

Mountain View Lutheran Preschool



MOUNTAIN VIEW
Lutheran School

Family Handbook

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Dear Family Members,

Mountain View Lutheran Church and School would like to welcome you to our Preschool. This handbook contains important information about Mountain View Lutheran Preschool (MVLP) to help you prepare your child for a successful experience in our program.

MVLP is an integral part of the church and school's community outreach ministry. MVLP is responsible to Mountain View Lutheran Church congregation. We are a non-profit organization funded by tuition and supported by donations.

Our mission is *Connecting, Caring, and Sharing through Christ* with the children and their families through our different programs at Mountain View Lutheran. If you have any questions, concerns or suggestions, please feel free to talk with your classroom teacher(s) or with the Director. We will do our best to meet your needs.

Thank you!
Mountain View Lutheran Preschool,
Director and MVLP Staff

Mission Statement

Connecting, Caring and Sharing through Christ

Goals and Purposes

To support and nurture spiritual growth and use of our God-given gifts and talents

To implement a developmentally appropriate early childhood educational program

To serve as an outreach to parents and the community through our words and actions

We pride ourselves in providing a Christian environment, Lutheran curriculum in all of our classrooms and demonstrate love and kindness to all the children in our care everyday. We are committed to glorifying God and serving the needs of others by teaching through word and action in a Christian environment. Therefore, we intend to operate this school as a means of building positive relationships with God and with others.

"Whoever receives one of these little children in My name receives Me; and whoever receives Me, receives not Me but Him who sent Me." Mark, Chapter 9

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Luke 18:16

PROGRAMS

Center Hours: 6:30AM-6:00PM

Mountain View Lutheran Preschool offers a number of programs for children who turn 2 by September 30 and is actively potty training up until 5 years:

- Our Toddler Program - Actively potty training
Ages 24 months to 36 months old
We offer 2-5 days a week full-time (7:30-4:00) or $\frac{1}{2}$ day programs (8:00-noon).
- Our Preschool and Transitional Kindergarten Program -
Ages 3 - 4 years old
We offer 3-5 days a week full-time (7:30a.m.-4:00p.m.) or $\frac{1}{2}$ day programs (8:00a.m.-noon)
- Before and After School Care Program (6:30a.m.-7:30a.m. and 4:00p.m.-6:00p.m.)
2yrs. - 10 yrs. are accepted before and after school and some school holidays

Mountain View Lutheran Preschool admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national or ethnic origin on administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

CLASSROOM RATIOS

Our child-staff ratios are at or below the recommended state standards (NAC 432A.524)

Toddlers: 6:1

Preschool Age: 10-12:1

School Age: 12-15:1

CHILD and FAMILY PRIORITIES/WAITING LIST

If you are currently a member of Mountain View Lutheran Church or currently have a child enrolled in our school, your next child will have 1st priority when a spot becomes available.

If there are no spots available, we will take names for our waiting list.

Families can pay a holding fee if they want to hold an open spot for their child until they are ready to begin attending MVLP. The holding fee will be determined by the Director and Executive Staff based on the length of the holding time and the needs of the preschool.

REGISTRATION (NAC 432A.340)

A pre-registration tour may be arranged by calling the school office. Registration packets can be obtained from the school office or downloaded from our website at www.mvlcs.org/preschool.

A Registration Fee is required from all applicants prior to enrollment to hold a spot for your child; see fee schedule sheet. **This fee is non-refundable.**

PAYMENT INFORMATION

All families are required to commit to a payment agreement at the time of enrollment. A new agreement will be required if your child has a permanent schedule change or changes programs.

All families are required to enroll in SMART TUITION which is our online tuition management service. Registration for your child is not complete until your Smart Tuition account has been established and the Registration Fee has been paid.

MVLP has expended the funds required for your child to attend school during the period reserved for his/her use; therefore, no refunds or adjustments can be made if your child is absent on their scheduled day or if factors beyond administrative control dictate temporary periods of closure or non-routine operation.

MONTHLY PAYMENT GUIDELINES:

1. Payments need to be made by the due date you establish.
2. Any invoice not paid by the next day will be assessed a late fee by Smart Tuition.
3. If any invoice becomes 30 days overdue or more, the child may not return until a full payment has been made. By that time, the child's spot may be filled and re-enrollment of the child will depend upon whether space is available.
4. Any account overdue 30 days may be turned over to a collection agency, and you will be responsible for any legal or collection agency fees due to your unpaid tuition.

****** We understand, that at some time throughout our lives, we all experience financial difficulties. If this is your situation, please call the school office to discuss with the Director immediately. We may be able to guide you to an assistance program and/or discuss with the Executive Committee a special payment agreement for your situation. However, because it is not our policy to increase our cost to cover unpaid fees, we cannot afford non-payment of fees.

ATTENDANCE/ABSENCES

It is assumed that children enrolled in our program will attend on a regular basis. Tuition is not refunded for days a child is absent; this payment will hold the child's spot.

If your child is going to be absent due to illness, vacations or other reasons, please notify the office as soon as possible. This allows the teacher/staff to better plan for the day and know not to expect the child.

If a child does not attend for two weeks and ***no*** notification is given, Mountain View Lutheran Preschool reserves the right to fill the vacancy.

WITHDRAWAL - A 30 day notice is required when a child will be leaving or a payment for 30 days will be accepted. All payments are due on or before your child's last day at MVLP. Any unpaid balance may be turned over to a collection agency. Partial months will not be refunded.

TERMINATION - MVLP reserves the right to terminate enrollment for the following reasons: if the needs of the child cannot be met by MVLP or parents are uncooperative, such as but not limited to: failure to pay fee, failure to submit required health/emergency information, or failure to observe policies/procedures set forth.

