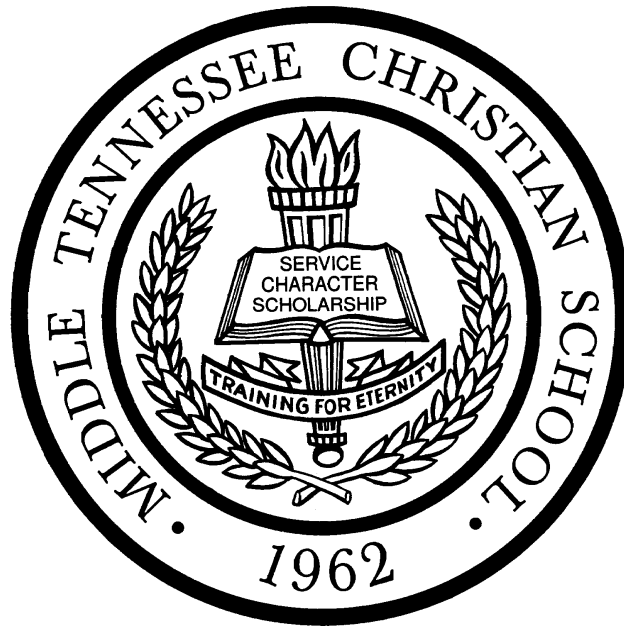


MIDDLE TENNESSEE CHRISTIAN SCHOOL



2009 - 2010 PRESCHOOL AND PRESCHOOL EXTENDED CARE HANDBOOK

TO THE PARENT

We are pleased you have chosen Middle Tennessee Christian School as your "partner" in the education and care of your child or children. Our goal is to provide the **best** in guiding, teaching, loving, and caring for your child.

This handbook is provided to help you know and understand our policies and procedures. We are approved by the State of Tennessee's Department of Education and abide by their rules and regulations.

Please read this handbook and save it for any future reference. Be sure to ask us if you have any questions.



Middle Tennessee Christian School Pre-School and Extended Care is open from **7:00 AM** to **5:30 PM** Monday through Friday.

Preschool/Extended Care Director - Mrs. Lori Gonzales

Curriculum Coordinator - Mrs. Mary Lou West

Extended Care Coordinator - Mrs. Nikki Hutchins

Elementary Principal - Mrs. Lisa Brock

MTCS PK-3 Program
Kingwood Heights
Church of Christ Bldg.
(615)893-0652

Middle Tennessee Christian School
100 E. MTCS Road
Murfreesboro, TN 37129
(615)893-0601
www.mtcscougars.org

MTCS PK-4 Program
Li'l Cougar Den
(615) 692-5000

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SCHOOL INFORMATION

A. HISTORY

Middle Tennessee Christian School was organized in 1960 and received its charter from the State of Tennessee on December 9, 1960.

The purpose given in the charter was:

"The building and maintenance of a school and or schools to provide educational opportunities...particularly the teaching of the Bible; to provide a minimum of one class period per day of instruction in the Bible as the inspired Word of God for every child enrolled and to emphasize the Bible in every course taught; to provide for Christian influence and environment in every phase of the school's activities."

A twenty-five acre campus was purchased on Lebanon Road near the airport. After incorporation, modern brick buildings were constructed. The first students were accepted in the fall of 1962.

MTCS operated as an elementary school with kindergarten through eighth grade until 1975. At that time the Board of trustees made the decision to add one grade a year until a high school was complete. The first senior class graduated in May of 1979.

An eight classroom addition was constructed for the high school in 1978. Ten more classrooms and the high school offices were added in 1995.

The Charlene Waldron Library was built and dedicated in 2001.

Thirteen acres at the north end of MTCS Road were acquired in 1999 for athletic fields. This complex serves our baseball, soccer, and football programs.

A building located at 204 MTCS Road was purchased in 2004 for the pre-school program. This location is known as our Little Cougar Den and houses our pre-k 4 classes.

Construction on a new gymnasium was completed in May of 2008.

MTCS was approved at its inception by the Tennessee State Department of Education. In December of 1978, we received full accreditation by the Southern Association of Colleges and Schools. In 2009, MTCS gained accreditation by Southern Association of Independent Schools and National Christian School Association.

Legal ownership of MTCS is vested in a self-perpetuating Board of Trustees composed of persons who are members of Churches of Christ.

The school is an approved non-profit, tax-exempt organization under Internal Revenue Service Code Section 501-C-3.

B. MISSION

Training for Eternity: The mission of MTCS is to provide an education based on Christian values and academic excellence in a nurturing environment that will prepare students to become responsible, productive, members of the home, church, and community.

C. PHILOSOPHY

The philosophy of the Middle Tennessee Christian School Preschool, Extended Care, and Summer Camp coincides with that of Middle Tennessee Christian School as a whole. We want to provide each child the opportunity to develop academically, spiritually, emotionally, socially, and physically. Our goal is to guide children to learn to be caring, trustworthy, self-reliant, and responsible. Our hope is they will respond to God, man, and nature.

We also feel that a child needs a safe environment in which to explore and learn, a balance of freedom and limitation, and that a child's feelings and opinions are important and worthy of adult attention.

Our program provides for both a structured and unstructured approach to learning. Both allow children to progress at his/her own rate.

Areas of development our programs hope to encourage are:

1. independence
2. appropriate social interaction
3. language
4. dramatic play and imitation
5. large motor skills
6. small motor skills
7. self-control
8. self-expression
9. healthy self-esteem

We, at Middle Tennessee Christian School, believe that a positive beginning will encourage a love for school and learning that will last throughout your child's life.

D. **ORGANIZATION**

The school is operated, managed, and controlled by a rotating board of trustees. The President of the school reports to them.

There is a secondary principal for grades 7-12. The PK-6 program is overseen by an elementary principal and a pre-school director.

ACCIDENT INSURANCE

If an injury occurs at school (or at a school-related activity) that results in a visit to the doctor, etc., a written claim needs to be filed within ninety days. Please contact the Business Office if such an accidental injury should take place. **This coverage is supplemental to any medical or hospitalization coverage the parents may have on the child.**

ACTIVITIES

A. CURRICULUM

The MTCS preschool program offers a variety of activities throughout each day. All classes have a Circle or Morning Time. Time is set aside each day for Bible and chapel. Each week offers many fun, developmentally-appropriate activities focused on a designated theme and letter of the alphabet. Special classes in music, library, and guidance are an important part of your child's week at school, as well as the regular daily routines with meals, center-time, and free-play.

At the PK-3 level, we are beginning the introduction of alphabet letter recognition and the sound associated with that letter. The children are also exposed to counting and numbers, colors, shapes, learning to cut, color, and hold a pencil correctly, and much more.

