

Mustard Seed Preschool

Parent Handbook



A Ministry of



CHRIST
COMMUNITY
CHURCH

1215 Hillsboro Road, Franklin, TN 37069

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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,

Holly Davis
Director

Table of Contents:

Mission, Philosophy.....	2-3
Foundational Principles.....	3
Administration, Operation.....	4
Enrollment.....	4-5
Withdrawal and Re-Enrollment.....	5
Fees, Tuition.....	6-7
Curriculum and Discipline.....	7
Arrival, Dismissal, and Parking.....	8
Release of Child.....	8
Safety and Emergencies.....	9
Map.....	10-11
Wellness Policy.....	12
COVID Policy.....	13
Communication	14
Department of Human Services Requirements.....	15
Frequently Asked Questions.....	16 and 17

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 Mustard Seed Preschool. The Advisory Board will consist of the following members: Preschool Director, Christ Community leadership, 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 (Elder) approval.

Months of Operation

MSP classes will begin the end of 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.

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.**

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. Children entering our 4 and 5 year old classes are required to be potty trained.

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/non-transferable 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/non-transferable 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 for 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, jen.moore@christcommunity.org to give notice.

If notice is given less than 30 days, you are still responsible for payment of the next month whether in attendance or not.

****Any withdrawal made on August 1st or after must pay September tuition.**

The non-refundable/non-transferable (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 nonrefundable 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.

Fees and Tuition

Registration fee: \$130, cash or check for 1st child, \$110 for each additional sibling.

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

Standard (cash or check) Payment Method:

2-day program \$240

3-day program \$350

4-day program \$465

Automatic draft option:

2-day program \$235

3-day program \$345

4-day program \$460

PayPal Option (includes convenience fee):

2-day program \$247

3-day program \$359

4-day program \$477

- 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.
- Auto-draft runs Sept. 1 -April 1

Visit www.mustardseedpreschool.com—"Payment" tab to pay online.

Tuition is due on the 1st day of the month and late after the 10th. Please make all checks payable to Mustard Seed Preschool (MSP) and either mail to MSP at 1215 Hillsboro Road, Franklin, TN 37069, send in your child's folder or pay online through the payment page on our website.

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

IMPORTANT: Families enrolling after May 1st must pay the non-refundable/non-transferable deposit within 2 weeks of enrollment. Those enrolling during the school year must pay both the non-refundable/non-transferable 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 pay our teachers and must be paid when due. If your child's 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. 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. Scholarship/tuition assistance must be applied for annually.

Scholarship

Scholarship applications are available by February prior to the next school year. They are due to the Assistant Director by mid-April and are processed by the Scholarship committee of the MSP Advisory Board. The Assistant Director ensures that the applications are anonymous with all identifying information removed. The committee determines scholarship awards based on:

1. Timeliness of application
2. Demonstrated financial need
3. Availability of funds.

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 account balance and all remaining tuition payments. Days missed due to weather, illness or other special circumstances will not be made up and monthly tuition rate will remain the same.

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.

Parking and Drop-Off

MSP traffic must enter through the south entrance of the church. Parents may park in the second and third bays of the back parking lot for morning drop-off. The first parking bay will be blocked for safety.

After parking, please walk your child to the breezeway, locate your child's teacher, and sign in on your classroom's designated clipboard. After signing in, please quickly exit the breezeway area.

All adults must wear a mask at drop-off and pick-up. We ask that only one adult drop off a child, and siblings are discouraged from attending drop-off.

At 9:15 AM classes will begin entering the building and breezeway drop-off will end. For children arriving at 9:15 AM or later, they will need to be dropped off at the side Mustard Seed door. Parents may park near the playground and walk their child to the side door where they will sign their child in. An MSP staff member will walk the child to their classroom.

Dismissal and Pick-up line

Dismissal is 1:15 p.m. each day.

Children will be dismissed only through car line. The children will exit using the MSP Main Entrance and will meet parents/caregivers at the curb. At Parent Night, you will be given a map that instructs you on the pick-up line procedure which is located on the back of your child's pick up line placard. All MSP traffic will enter through the south entrance of the church property.

