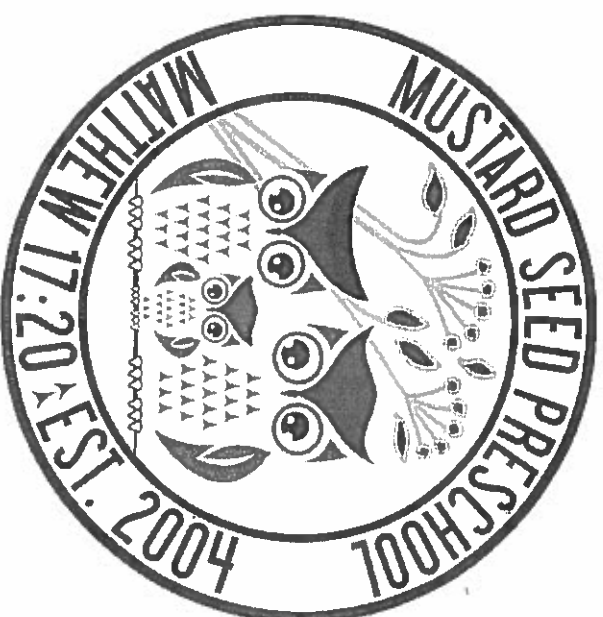
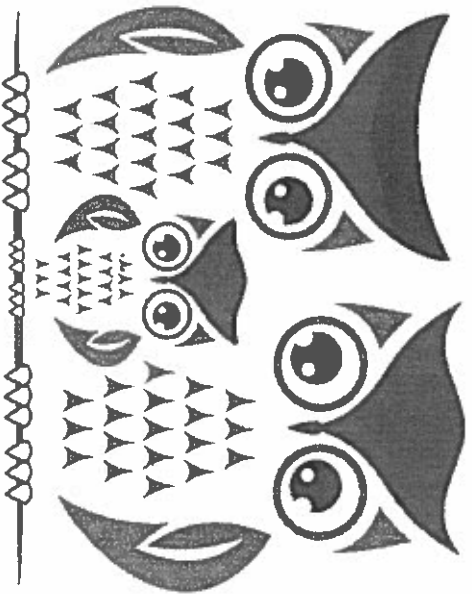


# MUSTARD SEED PRESCHOOL PARENT HANDBOOK



# MUSTARD SEED PRESCHOOL

MATTHEW 17:20 EST. 2004

2017-2018



CHRIST  
COMMUNITY  
CHURCH

A Ministry of

1215 Hillsboro Road, Franklin, TN 37069

MSP Phone: (615) 468-2345

MSP Fax: (615) 468-2279

[www.mustardseedpreschool.com](http://www.mustardseedpreschool.com)

I tell you the truth, if you have faith as small as a mustard seed, you can say to this mountain "move from here to there" and it will move. Nothing will be impossible for you.

Matthew 17:20

Dear Mustard Seed Family,

Welcome to Mustard Seed Preschool! It is an honor and privilege to partner with you this year in the education and discipleship of your children. It is no small thing that you have entrusted your child to us while at Mustard Seed. All of us here – the staff, teachers and advisory board – are thrilled to share this journey together. Our desire is to show the love and the wonder of God our Creator and Father through His Son Jesus Christ. Every aspect of our day – from Devotions, to Art, Music, and even Centers, is designed to nurture your child's God given gifts and display His glory.

This Parent Handbook outlines the policies of this school. They have been adopted by our advisory board after careful discussion and prayer, that your child may thrive at Mustard Seed in a safe and loving environment. Please carefully read this handbook and sign the statement confirming that you indeed agree with and will uphold these policies. We extend to you an open invitation to call or visit the school to discuss your child's experience while at Mustard Seed Preschool. Your concerns and hopes matter greatly to us!