At the PK-4 level, our overall goal is to prepare children for entrance into kindergarten. We introduce the children to letters (what they look like, sound like, and how they are written), numbers, shapes, colors and so much more. "Reading Street," a research based literacy curriculum from Scott-Foresman is used to boost those pre-reading skills, like tracking letters/words on a page from left to right, as well as recognizing and making the sound for each letter of the alphabet. Reinforcement through repetition offered in day to day routines helps children retain information and learn important skills like listening and following directions. We use art activities and special theme activities, as well as read daily to the children, and provide appropriate learning centers for Center Time. We use special visitors and field trips also. A few examples of our themes would be: All about Me, community helpers, outer space, transportation, and animals.

Another important aspect of preparing your child for kindergarten is in the area of social and emotional development. A great amount of growth in this area occurs in the PK years. The areas of social/emotional development require a high level of attention beginning in PK-3 all the way through PK-4 and beyond. As children

come to MTCS preschool from a variety of child care situations, many are experiencing their first group/school setting. The children initially learn more about trust and relationships, learning that his/her teachers are there to help and ensure his/her safety. Establishing trust between the teacher and child is a critical first step in the child's continued successful development socially and emotionally. Ensuring positive experiences is another important aspect and is a large part of the work of the teachers. Children begin to learn to have respect for the teacher's authority. Respecting authority of someone they trust enables them to learn how to interact and to function successfully in a group, learn to share, learn to talk nicely to friends, even when angry, learn to be respectful of all teachers and their authority, and enjoy the good feelings and self-confidence associated with relationships with loving teachers, having friends, and being successful in school.

Each of the preschool rooms is set up in centers which are generally art, blocks, manipulatives, books, science, and dramatic play. Teachers decide in each room how children may visit centers daily...whether the teacher chooses the center or the child or a little of both options.

Your child will receive the greatest benefit from the MTCS PK curriculum if they are able to participate in everything. This is especially true of our PK-4 students who are preparing for kindergarten or transition kindergarten the following year. Our school day in PK is just like a school day for our K-12 students at MTCS. **The day begins at 8:00 AM.** When a child arrives after 8:00 AM to preschool, he/she misses important learning opportunities. We highly encourage parents to ensure that their child arrives on time and comes to school every day!

B. FIELD TRIPS

1. FIELD TRIP PLANNING AND PARTICIPATION

With the cooperation of parents, one or two field trips may be attempted with the PK-3 students if proper child restraint seats are used by the parents **and** all parents attend as chaperones.

On and off-campus field trips are a part of our PK-4 preschool program and support the regular curriculum. Student attendance is expected. Some examples of these field trips are: a farm visit, bowling with Dad, a visit to the airport, and many others. If a parent chooses not to have their child participate on a particular field trip, that is the parent's discretion. However, MTCS does **NOT** provide supervision for students whose parents do not want their child to participate in an off-campus field trip. Parents will be responsible for any child not attending any specific trip.

Certain trips will require a great deal of extra planning as well as high support and attendance from our PK-4 parents. PK-4 teachers will announce off-campus trips as soon as possible so that as many parents as possible will be available to help.

2. FIELD TRIP TRANSPORTATION

Changes in the Tennessee Department of Safety laws, effective July 1, 2004, dictate "any person transporting a child, between four (4) and eight (8) years of age who weighs less than forty (40) pounds, in a motor vehicle upon a road, street, or highway in Tennessee, is responsible for providing for the protection of the child and properly using a separate carrier, an integrated child seat or a belt positioning booster seat." (TCA 55-9-602) Children who are 40 pounds or less and between the ages of four (4) and eight (8) can no longer legally ride in just a seat belt. These changes will only slightly limit our off-campus field trips.

Use of the school bus is approved by the State of Tennessee Department of Education for children four (4) years of age and older.

When PK-4 children at the Li'l Cougar Den go to an event on the main campus (i.e. magic show, school pictures), it is still considered a field trip. Parents give permission at the beginning of each school year for their child(ren) to ride the MTCS school bus on these occasions. This permission is given on the MTCS General Permission slip which is included in the final registration packet in July.

Parent vehicles will be used for transportation for some field trips. **YOU** will be responsible for properly fitting your PK-4 child's car seat into the proper vehicle prior to trip departure, if you are unable to attend. This policy is in place for the safety of your child.

C. BIRTHDAYS

You may send special treats for your child's birthday. Please keep it simple, and check with your child's teacher about the specific time when the treats are to be given. Birthday treats are given at snack time in the morning which is usually around 9:00 AM. Individual classroom teachers have final say in how "festive" a birthday party can be (i.e. parent involvement with games, etc.).

D. PARTIES

We have a Fall party, a Christmas party, a Valentine party, a Spring/Egg Hunt party, and an End of the Year party each year. Parent volunteers help us by acting as Room Mom/Dad and coordinating parties and recruiting other parent help, by supplying treats for these parties as well as by attending the parties to help with special activities. We hope that all parents will assist with at least one party.

E. SPECIAL EVENTS

Each school year there are events at MTCS that are unique to our preschool. Just before Thanksgiving, the annual PK Family Feast is held. It is a time to celebrate families and things we are thankful for.

In December, our preschoolers participate in the annual Elementary Grandparents Day celebration...a time to honor our grandparents and provide an opportunity for them to visit their grandchild's classroom.

In March, the annual Spring Program is held. In this program, all the preschoolers perform a variety of songs, as well as a number of songs learned in chapel each year.

In addition, PK-4 classes will present a chapel program for the elementary once during the year in the elementary gym.

F. OUTDOOR PLAY

Outdoor play is part of our program and important for many aspects of your child's overall development. If you do not want your child to go outside to play, please send a written note for that day. Please be aware that staffing limitations may require that your child go outside at playtime anyway. In this situation, all care will be taken to insure your child's activity outside is limited and that s/he is appropriately protected to prevent further problems with his/her illness.

If your child is expected to not play outside for more than two (2) or three (3) days, a doctor's excuse may be required.

Please dress your child appropriately for each season so he/she will be prepared to go outside. Please always send a jacket or coat in cooler weather. We do not keep an extra supply at school. It is easy to get into the car that's parked in your garage and not realize how cold it actually is outside. Always sending your child in the appropriate coat or jacket ensures his/her warmth while outside.

ARRIVAL/DEPARTURE

A. ARRIVAL

You may arrive with your child **no earlier** than 7:00 AM and ask that you attempt to be at school no later than 8:00 AM. Our day starts at 8:00 AM each day, just like TK – 12 students on the main campus.

When you enter the building, please be sure that you follow the procedures listed below. Please remember: **DO NOT** leave your child in the designated classroom if there is no adult present. Find another teacher if you must leave quickly. **DO NOT LEAVE YOUR CHILD UNATTENDED.** Because the earliest part of the day typically means fewer children and teachers, your child may or may not start his/her day in his/her regular classroom. Between 7:00 AM and 7:30 AM, designated PK classrooms are used for early morning care. As the different teachers arrive, children are taken to their regular classrooms. Listed below are the best procedures to follow when you arrive:

1. You and your child take his/her belongings to your child's regular classroom and leave them in his/her cubby.
2. Find your child's "sign-in" sheet. By your child's name, please fill in the time of arrival and whether or not your child needs a school lunch.
3. If your child's teacher has not yet arrived, take your child to the designated early care classroom.
4. Use "Kiss-N-Go!" - Kiss and hug your child goodbye and go. **Please do not linger – leave the building.** If your child is upset at your leaving, every attempt will be made to calm and reassure your child. Please feel free to call and check on your child at any time during the day. If he/she continues to be upset, we will contact you.

