

# Maranatha Christian Schools

A Ministry of Maranatha Chapel

Established 1991

## Early Education Parent Handbook

2023-2024



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## Vision Statement for Maranatha Chapel

The simple and yet powerful truth of Jesus' statement in John 14:6, "Jesus said unto him, I am the way, the truth, and the life: no man comes to the Father, but by me."

**Evangelism** Showing the Way, **Discipleship** Teaching the Truth, **Mission** Living the Life.

## Relationship to Maranatha Chapel

Maranatha Christian Schools (MCS) exists as a ministry of Maranatha Chapel. Unless noted or changed via written communication, the guidelines of MCS's policies apply to all who serve in and attend the school. If you have any questions or need further clarification of policies, please see the school's administrator.

## Statement of Faith

**We believe** in one God, eternally existing in three persons: Father, Son, and the Holy Spirit.

**We believe** that Jesus Christ, the Son of God, is fully God and fully man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins; He arose bodily from the dead and ascended to heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate.

Our supreme desire is to know Christ and to be conformed into His Image by the power of the Holy Spirit.

**We believe** the Bible, God's Holy Word, is our foundation.

Therefore: it is authoritative as the rule of faith and is the standard for living.

**We believe** worship is Spiritual.

Therefore we remain flexible and yielded to the leading of the Holy Spirit to direct our school.

**We believe** worship of God should be inspirational.

Therefore: music is an integral part of our spiritual development.

**We believe** worship of God should be intelligent.

Therefore: chapel services and education programs are designed with great emphasis on the teaching of God's Word.

**We believe** worship of God is fruitful.

Therefore: we look for His love in our lives as evidence that we have truly been worshiping Him.

As a church sponsored school, we neither support nor do we oppose other denominations. We do not, however, agree with the over emphasis of the doctrinal differences that lead to divisions in the Body of Christ.

We believe that the true basis for Christian fellowship is God's [Agape] love, which is greater than the differences we possess and without which we cannot claim to be Christians.

## General Standards of Conduct and Discipline

MCS students are expected to behave themselves in a manner that demonstrates their understanding and acceptance of school conduct standards and policies. MCS endeavors to provide a safe, orderly and nurturing environment that honors our Lord Jesus Christ. This environment is conducive to learning and growth for each student and encourages personal responsibility for their choices and decisions. MCS students agree to forego behavior and attitudes contrary to the culture of the school and a growing relationship in Christ. They agree that while attending MCS they will endeavor to follow the principle of honoring Christ in all of their actions and attitude.

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32).

Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). In addition, the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

The MCS Administration prayerfully seeks to discipline in a way that is Biblical and pleasing to God, collaborating with parents, as they are able. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. The school administration reserves the right to address unique, individual situations that may not be described in the Parent/Student Handbook, in a manner that the school administration deems appropriate. Attendance at MCS is a privilege not a right. The administration makes all disciplinary decisions prayerfully 2 | Page and reserves the right to make all final decisions regarding discipline to include dismissing any student who disrupts the tranquility of the school culture or who fails to meet any of the standards and policies set forth.

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# Introduction

## Welcome

Welcome to Maranatha Christian Schools Early Education (MCS EE). We are genuinely thankful for the privilege and opportunity to participate in the education of your child and caring for their spiritual needs. We believe that God has called us here for that purpose. Partnering with parents, we can provide an experience that will equip each student with the tools they will need to reach their academic potential and grow spiritually in their relationship with Jesus Christ.

We trust that this school year will be very rewarding for you and your child. Please remember to pray for all students and the school staff as we work together with every parent to train up virtuous and wise young men and women for the service of our lord Jesus Christ.

May the Lord truly bless you and your family this school year!

## Accreditation/Licensing

Maranatha Christian Schools Early Education is accredited with the Association of Christian Teachers and Schools (ACTS) and the Western Association of Schools and Colleges (WASC). MCS EE is also licensed with the state of California and strives to meet or exceed the Title 22 standards set forth by the Department of Social Services.