HOLIDAYS/VACATION

Holidays that we will be closed:

New Year's Day	Martin Luther King, Jr. Day	Presidents' Day
Good Friday/Easter Monday	Memorial Day	Staff In-Service - June (TBA)
Fourth of July	Teacher Work Days - August (TBA)	Nevada Day
Labor Day	Thanksgiving (Thurs/Friday)	Christmas Eve/Day**

NOTE: If the holiday falls on a Saturday, we will be closed the Friday prior to the holiday, if it falls on a Sunday, we will be closed the Monday following the holiday.

**Additional days may be added to Christmas week, dependent upon calendar.

*Watch Yearly Calendar for Fall and Spring **Parent/Teacher Conference days**

Preschool Unexpected Closures

We follow our adopted calendar for scheduled closures for the year and use Clark County School District *only as a guide*. Any closings or delays will be posted on the preschool's website located at www.mvlcs.org/preschool or the school Facebook page at "*Mountain View Lutheran School*."

If we need to close during our operating hours, due to an unforeseen circumstance, families will be notified by our staff for early pick-up within $\frac{1}{2}$ hour. If ever in doubt, feel free to call the school office (702-233-9323) or go to our website www.mvlcs.org/preschool for more information.

STAFF REQUIREMENTS

Our professional staff here at Mountain View Lutheran Preschool takes pride in our dedication in providing your child with the best possible care and education. We require the following for each staff member, but not limited to:

- Being a Christian
- Meeting the requirements set by the State of Nevada Department of Child Care Licensing (NAC 432A.306; .308;.310; .322; .323; .326)
 - CPR/First Aid Training
 - TB Screening
 - Federal and State Background Checks
 - Recognizing Illnesses (Bloodborne Pathogens)

- Child Abuse and Neglect
- Child Development/Positive Guidance
- Child Wellness
- Yearly Training Requirements - Minimum 24 hrs.

* Our MVLP Teachers meet all the above requirements and holds a minimum of an AA degree in Early Childhood Education (or equivalent), or are working towards such a degree, and have a minimum of 2 years of experience working with young children.

TODDLER ROOM (NAC 432A.390)

Starting Ages

- Children enrolling in the Toddler Room must be at least 24 months old up to 36 months old and actively working on potty training

Ratio

Enrollment shall be limited and is not to exceed a pupil-teacher ratio of:
(Our pupil-teacher ratios are at or below state ratios)

- * **6:1 or maximum 12:2 for toddler (Naptime 12:1 for toddler)**

Supplies

Supplies provided by each family:

- * Pull-ups * Wipes * Extra Clothes * Rash Ointment * Backpack * Lunchbox

Due to health and safety reasons pacifiers are not used. LABEL all personal items.

Food

- MVLP will provide a mid-morning and afternoon snack (See calendar.). Lunches can be purchased for an extra fee through WT Café, or families can pack their child's lunch. Pack a cool pack to keep items cool and a thermos for warm items. Refrigeration and reheating is not provided.
- We follow food safety guidelines on storing, heating and serving all food.

Daily News

Everyday the family will receive a daily news report. This will include:

- * Date
- * Potty Use
- * Nap Time
- * Needed Supplies
- * Special Notes from teacher/staff
- * Eating habits

Sleeping Routine

This is an important part of the day. Brain development and growth goes on during this quiet rest time. A staff member supervises the children at all times to ensure that this is a quiet

peaceful time for the children. We will provide each new child with a mat and nap blanket called a "Rollee Pollee." The family will be responsible for laundering the blanket once a week, or as needed, during the week for health and sanitary reasons. We will offer to rub their backs if they want and play soft soothing music while they rest.

Toddler Discipline

Our discipline plan abides within NAC 432A.400. Toddlers love to explore and express their curiosity with the world around them. When toddlers are uncooperative, even defiant they need adults who are gentle and firm to enforce reasonable limits, but also understand the difficulty that toddlers are having. The following are characteristics of a toddler: They are egocentric - they believe they are the center of their world. They often lack understanding and self-control- they can be impulsive. Toddlers often have good intentions, but bad implementation. It is important for us to show encouragement and appreciation of the good intention. Discipline with toddlers is a matter of planning, setting clear limits and expectations, redirection and logical consequences done in a loving and caring manner.

Toilet Training (NAC 432A.413)

The toddler staff will work with the family when the child shows signs that they are interested in potty training. The staff will provide our Toilet Learning Guideline agreement form to you so together we can make toilet training a positive experience for your child. This needs to be a positive experience, because it is an important time in their development. During this time, please have your child wear plastic cover pants over their underwear due to hygiene and clean-up; or pull-ups are an option, too. Also, simple elastic pants for easy pulling up and down helps your child feel successful during this learning process. After all toileting, the children are instructed and assisted with proper handwashing.

Jesus Time The toddlers have a special Jesus Time with their teachers daily. Once a week the toddlers participate in chapel (Jesus's House) where they sing songs, say prayers and hear Bible stories. This special time of worship lasts about 10-15 minutes; however, once a month when we join with the elementary children, it could be longer.

TODDLER and PRESCHOOL CURRICULUM

Our program will provide a wide variety of learning experiences for children, which will enrich their social, emotional, intellectual, spiritual, and physical development in a warm, Christian atmosphere. Our program focuses on developing the "whole" child. Each child is unique, and our programs are designed to meet varied interests and developmental needs. Our teaching methods are based on a developmentally appropriate philosophy and a belief that children learn best through "hands-on" experiences, as well as through play. Our program will provide children with an excellent means to create, explore, and discover the world around them in their own special way.