Please remember to have your child in the classroom no later than 8:00 AM. **Parents of PK-3 students need to call 893-0652** if your child is arriving at school **LATER than 8:00 AM** or is going to be **absent**. Parents of PK-4 students need to call 692-5000 if your child is arriving at school **LATER than 8:00 AM** or is going to be **absent**. We must turn in our lunch count by 8:30 AM, so **IT IS CRITICAL THAT YOU CALL BY 8:00 AM SO WE KNOW WHETHER OR NOT TO ORDER A LUNCH**. Please feel free to join your child for lunch. If you wish to order and pay for a school lunch at the adult price, please let us know before 8:30 AM. If your child brings his/her lunch, please make sure it is a well-balanced meal and that the drink is **free of caffeine and carbonation**. At school, we strongly encourage all children to eat their “growing food” first, as well as try one bite of any new food. Desserts are eaten last.

B. BRINGING BREAKFAST TO SCHOOL

We prefer that your child eat a healthy breakfast at home. If, **on occasion**, this is not possible, you may make arrangements with the teacher in charge for your child to bring breakfast to eat at school. **The breakfast will need to be eaten by no later than 7:45 AM!** Listed below are foods that are **NOT** acceptable for your child to bring to eat for breakfast. If you bring one of these foods, we reserve the right to replace that food with a more appropriate food.

1. Foods high in sugar, such as donuts or cookies.
2. Drinks high in sugar or that contain caffeine and are carbonated. Gatorade is not acceptable.

If you must stop on the way to school to pick up breakfast, be sure to get your child a biscuit with egg, bacon, cheese or something like a bagel or a muffin. Fruit juice and milk are examples of acceptable drinks with breakfast. If you send a food that we consider unacceptable, it will be placed in your child’s cubby and substituted with a snack we provide.

C. DEPARTURE/AFTERNOON CARE

If your child is enrolled for the half-day program only, please be prompt in picking him/her up. Please be NO later than 11:30 AM. If you arrive early, please feel free to sign your child out with your signature and the departure time correctly, and then come to get your child from the freeplay area. If you are going to be late, **call** and send word to your child's teacher so your child will not become upset. If you are later than NOON and haven't called, we will try to reach you. If you cannot be reached, your child will be served a lunch. You will be charged for the extra time and the lunch.

Please remember to sign out your child on the attendance sheet in the classroom with time and signature. Please be sure to complete the time in and out legibly. Do not write in military time. If another authorized adult is picking up your child, that person needs to come in to sign out your child with Driver's License in hand to confirm identification for your child's safety.

It is of great importance in regard to the safety of your child that we are given an ACCURATE list of people who are authorized to pick up your child and those who are not. If we do not have this information on file, we will be requesting it from you. If you need to make a change in the names on your "authorized to pick up" list, please do so in writing and give it to your child's teacher. If anyone is NOT authorized to pick up your child, please provide MTCS with a picture of the person(s) named, if at all possible. Also, if there is a standing court order which restricts contact with your child, we MUST have copies of the complete court document. Without them, the safety and protection of your child is limited.

We reserve the right to not release your child to any adult whose behavior or appearance indicates that your child could be placed in danger. Should this situation arise, you or another authorized adult or emergency contact will be called.

For the safety of your child, emphasize to them that they do not need to run to their parents when they arrive. They need to remain in the classroom or on the playground. Please review the school rules and school procedures with your child to emphasize their importance.

D. PARKING DURING SCHOOL YEAR

Parents may park in front of either building. You **must** bring your child inside yourself! **DO NOT** let him/her come in alone.

E. LOCKED DOOR POLICIES

The doors into the Kingwood building (PK-3) will be locked each morning by 8:30 AM and remain locked through the rest of the day. The doors **may** be unlocked for a short time in the afternoon when the regular school day finishes at 3:00 PM.

The front door of the Li'l Cougar Den has a keypad entry system. Parents will be assigned a four digit code for use in entering the building. People without an entry code will have to use the call box to speak with MTCS personnel before entry is granted. Upon exiting the building, please push the green exit button to the side of the door before pressing the bar on the door. If you push the bar on the door first, you will not be able to get out. Detailed instructions for the use of this system are provided as needed throughout the year. Parents are requested to be sure that the green exit button is to be **PUSHED BY ADULTS ONLY**.

COMMUNICATION

A. FROM SCHOOL

A weekly "Friday letter" will be placed in your child's "cubby" from your child's teacher(s). This Friday letter contains valuable information regarding your child's life at school. Please take a few minutes to read

the letter so you are aware of upcoming special events and items that need your specific attention as the parent. These letters are posted weekly on Edline (see below). Please check your child's cubby every day for special information, daily reports, and projects being sent home. Upcoming cafeteria menus will be sent home regularly.

Our school website, www.mtcscougars.org, is also a great place to watch for important communication from the school. Edline is an online communication tool that allows for teachers to post specific information for their classroom for parents to view. Edline can be accessed through the school's website. You will be given a password or code to use to access your child's Edline homeroom page.

In the case of an accidental injury at school, you typically will be informed of the injury/incident with a phone call or in writing and, if necessary, will let you know that you need to get your child to a doctor. If the situation warrants it, a phone call will be made to you to notify you of the injury. The sign-in sheet will indicate that your child received an injury and that you were notified. Parents are required to initial the Parent Acknowledgement box signifying that they are aware of the injury that occurred.

If your child is found to have an embedded splinter or other object, you will be called and given the specific details. It will be up to you to decide to come then or wait until later to remove the object. MTCS personnel will not remove splinters or ticks.

B. FROM HOME

On occasion, a question or concern may arise. Should that happen, please bring it to our attention by first talking to your child's homeroom teacher(s) and/or afternoon caregiver. Additional help can be obtained through our Curriculum Coordinator, Mary Lou West, and/or our Extended Care Coordinator, Nikki Hutchins. If, after an appropriate amount of time has passed, and you feel the situation is not being resolved, please contact the Preschool/EC Director, Lori Gonzales. If necessary, we can call in the Elementary Principal, Lisa

Brock, and/or other MTCS administrators. After every avenue of help has been exhausted without any resolution, you may contact the Department of Education at 1-800-462-8261.

If you need to speak with your child's teacher, the best procedure is to call during rest time. You can also arrange a time to meet with the teacher; again, the best time being during rest time, and before or after school. Another way to communicate with your child's teacher is through email. The email addresses are the teacher's first and last name (all lower case and no spaces) @mtcscougars.org.

