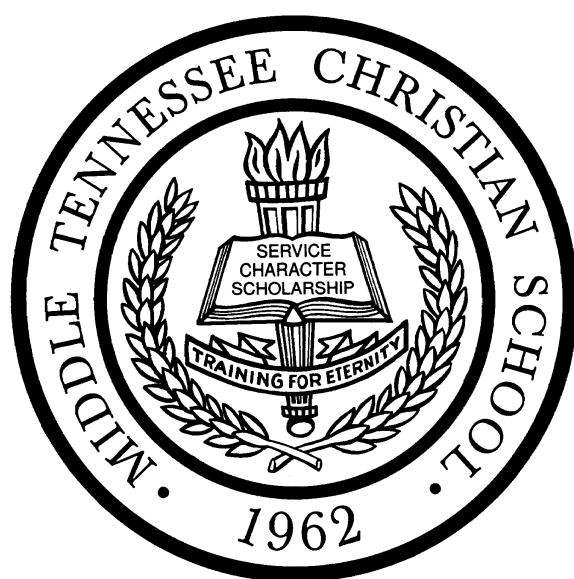


**MIDDLE
TENNESSEE
CHRISTIAN
SCHOOL**



**2010 - 2011
TK - 6th GRADE
EXTENDED CARE/
SUMMER DAY CAMP
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** childcare possible for your child.

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

In the event situations occur which are not explained in this handbook, the principal will be the final authority. Responsibility is given to the principal by the president and board of trustees. The principal reserves the right to make changes, exceptions, and additions to the guidelines in the handbook as needs arise in individual circumstances.

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



Middle Tennessee Christian School Extended Care is open from **3:00 PM to 5:30 PM** Monday through Friday. It is open **7:00 AM to 5:30 PM** on "no school" days, snow days, and throughout the summer. On "bad weather days (snow days, etc.)," Extended Care is open **8:00 AM to 5:30 PM**.

Your Director is Mrs. Lori Gonzales

Your Extended Care Coordinator is Nikki Hutchins

The Elementary Principal is Mrs. Lisa Brock

Middle Tennessee Christian School
100 E. MTCS Road
Murfreesboro, TN 37129
893-0601

WEB Address - www.mtcscougars.org

TABLE OF CONTENTS

SCHOOL INFORMATION	1
A. HISTORY	1
B. MISSION	2
C. PHILOSOPHY.....	2
D. ORGANIZATION.....	3
ACCIDENT INSURANCE.....	3
ACTIVITIES	4
A. CURRICULUM.....	4
B. FIELD TRIPS	5
C. BIRTHDAYS	5
D. OUTDOOR PLAY	5
ARRIVAL/DEPARTURE	6
A. ARRIVAL/EARLY BIRD CARE	6
B. DEPARTURE/AFTERNOON CARE.....	6
C. ALLERGIES	7
D. PARKING DURING SCHOOL YEAR	7
COST OF PROGRAMS.....	7
A. APPLICATION/REGISTRATION FEES	7
B. EXTENDED CARE CHARGES	8
C. TUITION DISCOUNTS	10
D. LATE FEES.....	10
DISASTER PROTECTION PLAN	11
DISCIPLINE.....	12
DRESS CODE.....	13

TABLE OF CONTENTS, CONT.

ILLNESS OF CHILDREN 14

MTCS ELEMENTARY PLAYGROUND RULES..... 16

PROGRAMS AVAILABLE 17

 A. EXTENDED CARE FOR SCHOOL DAYS 17

 B. EXTENDED CARE FOR SCHOOL BREAKS..... 18

 C. SNOW DAYS 20

PROGRAM REQUIREMENTS..... 21

 A. ADMISSION..... 21

 B. PROBATIONARY PERIOD 21

 C. WITHDRAWAL 22

 D. DISMISSAL PROCEDURES 22

SNOW DAYS..... 22

TECHNOLOGY USE POLICY..... 23

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 Directors 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.