We will provide you with 2 placards with your child's name and his/her teacher on them. **PARENTS/CAREGIVERS MUST HAVE A PLACARD IN ORDER TO USE THE PICK-UP LINE.** If you do not have your placard and the pick up persons name does not match what was written on the sign in sheet, the person will be asked to pull up and park and wait until MSP staff can verify pick up instructions with a parent. Please call or email the MSP Office if your pick up person changes during the day.

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.

Any students needing early dismissal must be picked up by 1:00pm from the office. Any time later than 1:00pm the student will be dismissed through car line.

Late pick-up is \$1/minute per child after the last car has been released from the car line.

Release of a Child

We will only release a child to persons who are authorized by you on your Child Information Form or written in on the sign-in sheet. 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. 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.

Handicap Parking

There are handicapped parking spaces and a handicap door entrance at the front of the church.

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 is available upon request and fire drills will be conducted once per month. Tornado drills will be conducted in the fall and spring. We also will practice a lock down/secure the doors drill once per year. 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 and on sign in sheets 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 the Assistant Director 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:

- Dependent on internet connection availability, a text will be sent via RainedOut. Please text Mustardseedpreschool to 844383 to receive emergency texts. Families need to resubscribe each year.
- Dependent on internet connection availability, the director will post the current emergency information on the Mustard Seed Website, 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:

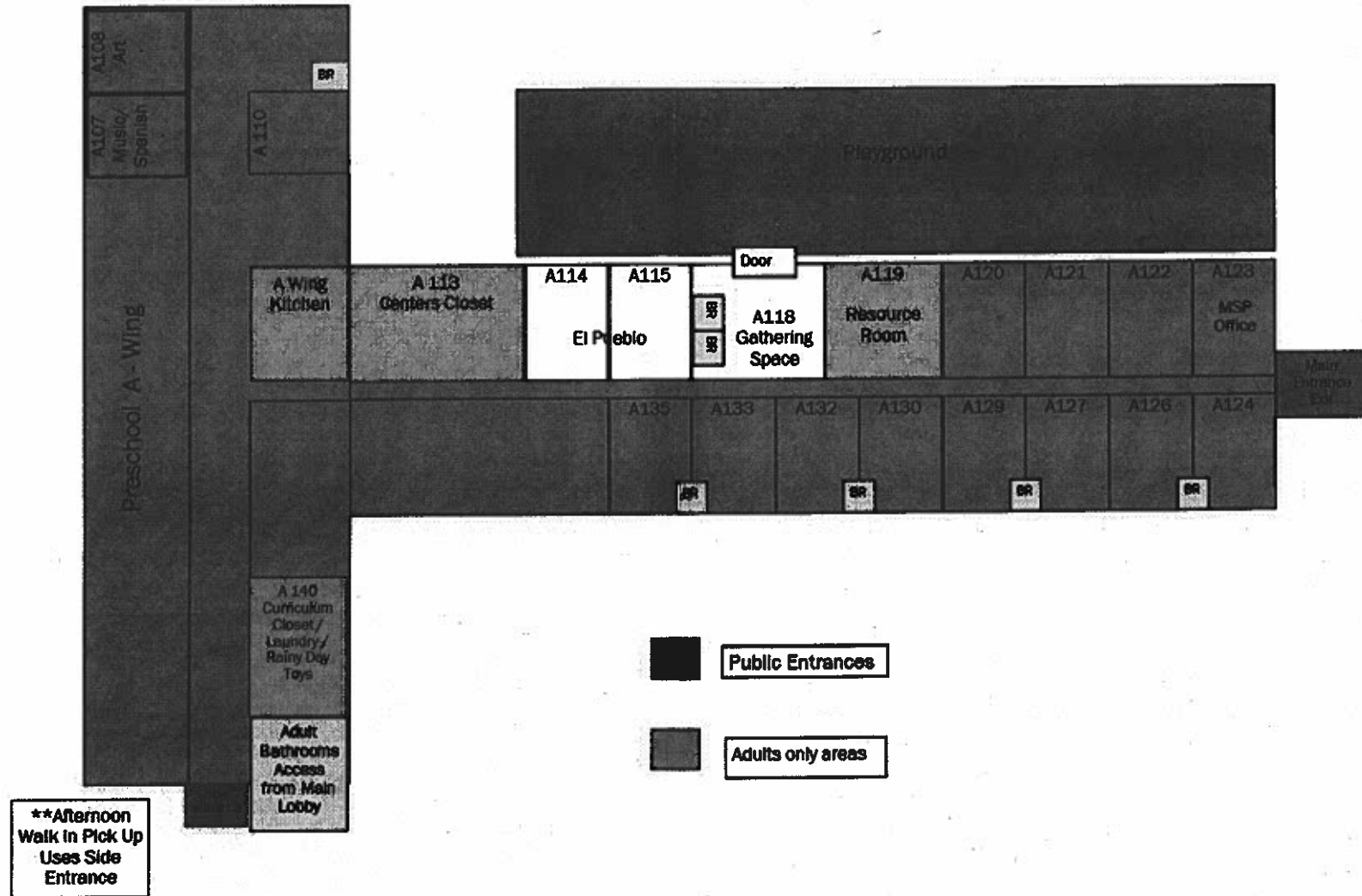
- The nature of the emergency
- The action taken
- Parent/Child Reunification instructions (for an offsite evacuation)