## Admission Policies and Procedures

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the role of the school as one of partnership with the parent(s) in this endeavor. In order to establish and maintain a successful relationship it is essential that parents be in agreement with and support the philosophies and intentions of the school as outlined in the Parent/Student Handbook. Attendance at MCS is a privilege and not a right. MCS reserves the right to deny enrollment to any student applicant who does not meet the enrollment requirements of this school.

Maranatha Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. MCS does not discriminate on the basis of race, color, national or ethnic origin, or any other basis prohibited by federal and state law, in administration of its admission policies, educational policies, athletics, and any other school-administered programs.

## Changes in Policy

Maranatha Christian Schools reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these situations.

## Philosophy of Education

We believe that God uniquely gifts all children and has an abundant plan for their lives. We also believe that God entrusts parents with the primary responsibility to train their children to know Him and enjoy a relationship with Him. At MCS, we partner with parents to help them fulfill this God given role by offering a challenging and diverse educational environment that honors God and enables students to excel in academics, arts, and athletics. Students are encouraged to explore and cultivate their unique talents, preparing them to follow His lead and transform the world around them. *And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.* (Romans 12:2)

## Purpose, Goals and Philosophy

Maranatha Christian Schools Early Education is established as a service to the families and children of the community. This service has grown from a sincere love for children and a desire to help them in the proper development and adjustment in our modern world. It is equipped and staffed to give the best possible care for children. Early Education complements the values found in a good home by enabling the child to spend a part of their day in a world that is child-sized and planned so that they learn to associate with other children of their own age in group activity.

Our purpose is to provide an environment that is safe and conducive to good health where children ages 3 through 5 can assemble, work and play together while being guided toward a happy, wholesome and spiritual development. All are welcome regardless of race, color, or religion.

Our school offers a flexible program to assist the child in the learning process. This includes: a time of free outdoor exploration, Bible stories, games, creative arts and crafts, science and nature observation, rhythm and music, sharing experiences, and story time.

The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at their own rate of speed toward enriched experiences, self-discipline, and the ability to make choices.

Our aim is to develop the total personality of each child by providing an educational experience of lasting value:

### **Cognitive**

Encouraging an enthusiasm for learning, exploring and first-hand experiences

### **Physical**

Encouraging experiences which will develop large and small muscle coordination and motor skills

### **Social**

Encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging

### **Spiritual**

Daily time of devotion – Bible stories and songs are included in the day's activities giving each child an awareness of God's love for them.

### **Emotional**

Helping the children understand how much they are loved by God and others

### **Creative**

Encouraging the exploration of art mediums and creative experiences

## Mission Statement

Maranatha Christian Schools is a Christ-centered learning community where students **experience** God's love, are **equipped** to fulfill God's unique call and purpose, and **excel** in their God-given potential through academics, arts, and athletics.

**Maranatha Early Education** lives out this mission by partnering with parents to provide a learning environment that prepares each student developmentally in their spiritual, cognitive, physical, social, and emotional maturity.

## Vision for Maranatha Christian Schools

Transformed lives...Transforming the world

## Core Values

As we experience God's unique love for us, we learn to love one another and to:

**Live Biblical Truth:**

Holding to and living out the unchanging Word of God in an ever-changing world (Matthew 24:35)

**Honor Relationships:**

Valuing and cultivating relationships, recognizing everyone's unique role in the body of Christ (1 Corinthian 12:25-26)

**Model Sonship and Servant Leadership:**

Living as God's sons and daughters and leading by Christ's example as shepherd, placing the interests of others before our own. (Romans 8:14-17, 1 Peter 5:2-4)

**Seek Unity:**

Pursuing oneness of spirit through humility and selflessness, as Christ modeled for us (Philippians 2:2-11)

**Pursue Excellence:**

Whole-heartedly seeking excellence in everything (Colossians 3:23)

## History

Maranatha Christian Schools is a ministry of Maranatha Chapel. This educational ministry was established in 1991. As a ministry of Maranatha Chapel we continue to support the vision statement of Maranatha Chapel.