For the Love of Christ's Kids,

*Kristin Henke*  
Director

## Table of Contents:

Mission, Philosophy.....	2 and 3
Foundational Principles.....	3
Enrollment.....	4
Withdrawal and Re-Enrollment.....	5
Tuition.....	6
Curriculum and Discipline.....	7
Map.....	8 and 9
Arrival, Dismissal, and Parking.....	10
Release of Child.....	10
Safety and Emergencies.....	11
Wellness Policy.....	11 and 12
Communication.....	12
Department of Human Services Requirements.....	13
Frequently Asked Questions.....	14 and 15

## Our Mission and Purpose

Christ Community Church is called by the God of all grace for the transforming of life in middle-Tennessee – spiritually, socially, and culturally – through the power of the Gospel – from Franklin to the nations of the world – all to the glory of God.

Mustard Seed Preschool is called by God to provide preschoolers with a grace-based education that is biblical and committed to the content of the covenant and to covenant life in the church.

## Our Philosophy (Adopted at founding in 2004)

Mustard Seed Preschool will carefully cultivate a community of faith where individuals are valued as created in God's image and are encouraged in compassion and grace toward one another for mutual edification. The educational experience will encourage honoring and glorifying the Lord in work, play and rest. It will be designed to meet the developmental needs (spiritual, emotional, physical, intellectual, and social) of the individual child.

Mustard Seed Preschool will seek to serve the diversity and uniqueness of all children. It will have an intentional outreach to minority families.

## Grace-based Preschool Foundational Principles

- A grace-based preschool accepts and loves children as Christ loves the church.
- All children are creative image-bearers of God.
- All children are unique. Everyone has a different personality, temperament, learning style, family dynamic and personal strengths and weaknesses... A grace-based preschool plans its curriculum to speak to each child.
- Parents are children's primary teachers. A grace-based preschool does not replace parents, it supports them.
- The relationship between teacher and child is the key in a grace-based preschool. Correction and re-direction reach a child's heart and not just his behavior when there is a positive relationship between the teacher and child.
- A grace-based preschool focuses on the child's relationship with God, and the impact that relationship has on family, friends and those in the larger community so that the child develops a knowledge and concern for others.
- Following directions, working in groups, working independently, resolving conflict and problem solving are integral parts of preschool academics and lead to successful school and life experiences.
- Teachers facilitate learning so young children have room to learn self-control.
- Young children learn experimentally.
- Child development is the template for curriculum. Growth and maturation in young children are a process that happens over time.
- A grace-based preschool has an environment where it is possible for every child to thrive.
- A grace-based preschool prepares a child for life, not just for kindergarten.
- Risking failure is the key to becoming a life-long learner. Process-driven activities are a way for children to exercise their creativity, risk failure and learn while meeting their developmental needs.
- Children are not deemed worthy or worthless because of their behavior. They have worth because God created them and not because their performance met a standard.

## MSP Administration (Staff and Advisory Board)

The Advisory Board will provide encouragement and support. Along with the Director, it will develop and implement the vision and goals of the Mustard Seed Preschool. The Advisory Board will consist of the following members: The Preschool Director, one Christ Community Church Elder, one Deacon, parents, and others with specific preschool interests, for a total of 8-10 members.

All policies of the Mustard Seed Preschool will align with the policies of Christ Community Church and are subject to Session approval.

## Months of Operation

MSP classes begin in late August and end mid-May. For MSP school holidays, we predominantly follow those listed on the local school district calendars. A yearly calendar will be included in the enrollment packet and posted online at [www.mustardseedpreschool.com](http://www.mustardseedpreschool.com).

## Classes Offered: Age and Enrollment Criteria

Children will be grouped in classes by birth date. For enrollment the child must be at least 3 by October 1st.

Our 3 year old classes will be taught in the Classical Christian educational style. Potty training for 3 year olds is encouraged, but not mandatory. In accordance with our grace-based principles, children who are 3 years old are not required to be completely potty trained. We do ask, however, that families be working on this big hurdle! This means that they can go on the potty, and be successful most of the time. We do ask if your child still has bathroom accidents that they come to school in a "pull up" diaper. Children entering our 4-year old classes are required to be potty trained.

Our 4 and 5 year old Pre-K classes will also be developmentally appropriate and taught in the Classical Christian educational style. These classes will emphasize preparation for kindergarten with specific communication to parents on the issues of a child's readiness for kindergarten.