Our toddler and preschool curriculum includes, but is not limited to the following:

- Christian Values
- Bible Stories, Prayers, Chapel and Songs
- Self-help skills: toileting, hand washing, putting on coats/shoes, serving snack, etc.
- Health and Safety
- Individualized Learning
- Pre-reading, Language, Math, Science, Creative Arts Skills
- Physical Activity - small and large motor skills
- Dramatic Play
- Free Choice Activities

Preschool and Pre-K Curriculum:

- One In Christ, Daily Jesus Time and Wednesday Chapel time
- Zoo Phonics
- Handwriting Without Tears
- Saxon Math
- Pre-K State Standards

LESSON PLANS/ACTIVITY

We want you to know what your child is learning on a daily basis. A basic outline of the lesson plans for the week will be displayed outside each classroom. Feel free to discuss them with your child's teacher if you have questions.

The snack menu will also be displayed outside the kitchen and the classroom or you can visit our website to view and print your own for home.

Toddler and Preschool General Schedule

- 6:30 – 8:00 Welcome Families – Free choice play
Partnership for learning, families, environment and community
Social and Emotional Development/learning about self and others
- 8:00 – 8:30 Outside Free Play
- 8:30 – 8:45 Bathroom time/Wash hands Free Choice (4's and 5's go to opening in gym with Elementary)
Learning through play – construction, organizing and applying knowledge
- 8:45- 9:15 Jesus/Circle Time
Jesus Story – Language and Literacy Development
Music Creative thinking and Expression through the Arts (Music, drama, visual art)
Weather and Theme Concepts Cognitive Thinking and General Knowledge
- 9:15- 9:30 Wash hands/Prayer/snack
- 9:30-11:30 2's and 3's Outside Free Play 9:30-10:00 4's and 5's Outside Free Play 10:30-11:00
Health, Wellness and Physical Development
- Table/Art activity (small group)
Creative thinking and Expression through the Arts
- Free Choice – Theme centers
Cognitive Thinking and General Knowledge
Mathematical/Scientific thinking and expression exploring
Social Studies Thinking
Language and Literacy Development
Social and Emotional Development/learning about self and others
- (11:00-11:30 Toddler Wash hands/Prayer/lunch)
- 11:30-12:00 Preschool Wash hands/Prayer/lunch
- 12:00-12:30 Quiet Music – Story/nap prayer
Language and Literacy Development
Creative thinking and Expression through the Arts
- 12:30-2:00 Rest-Time (Time for the brain and body to grow and develop)
- 2:00-3:00 Bathroom/wash hands/prayer/snack
- 3:00-5:30 Outside/Guided play and free activities
Cognitive Thinking and General Knowledge
Mathematical/Scientific thinking and expression exploring
Social Studies Thinking
- 5:30-6:00 Clean-up/Wash hands/Quiet activity
Language and Literacy Development
Staff Chores
- Family pick-up: Partnership for learning, families, environment and community
***subject to change based on classroom needs*

Elementary Before/After School Care

Our program provides a wide variety of social experiences for children through before and after school play. They have a variety of indoor and outdoor activities to choose from. They also receive time to do their homework, if needed.

Before and After School Care Schedule

6:30 Arrival	Free center choice
7:15 - 8:00	Elementary outside/gym play
8:00	Preschool outside/gym play
3:15	Elementary Afternoon Care Begins
3:30	Elementary Snack Time
	Outside/Inside Center Play (homework/crafts/activities)
4:00	Preschool Afternoon Care Begins
4:30 - 5:45	Inside Center Play (crafts/activities)
5:45 - 6:00	Clean-up/story/music

*Schedule may change due to needs of the children, weather or activities planned.

PRESCHOOL and SCHOOL AGE DISCIPLINE (NAC 432A.400)

Children need lots of unconditional love, sufficient freedom to become a person in their own right, and loving but firm and consistent discipline. At MVLP we use discipline through communication. Discipline is viewed by our teachers as an important aspect of teaching and learning. A child needs to know that "he/she is not bad" but that the *behavior* is unacceptable.

Challenging behaviors communicate a message. A child may not have the words to express himself/herself yet; also, challenging behaviors can be used instead of language, particularly with a child who has limited social skills; or a child can learn that a challenging behavior will result in meeting their needs. Children often engage in challenging behaviors because it "works" for them. It also results in the child gaining access to something (i.e. obtain) or avoiding something (i.e. escape).

We want to focus on using interventions that will be matched to the purpose of the behavior. We also want our intervention to be proactive. Teaching the children how to respond to a situation before it happens and focus on teaching new skills to help them communicate with others. Using the "Love and Logic" philosophy will allow us to focus on the positive and help children through long-term interventions instead of the quick fix (e.g. time-out without follow-up); we want to make discipline a teachable moment to help the child resolve the situation in the future.

The only time that a time-out or rest time will be used is when a child is physically or emotionally out of control and needs the time to calm down. We also encourage children to use self discipline. To do this, children need to be offered choices and opportunities to make decisions, knowing what the logical consequence will be. (Love and Logic "discipline" resources are available to families; please ask the Director for more information).

However, if a child's challenging behavior becomes a safety or health issue to either himself/herself or others, a meeting with the family will be arranged where ideas and alternatives will be discussed.

Finally, if the problem is not resolved in the specified time agreed upon with the Director, it may be that our center is not the best suited to meet the child's needs and therefore the family will be asked to find other care for their child.

SCHOOL-WIDE COMMUNICATION

Every week you will receive a newsletter through e-mail of what will be happening and information on upcoming events. A copy of the teacher's lesson plans and daily schedule will be made available to all families. A snack calendar will be posted outside the kitchen and classroom for your viewing. Additionally, the lead teacher will send a class-specific monthly newsletter home. These items provide families with a starting point to discuss the day with their child. They also remind you of important events that will be taking place at the church and school. We want our families to know what is going on at all times. It is important to read all of the materials that come home. Please check your child's cubby, backpack, the hallway information bulletin board, and classroom bulletin board daily for information and you can go to www.mvlcs.org to download information. If you are not getting the e-news, PLEASE let the Director or office know. Two-way communication is important; so if you need to respond back, please talk, drop a note or email the teacher or Director. We want to hear from you. After all, "it takes a faith community to raise a child in Christ."