## School Traditions

School Verse: Isaiah 40:31

Colors: Navy, Carolina Blue and White Mascot: Eagle

## School Wide Learning Goals- "The MCS 4C's:

**MCS Students will S.O.A.R. with 4C's**

Servant leaders who are

One in Christ:

Achieving Excellence in

Reaching their world through:

Communication

Collaboration

Critical Thinking

Creativity

## Staff

Our Early Education Principal and teachers have met or exceeded the early childhood education licensing requirements for the state of California. In addition, each teacher is a professing believer in the Lord Jesus Christ and attends a bible believing church. Each staff member has been called by God to minister at MCS and counts it a privilege to serve the families represented here.

# General Information

## Programs and Ages

Maranatha Christian Schools Early Education offers the following programs:

<u>3 year old preschool</u> (must turn 3 on or before Sept. 1)	8:15 a.m. – 11:30 a.m.
<u>Transitional Kindergarten</u> (must turn 4 on or before Sept. 1)	8:15 a.m. – 12:30 p.m.

NOTE: All students are required by licensing to be fully potty trained. An extended After School Care Program option is available from 8:00 a.m. to 4:00 p.m.

## School Hours

Maranatha Christian Schools Early Education hours are as follows:

- 8:15 a.m. - 11:30 a.m. 3 year old preschool
- 8:15 a.m. - 12:30 p.m. Transitional Kindergarten
- 8:00 a.m. - 4:00 p.m. After School Care Program (limited availability)

## School Contact Information

The school telephone number is (858) 613-7803. The school fax number is (858) 521-9874. You may leave voicemail messages 24 hours a day. The teacher or staff member's e-mail address is their first name.last name@gomcs1.com .The school website is [www.maranathachristianschools.org](http://www.maranathachristianschools.org)

## Priority Enrollment

MCS Early Education opens enrollment in the following order:

- 1) Families currently enrolled at Maranatha Christian School Early Education
- 2) Families currently attending Maranatha Christian Schools K-12, Maranatha Chapel and Early Education alumni families
- 3) Families from the surrounding communities

## Enrollment process

- We recommend parents tour the school before they obtain an application.
- Turn in a non-refundable registration fee of \$135.00
- Complete registration forms including:
  - Application Contract for Enrollment
  - Admissions Agreement
  - Health History/Parent's Report
  - Physician Report (signed by your child's doctor)
  - Proof of up-to-date immunizations
  - Identification and Emergency Information
  - Parent's Rights
  - Personal Rights
  - Emergency Medical Consent Form
  - Photo/Video Release
  - Parent Handbook
  - Sunscreen Permission
  - Student Questionnaire
  - \*Birth Certificate for TK Students
- Turn registration forms in by admissions deadline

Acceptance is finalized, upon the Early Education Principal's approval, after up to a 30 school days probationary period. Parents/Guardians may be asked to withdraw their child if there is a behavior problem or our program is not suited to the child's or parent's needs. The principal may discontinue enrollment at any time.

## Registration Fee

There is a \$135.00 non-refundable/non-transferable new student registration fee due at registration.

## Tuition

Maranatha Christian Schools is a self-supporting ministry of Maranatha Chapel. MCS pays all of its financial obligations out of registration and tuition payments.

The tuition at Maranatha Christian Schools is based on an annual rate. Therefore, the amount of each monthly installment has no relationship to the number of school days in each month. Tuition is divided into ten (10) monthly payments for the convenience of the parent or guardian. No financial adjustment can be made for absences, holidays or sudden onset disasters i.e. power or water outages, Covid-19, illness outbreaks, infrastructure failures or natural disasters such as earthquakes, fires, floods etc. FACTS Tuition Management Company will bill tuition. Failure to make monthly payment will result in removal from school.