## Enrollment Procedures

MSP welcomes and admits children from varied backgrounds and without regard to race, religion, color, creed or national origin.

To be considered for admission:

1. An application form and registration fee must be submitted.
2. All past due balances must be paid and current.
3. Admission announcements will be sent via an email letter with a link for the completion of enrollment paperwork. Your student is considered "enrolled" once this admission announcement is sent. The link will send you to the Child Info Sheet to complete and confirmation email will have additional forms to be printed, signed and turned in to the MSP Office by May 1 along with your non-refundable tuition deposit. This information must be completed and returned in order for your child to be placed on a class list. A copy of the MSP Parent Handbook will be available online and in the MSP office.

4. The non-refundable deposit is due May 1. If you enroll after May 1, the deposit is due within 2 weeks of enrollment. This deposit will be applied to the May tuition.

5. If there are no openings available, your child can be placed on our waiting list.

6. If court orders exist regarding the custody of a child, MSP must have a copy of the certified papers which serve as the final court orders. Please notify us immediately of any changes in custody orders. We will follow the court order with no exception.

## Discontinued Enrollment

On rare occasions, MSP may find that our program will not or is not meeting the needs of a particular child or family. In those instances, MSP reserves the right to refuse admission or to ask a family or child to be dismissed. This extreme step would not be taken without a great deal of careful consideration and discussion with the parents, the classroom teacher and the Preschool Director. Meetings would be held to express concerns and present specific documentation or our stated concerns. Whenever possible, MSP would suggest options for alternative placements.

The right to refuse admission or to ask a family to discontinue attending our program may be due to (but not limited to) any of the following situations:

1. Excessively disruptive or aggressive behavior that threatens the safety and well-being of self and/or others in the class.
2. Behavior requiring constant one-on-one attention from the teacher, taking away attention from the rest of the class.
3. When tuition falls more than 40 days behind the due date.
4. At the discretion of the Director and/or the MSP Advisory Board.
5. A situation that arises that may jeopardize the safety of the children or staff of MSP. This could involve action of a child enrolled in the program or the actions of a family member of a child enrolled in the program.

## Withdrawing your child

Should you choose to withdraw your child from MSP, we request that you give at least one month's notice in writing so we can fill the spot and maintain financial records. Please email our assistant director, [betsy.breegle@christcommunity.org](mailto:betsy.breegle@christcommunity.org)

The non-refundable (May) deposit can be applied toward the last payment only under this condition:

Notice of withdrawal is given by the last business day of the month prior to the last month of enrollment.

For example, for an April 10th withdrawal, notice must be given by February 28th for the non-refundable deposit to be applied.

## Re-enrollment

Current MSP families are given first priority to re-enroll their child for the following school year. Please know that you must re-apply each new school year. Tuition balances must be current to reapply for the following year.

## 2017-2018 Fees and Tuition

Registration fee: \$100, cash or check for 1st child, \$80 for siblings.

The registration fee is due with the initial application and non-refundable.

Standard Payment Method

2-day program \$220  
3-day program \$325  
4-day program \$430

Automatic draft option:

2-day program \$215  
3-day program \$320  
4-day program \$425

- Auto-Draft forms available in the MSP office or via email request.
- All changes to auto draft amounts, accounts or otherwise MUST be submitted in writing.

PayPal Option:

2-day program \$226  
3-day program \$331  
4-day program \$436

Tuition is due on the 1st day of the month. Please make all checks payable to Mus-tard Seed Preschool (MSP) and either mail to MSP at 1215 Hillsboro Road, Franklin, TN 37069 or drop in the white drop box located outside the MSP office room A123.

The non-refundable deposit will be applied to the last month's tuition (May).

**IMPORTANT:** Families enrolling after May 1st must pay the non-refundable deposit within 2 weeks of enrollment. Those enrolling during the school year must pay both the non-refundable deposit as well as the current month's tuition.

## Late or Non-Payment Policy

Tuition is the primary means of support that allows MSP to properly function and must be paid when due. If your tuition is not paid by the 10th of the month a 10% late fee will be added.