PARENT-TEACHER CONFERENCES/PROGRESS REPORTS/ASSESSMENTS

It is extremely important to us as teaching professionals that we communicate with your family about assessment information and your child in a way that is sensitive to family values, culture, identity and home language. Assessments are important because they help us to identify the children's interests and needs. By observing children, we can see developmental progress and the learning that takes place. We use assessment results to improve the curriculum and to adapt teaching practices and the environment. All teaching staff that will be assessing children received training in the form of workshops, college coursework, or in-service training. All assessments used are developmentally appropriate and administered in a stress-free manner through "play", observations and individual conversations.

Children are given two assessments during the year, once in the fall and once again in the spring. The fall assessment will give the teacher a beginning benchmark to establish goals for the year and shared with parents at the individual fall conference; then it will be reviewed throughout the year and shared again at the spring conference. In addition, Ages and Stages Development Screening and/or Ages and Stages Social Emotional Screening results will be given to parents as needed throughout the year.

If you are aware of an assessment tool that will better meet the needs of your child, we will be happy to explore that option.

An assessment will be done within 90 days of your child's start date (NAC 432A.430) by the classroom teacher. The teacher will discuss the results of these assessments, set individual goals to meet your child's needs and interests, and share observations and information from the home or classroom to help with the growth development of the child. Please also know a conference may be scheduled at any time, either by families or teachers, to meet together with the Director to discuss other county or community resources that may be helpful for the growth of your child. Other relevant specialists (when applicable) may share information that could be helpful in the learning/teaching process.

In addition to the individual conferences and informal chats, toddlers will have a daily/weekly report to describe the activities and personal experiences your child did that day. We want our parents to be directly involved and know all about what is going on at school.

Communication is the best way to keep things on track and to fix concerns that may come up. Please let us know if there is anything we can do to support you in the collaboration process. "Team Work" is our motto!

Your child's records are kept confidential (NAC432A.360) in the School Office and will only be reviewed by program staff to develop curriculum and/or further their understanding of your child and by the Department of Health and Human Services or other Licensing Officials for documentation records, unless we receive your written permission to share the information with another entity, school district or agency named by you.

Sometimes, our program may not fit the needs of every child. If behavior or development of the child exceeds our early childhood knowledge, we will meet with the family to discuss alternatives such as outside intervention. Communication between both teacher and family is very important so that together we may work towards the benefit of your child.

Family and Community Partnership

Staff will work closely with families and community partners to build strong relationships that will support and share any information that would improve every child's individual developmental needs.

Community partners may include, but not limited to Child Care Information Services, Child Find Clark County School District, Nevada Early Intervention Service, Las Vegas Urban League, First Steps Martial Arts, Wonderland Dance, Soccer Stars, WT Cafe and other family/child service agencies in our community.

FAMILY INVOLVEMENT

Parent involvement plays a very important role in the success of your child's education and development. Right from the start parents need to be informed, willing to participate, and be active in their child's education and development.

Because God has given each person their own special gift of time, talent or treasures, we try to have a variety of opportunities for you to serve that fits your gift or interest:

- 1) Choose to help with fund-raisers
- 2) Choose to help with classroom, office, technology, or other school needs, etc...
- 3) Choose to share your hobbies, career, talents, etc.
- 4) Choose to help with other special needs of school by reading the e-newsletter
- 5) Participate in the parent organization

****** Read your parent newsletters and refer to the activity calendar frequently. This will help you to keep up with what is going on at school and in your child's classroom.

We feel that it is important for our families to be involved with their child's education and care. With all of us working together, we can provide a program that is of STAR quality that we can all be proud of!

DROP-OFF/PICK-UP PROCEDURES

* To comply with licensing regulations, all children must be signed in and out on the class roster sheet located on the clipboard in each classroom by their parent or authorized adult.

Therefore, when you bring your child to Mountain View Lutheran, you may park your car in the West parking lot and walk your child into the building. Front office doors will be accessible with your family code between 6:30a.m.-6:00p.m. Please help your child put away his/her lunchbox, coat and backpack in their cubby or outside their classroom/Nursery. Then sign your child "in." Please make eye contact with the staff member on duty that you are dropping off your child into their care. If you do not sign your child "in," your child is not authorized to participate in the activities and your permission slip is rendered invalid.

- * If your child has a lunchbox have them take it to their cubby or classroom drop box. Plan to spend a few minutes helping your child get settled in before leaving.
- * Fill out the Medication Log (obtain from a staff member) if your child will need medication during the day. Medication is to be kept in the office box out of reach of the children and the medication is to be its original container.
- * Tell the staff member if someone other than yourself is going to pick up that day. Fill out a Pick-up Form if someone else other than yourself is picking up your child that day and is not already authorized on the Emergency Contact Form.
- * Mark on the roster if your child brought a lunch or is having a WT Cafe lunch. Please label lunchbox and water bottles.
- * When you pick up your child, "sign out" on the clipboard on the class roster sheet. Pick up any medications from the office. Help your child gather his/her belongings. Also, be sure to check your child's cubby/backpack for newsletters or other notes from teachers or Director.

*****THERE WILL BE A \$5 SECURITY FEE FOR NOT SIGNING YOUR CHILD IN OR OUT (THAT INCLUDES TIME AND NAME/Initials). (NAC 432A.280)**

**** There will be a late fee charged for every minute the person responsible for picking up your child is late (see Contract for Admissions). Please call the office or 702-469-7296 after office hours (between 4:30-6:00p.m.) for emergency notification only.**

Please call if you know you are going to be late out of respect for our staff and for the comfort of your child knowing when you will be arriving.