## Change of Account Information

If you change the account number from which your automatic payment is deducted for any reason, you must provide FACTS with the new account number as soon as possible. Please allow ample time (**one business week**) for processing so that your next payment will be deducted or charged to your correct account. If you do not notify FACTS of a new account number and the payment is rejected, you will be subject to the terms under *"Late Payments/Returned Checks"*. If your payments are repeatedly returned to FACTS unpaid for any reason, we reserve the right to take appropriate action to prevent further loss to the school.

### **Late Payments/Returned Checks**

It shall be the responsibility of each school family to keep the school office informed of any changes in their preferred tuition payment plan or adjustments in the amount of tuition to be paid. Without such information, the following policy will apply when tuition payments are received late: A late fee of \$30.00 from FACTS will be automatically debited from the account in the event of an NSF. The missed payment will be communicated and reattempted by FACTS at a later date in the same month. School families, who have missed the second payment reattempted by FACTS, must contact the school business office within 5 business days to make suitable arrangements. MCS requires that a student be dismissed from school when an account becomes 30 days past due. To re-enroll your child at the school all past due tuition and associated fees need to be current and your FACTS account needs to be active.

## Withdrawal during the School Year

When a student withdraws from MCS, the student's parent must submit a written notice, a full two school weeks prior to withdrawing a student and turn it into the school office. One half of the monthly tuition will be charged if your child's last day falls in the first full week of the month. NO refund will be given if a student's last day falls after the first full week of any month.

# Attendance Policies and Procedures

## Your Child's Transition to School

For most toddlers and children that have not had a lot of experience away from the home, school adjustment takes some time. Children need a chance to adjust to their new school environment. They have new people to meet, friends to make and new routines to learn. When you drop your child off in the morning, a quick "good-bye" is usually helpful to the child's transition. As your child becomes more comfortable with our school and is easily adjusting from home to school, we encourage classroom visits. You are always welcome to call the school to ask about your child. Maranatha Christian Schools Early Education has an "open door" policy and encourages parent volunteer participation. Please check in at the Early Education office prior to visiting or volunteering in your child's classroom.

## Separation

Early Education is a new experience for the children, a new teacher, a new classroom, and new friends. To ease the transition we have a Meet and Greet the Teacher in August prior to the start of school to introduce both you and your child to our program. Children adjust best when there is a routine established. We suggest that you bring your child to class, sign them in, help them get settled with their teacher and let your child know that you will be back at the end of the school day. **WE DO NOT SUGGEST THAT YOU SNEAK OUT ONCE YOUR CHILD IS DISTRACTED WITH AN ACTIVITY.** It is best to say good-bye. If your child has difficulty separating, together we will develop strategies to help ease the anxiety. Most of the children adjust fairly quickly to the school routine.

## Sign In/out

It is required by the State of California that all students be signed in and out with a full signature and time by an adult listed on their emergency form/authorized pick up list. Parents and authorized pick-up persons will be required to sign their child in and out on the brightwheel app from smart phones/devices. This requires downloading the free brightwheel app, opening the app, scanning a QR code, inputting a four digit personal code and when prompted a finger signature on your personal device.

If you wish for someone to pick up your child who is not on the authorized pick up list, you must personally update your child's file with the Early Education office prior to the scheduled pick-up. Phone and/or email updates will not be accepted. Names and cell phone numbers can be added at any time to your child's file. Please come to the Early Education Office to update your child's file. I.D. will be required for anyone picking up a child who is not their parent or guardian.

## Promptness

It is very easy for a 3, 4, or 5 year old to become distracted. The staff at MCS Early Education asks that you have your child signed in the classroom by 8:15 to help minimize distractions. If there is a day in which you cannot be there on time, please enter the classroom quietly and encourage your child to join the class in the given activity as quickly and quietly as possible.

Children are to be picked up promptly at their daily pickup time (11:30 a.m. 3 year olds, 12:30 p.m. TK, or 4:00 p.m. after school care program). All ASCP children **must** be picked up by 4:00 p.m., **no exceptions.** MCS Early Education does not offer extended care beyond 4:00 p.m.

A fee of \$2.00 per minute per child will be charged for every minute a student remains after their designated pick up time.