1. When payment is past due by 10 days, a contact will be made to the responsible parent(s) of the student. An immediate payment will be expected.
2. If payment remains past due for 30 days, a registered letter will be sent instructing responsible parent(s) that an immediate payment is due. If payment is not made within 7 days of receipt of the letter, unfortunately, the student will not be allowed to attend class and the case will be reviewed by the MSP Advisory Board to determine if the child will be allowed to remain in the program.

The administration of MSP will be bound to follow this policy.

If family or financial circumstances arise that make these payments impossible to make, please contact the Director immediately. You will be given a scholarship application to complete. Any unusual circumstances will be addressed by the MSP Advisory Board. If it is determined that your situation warrants financial assistance, based on availability, you may be given partial tuition assistance as funds are available and as deemed by the scholarship committee. You will be asked to reapply for scholarship/tuition assistance annually.

## Tuition Payments

Tuition payments are due on the first day of the month. For example, September's tuition is due September 1st. Enrollment is considered on a full monthly basis only. We do not make reductions in fees for absences. MSP does not prorate tuition or fees. A \$25 penalty will be assessed for any checks returned by the bank. If a check is returned for a second time, cash payment will be expected for the account balance and all remaining tuition payments.

## Curriculum

The overriding objective of the MSP curriculum is to teach children to recognize God as He is revealed in His Word, His creation, and through His Son. We aim to do this through a classical model of education. One of classical education's distinctions is that it follows a pattern of three stages of learning – grammar, logic and rhetoric – called the trivium. These three stages correspond to the scriptures in Proverbs 24:3-4 that tell us that by knowledge, understanding and wisdom a house is built. The grammar stage of learning corresponds to knowledge. It is the fact-gathering and memorization stage – your ABCs and 1-2-3s of learning. Grammar stage children (usually up through the fourth or fifth grade) need repetition and exploration. Our curriculum will emphasize opportunities that will increase observation and listening skills in a language-rich context.

Because we believe that God relates to His children in body, mind, and spirit, our curriculum will be well-rounded giving children ample time to play, exercise and pretend, as well as receive instruction at the grammar stage in the various disciplines of art, music, math, science, Spanish, humanities (the study of creation), theology through the children's catechism, and language arts.