Special Pick-up Circumstances

If a staff member suspects that the person picking up the child is under the influence of alcohol or drugs and unable to drive or care for the child's safety, the staff member will notify the supervisor on duty and the supervisor will offer to call another person authorized to pick up the child. The safety and well-being of the children in our care is our primary concern. Determining whether or not to release a child in this situation is difficult for the parent, the child, and the employee. If the legal parent or guardian refuses assistance, then a call to 911 will be made immediately giving them the name and license plate number.

Smoking, Alcohol, Firearms and Cell phones

The use of alcohol, or any illegal substances, firearms (NAC432A.255) (*Exception: Law enforcement personnel who are required to carry firearms while on duty*) and any other significant hazards that pose risks to children of adults are prohibited anywhere on the property of Mountain View Lutheran facility. The use of tobacco is prohibited on campus.

Also, please refrain from using your cell phones while dropping and picking up your child. Your child requires your full attention at this time and the staff may need to give you important information regarding your child.

SNACKS/LUNCHES (NAC432A.380)

Nutrition is important for proper growth and development of a child's body. Because nutrition habits are formed early in life, like many other habits, we plan to serve nutritious and enjoyable snacks at mid-morning and mid-afternoon. There will be a snack menu posted outside the kitchen.

Families may choose to bring in their own snacks if they wish.

Please notify school if your child has any food related allergies. We are a tree nut and peanut free facility.

Our morning and afternoon snack will consist of a beverage (milk or 100% Vitamin C juice product) and something healthy. Water will always be available.

If you are interested in bringing a snack for the class, due to allergy purposes and scheduling, please seek permission from the classroom teacher first.

Table manners, social skills, nutrition facts, pouring skills and counting practice are just a few examples of learning that will take place during snack time. There will be days when children will help prepare the snack, which allows them to experience measuring, following directions, cooperation with others and eye hand coordination.

LUNCHES

If your child will be in attendance between 11:00-noon, we ask that you would please send a healthy lunch or purchase a hot lunch from WT Cafe for an extra fee.

We will supply a beverage of milk or water. Please do not pack juice boxes and limit the sweet treats.

Pack a cool pack to keep items cool and a thermos for warm items. Refrigeration and reheating is not provided.

We follow food safety guidelines on storing, heating and serving of all food.

Clearly label your child's lunchbox and containers with their name.

PRESCHOOL REST TIME

All children enrolled for more than half a day will be provided with an opportunity to rest. We will have quiet time each afternoon. Children are not required to sleep; they are required to rest quietly so that other children who need to sleep can do so. Families will provide a small blanket and the child may bring a small security snuggly. We will provide a mat and "Rollie Pollie" which is a small blanket/pillow to cuddle up in. These special items must remain in their cubby or

nap bag during the day's activities. Please bring in items that fit easily in your child's cubby/nap bag - space is limited. Blankets must be laundered and brought back weekly.

All children will be supervised during rest-time.

If your child does not nap or is a short napper, they will be provided with a quiet activity so their friends can sleep. This quiet time allows their brains and bodies to grow and develop as God created us.

CLOTHING AND PERSONAL BELONGINGS

It is important that your child comes to school dressed in comfortable clothes and with shoes that are appropriate for running and playing outdoors. For the safety of your child, please do not allow your child to wear flip flops or shoes with wheels, as they are not appropriate for outdoor play. We recommend that you send your child in tennis shoes (water shoes for summer) each day so that your child may easily run with less risk of injury. Be sure to send a jacket or other outerwear appropriate for the season. We will try to go outdoors as often as we can. Each child will be assigned a cubby in which he/she can store personal belongings.

It is mandatory that you label ALL of your child's personal belongings to prevent any mix-ups.

Each child is required to keep an extra change of clothes in their backpack or cubby. The set should include a shirt, pants, underwear, and socks. Parents will be notified when the child's supply of extra clothing needs to be replenished; please be sure to replace them the next day in attendance. It is important to your child's comfort that he/she have their clothing available.

LOST AND FOUND

There is a Lost and Found box near the Teacher Workroom in the elementary hallway. Please check there for any items you cannot find. We cannot allow the lost and found box to continue to accumulate; therefore, any items left at the end of each month will be given to charity. Labeled items will be returned.

TOYS

We recommend that children not bring toys from home. Toys from home typically cause arguments and usually leave a child upset. The 3 and 4 year olds may bring things to share for their week's theme or for show-and-tell; however, you **MUST** check with your child's teacher for such scheduled days. The School is not responsible for any lost or broken items or toys brought from home. We ask that absolutely no weapons or evil action figures be brought to school.

VOLUNTEERS

Volunteers can strengthen our program at MVLP in several ways:

- Volunteers provide children with an increased sense of security and confidence as they provide a greater opportunity for individual attention. This also allows the opportunity to make the most of teachable moments, thus enhancing each child's learning potential.
- Volunteers provide teachers with greatly appreciated help and allow for more involved time and consuming projects to be conducted and carried out with ease.
- Volunteers provide additional assistance during excursions, field trips and class activities.

Volunteers in the classroom will be participating in classroom activities such as reading, art activities, etc. A teacher must be present at all times with a volunteer. Volunteers are not permitted to help with toileting or potty changes.

All volunteers must sign in and get a badge from the front office upon arrival. Regularly scheduled volunteers will be subject to clearances and health/TB report.

If you or someone you know is interested in being a volunteer, please contact the Director for more information.

VISITORS

Mountain View Lutheran Preschool has an OPEN DOOR policy, which means guests are welcome to visit anytime during operating hours. We want people to see us in action. All visitors are required to check-in at the School Office or with the Director for a visitor's pass. If there is no one available to give a personal tour, then an appointment will need to be made.