## Absences

Since enrollment is limited by state regulations and expenses continue regardless of attendance, no reduction or make-up time will be given when your child is absent or for school scheduled holidays.

## Uniform

Maranatha Christian Schools adheres to a uniform policy. Therefore, MCS students will be required to dress in “Early Education Uniform” at all times. This uniform will consist of a MCS Early Education t-shirt that can be worn with your choice of shorts or pants. T-shirts are available for purchase in the office. If a child comes to school out of uniform we will change them and bill the family accordingly. The cost for a new t-shirt is \$10.00.

Have your child wear closed toe shoes to school - bark and sand can be really uncomfortable when they wear sandals. No Crocs.

# Disciplinary Policies and Procedures

## Early Education Discipline

The Bible exhorts us to discipline our children because of our love for them. This philosophy should be a hallmark of Christian education. One of the most important lessons that students can learn is the proper response to and respect of authority. We recognize that in “equipping students to fulfill God’s purposes in their daily lives,” will include the opportunity to discipline students.

The purpose of discipline is to disciple students according to God’s word and is intended to bring about corrective behavior, or what the Bible calls the “fruit of righteousness.” Discipline is instruction that molds, shapes, corrects, and inspires appropriate behavior. It is one of the tools God uses to help develop Christ-likeness. It is therefore our desire to maintain loving, yet firm disciplinary procedures that will encourage growth. Proverbs 13:24, 22:6; Jn.8:11, Hebrews 12:5, 9, 11; I Tim 4:12, and Gal. 6:1

The following are the guidelines for handling day-to-day classroom situations and major problems. The Principal reserves the right to handle unique individual situations that may not be described in the Parent Handbook in a manner that deems appropriate. All disciplinary decisions are made prayerfully and the school administration reserves the right to make all final decisions regarding discipline. *Please note: The use of corporal punishment in discipline is against the law (CCR Title 22, Section 101223.2) and will never be used in a disciplinary action.*

### *Counsel*

A discussion about acceptable behavior and classroom commitments.

### *Time of Reflection*

A chance for the child to observe others engaging in appropriate behavior.

### *Positive Redirection*

The student will be redirected to a different activity.

*\* Counsel, Time of Reflection and Positive Redirection are continually implemented. If the safety of the student or others becomes a concern, the following steps will occur.*

### *Principal’s Office*

A brief visit to the principal’s office to discuss better choices. This may be followed up with a note or a phone call home.

### *Parent Conference*

A behavior plan and contract will be created.

### *Termination of Services*

If all of the above has been tried and it is decided that the needs of this child cannot be met, then MCS will require that the child finds care elsewhere.

# Academic Policies and Procedures

## Curriculum

In each area, materials are available for children at all stages of development. We strive to meet the individual needs of our students. Teachers gently direct and assist children in activities that provide the experience necessary for them to take the next step in their development. Teachers keep records on each child's progress and see to it that they are continually challenged through developmentally appropriate practices.

### *Bible*

We teach the Bible in order to provide children with a knowledge of God in an age and developmentally appropriate manner. Students are given an overview of the Bible, with an emphasis on God's attributes, biblical characters, and what it means to know Jesus Christ and live for Him. Each week the class will focus on a memory verse, worship and Bible story during group time. The Bible story and themes are also integrated into other learning areas in the classroom or additional biblical integration; such as, science, math, music and movement, writing, literacy, dramatic play and motor-skill development.

### *ACSI Bible*

ACSI Bible Curriculum provides an effective, stimulating and wonderfully engaging Bible lessons to the students on a daily basis. The thematic strands that flows through the curriculum begin to build a foundation in the following:

- God tells us His great story in the Bible
- God's Word is truth
- The great story is the gospel of Jesus Christ and our need of saving faith through Him.
- Knowledge, wisdom and understanding come from a life grounded in the Scriptures.
- Becoming a spiritually formed disciple of Jesus is impossible without knowing God's Word.
- Developing a vital and authentic Christian worldview requires study, worship and practice.