## Discipline

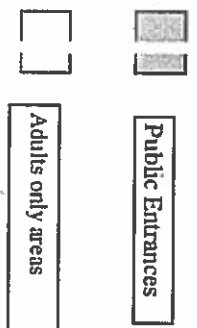
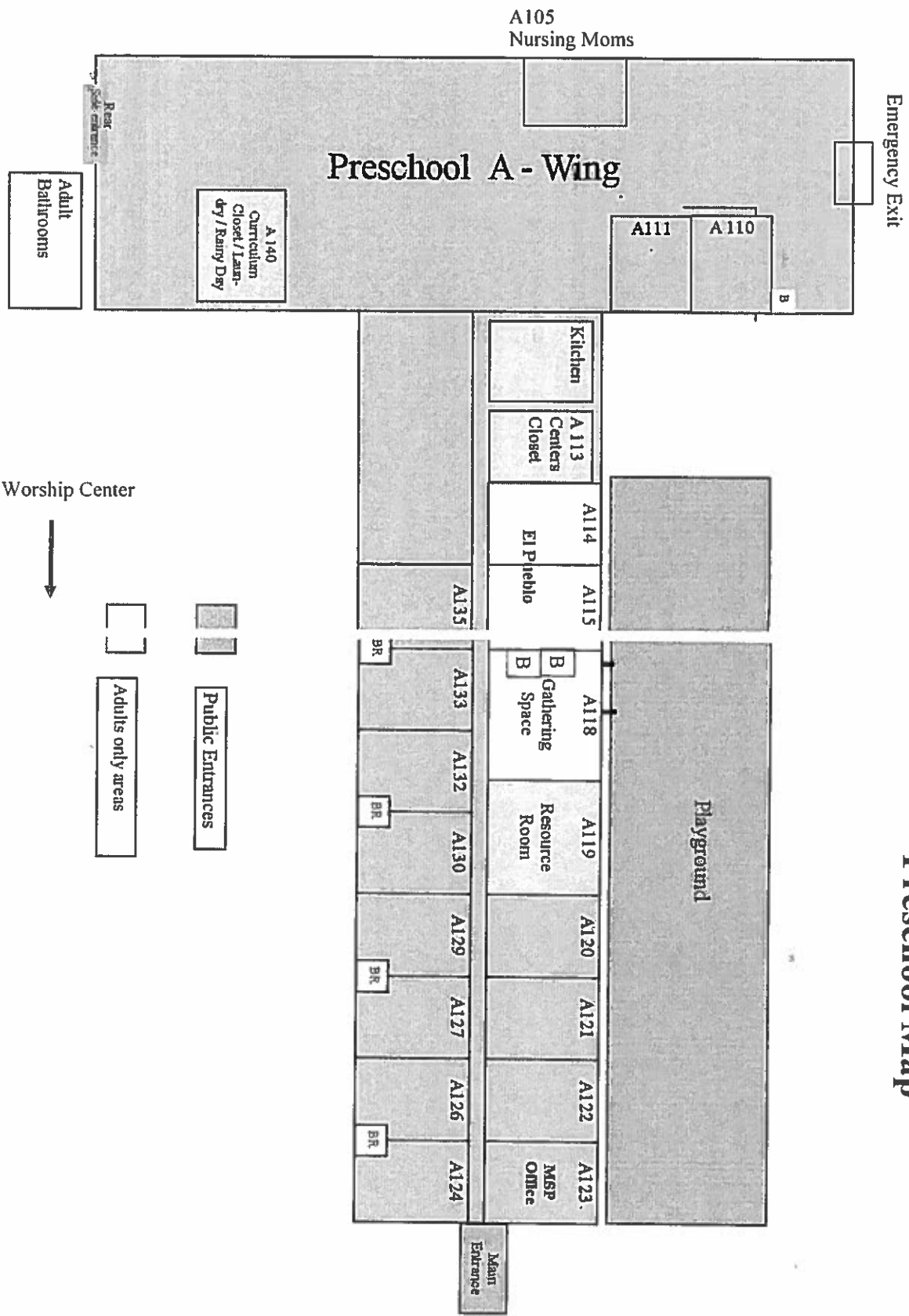
The goal of discipline at MSP is not simply appropriate behavior, however desirable this may be. We are concerned about the heart of every child, for the glory of God! We will have two rules we ask the children to follow:

1. Take turns talking.
2. Be good to each other.

These two rules cover virtually every infraction that might arise at school, and are derivative of the second commandment of Jesus as we see in Mark 12:31, "...love your neighbor as yourself". Students will be reminded, prompted and redirected to follow these rules. When struggles arise, we will take these as opportunities to show our universal need for a Savior. We will help children learn the vocabulary of sin and repentance, forgiveness and reconciliation. Even the consequence of going to the "think about it chair" or being sent to the director's office will be viewed as tools to "disciple" the child to consider his or her actions and heart.

# A-V Wing

## Mustard Seed Preschool Map



## Arrival

MSP opens at 8:50 am. Please wait outside the building or in the parking lot. Please do not bring your child to the classroom before this time.

Teachers meet and pray from before school every morning. Please be considerate and wait outside the preschool double doors until the doors are opened at 8:50. *Devotions will start promptly at 9:05 a.m. Please make every attempt to arrive on time by 9:00 a.m.* Every child must be accompanied by an adult to the door of his/her room each day. A sign-in sheet will be posted outside the classroom. Every child must be signed in with the time of arrival noted before he/she enters the classroom with the name and phone number of the adult who will be responsible for them that day should an emergency situation arise. If you personally will not be available during the day by phone for any reason, we *must* have a name and number of someone else that could be called if your child became sick or there was some other type of emergency.

## Dismissal and Pick-up line

Dismissal is 1 p.m. each day. There are two options for pick-up: car line or coming inside.