COST OF PROGRAMS

A. APPLICATION/REGISTRATION FEES

There is a \$50.00 non-refundable application fee required until space becomes available. The registration fee of \$250.00 is required once your child has been accepted into the program and must be paid before your child can enter the classroom.

1. **FULL-DAY PRESCHOOL** - \$50.00 - due with the application
- \$250.00- upon acceptance into Preschool; non-refundable if parent chooses for child not to enter MTCS Preschool.

2. **HALF-DAY PRESCHOOL** - \$50.00 - due with the application
- \$250.00- upon acceptance into Preschool; non-refundable if parent chooses for child not to enter MTCS Preschool.

3. **SUMMER CAMP EXTENDED CARE ONLY** -
 - Students must already be enrolled for the 2009-2010 school year to attend Summer Camp.
 - \$60 Registration Fee
 - \$50 Application Fee

B. TUITION

Tuition charges are based on the number of days in the regular PK-12th grade school year, **not** on attendance. Check your school calendar or Friday letters for exact “school days.” Holidays are not included in the tuition. Extended Care days are not included in the tuition. Refer to the “Programs Available” section of this handbook for more information.

When paying tuition, please write your child's name and code number at the bottom of your check and the month for which you are paying. **Cash** payments should be in an envelope with your child's name and the dates for which you are paying included in it. **Please pay promptly.** Either mail it to the Business Office at MTCS or take it to the Business Office in the high school. **Please do not leave tuition payments with your child’s teacher or the PK Director.**

1. FULL-DAY - PRESCHOOL (7:00 AM - 5:30 PM)

The cost for this program is \$6,250.00 per year or ten payments of \$625.00 due the tenth of each month beginning with August and ending in May. This program follows the PK-12th grade school calendar.

2. HALF-DAY - PRESCHOOL (8:00 AM - 11:30AM)

The cost is \$4,410.00 per year or ten payments of \$441.00 due the tenth of each month beginning with August and ending in May. This program follows the PK-12th grade school calendar.

3. **EXTENDED CARE FOR SCHOOL BREAKS (FALL, HOLIDAYS, SNOW DAYS, CHRISTMAS, AND SPRING (7:00AM- 5:30 PM))**

a. **FULL-DAY EXTENDED CARE** - The cost for a child attending five days a week is \$178.60 **per week** for the first child, or \$35.72 **per day**. Full day status means the student is at school for any hours other than what is listed below for half-day status. Lunch and two snacks are provided. Charges are based on enrollment your child is signed up to use EC - **not** attendance. If you reserve a spot for your child for a full day and the child only stays for half of a day, you will still be charged the full-day rate unless 24 hours notice is given that a change needs to be made to a half day. **ON ANY EC DAY THAT EC IS AVAILABLE ALL DAY, PK-3 CHILDREN ARE TO REPORT TO THE LITTLE COUGAR DEN, EVEN ON SNOW DAYS.** Typically, when there is EC offered for a ½ day of In-Service, the PK-3 children stay at the Kingwood facility.

b. **HALF-DAY EXTENDED CARE** - The cost for a child attending between 7 AM - 11:30 AM will be \$25.20 **per day** or \$126.00 for **the week**. One snack is included. If a student stays past 11:30 AM, an hourly rate of \$3.55 will be charged from 11:30 AM until 1:45 PM. After 1:45 PM, you are charged the full day rate. There will be an additional charge for a **lunch**.

4. **SUMMER DAY CAMP (7:00AM- 5:30 PM)**

a. **FULL-DAY SUMMER DAY CAMP** - The cost for a child attending five days a week is \$187.00 **per week** for the first child, or \$37.40 **per day**. Full day status means the student is at school for any hours other than what is listed below for half-day status. Lunch and two snacks are provided. Charges are based on enrollment your child is signed up to use Summer Day Camp - **not** attendance. If you reserve a spot for your child for a full day and the child only stays for half of a day, you will still be charged the full-day rate unless 24 hours notice is given that a change needs to be made to a half day. **ON ANY**

SUMMER DAY CAMP DAY, PK-3 CHILDREN ARE TO REPORT TO THE LI'L COUGAR DEN.

b. HALF-DAY SUMMER DAY CAMP - The cost for a child attending between 7 AM - 11:30 AM will be \$26.50 **per day** or \$132.50 for **the week**. One snack is included. If a student stays past 11:30 AM, an hourly rate of \$3.90 will be charged from 11:30 AM until 1:45 PM. After 1:45 PM, you are charged the full day rate. There will be an additional charge of \$4.25 for a **lunch**.

If your child has a spot reserved to use Summer Day Camp on a specific day, and you do not provide 24 hours notice of NOT needing care, you will still be charged accordingly. Please pay for Summer Day Camp weekly.

ON ANY SUMMER DAY CAMP DAY, PK-3 CHILDREN ARE TO REPORT TO THE LI'L COUGAR DEN.

C. TUITION DISCOUNTS

A 5% discount is given for two students from the same family, and a 30% discount is given for three or more students from the same family. A 2% discount is given for the complete year of tuition paid in full in August.

D. LATE FEES

Pre-K tuition is payable on the first day of the month and is due by the tenth of the month. If tuition is not paid by the close of business on the tenth, parents will be notified on the next school day that their child may not return until the tuition is paid. Parents will be given one week to pay the late tuition. After one week, if the tuition is not paid, the child will be removed from the class roll, and the space will be filled by an applicant in the waiting pool. Parents will be responsible for the tuition until the day the child is removed from the class roll. A late charge of \$25.00 will be added for any payment received after the 15th. Another

\$25.00 late fee per student will be charged for each additional thirty (30) day period or any fraction thereof after the due date during which the installment remains unpaid.

Please be prompt in arriving to pick up your child in the afternoon. **A CHARGE WILL BE ASSESSED TO YOU OF \$5.00 PER CHILD FOR ANY PART OF EVERY EXTRA 15 MINUTES YOUR CHILD IS IN EXTENDED CARE PAST 5:30 PM.** If you are going to be late for any reason, please call the appropriate preschool location to let us know. Checking in and out will be by our clock. A valid **emergency** will be taken into consideration.

E. **SUPPLIES**

A supply fee pays for some supplies needed to begin school. This covers items such as crayons, class picture developing, and field trip t-shirts. Other items may be requested by the teachers during the year as needed.

On your child's first day, please bring:

1. Change of clothes **WITH NAME ON EACH PIECE** (top, bottom, underpants, and socks for all preschoolers) **PLACED IN A LARGE ZIPLOC BAG LABELED WITH THE CHILD'S NAME ON THE BAG.** Children in PK-3 must have an extra pair of shoes. PK-4 parents are strongly encouraged to send an extra pair of shoes. We will ask that the extra set of clothes be exchanged when the weather changes. Velcro shoes, worn daily, are **HIGHLY** recommended for PK-3 only! (PK-4 students should be learning to tie shoes and need the practice!)