### *Frog Street*

Frog Street Curriculum provides a research-based program built on the latest findings in neuroscience, math and literacy and language acquisition. Frog Street Curriculum respects the developmental level of young children by offering concrete, hands-on, child-centered, engaging activities. Frog Street features a clear and specific scope and sequence that gives children the opportunity to build foundational skills to support the acquisition of higher-level skills.

In each area, materials are available for children at all stages of development. We strive to meet the individual needs of our students. Teachers gently direct and assist children in activities that provide the experience necessary for them to take the next step in their development. Teachers keep records on each child's progress and see to it that they are continually challenged through developmentally appropriate practices.

### *Language and Literacy*

Frog Street provides literacy experiences to form the foundation for learning to read. The classroom experiences emphasize the key predictors of early literacy: oral language and vocabulary, letter knowledge, phonological awareness, print knowledge and concepts, comprehension and written expression.

### *Mathematics*

Intentional and meaningful math instruction is an integral feature of Frog Street. It provides purposeful engaging mathematical investigations and activities that build upon student's informal understanding of patterns, numbers and operations, geometry, data analysis and measurement.

### *Science*

Young learners are natural scientists with their sense of creativity, curiosity and persistence. Frog Street nurtures this curiosity and provides multiple and varied opportunities for students to engage in science exploration and discovery. The program is intentionally designed with opportunities for children to engage

in science and engineering learning through experiences that include: observing and asking questions, developing and using models, planning and carrying out investigations, analyzing and designing solutions, obtaining, evaluating and communicating information.

#### *Art*

Students are given the opportunity to grow in their creative expression, social skills, oral language, small motor skills, cooperative skills, and imagination. They learn concepts about size, shape, texture, perception and color.

#### *STEAM – Science, Technology, Engineering, Arts, Math*

The five subjects share a common approach and focus. Each requires learners to observe and use what they notice to create knowledge or solve problems. STEAM learning happens naturally as students explore, play and try new things. When students have the opportunity to investigate God’s world around them, they learn and experiment with new skills and theories.

#### *Practice Centers*

Learning through active exploration and play is an essential part of the early education experience. Each week, options for hands-on practice centers provide ways to integrate the week’s learning goals into practice time. These centers give children an opportunity to explore their interests, learn cooperatively, make their own choices and develop independence.

#### **Writer’s Corner**

Students respond to informational text and literature with print and writing materials. They may design a card or write a thank you note to a story character.

#### **Language and Literacy**

Children practice language skills as they interact with peers while retelling stories and enjoying books with friends.

#### **ABC**

Children practice naming and forming uppercase and lowercase letters using manipulatives. Materials can include magnetic or plastic letters, playdough, letter builder sets and multisensory materials.

#### **Math**

Students explore numbers and operations, geometry, patterns, measurement and data analysis through hands-on experiences. Materials can include pattern blocks, attribute buttons and others.

#### **Construction**

Students play creatively and develop spatial awareness and sense of balance. Materials can include large and small blocks, cars and animals and other building manipulatives.

#### **Dramatic Play**

Students develop imagination and creativity as they act out different roles, such as those of a mother, father, community helper, bible character and others. Materials can include props, dress-up clothing, puppets and mirrors.

#### **Creativity Station**

Students explore their creativity as well as develop fine motor control. Materials can include easel, paint, crayons, markers, stencils, scissors, glue and collage materials.

#### **Science**

Students investigate concepts as they explore, ask questions, investigate and design solutions. Materials can include balance scale, magnifying glasses, ramps, magnets and other materials.

**Fine Motor**

Students manipulate items that help develop their small muscles and eye-hand coordination. Materials can include stringing beads, puzzles, tweezers and other materials.

**Sensory**

Students explore tactile items as they develop eye-hand coordination and an understanding of weight, volume and changes in states of matter. Materials can include measuring and pouring equipment, play dough and other multisensory materials.

**Gross Motor**

Students participate in large-muscle movements and games that use their arms and legs. Materials can include beanbags, balance items and balls.