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.

The Charlene Waldron Library was built and dedicated in 2001.

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.

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.

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.

Legal ownership of MTCS is vested in a self-perpetuating Board of Directors 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 Day Camp coincides with that of Middle Tennessee Christian School as a whole. We want to provide each child the opportunity to develop his/her entire personality spiritually, mentally, socially, and physically. Our goal is to produce children who are 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. The structured part of the program allows 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. large and small motor skills
5. self-control
6. self-expression
7. good self-esteem

D. ORGANIZATION

The school is operated, managed, and controlled by a rotating board of directors.

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 regular afternoon Extended Care program does not follow a curriculum plan due to the nature and set up of the schedule and times of the program. However, the Extended Care program does ensure that children are engaged in age appropriate, as well as weather appropriate activities.

A typical school day afternoon in Extended Care usually operates as follows: snack time, limited outdoor play time as weather permits, Fun Zone time, and Homework Club. Those children that need to complete homework and/or AR testing do so in the Homework Club. If children do not have homework or have completed homework, they are given permission to attend the Fun Zone. The Fun Zone contains various crafts, toys, movies, video games, puzzles, and games for children to participate in and relax after the school day. However, personal electronic games may only be used at specific times designated by the Extended Care teachers or Coordinator.

The Summer Day Camp has weekly themes which include many enrichment activities throughout the week. The themes and all activities are decided upon by the Coordinator and the summer staff and are all simply fun, hands-on learning experiences. The activities usually take place in the morning. After lunch, the TK and kindergarten children lie down for rest time. Bible is also taught every day.

There are usually two field trips taken each week, with one of those being a trip off-campus to go swimming. The field trips compliment the curriculum and occasionally involve a trip to Nashville.

B. **FIELD TRIPS**

The TK - 6th grade students will leave campus for field trips during Summer Day Camp only. The cost of these activities is NOT included in the weekly or daily tuition. At the beginning of Summer Day Camp, permission slips for every trip are sent home in a packet. All permission slips are to be returned that first week of camp. Payment for later field trips is determined by the EC Coordinator. Payment /field trip cost information is provided to parents along with the permission slip packet.

When returning field trip money and permission forms, please include these in an envelope labeled with the child's name, purpose(s), and total of money.

Children are asked to wear the designated field trip t-shirt on field trip days.

C. **BIRTHDAYS**

If a child's birthday falls on a full day Extended Care day, a half day Extended Care day, or a Summer Day Camp day, the parent can make arrangements with the Coordinator if they want to do something special for his/her child. Parents are responsible for all costs.

D. **OUTDOOR PLAY**

Outdoor play is part of our program and good for the children. If you do not want your child to go outside, please send a written note for that day. Every effort will be made to accommodate your request to keep your child indoors. However, parents must be aware that limited staffing may mean your child will go outside but be limited in activity. 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.

ARRIVAL/DEPARTURE

A. ARRIVAL/EARLY BIRD CARE

Early Bird Care is provided each morning beginning at 7:00 AM until 7:50 AM during the school year for your convenience and at no charge on school days. Children must be dropped off for Early Bird Care at the elementary front door only. There will be a sign posted in the elementary building indicating whether Early Bird Care that morning is in the cafeteria or in the gym. TK and K children are escorted from Early Bird Care to their classrooms at 7:50 AM.

B. DEPARTURE/AFTERNOON CARE

Please remember to sign out your child on the appropriate attendance sheet with time and signature.

It is of great importance in regard to the safety of your child that we have 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 request 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 homeroom teacher.

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.

We ask that each authorized person picking up a child from Extended Care be prepared to show ID until our staff recognizes and knows the people who pick up your child. This policy is in place to protect your child.

If your child is riding home with another child for some special occasion, it is very important that you send a note to your child’s

homeroom teacher, as well as the Extended Care staff. Your note needs to be sent to the attention of Nikki Hutchins. If the parent of that child is not on your list of adults authorized to pick up your child, we cannot allow your child to leave with that adult without written permission.

