack daily for additional information that will be sent home on a regular basis so you may be informed of pertinent information.

Biting

We understand that biting considered somewhat "normal" for preschool age children; however, for the protection of our students, we will not be able to care for children who struggle in this area. If your child has bitten another child, he/she will be removed from the classroom and you will be contacted to come and pick them up. On his/her third offense, he/she will be removed from the preschool for a (1-month) period of rest or even permanently depending on the degree of aggression that was exhibited.

Withdrawals

A 30 day notice is required if a child is withdrawing from the program. If for some reason you must pull your child out without being able to give a 30-day notice the tuition for that month will not be refundable.

Disciplinary Procedures

Our discipline practices will ensure that age appropriate, constructive disciplinary measures are used. These practices are as follows:

- Positive verbal guidance and redirection will be used to encourage appropriate behaviors.
- If a child does not respond to verbal guidance and exhibits behavior that is dangerous to himself or to other children, a "time-out" period will be used. Time-outs are calculated one minute per each year of the child's age.
- If a child does not respond to the "time-out" measure, he/she will be brought to the director for counseling. If necessary, we will contact the parents to discuss ways to help him/her choose better behavior decisions.
- Children will not be subjected to discipline that is severe, humiliating, or frightening.
- Discipline will not be associated with food, rest, or toileting.
- Spanking or any other form of physical punishment is prohibited.

Lunches & Snack

Please provide a lunch and a snack every day for your child. Snacks should be packed separately in disposable packaging with name on the outside and placed in the container provided outside your child's classroom. When packing a lunch, please send your child with foods that require no special preparation, refrigeration or heating. All lunch boxes, plastic containers, and juices should be labeled with your child's name. Please don't forget to send plastic utensils if necessary.

Hot lunch is offered on Monday, Wednesday and Fridays for \$3.00 each. An order form will be sent home the third week of each month for the upcoming month allowing you to select which days you would like to purchase lunch. Because hot lunch is pre-ordered, it is important that you return the order form by the given due date to ensure your child's order will be counted. To simplify bookkeeping, we ask that you make a separate check payable to EPC-MMO and return it with your completed order form by the due date indicated. Lunch orders are non-refundable if your child is absent from school.

Pick Up

Children will be released only to those persons stated on the registration form as Authorized Pick-Up Person(s). If you are planning to have someone that is not on your list pick up your child, you must contact the director either in person or by phone. If the director is not available by phone, please leave a detailed message including the name of person who will be picking up your child. We will ask for identification if we are not familiar with the person picking up your child. Your child's safety is extremely important to us. Please keep your child's information current. Car pick up will begin at 12:50. Children are to be picked up from the car pick up line that has been assigned to them. Please display your child's name card visibly in the window. We will bring your child/children to you; however, you will be responsible for placing your child/children in their car seat. When it is your turn in line, please be readily standing outside your car, move quickly and refrain from conversation so that we may keep the lines moving.