Please understand that it is extremely important that every preschool child have a complete set of extra clothes. Even if a child is completely potty trained, accidents can still occur, especially as particular illnesses strike. There are also accidents that occur at the

sink, water fountain, or at the lunch table that require a change of clothes. When accidents occur and there are no extra clothes for a child, a parent will be called and required to bring a change of clothes to school.

2. 1 all-in-one NAPPER - (Sheet, top cover, and pillow in one unit) which may be purchased on orientation night or in the MTCS business office at final registration.

DISCIPLINE

All children enrolled will be expected to follow rules for their safety and for the continuity of the program. We want children to learn self-control. Teachers and caregivers emphasize positive behavior and minimize the use of punishment. When necessary, separation from the group or denial of privileges will be used. If our methods are not working, we will communicate with you by a note, a phone call, or by a conference. Working together as a team is the key to solving individual behavior problems! Each classroom has a specific “behavior management plan” which will be explained to you and your child once school begins.

Children are expected to give reasonable care to the items in the classroom. Parents will pay replacement costs if any damages do occur.

The following are basic rules and procedures children will be expected to learn and follow:

1. Always be a good friend.
2. Use walking feet and quiet voices inside.
3. Have your listening ears open and your mouths closed and quiet when the teacher or other adult is talking.
4. Always use good manners and be respectful:

- a. Be kind and polite to everyone
 - b. If the teacher is talking to another adult, please wait quietly for your turn
 - c. Say “Please”, “Thank you”, “Yes Ma’am”, “No Ma’am”, etc.
 - d. When eating snack or lunch, eat quietly, eating your growing food first, using good manners
5. When **any** teacher says “Give Me Five”, you follow the procedure – put one finger over your quiet lips, raise the other hand and count to five with the teacher and get ready to listen.
 6. When outside or in the gym (PK-3 only), you may use running feet and loud voices. Be sure to stay within the boundaries set by your teacher.
 7. When going from our room to another room or place, we walk in line. When we are in line and are inside, our voices are off and our hands are behind our back.
 8. Hands and feet stay in appropriate places and are not used to hurt my friends or myself.

DRESS CODE

Please allow your child to wear regular play clothes that will wash and sneakers that will not leave black marks on the floors. Due to safety concerns, it is recommended that students wear tennis shoes. No Heelies (shoes with wheels) are allowed. No flip flops are allowed. The closed-toe crocs are allowed, but the strap must go around the back of your child's foot. Sandals can be worn, but they must be closed-toe sandals that strap to the foot. They allow children to participate in all activities without concern of injury from rocks in the shoes or tripping/falling because of loose shoes. Velcro shoes are

strongly suggested for **PK-3 ONLY**, as well as keeping an extra pair of tennis shoes at school. Please let your child wear clothes that he/she can **manage by himself/herself** in the bathroom.

Please put your child's name inside all clothing (jackets, coats, caps, gloves, underwear, shirts, pants, and shorts). We ask you to be sure the extra clothes are weather appropriate, as well as exchange the extra clothes when the weather changes.

In accordance with Middle Tennessee Christian School's **Dress Code**, we do not allow clothing with certain names on them. Rock bands, Bart Simpson, Rug Rats, Power Rangers, and wrestlers are some role models whom we feel do not make the best impressions on our children. Extreme faddish hair-cuts such as "tails" or "lines" in the hair are also not allowed. Boys' hair should be trimmed at or above the collar and ears. For the sake of modesty, girls are to wear shorts under dresses. The Elementary Principal and Preschool Director are the final authority for all other dress/grooming concerns.

EMERGENCY EVACUATION/DISASTER PROCEDURES

A. PK-3 - KINGWOOD BUILDING

1. IN THE EVENT OF FIRE

All children exit the building via the front door moving to the right of the building to line up by class along the back entrances of stores located next to the PK-3 wing of the Kingwood building. Teachers will account for all children with sign-in sheets. A designated teacher will let Fire Department personnel know that all people are out of the building. Children will only return to the building when the Fire Department or appropriate MTCS personnel declares it safe. Alternate routes are out through the stair well or out one of the main exits that surround the Kingwood building.

2. IN THE EVENT OF STORMY/TORNADIC WEATHER

All children go to classroom C (see map in classroom) in highly stormy weather. If weather indicates potential or actual tornadic conditions, children will be moved to the stairwell, where they will crouch down as close together as possible and use their nappers as protection for their heads/necks. Children will be allowed to return to their regular classroom when MTCS personnel have deemed the situation to be safe.

3. IN THE EVENT OF A LOCK DOWN

All children will go to the designated area of their classroom. Doors and blinds will be closed, and the window in the fire/classroom entry door will be covered. Children will stay in a specified location, sitting quietly, until it is deemed safe by either MTCS personnel and/or the law enforcement group in charge. If police are involved, parents are to follow directions of appropriate personnel in picking up their children.

B. PK-4 - LI'L COUGAR DEN

1. IN THE EVENT OF FIRE

All children exit the building to the playground and line up by class along the fence in the very back corner. Teachers will account for all children with sign-in sheets. A designated teacher will let Fire Department personnel know that all people are out of the building. Children will only return to the building when the Fire Department or appropriate MTCS personnel declares it safe.

Alternate routes out of the building are down the main hall and out the back door to the same playground location noted above, or out the front door and to the dental office building next door.

2. IN THE EVENT OF STORMY/TORNADIC WEATHER

All children go to classroom C (see map) in highly stormy weather. Children get as close together as possible and use their nappers as protection for their heads/necks as they crouch on the floor. Children will be allowed to return to their regular classroom when MTCS personnel have deemed the situation to be safe.

3. IN THE EVENT OF A LOCK DOWN

If possible, all children will go to classroom C. If not possible to move, children will stay in their respective classrooms. Doors and blinds will be closed. Children will stay in a specified location, sitting quietly, until it is deemed safe by either MTCS personnel and/or the law enforcement group in charge. If police are involved, parents are to follow directions of appropriate personnel in picking up their children.

ILLNESS OF CHILDREN

Our program is a place for well children only. **DO NOT bring your child to school or Extended Care if he/she is ill, which includes vomiting and/or having diarrhea, and/or has had an elevated temperature during the previous 24 hours. Per State of Tennessee regulations, please keep your child at home when you are waiting for results from a strep test. For ANY case of strep, impetigo, or pink-eye, your child should be on medication for 24 hours before returning to the classroom. If a parent chooses to bring his/her child to school with one of these situations, he/she will be told that they must take the child back home.**

Any time your child is absent due to illness, especially with something contagious, such as pinkeye, please inform your child's teacher. We may need to inform other parents and take certain precautions in the classroom. This would apply to lice as well. If your child has lice, s/he may not return to the classroom until it has been determined by school staff that the lice are completely gone. If your

child has been diagnosed with scabies, s/he cannot return to the classroom without proof of treatment. State regulations require that parents report to your child’s teacher if your child contracts any one of the following illnesses: hepatitis A, foodborne outbreaks, salmonella (food poisoning), shigella, measles, mumps, rubella, pertussis, polio, haemophilus influenza type B, or meningococcal meningitis.