C. ALLERGIES

We also request from you a list of allergies as well as treatment of your child's allergies. If your child has a specific "life threatening" food allergy, see the Extended Care Coordinator, Nikki Hutchins, to discuss this concern. We may request that you provide all your child's snacks as well as meals while attending Extended Care.

D. PARKING DURING SCHOOL YEAR

TK - 6th grade students are to be dropped off at the Elementary building porch and go immediately to Early Bird care. When you pick up your child after 3:15 PM, you may park in the area in front of the Elementary building.

COST OF PROGRAMS

A. APPLICATION/REGISTRATION FEES

1. **EARLY BIRD CARE** (7:00 AM - 7:50 AM) - No fee is required. This is a service provided as a convenience to our parents on school days.
2. **SCHOOL YEAR EXTENDED CARE** - No registration fee

3. **SUMMER DAY CAMP EXTENDED CARE ONLY -**
Students must already be enrolled for the upcoming school year to attend Summer Camp.
 - \$60 Registration Fee if student not enrolled for upcoming school year
 - \$50 Supply Fee
 - Field trip costs are not included in any fees

An applicant that is not returning to MTCS the following school year must understand that acceptance into Summer Day Camp is contingent upon the approval of the Extended Care/Summer Day Camp Coordinator. Every effort is made to accommodate those that want to attend Summer Day Camp.

To be enrolled in the Summer Day Camp program, your child(ren) must have the appropriate application on file, as well as all necessary medical and immunization records.

B. EXTENDED CARE CHARGES

1. **EARLY BIRD CARE** - No charge. This is a service provided by the school.
2. **DAILY AFTER SCHOOL EXTENDED CARE**
 - a. Regular attendance - \$126.00/month
 - b. Occasional attendance - \$3.55/hour
3. **EXTENDED CARE FOR SCHOOL BREAKS (FALL, HOLIDAYS, SNOW DAYS, CHRISTMAS, AND SPRING) (7:00 AM-5:30 PM)**
 - a. **FULL-DAY EXTENDED CARE** - Please be aware that if enrollment on a specific EC day is extremely low, EC will be closed for that day only. Parents will be notified in advance of any changes of this nature. 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 reservations – being signed up to use EC - **not** attendance. If you sign up 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.

If you have made your child’s reservation to use EC on a specific day and you do not provide 24 hours notice of NOT needing care, you will be charged accordingly.

b. HALF-DAY EXTENDED CARE - Please be aware that if enrollment on a specific EC day is extremely low, EC will be closed for that day only. Parents will be notified in advance of any changes of this nature. 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 \$3.55 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**.

If the entire day is circled on an Extended Care/Summer Day Camp Reservation Form and not the given choice of “Full” or “Half”, it will be interpreted as a “Full” day reservation.

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

a. FULL-DAY SUMMER DAY CAMP - Please be aware that if enrollment on a specific Summer Day Camp day is extremely low, Summer Day Camp will be closed for that day only. Parents will be notified in advance of any changes of this nature. 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 reservations – being signed up to use Summer Day Camp - **not** attendance. If you sign up 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.

If you have made your child's reservation to use Summer Day Camp on a specific day and you do not provide 24 hours notice of NOT needing care, you will be charged accordingly.

b. HALF-DAY SUMMER DAY CAMP - Please be aware that if enrollment on a specific Summer Day Camp day is extremely low, Summer Day Camp will be closed for that day only. Parents will be notified in advance of any changes of this nature. 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 for a **lunch**.

If you have made a reservation for your child to use Summer Day Camp on a specific day and you do not provide 24 hours notice of NOT needing care, you will be charged accordingly.

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.

D. LATE FEES

Extended Care payments are due by the 10th of each month and are considered late on the 15th. A late charge of \$25.00 will be charged per student for any installment not received by 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 MTCS at 893-0601. Checking in and out will be by our clock. A valid **emergency** will be taken into consideration.