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.

A-Wing

MSP 2018-2019 School Year



Wellness Policy

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

- Fever greater than 100—do not give meds and send to school. Children must be fever free for 24 hours without medication.
- Runny Nose—yellow or green
- Questionable rashes/parasitic infections
- Persistent or unusual coughing
- Do not send if vomiting within 24 hours of school start time
- Do not send with diarrhea within 24 hours of school start time
- Impetigo
- Exposure to or Active Chicken Pox*
- Measles
- Mumps
- Conjunctivitis (Pink Eye)

Siblings with suspected illness should not be in MSP classrooms/EI Pueblo/Devotions with well children. This includes special events.

If your child is being treated with antibiotics, he/she should have taken the medicine for at least 24 hours before coming to class. 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 for 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.

*Please notify the Director if your child has not been immunized against chicken pox/ measles and you suspect they have been exposed. (Exposure includes a member of the household with shingles or chicken pox.)

Allergy Policy

If your child has an allergy that requires medical treatment, a few things need to happen before the first day of school:

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
 - Medicines must NOT be stored in backpacks but kept at school in an upper cabinet.

All COVID Policies

COVID Wellness Policy

The school's COVID-19 Management Plan can be located at our website: www.mustardseedpreschool.com.

All students must have a COVID Participation Agreement on file before they may attend school. This may be found on our website under Apply and Forms.

COVID-19 Tuition Policy

Mustard Seed is working hard to follow guidelines that will allow us to remain open all year. Should closures be required as outlined in our COVID Management Plan the Mustard Seed Advisory Board has set the following tuition policy in place:

- If Mustard Seed is open at all during the month, tuition will be collected as normal. For days missed during that month, teachers will provide packets, activities, etc. to families.
- If Mustard Seed is closed for the entire month, tuition refunds will be offered. MSP staff will not be paid, and no activities will be sent to families.
- At the end of the school year, the MSP Advisory Board will review if extenuating circumstances should warrant additional tuition refunds.

Communication

It is the parents responsibility to check email and other forms of communication to stay up to date on school information.

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.

Website

www.mustardseedpreschool.com

Announcements such as school closings, special events and general program information will be on the website.

Social Media

Follow MSP on social media for announcements and information:

- Facebook — @mustard.s.preschool
- Instagram — mustard_seed_preschool

Closings

Inclement Weather and other special circumstances: Please check the MSP website homepage for weather updates. *We will follow Williamson County Schools for closing due to weather, illness and other special circumstances. If Williamson County Schools are closed due to inclement weather, etc, MSP will also be closed.*

Early Dismissal: If Williamson County Schools close before 1:00 p.m. during the day due to bad weather, MSP will close early, too. Please pick up your children as quickly as possible so that our staff may pick up their children and get home safely.