Please read the chart below very carefully. It explains the responsibility of the MTCS Preschool and the parent with several health issues that could arise with your child. These policies are in place for the well-being of all of our children and staff members.

Health Issue	MTCS Must	Parent Must
Minor injury	1. Notify parent	1. Decide whether to check on child or not; 2. Must initial sign-in sheet to acknowledge call from MTCS about injury
Facial injury of any type	1. Notify parent 2. Will highly recommend parent to come check injury	1. Parent checks injury then decides whether to make visit to doctor; 2. Initials sign-in sheet to acknowledge receipt of phone call from MTCS 3. Comes to pick up child

Health Issue	MTCS Must	Parent Must
Elevated body temperature above normal	<ol style="list-style-type: none"> 1. Notify parent to pick up child 2. Will remind parent that child must be fever free <u>without</u> help of medication for 24 hours before returning to school 	<ol style="list-style-type: none"> 1. Arrange for someone to pick up child immediately
Unusual change in child's disposition, complaints of not feeling well, lethargy, no fever	<ol style="list-style-type: none"> 1. Notify parent 	<ol style="list-style-type: none"> 1. Parent decides whether to pick up child or not
Awaiting strep test results		<ol style="list-style-type: none"> 1. Keep child at home 2. Notify school personnel
Diagnosis of <ul style="list-style-type: none"> • Strep Throat • Impetigo • Pink Eye • Any Other Communicable Disease 		REQUIRED TREATMENT: <ol style="list-style-type: none"> 1. Keep child at home 2. Ensure child is on antibiotics or other prescribed medication for a minimum of 24 hours before returning to school. 3. Notify school of illness

Health Issue	MTCS Must	Parent Must
Flu, Hepatitis A, Foodborn outbreaks, Salmonella, Shigella, Measles, Mumps, Rubella, Pertussis, Polio, or Menengococal Meningitis	1. Notify Health Department	1. Notify school 2. Follow doctor's orders for treatment 3. Follow doctor's orders about when return to school is acceptable

The emergency contact listed on your child's application must be someone who lives in the local area and cannot be the parent. This person is contacted in an emergency if parents cannot be reached.

If, under exceptional circumstances, a child is required to take oral medicine, eye, nose, or ear drops, or application of topical medicine including sunscreen and/or bug repellent during the school hours, and the parent cannot be at school to administer the medication (either prescription or non-prescription), only the principal or the principal's designee will administer the medication in compliance with the following **regulations set forth by the state of Tennessee:**

- I. Written instructions **signed** by a parent will be required for each medication and will include:
 - A. Date,
 - B. Child's name,
 - C. Doctor prescribing medication,
 - D. Pharmacy Name, Address, and Phone Number,
 - E. Prescription Number,
 - F. Name of medication and dosage, (Prescription medication must be sent to school in the original, pharmacy labeled

container. Non-prescription medication must be sent to school in the manufacturer's original container with the ingredients listed and the child's name affixed to the container.),

- G. Reason for medication,
- H. How and when medication is to be administered,
- I. Possible side effects,
- J. Termination date for administering the medication,
- K. Whether the child can self-administer the medication when it is brought to them, and
- L. Parent's/Guardian's Signature and Phone Number in case of emergency.

- II. The principal or the principal's designee will:
 - A. Inform appropriate school personnel of the medication,
 - B. Keep a record of the administration of medication,
 - C. Keep medication in a locked cabinet,
 - D. Return unused medication to the parent only, and
 - E. Report the administration of medication to the proper authorities as required by law.

For your convenience, a form has been prepared for the submission of this information and is available from your child's teacher or the teacher assistant.

III. The parents of the child must assume responsibility for informing the school principal of any change in the child's health or change in medication.

IV. The school system retains the discretion to reject requests for administration of medicine.

V. Once medication has been administered by the school's designee, that person will complete a form documenting time and medication given. At the end of the day, the parent must sign this form acknowledging the medication was administered and whether the medication was left at school or taken home by the parent.

VI. Student Allergies – Parent Responsibility - In regard to student allergies, parents are required to contact the Preschool Director to set a time to discuss specific student allergies before acceptance into the PK program is granted.

At the school's discretion, the parents may be required to provide all snacks and meals to prevent a potentially severe reaction.

PARENT INVOLVEMENT

A successful program means parents, teachers, administrators, and caregivers are working together! Help us by becoming involved with your child's school. This benefits everyone.

WAYS TO HELP:

1. Be a room mom/dad and help coordinate parties for your child's class.
2. Go with us on field trips.
3. Donate materials as needed **when the teachers ask**, such as: baby food jars, magazines, empty toilet tissue rolls, etc.
4. Support Middle Tennessee Christian School in its fundraisers such as the Fall Festival, Steak Dinner, Magazine Sale, Spring Fling, Kroger Care and Scrip Programs, and by attending athletic events.
5. Vocally support our school. Your kind comments are our best advertisement!!
6. Help with a special activity. Come and read to your child's class.

7. Volunteer to help with other needed services within the preschool or elsewhere at MTCS through the MTCS Volunteer Program.

8. Join the **Patrons' Association**. This group of parents and teachers has functioned with tremendous success in many areas. Far more than just a money-making group, the officers and committees have worked closely with the school in many endeavors. Your membership and participation in this group is welcomed and encouraged. The Patrons' Association provides a school calendar (to its members) which lists important dates and events for the whole school.

PERSONAL BELONGINGS

Your child may bring one soft and/or stuffed "sleeping buddy" to sleep with every day. **Please DO NOT allow your child to bring any other extra toys or personal items to school except on "Show and Tell Days"**. However, books may be brought and shared at any time. Videos may be brought if related to the theme of the week and G-rated, but please check with your child's teacher. The teacher may decide that a video is not appropriate for all children in the class and not allow it to be watched. All teachers have the right to refuse videos being brought in at all. Video-watching is limited at the MTCS Preschool. Remember to label everything (including clothing items) with your child's name for a safe return home!

PLAYGROUND RULES FOR MTCS MAIN CAMPUS FOR PK-3 STUDENTS

1. Any kind of rough play or throwing of rocks, sticks, dirt, or leaves in the air is not allowed. Rough play includes pretend (or real) tackling or wrestling, or inappropriate Super Hero play like kicking, punching, etc.

2. Children should slide down the slide on their bottoms only. Walking up the slide and straddling the orange slide are not allowed. There will be no playing on the outside of the tube slide.
3. Pre-K through third grade students are not allowed on or around the seesaws.
4. No one is allowed to chase, push, or shove each other on the playground equipment.
5. No pre-schoolers are allowed beyond the blacktop or near the flagpoles. Preschoolers are not to play in the large grassy area without specific/direct supervision.
6. Pre-schoolers can go no higher than the second level on the round jungle gym. Teachers can put further limits on this if necessary.
7. Flipping on bars above the slides on the orange and white playground equipment is not allowed.
8. Children may only swing when sitting on their bottoms and may not jump out of swings while they are in motion.
9. Children should not chase balls off the playground.