FIELD TRIPS/OFF-SITE ACTIVITIES

In order to enhance learning experiences, classes may occasionally have guest speakers or go on field trips outside of school. Classes may also occasionally take walks in the neighborhood to observe the wonderful gifts that God has created or to practice safety rules.

Fieldtrips requiring transportation will require a separate permission form with signature allowing the child to participate. Transportation is provided by private vehicles. Parents must provide a car seat/booster for your child as Nevada State law requires.

Emergency/First Aid Kits, including emergency contact information, will be taken on all field trips or walks away from the campus.

Walks may be announced in the newsletter/calendar or will be posted in each classroom. Walks may change due to weather.

Parents will be informed of any upcoming field trips in writing when they are scheduled. If you choose not to have your child attend the field trip they must remain home from school as no alternate care is available.

BIRTHDAYS AND HOLIDAY PARTIES

There will be classroom celebrations on various holidays throughout the year. These celebrations will be listed in the teacher's monthly newsletters. There will be opportunities to help with the entertainment, refreshments or decorations for these events. Watch for information from the classroom teacher or Director.

If your child would like to bring refreshments in celebration of his/her birthday, please make arrangements with the classroom teacher at least a week in advance and check for any allergies. Remember that we are a peanut free and tree nut-free school. Please read labels carefully. Treats can also be non-food related. Birthday treats may take the place of morning or afternoon snack for that class.

SECURITY SYSTEM

The doors to the main hall are kept locked at all times in order to limit access. The school entry door has a keypad that will, when a code is entered, release the magnetic lock on the inner doors and allow you to enter. When you enroll your child, you will be given a unique family code to enter into the keypad for independent entry. Only share your code with authorized persons on your Emergency Form. Also, do not allow your child to leave the building unattended.

ILLNESS AND HEALTH REGULATIONS

HEALTH CHECKS (NAC432A.370)

All students must have a physician completed Pre-Admission Physical Exam form on file for your child to be in attendance. We are required to refuse admission to any child who does not have an up-to-date Child Health Report on file.

IMMUNIZATIONS (NAC432A.500-.505)

In order to comply with Department of Child Care Licensing regulations, all families of children entering Mountain View Lutheran Preschool must present immunization records signed by the pediatrician, certifying that the child has received the appropriate immunizations against measles, mumps, rubella, polio, diphtheria, pertussis, rotavirus, tetanus and HIB, HepB and HepA, varicella and pneumocoMVLPal (PCV7 or Prevnar).

If you have filled out an exemption form for your child, your child will be excluded from care when an infectious disease is present for the incubation period of the disease.

IF YOUR CHILD IS SICK...

Your child's health is a major importance to all of us. If your child has an infectious illness, please do not bring them to school. Not only will your child be uncomfortable, but it is unfair to expose the other children and staff to the illness.

There will be a daily quick check of each child upon arrival to school. Children exhibiting any active symptoms of infection will not be admitted.

If symptoms of illness appear during the day, you will be required to arrange for an immediate early pick-up. We will contact you at once and keep your child isolated, if possible, and comfortable until you arrive. If you cannot be immediately reached the person(s) on your Emergency Contact Form will be called.

HAND-WASHING

Our hand-washing procedures meet or exceed NAC432A.412 for all child care providers, staff, volunteers, and children. They will wash their hands at the following times:

Before and After:

- Arrival to school
- Preparing or handling food. Engaging in any activity related to serving food, including, without limitation: setting the table, handling uncooked food (especially poultry), dispensing snack
- Administering medication
- Playing in water or sand used by more than one person (i.e., water/sand table)
- Eating a meal or snack

After:

- Handling bodily fluid (mucus, blood, vomit, feces or urine), from sneezing, wiping or blowing noses, from mouths, or from cuts or sores
- Using the toilet or helping a child use the toilet
- Changing a pull-up (Hands must be washed after EVERY change)
- Attending to an ill child
- Handling an animal
- Cleaning chores or handling the garbage
- Playing in water
- Playing in a sandbox
- Messy art projects

The staff of the facility shall ensure that each bathroom has running water, soap and paper towels. **All child care providers, staff, volunteers, and children shall use the recommended hand wash procedure:**

1. Check to be sure a clean, disposable paper towel is available.
2. Turn on WARM water to a comfortable temperature.
3. Moisten hands with water and apply liquid soap to hands.

4. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
5. Rinse hands under warm running water until they are free of soap and dirt.
6. Dry hands with a clean, disposable paper towel and use the paper towel to turn off the water faucet.
7. Throw the disposable paper towel into a lined trash container. Use hand lotion to prevent chapping of hands, if desired.

HAND SANITIZERS OR PREMOISTENED CLEANING TOWELETTES DO NOT SUBSTITUTE FOR HANDWASHING. THEY MAY BE USED AS A TEMPORARY MEASURE WHEN RUNNING WATER IS UNAVAILABLE, SUCH AS DURING AN OUTING, UNTIL HANDS CAN BE WASHED UNDER RUNNING WATER.

Staff will instruct, monitor and assist the children being cared for to ensure that the children follow the hand-washing procedures.

Staff shall provide assistance with hand-washing at a sink for toddlers when needed. After assisting the child with hand-washing, the staff member shall wash his or her own hands.

If a child is unable to safely wash their hands at the sink, the staff member shall use the following method:

- Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap, and then discard the towel.
- Wipe the child's hands with a clean, wet paper towel until the hands are free of soap, and then discard the towel.
- Dry the child's hands with a clean paper towel.

WHEN TO KEEP YOUR CHILD AT HOME

Keep your child at home if he/she:

- Has a fever/throw-up anytime during the previous 24-hour period
- Is advised by a doctor to remain indoors
- Has a heavy nasal discharge
- Has a constant cough
- Is fussy, cranky, and generally out of sorts
- Exhibits unusual drowsiness or tiredness; rest may prevent the development of a serious illness.
- Has a symptom of a possible communicable disease. (These usually are sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the school at once if the child does have a communicable disease, so appropriate measures can be taken.