DISASTER PROTECTION PLAN **FOR THE MAIN CAMPUS**

While one of our goals each day is to provide utmost care and safety for your child, certain emergencies can arise. The following information provides the practiced procedures for each type of emergency.

In case of fire, an alarm will sound. Teachers immediately remove children from the building via the closest outside door. All belongings are left inside. Children are moved out away from the building to a designated location. Teachers make sure all students are accounted for by using the daily sign-in/out sheet. Other staff members double check the rooms. Children re-enter the classroom when authorized by the school administration. Exit route maps are posted in each classroom.

In case of a tornado, a different warning will sound. Leaving belongings behind, children exit the classroom and enter the main

hallway. They have a designated area just past the double fire doors to sit. The children crouch on their knees with their heads tucked under. Books are used for head protection. Teachers account for all children using the daily sign-in/out sheets. When authorized, children can return to the classroom. Designated route maps are posted in each classroom.

If the need for a lock-down occurs indoors, a coded announcement is made over the intercom. At this point, the teachers close and lock both doors into the classroom. The children are moved to a designated, safe area in the classroom. Teachers are notified when it is safe to return to regular activities.

If, while outdoors on the playground, a potentially dangerous situation arises, a coded message will be circulated to all the teachers, indicating the need to quickly get all children inside. All children will enter the elementary building through the back door of the cafeteria which is near the playground. The children will return to the playground or the next activity when everything is secure.

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!

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

Basic behavior expectations of students in extended care are:

1. Follow the rules
 - Walk in line quietly
 - If you make a mess, clean it up
 - Play well in set boundaries of playground or gym
 - Follow the golden rule
2. Be respectful of adults in authority.
3. Follow procedures properly for leaving each day. Each parent needs to sign out each child daily before leaving with your child and your child's belongings.
4. Playing with electronic toys is limited to specific times which are determined and explained by Extended Care teachers.
5. Cell phones are to be left at home or in your child's backpack while in Extended Care and Summer Day Camp.
6. Enjoy playing with materials provided, but use care so they will last. Broken equipment is the responsibility of the parents of the child(ren) who broke it.

DRESS CODE

Please allow your child to wear regular clothes that will wash and tennis shoes that will not leave black marks on the gym floor. Due to safety concerns, it is recommended that students wear tennis shoes. Sandals can be worn, but they must be closed sandals that strap to the foot to allow the child to participate in all activities. If your child wears other shoes, he or she will not be allowed to play on the gym floor and/or on outdoor play equipment. Please put your child's **name** inside all clothing (jackets, coats, caps, gloves, underwear, shirts, pants, and shorts).

In accordance with Middle Tennessee Christian School's **Dress Code**, we do not allow clothes that display any logo, picture, characters, or other message that could be considered offensive in a Christian school setting. 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 Extended Care Coordinator are the final authority for all other dress/grooming concerns.

For Summer Day Camp, the dress code is more relaxed. Shorts can be no more than three inches above the knee. Girls can wear sleeveless shirts. Shirts with spaghetti straps are not allowed. When female students are swimming, one piece bathing suits or tankini's are appropriate. Two piece bathing suits that show the midriff must be covered with a t-shirt.

During the school year, after 3:00 PM, the 4th - 6th graders wearing regular school dress code are allowed to relax that dress code.

ILLNESS OF CHILDREN

Our program is 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. Please keep your child at home when you are waiting for results from a strep test. After medication begins for ANY case of strep, impetigo, or pink-eye, your child should be on medication for twenty-four hours before returning to school.** Any time your child is absent due to illness, especially with something contagious like pink-eye, etc., 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 school until it has been determined by school personnel that the lice and nits are completely gone. If your child has had scabies, proof of treatment must be shown before the child can return to the program. State regulations require that parents report to us 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. **If your child becomes ill while at school, we will notify you and expect you to come pick up your child as soon as possible.**

The emergency contact listed on your child's application and on our blue emergency cards must be someone who lives in the local area. 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.