PLAYGROUND RULES FOR **LI'L COUGAR DEN**

1. Any kind of rough play or throwing of rocks or toys is not allowed.
2. Children must climb up ladders and slide down slides. Children must come down the slides sitting up on their bottoms.

3. No pushing or shoving or rough play such as pretend wrestling, tackling or inappropriate Super Hero play, throwing of rocks or toys is allowed on the playground.
4. Children must swing when sitting on their bottoms and may not twist the chains or jump out of the swing while in motion.
5. Children are not allowed to pull on the trees.
6. The number of children playing on the merry-go-round is limited to four (4) children. Children must hold onto bars while riding. They cannot let legs/feet or arms/hands hang off the edge. Teachers must monitor the speed at which the equipment is moving and use good judgment in requiring children to slow down.
7. Any outdoor play equipment shall be put away at the end of playtime (including teacher chairs).
8. Items are not to be thrown over the fence. Please watch for and stop any activity that could cause damage/injury to anyone driving or walking past the section of fence that directly faces the back of the hardware store.

PROGRAMS AVAILABLE - PK-3 & PK-4

A. FULL-DAY - PRESCHOOL (7:00 AM-5:30 PM)

Middle Tennessee Christian School operates a state of Tennessee approved preschool program five days a week, Monday through Friday, from 7:00 AM to 5:30 PM. The preschool consists of classes for three and four year olds. The number of classrooms depends on enrollment. These pre-school classes are located in the Kingwood Heights Church of Christ building across the street from the MTCS Elementary building and in the Li'l Cougar Den located at 204 MTCS Road. Additional teacher-directors supervise the program and help implement the curriculum. The number of teachers/classes may change due to enrollment.

This program follows the same schedule as the K-12 school program as indicated on the school calendar (available through membership in the Patrons' Association).

The Extended Care Program is in place to provide care for children on days that school is NOT in session. These "NO SCHOOL" days are clearly indicated on the school calendar that is available through membership in the Patrons' Association. Examples of "NO SCHOOL" days would include but are not limited to holidays, in-service days, and snow days. "NO SCHOOL" days are NOT a part of this program and are NOT covered by your regular tuition. Extended Care on holidays, in-service days, and snow days are not included in this program. Extended Care will be available on these days for an extra fee of \$35.72 per full day. Extended Care is not available or in session on Labor Day, three days at Thanksgiving, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, 1-2 holidays in April (Fridays), Good Friday, Memorial Day, July 4th, and other designated days shown on the school calendar available through the Patrons' Association.

The academic activities take place in the morning between 8:00 AM and 11:30 AM. After lunch, the children lie down for rest time from 1:00 PM until approximately 2:45 PM. The vinyl nap mats on which the children sleep are provided by the school. We ask that you purchase a Napper (an all-in-one mat cover with pillow and blanket included) from the Business Office. These are to be taken home each Friday to be washed and returned on the following school day. There is a snack served around 3:00 or 3:15 PM with free time following. The children go outside at this time, weather permitting.

This program includes morning and afternoon snacks, and lunch from our school cafeteria. Since snacks are provided, your child does not need to bring his or her own snacks. **If your child wants to bring a special snack for a birthday or special occasion, please make**

sure your child brings enough for everyone in the class, and please be sure to notify your child's teacher in advance. If your child decides to bring his or her lunch, please be sure it is a well-balanced meal and that the drink is non-carbonated and caffeine-free. On the sign-in sheet, indicate the lunch brought from home with a "B" when you usually place a check mark.

B. HALF-DAY - PRESCHOOL (8:00 AM - 11:30 AM)

Our half-day program is five days a week, Monday through Friday, from 8:00 AM - 11:30 AM only. **This program follows the regular school calendar as well.** This program includes a morning snack. No lunch is provided with this program because the children leave before lunch is served.

If occasional Extended Care is needed after 11:30 AM for the half-day students, please alert your child's teacher. Lunch (an additional fee) and extended care (\$3.55 per hour) is available and is added to your regular bill. If your child stays past 1:45 P.M., you will be charged the full day rate of \$35.72.

This program follows the same schedule as the K-12 school program as indicated on the school calendar that is available through membership in the Patrons' Association.

These "NO SCHOOL" days are clearly indicated on the school calendar that is available through membership in the Patrons' Association. Examples of "NO SCHOOL" days would include but are not limited to holidays, in-service days, and snow days. "NO SCHOOL" days are NOT a part of this program and are NOT covered by your regular tuition. Extended Care on holidays, in-service days, and snow days are not included in this program. Extended Care will be available on these days for an extra fee of \$35.72 per full day or \$25.20 per half day. It is not available or in session on Labor Day, three days at Thanksgiving, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, 1-2

holidays in April (Fridays), Good Friday, Memorial Day, July 4th, and other designated days.

C. EXTENDED CARE FOR SCHOOL BREAKS (FALL, HOLIDAYS, SNOW DAYS, CHRISTMAS, AND SPRING - 7:00 AM - 5:30 PM) –

This program is more flexible in that you may reserve a space for your child on a part-time basis with prior notification. We do not provide a drop-in service. Your child must have an official reservation in order to receive child care. Having a reservation for EC means completing and turning in the appropriate calendars and/or other paperwork by the published deadline. The documentation requires a parent signature. Summer Camp requires a Summer Camp application and appropriate fees. Reservation paperwork that is turned in after the published deadline can/will be denied. Reservations are required to ensure appropriate staffing ratios are met. Approval of reservation requests turned in late must come from Nikki Hutchins our EC Coordinator.

This program is available for all preschoolers. The preschoolers are separated from the school-aged children. At least a week prior to a long school break during the regular school year, you will receive a calendar that you must use to reserve a space for your child(ren) for days that Extended Care will be needed. These Extended Care days are charged separately from the regular preschool tuition that you pay since the preschool tuition you pay is based solely on the number of school days in the school year. **If your child does not come on a day he or she had reserved for Extended Care, you will still be charged for that day unless you provide 24 hours notice of not needing Extended Care.** If your child is signed up to use EC during a break and is absent for more than 2-3 days due to illness, a doctor's note will be required. If your child reserves a space for a half day, the charge would be \$25.20. If s/he reserved a space for a full day, the charge would be \$35.72. During the long breaks (i.e. Fall, Christmas, and Spring) **Extended Care is typically provided.** If enrollment on a

particular day is extremely low, EC will be closed. Parents will be notified if EC is going to be closed due to low numbers.

D. SUMMER DAY CAMP

1. FULL-DAY - PRESCHOOL - SUMMER DAY CAMP (7:00 AM-5:30 PM)

Middle Tennessee Christian School has a state of Tennessee approved preschool program five days a week, Monday through Friday, from 7:00 AM to 5:30 PM. Summer Day Camp consists of classes for three and four year olds. The number of classrooms depends on enrollment. These classes are located in the Li'l Cougar Den located at 204 MTCS Road. Additional teacher-directors supervise the program and help implement the curriculum. The number of teachers/classes may change due to enrollment.