Your child may attend if he/she:

- Is over a cold but a minor nasal drip remains.
- Has been on antibiotics for over 24-hours
- Has been fever free without the use of medication for 24 hours.
- Has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home and when they may return.

Excessive Crying:

A phone call will be made to contact the parent if a child is crying excessively and cannot be calmed. A decision will be made whether or not the parent should pick up the child. If the crying continues from day to day, a meeting with the parents will be arranged to discuss ideas and alternatives.

INFECTIOUS DISEASE EXCLUSION

Children will be excluded from care if they show symptoms of:

- 1) Chicken Pox - Children must stay at home 7-10 days or until all pox are scabbed over.
- 2) Pink Eye - Children can return to school after they have been on medication for at least 24 hours.
- 3) Strep Throat - Children must be on medication for at least 24 hours before returning.
- 4) Diarrhea - Children can return when symptoms have not appeared for 12 hours.
- 5) Head Lice - Children may not return until treated with proper medication and is free of NITS (eggs laid by lice). Outbreaks of Head Lice are spread by direct contact with their personal belongings, especially headgear, clothing, brushes, and combs. The louse can also survive for a few days at room temperature in the crevices of overstuffed furniture and carpets. A CHILD MAY RETURN TO SCHOOL ONLY AFTER THE TREATMENT AND REMOVAL OF ALL NITS. Persons will be re-infested with head lice if the nits and lice have not been destroyed in the household.

We will notify the parents by note or email of any contagious diseases, as well as share any information concerning these diseases as they appear in your child's classroom. Most of the information will come from Clark County Health Department or the American Academy of Pediatrics. Names of infected children are to remain confidential.

MEDICATION (NAC432A.376)

Staff is allowed to administer medication only when a written medication release form is filled out and signed. Forms may be obtained from the office or (extended staff after hours). Instructions must include when and how to medicate the child. Also include the adverse reaction that your child may have from the medication. We will not administer old medication that is past its expiration date; it will be returned home with the parent. We also will not administer medication if the parent's directions are contrary to the direction on the container. This may only be done with a note from the physician.

All medication must be in its original container and stored in the medicine cabinet in the front office.

Office Staff will record the administration of the medication in the medication log.

INJURY AND EMERGENCIES

All staff members are trained in First Aid and CPR. Any new staff members who are waiting for their certificate are under the supervision of trained staff members.

Any time your child is injured, minor or major, an accident report will be filled out and the parent will be notified. If the injury is serious, a parent or guardian will be notified by phone.

If a serious medical injury should arise, every effort will be made to contact parents/guardians of the child. If the parents/guardians cannot be reached, the name of the physician on the emergency sheet will be phoned. If necessary, 911 will immediately be called. The child may be in charge and make all decisions about the care of the child. In addition, according to NAC 432A.378, the local licensing agency will be notified within 24 hours if any child was taken to the emergency room, if a death of a child occurs, or there is a facility fire. A written report will be given within 72 hours.

Parents/guardians will be expected to assume responsibility for any resultant expense. Mountain View Lutheran Church and School and staff, thereof, shall not be held liable for any illness or injury that occurs at school or as a result of the steps taken to obtain emergency medical care for a child. A child may not attend MVLP if an Emergency Form is not filled out.

It is to your child's benefit that you keep the school updated on all phone numbers, emergency numbers, and any information that would aid in the assessment of your child upon injury.

REPORTING CHILD ABUSE (NAC432A.410)

Any staff member at Mountain View Lutheran Church and School who has reasonable cause to know or suspect that a child has been subject to abuse or neglect, or has observed the child being subjected to circumstances or conditions which would result in abuse or neglect, is required to immediately report or cause a report of such fact to the Department of Family Services (DFS) -The Child Abuse and Neglect Hotline 702-399-0081 within 24 hours. A report regarding the suspected child abuse shall be submitted by the Director, or designated staff person, to the Child Protective Service Agency which has the responsibility for investigating the report.

We will take any allegation of child abuse seriously and reach out in Christian love and support the alleged victim and their family. The program will cooperate fully in all investigations of abuse or neglect regarding children currently or previously enrolled in the program. Mountain View Lutheran Preschool will allow the disclosure of information to any authorized person or agency that may require it necessary for a prompt investigation. Failure to cooperate may be grounds for suspension or termination of an employee.

A staff member will be immediately suspended for a period of time for any allegations of abuse or neglect towards any child. The Director will immediately inform DFS Hotline or Law Enforcement, along with necessary Mountain View Lutheran Church and School officials. An investigation will be conducted. If the allegation is deemed to be found true, the staff member will be immediately terminated. If the investigation finds that the allegations are unfounded, the staff member may return to work when the Department of Health and Human Services - Child Care Licensing notifies the school to do so.

In the event that a staff member is suspected of abuse or neglect, we will not prejudge any person accused, but rather treat them with dignity and respect. All communication by the official spokesperson of the Church or School to the media, congregation and public will protect the privacy and confidentiality of all persons involved.

EMERGENCY AND DISASTER PLAN

(NAC 432A.280) Mountain View Lutheran Preschool will be conducting monthly fire and disaster drills. An evacuation plan has been posted on the walls near the exits of the classrooms. A copy of the full Emergency Operations Plan will be made available to you upon request for viewing but may not be copied in any way or be allowed to leave the premises; however, some portions may be removed for safety and security reasons.

In case of a real emergency requiring evacuation, our safety zone will be the West parking lot. If this area is unsafe, we will take the children to our second or third safety location and then we will attempt to notify all families of our situation and location.