**Library and Listening**

Students have opportunities to enjoy hearing a book read aloud as they follow along and develop concepts of print with available books to choose from.

*Music and Movement*

Students can improve auditory discrimination and auditory memory, verbal expression, motor skills and creativity through music and movement. They will also learn about beat, rhythm, tempo and melody. Music and movement is integrated into the daily schedule and as children move and sing, they breathe more deeply, delivering more oxygen to the brain and boosting endorphins all helping boost attention and memory.

*Social and Emotional*

Conscious Discipline is a comprehensive classroom management and social emotional program that creates learning environments where children will know “Yes, I am safe” and “Yes, I am loved.” From this foundation of safety and caring, children begin learning how to solve conflicts, manage their emotions and take responsibility for their actions. Social and emotional learning can help children build resilience so they can adapt, grow and be prepared to handle whatever comes their way in life. Frog Street incorporates “Conscious Discipline in Action” tips and classroom management strategies throughout the classroom instruction.

**Parent Teacher Conferences**

Twice a year, parents will have the opportunity to meet with their teacher. Once in the fall to review student development and goals. And once again in the spring to discuss student progress. School will be closed on scheduled parent teacher conference days.

# Health and Safety

## Health Policies

For the protection of all students, children should be kept home if they show any of the following symptoms:

- \* A temperature of 100 degrees or more (orally)
- \* Vomiting or diarrhea
- \* Any undiagnosed rash
- \* Sore or discharging eyes, ears or profuse nasal discharge

Children must be symptom-free for a period of 24 hours or according to CDC and San Diego Public Health Guidelines prior to returning to school.

Please contact the school before 10:00 a.m. if your child contracts any contagious disease including...

- \* Chickenpox
- \* German Measles (Rubella)
- \* Measles
- \* Mumps
- \* Streptococcal Infection, Sore Throat or Scarlet Fever
- \* Whooping Cough (Pertussis)
- \* Hand, Foot & Mouth
- \* Lice

## Daily Inspection for Illness

No child shall be accepted without contact between center staff and the person bringing the child to the center. Maranatha Christian Schools Early Education requires the person bringing the child to school remain until the child is accepted. After the child has been determined to be without obvious signs of illness and has been accepted, the person bringing the child to school is required to sign the child in.

## Emergency/Illness

Staff are trained in both first aid and CPR. We have basic first aid supplies in each classroom and on the playground. While we want to prevent as much injury as possible, it is inevitable that a few bumps and bruises will happen. Our staff will treat any minor injury that may happen and notify the parent.

In the event that a major medical emergency happens, our staff will take the appropriate first aid measures and then notify you by phone. It is extremely important that you have at least two **up-to-date** emergency numbers on file for us to use as a contact.

## Medication [CCR, Title 22, Section 101226 (e)]

It is the policy of the State of California that the administering of medicine to students during school hours is discouraged unless absolutely necessary for the critical health of the student. Under no circumstances are teachers or other non-administrative school employees authorized to administer medication to students. We discourage the use of non-essential medication during school hours unless there is a special or serious need.

A parent's release and request form is available for this purpose. Use of over-the-counter medication is discouraged. However, if the student's physician prescribes this type of medication it falls under the same guidelines as prescription medication (cough drops are included as over-the counter remedies). All medication must be taken to the school office and dispensed by authorized personnel. The school must receive:

- 1) A written statement from a physician detailing the method, amount and time schedules by which such medication is to be taken, and...
- 2) A note from parents/guardian indicating a desire that the school assist the pupil in the manner set forth in the physician's statement, and...
- 3) The medication must be in the original prescription container.

### Communicable Diseases

MCS is committed to providing a strong Christ-centered instructional program. Students admitted to MCS shall be protected from influences negatively affecting their well-being and education progress. Children with communicable diseases could affect classmates adversely. Therefore, MCS will exclude student applicants who are currently affected with live (active) viruses from illnesses of a communicable nature.