For your convenience, a form has been prepared for the submission of this information and is available in the elementary office.

- 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.

III. The parents of the child must assume responsibility for informing the school principal and the EC Coordinator 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.

Once medication has been administered by the school's designee, that person will complete a form to show the parent at the end of the day to show exactly when the medication was given. The parent must sign this form to acknowledge that they know the medication was administered and whether the medication was left at school or taken home by the parents.

MTCS ELEMENTARY PLAYGROUND RULES

1. Rocks, sticks, dirt, or leaves are to stay on the ground. Throwing these items on others or in the air is not allowed.
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. TK through third graders are not allowed on or around the seesaws.
4. Children are not allowed to chase, push, or shove others on the playground equipment.
5. Children are not allowed beyond the blacktop without permission.
6. TK - 1st graders are not allowed to stand on the top level of the round jungle gym.
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.

PROGRAMS AVAILABLE

A. EXTENDED CARE FOR SCHOOL DAYS

1. EARLY BIRD CARE (7:00 AM - 7:50 AM)

Early Bird Care is available each school morning. There will be a sign indicating where Early Bird Care will take place that day - either in the cafeteria or in the gym.

2. AFTER-SCHOOL EXTENDED CARE (3:00- 5:30 PM)

After-School Extended Care is available for TK-6th grade MTCS students from 3:00 PM - 5:30 PM every school day for an additional fee. An afternoon snack is provided. If your child has a severe food allergy, please send your child's snack as well as lunch on Extended Care days. It is helpful if you have made your child and the school aware of when he/she will be staying for Extended Care. On school days, any student (enrolled in Extended Care or not) still remaining on the porch after 3:15 PM or 11:45 AM on half-days will automatically be placed in Extended Care. The parents will be billed for this service. (If a child comes to EC at 3:15 from the porch, the EC charge will begin at 3:00 PM.)

B. EXTENDED CARE FOR SCHOOL BREAKS (7:00 AM-5:30 PM)

On days when school is not in session, you may enroll your child on a full-time or part-time basis with prior notification by a designated date for an additional fee, but we do not provide a drop-in service. Reservation/activity calendars are prepared for parents to mark and return for attendance purposes for Fall, Christmas, Spring, and Summer breaks. If reservation calendars are not returned to your child's teacher by the designated deadline, permission must be obtained from the Extended Care Coordinator in order for your child to attend. This helps us in planning for proper supervision for the number of students attending. Please contact us in advance for any changes in your plans. This program provides a lunch and two snacks a day. Extended Care is not available or in session on Labor Day,

Thanksgiving holiday, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, 1-2 Holidays (Fridays) in April, Memorial Day, July 4th, and other designated days as shown on the official school calendar available through membership in the Patrons' Association. Extended Care is also available between the end of the school year and the beginning of Summer Day Camp.

1. EXTENDED CARE FOR BREAKS DURING THE SCHOOL YEAR (HOLIDAYS, SNOW DAYS, IN-SERVICE, FALL, CHRISTMAS, AND SPRING) (7:00 AM - 5:30 PM)

This program is available for TK through 6th grade students. You will receive a reservation calendar at least one week prior to a long school break during the regular school year. You MUST complete the calendar by marking which days your child will attend with "Half Day" or "Full Day."

"Half Day" refers to attending Extended Care between 7:00 AM - 11:30 AM with no lunch served. However, it does include one snack. "Full Day" refers to attending Extended Care any other time than listed above. Lunch is included with a full day of Extended Care as well as a morning and afternoon snack.

The reservation calendar must be signed by the parent and returned to school even if EC is not going to be used. If your child has not been signed up with a completed calendar, a spot is not guaranteed for your child. Turning in a reservation calendar after the designated due date will require permission from the EC Coordinator before your child can attend Extended Care.