**OPTION 1:** Parents may use the car line. The children will exit using the MSP Main Entrance and will meet you at the curb. At Parent Night, you will be given a map that instructs you on the pick-up line procedure located on the back of your child's pick up line placard. You are asked to use the north CCC driveway to enter and exit the CCC campus.

We will provide you with 2 placards with your child's name and his/her teacher on them. **PARENTS/CAREGIVERS MUST HAVE THE PLACARD IN ORDER TO USE THE PICK-UP LINE.** If you do not have your placard, you will be asked to park and walk in through the rear MSP doors to get your child.

OR

**OPTION 2:** Parents/caregivers may come inside to pick-up. If so, they *must* use the church's *rear entrance* with the covered walkway. Thank you for understanding our commitment to safety by using the covered entrance during carline.

**Sign-Out Required.** For licensed classrooms (3 and 4 day classes) DHS requires that the departure time be documented on the sign in/sign out sheet. If using the Pick-Up Line, the student's teacher will bring the sign out sheet to the curb where you will meet your child and sign and write down the time of pick-up.

## Release of a Child

We will only release a child to persons who are authorized by you on your Child Information Form. If someone who is not listed on your form is picking up your child, we must receive notice in writing and we will ask for a photo ID if we do not know the person. They are asked to come inside for pick-up instead of using the pick-up line, or if they need to use the pick up line they must obtain a placard from you. If there are custodial agreements in place about your child we must have a copy of these documents for your child's safety and protection.

## Parking

- In the morning, for drop off, please park on the north side of the church near our main entrance. Enter and exit the parking lot from the north entrance near the playground. There are handicapped parking spaces at the front of the church.
- In the afternoon, if coming inside for pick up, please park in the center of the back parking lot and use the rear entrance near the covered walkway.

## Safety and Security

The safety of your child is extremely important to us. MSP has emergency plans and procedures that have been state approved. Please contact the director to obtain a copy. A building evacuation plan will be posted, and fire drills will be conducted twice per, once for each set of days program (W/F and T/Th). Tornado drills will be conducted in the fall and spring, as well as a lock down drill, for the unlikely event of a lock down situation. If you have any questions about the safety and security of our wing please contact the Director or Assistant Director at (615) 468-2345.

## Emergency Contact Information

It is your responsibility to keep the emergency information for your child in our file up to date. This includes your registration papers, call lists, medical information, court orders, and anything else that we need to know. If your contact information changes, please email our Administrative Assistant at sarah.hathaway@christcommunity.org, as well as your child's teachers.

## Emergency Communications from MSP to Parents

Mustard Seed Preschool has emergency procedures in place for all staff and students in the case of fire, tornado, earthquake, and intruder/lockdown or off site evacuations.

In the event of an emergency where parents need to be notified, MSP will communicate in the following ways:

- Staff will call parents of their classes' students from their cell phones to inform them of emergency information.
- Dependent on internet connection availability, the director will post the current emergency information on the Mustard Seed Website, [mustardseedpreschool.com](http://mustardseedpreschool.com)
- Dependent on internet connection availability, an email will be sent to the parent body of Mustard Seed Preschool containing current emergency information.

This emergency information will include:

- The nature of the emergency
- The action taken
- Parent/Child Reunification instructions (for an offsite evacuation)

## Off-Site Evacuation Plan

In the event of a necessary off-site evacuation (toxic spill or gas leak) Mustard Seed Preschool would relocate to Hunter's Bend Elementary School, 2121 Fieldstone Pkwy, Franklin, TN 37069. The school's phone number is (615) 472-4580.

## Wellness Policy

We ask that you keep your child at home with any of the following symptoms and/or illnesses:

• **ever greater than 100, runny nose - yellow or green, questionable rashes/parasitic infections, vomiting within the past 24 hours, persistent coughing, diarrhea within the past 24 hours, impetigo, \*active chicken pox OR known exposure to chicken pox within the last 3 weeks, measles, mumps, conjunctivitis (pink eye), head lice**

• Please contact the Director or Assistant Director if your child has not been immunized against chicken pox and you suspect they have been exposed.