### Safety on Campus

At Maranatha Christian Schools Early Education campus, we welcome the sounds of children laughing and parents spending time with each other after our early education dismissal times of 11:30 a.m., 12:30 p.m. and 4:00 p.m. This is also a time that we would like to remind you of safety awareness on campus. Please keep our early education campus a safe environment for our students. We are an all concrete campus and therefore need to be cautious where the children play.

Please be aware of the following areas:

- 1) Planters on Solomon's Porch center courtyard – no jumping onto or off of the concrete planters.
- 2) Stairways on the ends of the education building – no playing on the stairways.
- 3) The campus is for walking only – no skateboards, scooters, etc.
- 4) Only service animals permitted on campus.

### Disaster Preparedness Program

California State law requires all schools to have a plan in place in order to provide care for students in the event of a major earthquake or other disaster.

Students will participate in safety drills throughout the school year. The students are taught safety procedures and exit procedures for fire drills, earthquake drills, lock downs and shelter in place. All are accompanied by staff members.

Every child will be required to bring a zip-lock bag filled with items to be stored for the above purpose. A specific list of items will be sent home with your child the first week of school.

### Child Abuse Reporting

The state of California requires childcare providers and teachers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

# Parent Information

## Communication

MCS Early Education will make every effort to keep the parents informed about everyday activities, upcoming events, needs, and praises. We will send home fliers as well as communicate electronically. It is the parent's responsibility to read the information sent home.

## Backpacks

Each student should bring a backpack without rollers to school every day. All parent communication and artwork will be sent home in your child's backpack.

## Extra Clothes

Maranatha Christian Schools Early Education recognizes that accidents do happen. Please bring a change of shirt, pants, socks and underwear for your child and keep them in your child's backpack at all times.

## Lunch and Snacks

MCS Early Education does not have the facilities to provide lunch/snacks for the students. Therefore, it is the parent's responsibility to send a lunch/snack that is healthy and can remain at classroom temperature.

## Naptime

It is required by the Department of Social Services that students attending an all day program have the opportunity to nap (or rest) each day. All children attending MCS Early Education for the after school care program will be required to bring a crib sheet and blanket. These items must then be taken home by the parents and laundered on a weekly basis.

## Sharing Day

Sharing day and the theme for sharing will be decided by each teacher and will be communicated to parents by the classroom teacher. The objects brought to school must follow the guidelines set forth by the classroom teacher. Other than the sharing item, no toys from home may be brought to the school.

## Field Trips

In the event a field trip is offered, MCS Early Education will provide a *Special Event/Off Campus Permission Form*.

## Parent Volunteers

All parent volunteers to the classrooms must have completed a Level 1 Volunteer Application and have received a Volunteer Badge. All authorized volunteers must sign in the school office prior to assisting in the classroom. Volunteer forms are available from the early education office.

## Holidays and Vacations

Maranatha Christian Schools Early Education follows the same calendar as the elementary and junior/senior high. This calendar closely resembles the Poway Unified School District calendar. A list of our scheduled days off will be sent home in August.

## Halloween

MCS does not celebrate Halloween. We will be discussing harvest and farming.

## Christmas

Christmas is a wonderful time to talk about Christ's birth and the gift that He gave in coming to earth. We know that many families incorporate Santa into their holiday. In an effort to support family's decisions regarding their traditions surrounding the holiday MCS Early Education will not teach about Santa Claus.

## Easter

Once again, our focus for this holiday is on Jesus and the sacrifice He made for our sins. During this time we will be discussing Palm Sunday and the Resurrection.

## Birthdays

We celebrate birthdays during snack time. If you wish to make a special snack on your child's birthday to be shared by their class, you are encouraged to do so. Please make prior arrangements with your child's teacher so we can inform you of any food allergies. A current TB test must be on file with the Early Education Office in order to bring homemade food items.

If you are giving a party outside of school you are welcome to pass invitations out in the class **only** if you are inviting the whole class.

## Inspection Authority of the State of California Child Care Licensing Department

The Department has the authority to interview children or staff without prior consent (Section 101200). The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d)