If your child does not come on a day he or she was signed up for Extended Care, you will still be charged the fee for that day unless you provide 24 hours notice of not needing Extended Care.

It is acceptable to call, email, or provide written notice to the Extended Care/Summer Day Camp Coordinator to change or cancel an Extended Care reservation. Extended Care days are charged separately from the regular school tuition that you pay since the tuition you pay is based solely on the number of school days in the school year.

Please be aware that if EC expected attendance is low on a certain day during a school break, EC will be closed. Parents will be notified of a change of this nature in advance.

2. **SUMMER DAY CAMP**

The Summer Day Camp program is also available to TK through 6th grade students and is a part of our Extended Care Program. The official dates of Summer Day Camp usually begin the first full week of June through the last full week of July. Extended Care is available to the students of MTCS from the last day of the school year through the first day of Summer Day Camp. For those children returning to MTCS for the coming school year, Extended Care will be available after Summer Day Camp ends through the beginning of the new school year.

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 packets are made available. Inside are two copies of the calendars for the summer months for you to mark the days Extended Care 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 was expected for Extended Care, you will still be charged the fee for that day unless you provide 24 hours notice of not needing Extended Care. You are not allowed to simply drop off your child for Extended Care. He or she must be enrolled.

The Summer Day 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.

For those children that will not be returning to MTCS for the coming school year, child care is not available after the last day of Summer Day Camp.

Parents of children enrolled for kindergarten (not transition kindergarten) the following school year have the option of applying to Summer Day Camp at the main campus with the school age children. Acceptance is contingent upon the approval of the Extended Care/Summer Day Camp Coordinator.

C. **EXTENDED CARE FOR SNOW DAYS**

Extended Care is usually open on snow days for the convenience of our working parents. (See “SNOW DAYS” section of this handbook.) If Extended Care is used on a snow day, the appropriate charges will apply.

PROGRAM REQUIREMENTS

A. **ADMISSION**

Completion of the following are necessary **BEFORE** your child can be enrolled into the MTCS Extended Care Program:

1. completed school application must be submitted to the Admissions Office to show enrollment at MTCS,
2. appropriate fees submitted with application,
3. completed Extended Care registration form,
4. current Immunization Record from the doctor or health department,
5. copy of Birth Certificate,
6. preadmission visit to the school (new students only)

Applicants are admitted on the basis of vacancies in each age group 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 up to a six week probationary period to determine if our program suits the needs of your child. If we conclude that adaptation has not taken place after this six weeks period, we will meet with you to discuss alternatives for your child and may ask that the child be withdrawn. MTCS may determine prior to the sixth week that an alternative placement will be required for the child. (See Dismissal Procedures)

C. WITHDRAWAL

We must be notified of your child's withdrawal for any reason. Please contact the Business Office at least one week in advance. This ensures that you will not be charged beyond the withdrawal date.

D. DISMISSAL PROCEDURES FROM EXTENDED CARE

If we have any concerns about challenges your child is facing in the Extended Care Program, either after school or during the summer session, we will discuss these with you. A conference may be scheduled. Strategies to help your child will be developed and agreed upon between the parents and MTCS personnel. If, after a certain length of time, MTCS personnel are not seeing any positive changes in the child or cooperation from the parents, another conference will be scheduled to include the parents, teacher(s), the Extended Care Coordinator, and/or the Director 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. At that point, contact must be made with the Business office to complete the withdrawal process.

SNOW DAYS

Announcements concerning the closing of school will be given to TV channels 2, 4, 5, and 6, and to local radio station WGNS (1450). 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.

Please note – If EC is open on a day that school is closed due to snow or other inclement weather, EC 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 on snow days if the conditions warrant.