If your child is being treated with antibiotics, he/she should have taken the medicine for at least 24 hours before coming to preschool. If your child has a continually clear-runny nose or rash due to a non-contagious allergies, please let us know. We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all of our children to remain healthy and happy.

Medication should never be sent to school and left in your child's backpack or lunch box or any reason. **We cannot give your child routine medication.** You will need to come to the school to personally give any routine medication or give them to the child at home. Please alert the Director and your teacher of any special medical circumstances concerning your child.

## Allergy Policy

If your child has medically significant allergy, a few things need to happen:

1. You will be asked to fill out a Mustard Seed Preschool Allergy Policy Form which will inform the school and the teacher of the allergy. We must also have a copy of an Allergy Action Plan, which will be obtained and signed by the child's pediatrician or allergist, including steps and necessary medication in case of emergency.
2. A brief meeting will take place before the child's first day of school to review:
  - Allergy Action Plan from your physician (it can be faxed to our office at 615.468.2279)
  - Emergency medications needed
  - Parents plans for supplying alternate allergen free snacks for their child if needed

## Communication

MSP places a high priority on building relationships with the families of the school. Your child's teacher welcomes communication from you regarding any issue pertaining to your child. Here are some ways we aim to communicate:

**Inclement Weather:** Closing: Please check the MSP website homepage for weather updates. *We will follow Franklin Special School District for closing on snow or flood days. If Franklin Special Schools are closed due to inclement weather, MSP will also be closed.*

**Early Dismissal:** If Franklin Special Schools close before 1:00 p.m. during the day due to bad weather, MSP will close early, too. Please come just as quickly as possible.

**Delayed Opening:** On days when Franklin Special Schools open late due to weather, (regardless of whether it is 1 or 2 hours late) MSP will open that day at 10:00am. Please check the website or voice mail at 468-2345 for updated announcements.

**Website:** [www.mustardseedpreschool.com](http://www.mustardseedpreschool.com) Announcements such as school closings, special events and general program information will be on the website.

**Newsletters:** Each August, teachers will obtain the best email addresses to send teacher newsletters to parents each week. There is lots of important information in these letters! Please check emails weekly to read your teacher's newsletter and to read the monthly school-wide letter.

**Parent-teacher conferences:** We will hold parent-teacher conferences once a semester. In addition, should you feel the need to discuss your child's progress in a more in-depth manner other than during the parent-teacher conference times, please do not hesitate to contact the teacher or director, and every effort will be made to meet with you. It is important for teachers to know anything that affects your child, i.e., changes in the family, sleep patterns, health issues, etc. Please inform your teacher of these concerns as they arise.

## Department of Human Services Childcare Licensure Requirements

As of September 1, 2013, the Tennessee Department of Human Services issued a license and annually reviews our 3 and 4 day programs. (T/W/TH and T/W/Th/F programs for 4 and 5 year olds.) There are many steps to becoming licensed and maintaining licensure. MSP's Advisory Board has reviewed all of these rules and regulations and upholds all applicable rules for both 2 day and 3 & 4 day MSP classrooms. These rules change some of the methods of our school but not its primary intent, which remains the same. MSP's goal is to nurture a preschooler in mind, body and spirit and prepare them for their life in Jesus Christ.

Licensure rules require that MSP parents of 3 and 4 day students must read a summary of licensure requirements and document that they have read it. Immunization records must be provided before the child can attend preschool. Accurate sign in and sign out times must be documented and attendance records kept. MSP teachers are required to teach a personal safety curriculum. Parents will be invited to a school-wide meeting to hear what is taught in the personal safety curriculum before it is implemented.

MSP Staff are required to undergo additional security and professional steps as well as log additional training hours. Their classrooms will be observed by DHS licensure staff annually to be sure safety policies are implemented. The license will be posted on the MSP office bulletin board.

Our 2 day program is non-licensed. MSP's 2 day programs are considered by the State of Tennessee a "Parents' Day Out" program and are exempt from licensure requirements. However, MSP must register as a PDO program with the Department of Human Services and agree to keep attendance records, which would show that no child attends more than 2 days per week.