In a situation where we remain on campus and ALL the parents are notified to pick up their child at the SAME TIME, please park your car in the parking lot and enter through the front lobby and wait in the gym until you are given further instructions on where to pick up your child. You then will be asked to sign your whole name and the time you picked up your child. If you ask someone else to do this, please make sure that person is on your emergency pick up list and has picture identification with them.

We have an emergency only telephone number outside our local area. The reason being is that sometimes it is easier to call outside the area to get information if local lines are down or

unavailable. Our Pacific Southwest District Office in California would be the emergency number to call at 949-854-3232.

Allergies and Pollution

When staff, children or families have allergic reactions to items such as dust mites or components of furnishings, cleaning materials, or supplies, we will take every precaution to remove the allergen according to the recommendation of the Clark County Public Health Agency.

Our program takes every precaution to maintain a building and environment that is free from harmful animals, insect pests and poisonous plants.

In the event that there are high levels of air pollution such as smoke from a forest fire or other pollutants, as a precaution, we will limit or eliminate outdoor and physical activity as deemed necessary by the Director or lead teacher.

Food Allergy

The purpose of this policy is to allow children with allergies to safely share in activities as much as possible without compromising their health. After reviewing research, the ability for Mountain View Lutheran, a multi-use building, to be truly nut-free is not feasible; however, we do our best to make it so as much as is possible. Therefore, please do not bring peanut butter or nuts of any kind. Mountain View Lutheran will implement the following policy in an attempt to fully include children with allergies in all activities. This policy requires everyone to do their part: the school, parents and the student with allergies.

Mountain View Lutheran Preschool will:

1. Include students with allergies in all school/classroom activities as safely possible.
2. Provide new hire and annual training to assure that all staff and parent volunteers understand food allergies, can recognize the symptoms, and know what to do in an emergency (be well versed in each student's allergy action plan).
3. Staff will work to eliminate the use of food allergens in the allergic student's educational tools, arts and craft projects, and incentives.
4. Make sure all medications are easily accessible, that all personnel are trained annually to know where the medications are and how to administer them properly.
5. Review the policy with the school board, staff, parent/guardian of students with food allergies, and his/her physician as appropriate.
6. Ensure that all adults who work and/or volunteer at Mountain View Lutheran and interact with the student in any capacity have knowledge and training in food allergies: include parent volunteers and after-school staff.
7. Teachers will educate fellow students with regards to the student's allergy so they, too, may be educated and helpful in preventing an attack.
8. Teachers will post signs inside the classroom or eating area to notify other adults of the child's allergy.

9. Teachers will make every effort to enforce a "no trading food" and "no sharing food" policy for all times.
10. Offer to have the parents of the student with allergies train their child's classmates and their parents on their allergy.
11. Encourage ways to include the allergic child in all activities.
 - a. Consider altering the emphasis on food as part of traditional classroom celebrations (birthday parties, holiday parties, etc.)
 - b. Teachers may limit celebrations to once a month to prevent multiple sugary treats from being served and the teacher will notify the parent/guardian of the child with known food allergies prior so that an appropriate and safe treat can be brought for their child and/or the class.
12. No food will be offered to students with allergies except those approved by the parent.
13. All tables and chairs will be sanitized with bleach solution, or approved cleaner, by a trained adult, before and after each meal.
14. Everyone is to follow the hand-washing policy which requires everyone to wash before and after each meal to prevent the spread of germs and allergens.
15. Students with food allergies may be required to provide his/her own snacks, lunches, drinks, etc...
16. With signed approval from the parents and child's physician, staff will have his/her Epi-pen located in various places throughout the school (i.e. office, classroom and/or bag to be carried by adult to various locations on campus.)
17. Provide on-going training to all staff and volunteers on the use of epi-pens for allergic reactions.

Family Responsibilities:

1. Notify the school of the child's allergies.
2. Work with the school to develop a plan that accommodates the child's needs in all school settings (eating area, after-school program, school bus, etc.)
3. Provide an Allergy Action Plan and develop details with school staff.
4. Provide written medical documentation, instructions, and medication (with physician's orders). Including a photo of the child on the written form is helpful.
5. Provide properly labeled medications and replace them before they expire or after they are used.
6. Educate own child in the self-management of his/her own allergy:
 - a. Safe and unsafe foods.
 - b. Strategies for avoiding exposure to unsafe foods.
 - c. Symptoms of an allergy reaction.
 - d. How and when to tell an adult they may be having an allergy-related problem.
7. If a reaction has occurred, review policies and procedures with staff, physician and child (if appropriate).
8. Provide emergency contact information and keep this information current.
9. Provide approved snacks as needed for the child.

Student responsibility:

1. Avoid trading food with others.
2. Don't eat anything with unknown ingredients or foods known to contain any allergens.
3. Notify an adult immediately if they eat something they believe might contain the food they are allergic to.
4. Be proactive and a self-advocate (age-appropriate).

Source: **School Guidelines for managing students with Food Allergies developed by:**

American School Food Service Association;

National Association of Elementary School Principals;

National Association of School Nurses; National School Boards Association;

The Food Allergy and Anaphylaxis Network

More information is available at www.foodallergy.org or (800) 929-4040.

CHECKLIST

- _____ Have you returned the registration packet along with your registration fee?
- _____ Health Assessment and Immunization forms?
- _____ Enrolled in Smart Tuition
- _____ Small "snuggly" for children who will be here all day, if needed
- _____ Labeled extra set of clothes (underwear, socks, pants, shirt)
- _____ Summer Time Fun - water shoes, bathing suit, towel and sunscreen
- _____ Lunch
- _____ Wipes and pull-ups for young potty trainers
- _____ Backpack or bag to put everything in
- _____ **PLEASE, PUT YOUR CHILD'S NAME ON EVERYTHING**

You may download **ADDITIONAL FAMILY HANDBOOKS** on our website:
www.mvlcs.org/preschool..