Delayed Opening: On days when Williamson County Schools open late due to weather, (regardless of whether it is 1 or 2 hours late) MSP will open that day at 10:15am. Please check the website or voice mail at 615-468-2345 for updated announcements.

For all closings, a text will be sent via RainedOut. Please text Mustardseedpreschool to 844383 to receive emergency texts. Families need to resubscribe each year.

Newsletters

Each August, teachers will obtain the best email addresses to send teacher newsletters to parents each week. There is a lot 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 each semester. Should you feel the need to discuss your child's progress in addition to that time, please do not hesitate to contact the teacher or director and a third conference may be scheduled as needed. 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

Tennessee Department of Human Services licenses annually and reviews our 3 and 4 day child care 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. 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 and proof of a well visit 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. DHS requires 3 opportunities for Parent/Teacher Conferences. Our scheduled conferences are in October/April and a third conference may be scheduled on an as needed basis.

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.

The Summary of Licensing Requirements was attached to your enrollment email and is upheld by the Tennessee Department of Human Services. Parents of children in our 3 & 4 day program are asked to read these pages and sign on the Parent Agreement form in your enrollment email confirming this.

Frequently Asked Questions:

Q: Can another adult pick up my child?

A: We will only release a child to persons whom you indicate on your child's sign in sheet and whom 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 from the parent and we will ask for a photo ID if we do not know the person. It is best to use the pick up line and 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: **Christmas Program, Community Building, Easter Devotions, El Pueblo, Staff Childcare, Prayer Team, Resource Support, Silent Auction, 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/neck along with head scratching/evidence of tiny crawling insects 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: Do you have After Care?

A: MSP offers AfterCare on Tuesday/Wednesday from 1:15-2:45pm on a first come first served basis. Parents are encouraged to register and pay in advance.

\$10 per day in advance \$12 for same day reservation—payment via cash or check only.

Please send an extra snack labeled clearly with your child's name. When you sign your child in school for the day, please indicate AfterCare plans on the sign in sheet if your child is registered for that day. Late pick up fees will apply for AfterCare after 2:50pm. Please sign in on the AFTERCARE CART in the Breezeway.

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 at any time.

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 including socks for your child in his/her backpack at all times. Accidents can happen at any age and any time. Please label all items brought to school including backpacks, jackets, lunchboxes and water bottles.**

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

A: Parents will send a snack, water bottle and lunch everyday. All food should be in ready-to-eat form. Please include an ice pack for cold items. No refrigerator nor microwave 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 in advance by the parent/caregiver.

Q: What if my child has food allergies?

A: Please inform your teacher of any food allergy that requires medical attention. If your child has a medical food allergy please refer to the MSP Allergy Plan on p.12.

Allergy: a medical condition that causes someone to become sick after eating, touching or breathing something that is harmless to most people and requires immediate medical attention— i.e. Benadryl or EpiPen etc.

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!

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

A: By 1:30 p.m. or the end of carline, all children should be picked up. If a student has not yet been picked up by 1:30 pm, or by the end of car line, there will be a charge of \$1.00 per minute per child. 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 as soon as car line is complete. We understand emergencies happen which might prevent a parent/caregiver from picking up on time. Repeated late pick up will be addressed individually.

Q: What about potty training?

A: Mustard Seed Preschool has a strong belief that potty training is a process. However, you must know the following things coming in:

- 1) If enrolling in the 3s program, your child must be in the process of potty training and close to mastery. They may not come to school in diapers. They must come in pull-ups.
- 2) If enrolling in the 4s or 5s program, your child must be completely potty trained, out of pull-ups, and independent in the restroom.
- 3) Children will be asked to go into the bathroom at least once a day (as an official break) and try. They must then wash their hands afterwards. The bathroom is always available to them!
- 4) Teachers may not enter the bathroom with a child (per Christ Community rules). This means they must know how to wipe themselves (even no. 2). We do stand outside the door and instruct them if they need help. They will always have to wash their hands with soap afterwards.
- 5) We do not change your child during the day. We only change them if we can smell them or they are leaking. If it is very close to the end of school, there may not be time. We will try to let you know when we get them to the car.



MUSTARD SEED
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