Summer Day Camp is more flexible in that you may enroll your child on a part-time basis. Toward the end of the regular school year, Summer Day Camp information application packets are made available. Inside are two copies of the calendars for the summer months for you to mark the days Summer Day Camp reservations will be needed for your child(ren). You are asked to return one marked copy by the published deadline. The other marked copy is for you to keep at home. If your child does not come on a day he or she had reserved for Summer Day Camp, you will still be charged accordingly for that day unless you provide 24 hours notice of not needing Summer Day Camp. You are not allowed to simply drop off your child for Extended Care. He or she must have a reservation.

The Summer Camp program provides many age-appropriate activities for all children. Activities are listed in more detail in the calendar packet provided at the end of the regular school year.

The academic activities take place in the morning between 8:00 AM and 11:30 AM. After lunch, the children lie down for rest time from 1:00 PM until approximately 2:45 PM. The vinyl nap mats on which the

children sleep are provided by the school. We ask that you purchase a Napper (an all-in-one mat cover with pillow and blanket included) from the Business Office. These are to be taken home each Friday to be washed and returned on the following school day. There is a snack served around 3:00 or 3:15 PM with free time following.

This program includes morning and afternoon snacks, and lunch from our school cafeteria. Since snacks are provided, your child does not need to bring his or her own snacks. **If your child wants to bring a special snack for a birthday or special occasion, please make sure your child brings enough for everyone in the class, and please be sure to notify your child's teacher in advance.** If your child decides to bring his or her lunch, please be sure it is a well-balanced meal and that the drink is non-carbonated and caffeine-free.

2. HALF-DAY - PRESCHOOL - SUMMER DAY CAMP (8:00 AM - 11:30 AM)

Our Summer Day Camp half-day program is five days a week, Monday through Friday, from 8:00 AM - 11:30 AM only. This program includes a morning snack. No lunch is provided with this program because the children leave before lunch is served.

If occasional Summer Day Camp is needed after 11:30 AM for the half-day students, please alert your child's teacher. Lunch (an additional fee) and extended care (\$3.90 per hour) is available and is added to your regular bill. If your child stays past 1:45 P.M., you will be charged the full day rate of \$37.40.

Summer Day Camp is more flexible in that you may enroll your child on a part-time basis. Toward the end of the regular school year, Summer Day Camp information application packets are made available. Inside are two copies of the calendars for the summer months for you to mark the days Summer Day Camp reservations will be needed for your child(ren). You are asked to return one marked copy by the published deadline. The other marked copy is for you to keep at home. If your child does not come on a day he or she had

reserved for Summer Day Camp, you will still be charged accordingly for that day unless you provide 24 hours notice of not needing Summer Day Camp. You are not allowed to simply drop off your child for Extended Care. He or she must have a reservation.

The Summer Camp program provides many age-appropriate activities for all children. Activities are listed in more detail in the calendar packet provided at the end of the regular school year.

PROGRAM REQUIREMENTS

A. ADMISSION

Completion of the following are necessary **BEFORE** your child can be enrolled into the MTCS Preschool and/or Extended Care Program and start school:

1. child must be three or four years of age by September 30 - (A child applying for the three or four-year-old class must have their birthday on or before September 30. The school reserves the right to accept a child into our PK-3 program, but to refuse actual attendance in the classroom until a child's third birthday. In these cases, tuition must be paid for those days during the waiting period to hold your child's spot. When capacity has been reached, we will start a waiting pool.),
2. completed application and application fee submitted to the Admissions office,
3. once accepted into the program, registration fee submitted to the Admissions office,
4. current original State of Tennessee Immunization Record from the doctor or health department,
5. copy of Birth Certificate,

6. child must be **COMPLETELY** potty-trained (for PK-3 completely is defined as able to know when s/he needs to go potty and be able to tell the teacher; needs no assistance cleaning self; mostly able to manage clothes; and wash hands when finished. PK-4 children should be able to manage the whole process alone with only occasional help with buttons and snaps. Belts are not recommended because most children cannot manage these alone.)
7. preadmission visit to the school by both parents and the child, and
8. an orientation meeting prior to the first day of school.

Applicants are admitted on the basis of vacancies in each classroom without regard to race, color, creed, or ethnic origin. There is no discrimination in the administration of our policies or other school-administered programs.

The school reserves the right to refuse admission or request the withdrawal of any student who is considered disruptive or in conflict with the rules of the school.

B. PROBATIONARY PERIOD

Children mature at different ages and adapt to group situations at varying levels. We allow a maximum six weeks probationary period to determine if our program meets the needs of your child. If we conclude that adaptation has not taken place within this six weeks period, we will meet with you to discuss alternatives for your child and may ask that the child be withdrawn. (See Dismissal Procedures)

C. WITHDRAWAL

We must be notified of your child's withdrawal for any reason. Please obtain a withdrawal form from the Business Office at least one week in advance.

Please note: On the back of your child's application you signed an agreement to abide by school policies. Policy number eight states the following: "Because most of Middle Tennessee Christian School's expenses are fixed at the beginning of the school year and are not reduced when a student withdraws, the **parents of any student who withdraws after being enrolled for more than five days in the semester will be responsible for payment of the tuition for the balance of the semester in addition to any others charges that may be due.**"

D. **DISMISSAL PROCEDURES**

If we have any concerns about challenges your child is facing at school, we will discuss these with you and may schedule a parent(s)/teacher(s) conference to discuss the situation. Strategies to help your child will be developed and agreed upon between the parents and MTCS personnel. If, after a certain length of time, teachers are not seeing any positive changes in the child and/or cooperation from the parents, another conference will be scheduled to include the parents, teacher(s), the Preschool Director, and/or the Elementary Principal.

If, after the appropriate time has passed, we continue to see no progress, we reserve the right to require that your child be withdrawn from our program. Occasionally, withdrawal may need to be addressed prior to the end of the six weeks probationary period. At that point, withdrawal paperwork must be obtained and completed in the Business office.

SNOW DAYS

Preschool will follow the regular MTCS school schedule. As soon as decisions are made, the announcement will be given to Nashville TV stations 2, 4, 5, and Fox 17, to local radio station WGNS (1450), and posted on the school's website: www.mtcscougars.org. Extended Care is usually open even though school may be closed. We do NOT follow the county or city snow schedule. If snowy and/or icy weather begins

during the school day, please feel free to come to pick up your child out of concern for safety. The school usually does not close early because of inclement weather.

VERY IMPORTANT!

1. On snow days, all PK children report to the Li'l Cougar Den.
2. If school is closed due to inclement conditions, Extended Care will not open until 8:00 A.M. to allow safe travel in to the school for our employees. We also reserve the right to close the facility early or entirely on snow days if the conditions warrant.
3. If EC is open, a snow day is considered a "No School/Extended Care Open" Day. EC charges will apply if your child is at school on a snow day.