TECHNOLOGY USE POLICY

- A. Computer and other technology resources provide valuable educational opportunities and can be valuable tools when used to supplement our curriculum. In order to protect and maintain the expensive equipment involved and to protect students and the school from unintentional and malicious security risks we ask that you review and agree to the elements of the agreement listed below. When used properly however computer resources and internet access provides a wealth of information and learning opportunities that will enhance the student's educational experiences and give students skills that they need as they pursue future educational or employment opportunities. This agreement is intended to educate both the parents and the

students of the expected uses for technology at MTCS and to limit the cost and liability of misuses.

- B. In order to provide some background information about the need for and purpose of this agreement the following is a list of the issues surrounding computer use at MTCS.
- C. Technology resources at MTCS exist for the following specific purposes.
 - 1. To facilitate communication
 - 2. To allow access to information such as current news, research, information archives, and alternative viewpoints.
 - 3. To store information (record keeping)
 - 4. To provide technology instruction to develop general computer skills
 - 5. To automate school processes
- D. Computer and related equipment is expensive to purchase and maintain.
 - 1. Not only is the equipment expensive to purchase, but it is actually more expensive to maintain. Most businesses or organizations budget between 5% and 10% of their annual expenses to technology. This includes funds to maintain existing equipment, replacing aging hardware and software, and to provide for computer security needs. MTCS budgets far less than the industry standard for technology which requires a very efficient use of resources to accomplish our goals. Any misuse whether intentional or unintentional adds to the cost of operations and ultimately will affect tuition costs.
 - 2. Also unlike industry where employees are issued computers and accounts so that their use or misuse is easily associated with the responsible individual, MTCS provides lab

environments where many people use the same computers throughout a school day.

- E. Dangers and threats exist beyond the local computer users and network.
 - 1. By having a connection to the wide area network called the “Internet” precautions must be taken to protect the assets from external attacks and more importantly to protect the students and faculty from inappropriate material and internet predators.

- F. Often entertainment related uses of the internet can slow the overall flow of data for other uses because of the amount of information that is being transmitted.
 - 1. Some of the most popular uses of the internet include online games and streaming video and audio. These can be quite harmless in and of themselves but they often slow the connection for other users because they require such a large amount of data to be sent back and forth.

- G. The availability of copyright protected information on the internet can expose the school to copyright infringement violations.
 - 1. Data swapping programs and sites have come under legal attack lately because they facilitate the illegal exchange of copyrighted material such as songs and movies. Students often use these services at home and are tempted to do so at school as well where the increased bandwidth connection can speed downloads.

- H. Technology is a tool that primarily is used to facilitate communication. It can therefore be used to easily generate and transmit offensive messages or images.

1. Obviously any behavior that is inconsistent with what God intends is discouraged. Because of the convenience and somewhat anonymity of computer communication it can often be challenging for teachers and staff to monitor and control and therefore requires more responsibility from the users.

In order to address these issues MTCS expects all of the students to adhere to the following requirements for the acceptable use of the technology and computer resources at MTCS. Failure to do so can result in a **LOSS OF ALL COMPUTER PRIVILEGES** which may limit the student's ability to meet the requirements for a particular class or activity.

1. Technology resources may only be used for purposes consistent with the educational objectives of the school under the direction of a teacher or staff member. Computers are not provided for the entertainment or personal use although special exceptions could be made with the proper approval
2. Students should not attempt to access information to which they are not entitled. All electronic measures will be taken to protect information using available network security but students should not attempt to compromise these safeguards by determining usernames and passwords that they should not have access to and by browsing for information on a computer that may have not been logged off by the previous user.
3. Any vandalism to computer hardware, software, or data will not be tolerated. This includes changing settings on any computer such as sounds, backgrounds, screen savers, etc.
4. No software of any kind will be downloaded or installed on any computer. Likewise, no software or data may be copied from any computer.

5. No external disk or data storage device may be connected to any computer without special permission.
6. Internet usage must be carefully controlled and will be limited to specific research or activity that has been assigned by a teacher. Students should not play games, participate in chat rooms, web logs, use file swapping services and programs, or stream audio or video without approval.