See the Summary of Licensing Requirements upheld by the Tennessee Department of Human Services for more information. Parents of children in our 3 & 4 day program are asked to read these pages and sign a form confirming this. This form is part of the enrollment packet.

## Frequently Asked Questions:

### Q: Can another adult pick up my child?

A: We will only release a child to persons who you have authorized on your Child Information Form. If someone who is not listed on your form is picking up your child, we must receive notice in writing and we will ask for a photo ID if we do not know the person. They are asked to come inside for pick-up instead of using the pick-up line, or if they need to use the pick up line they must obtain a placard from you.

### Q: How can parents be involved at MSP?

A: We strongly encourage parental involvement at the school. There are many ways to participate, including serving on the Friends of Mustard Seed which include, but are not limited to: Library, Christmas Program, Community Building, El Pueblo, Staff Childcare, Prayer Team, Resource Support, Thanksgiving Feast, and Teacher Appreciation.

Each year MSP will have a parent serve as Chairperson and a Vice Chair of the Friends of MSP. These parents will coordinate the chairpersons of each committee.

### Q: What happens if my child contracts head lice?

A: Your child's name will NOT be shared.

If a student has head lice, we will ask all parents to please check their child's head and scalp for signs of head lice or nits (lice eggs) every few days for the following 3 weeks. Head lice are contagious, so it is best to check siblings and any adults living in the house. Pets do not get head lice.

Some common signs of head lice are: intense itching of the scalp and neck along with head scratching, evidence of tiny crawling insects that are the size of a sesame seed. They may appear different in persons with dark hair than in light hair.

Please contact your physician regarding the best way to treat head lice.

Children diagnosed with head lice will be allowed to return to school when he/she is nit free and has been treated with the appropriate preventative measures.

MSP realizes that head lice are a common issue in preschool aged children. Research shows that lice prefer clean, healthy heads and that the presence of head lice is not a reflection of poor hygiene. Please remember that head lice do not spread illness nor are they life threatening. However, MSP will do all that we can to prevent their spread.

### Q: Can my child bring toys from home?

A: We discourage bringing toys from home except on very special occasions. Please do not bring any toys resembling weapons.

### Q: What kind of clothing should my child wear to preschool?

A: Children should wear washable, comfortable play clothes and shoes suitable for indoor and outdoor wear. Please do not allow your child to wear flip flops or sandals which can cause children to trip and fall when running. Please keep a complete change of clothes for your child in his/her backpack at all times. Accidents can happen at any age and any time. Every article of clothing that your child wears or brings to school should be labeled. Please label jackets and sweaters and backpacks.

### Q: What kind of snacks or lunch will be provided?

A: Parents will rotate providing healthy snacks for the children in the morning. Snacks must be individually wrapped. Children bring sack lunches from home each day. All food should be in ready-to-eat form. Please include an ice pack for cold items. No refrigerator is available for preschool lunch use. DHS Licensing requires that food items which pose a choking hazard such as grapes and hot dogs be cut into small bite size pieces.

### Q: What if my child has food allergies?

A: Please inform your teacher of any food allergies that your child has. If your child has a food allergy, please send in extra allergen free snacks to keep in the classroom snack pantry for your child.

### Q: What can I do for my child's birthday?

A: Please do not send invitations for birthday parties to school unless you are inviting the entire class. Feelings get hurt so easily! If you want to bring a birthday treat, please inform the teacher ahead of time.

### Q: What happens if I am late to pick up my child?

A: By 1:15 p.m. all children and parents should be dismissed out of the classroom. If a student has not yet been picked up by 1:15 pm, or by the end of pick up line, there will be a charge of \$1.00 per minute per child. This charge will be added to the next tuition statement. We have this policy because children may feel anxious or upset if they are left at school after all of their friends have gone home. Also, our teachers need to have a dependable time for leaving in the afternoon. If a parent is running late, they need to call the MSP office number, (615) 468-2345, and leave a voice mail letting us know. We will check the voice mails just as soon as the majority of children have been picked up. We understand emergencies happen which might prevent a parent/caregiver from picking up on time.