**Meadowlane**

**Christian School**

**Parent Handbook**

**Meadowlanechristian.com**

**5810 South Meadowlane Rd.**

**509-327-4441**

**Contents:**

A welcome from your staff 3

Our mission 4

Our curriculum 4

Our philosophy statement 5

Arrival and dismissal procedures 6

Health and safety policy 7

Enrollment policy 8

Discipline 8

Appropriate dress 9

Snacks 9

Birthdays 9

Show-and-tell (Sharing) 9

Parent involvement 10

Communication 10

Snow days 11

Playground rules 11

Tuition policy 12

Church information 13



**Welcome to Meadowlane Christian School**

We are excited to welcome you and your child into the Meadowlane Christian School family. We seek to enrich the lives of children through programmed activities in a Christ-centered environment. We will strive to meet each child’s needs and show him/her the love our Father has so generously shown to us. It is our prayer that each child will be filled with the love of Christ.

In Christ,

Your Staff

Our Mission

**Meadowlane Chrisitian School DEVELOPS** a deep-rooted Christian academic foundation, PROMOTES a sense of awe for God’s creation, and PREPARES children to serve as Disciples of Christ.

Our Curriculum

MSC offers a preschool and kindergarten program designed to enrich the educational and development of each child enrolled. The program offers a wide variety of learning activities. Each child will be given the opportunity to choose from many different hands-on activities according to his/her interests and abilities. The curriculum includes exposure to developmentally appropriate experiences and well-balanced and integrated to meet the needs of each child. The purpose of the curriculum is to assist in the development of the whole child; spiritual, intellectual, physical, social, and emotional.

Our Philosophy Statement

We believe Meadowlane Christian School is a servant of the church at large, rather than an added expense. MCS is an added blessing to the church and a profitable investment for the time and eternity. We believe that MCS, working together with the family and the whole church, as a special role to our goals for growth of each child are:

~To develop each child’s faith, trust and love for Jesus Christ as his or her personal Savior and Lord.

~To enable each child to feel joy and security in a Christ-centered learning environment through prayer, Bible study, and example.

~To encourage regular attendance and participation of both the child and family in Christian worship, prayer, and fellowship.

~To develop each child’s knowledge, strength, and boldness to make good choices and decisions that reflect Christian principles.

~To use professionally trained Christian teachers who, by their words and example, apply Holy Scripture consistent with LCMS (Lutheran Church Missouri Synod) teachings, to the total learning environment.

~To achieve the highest possible academic standards.

~To instill in each child a desire to learn and a desire for excellence.

~To develop in each child a sense of belonging, a sense of dignity, a sense of worthiness, and a sense of responsibility for all of God’s creation.

~To train each child to have positive attitudes, self-control, respect for authority, and respect for the rights and privileges of others.

~To support the family unit by nurturing love for its members, to teach respect for parents as God’s representative, and to encourage sharing in the responsibilities and privileges of family life.

**Arrival and Dismissal Procedures**

The preschool and half day kindergarten programs are in session from 8:30 am or 9:00 am to 12:00 pm and the full day kindergarten program is 8:30 am to 2:30 pm Monday through Friday. Please accompany your child to designated drop off doors and sign in and out each day. Arrive for class no earlier than 10 minutes before class time. This will allow time for the teachers to prepare for the beginning of the school day. Children should be picked up promptly at 12:00 pm or 2:30 pm. A late pick-up fee of $10.00 will be charged for each 10 minutes a child is left beginning at 12:10 pm or 2:40 pm.

Occasionally you may wish to arrange for someone other than the regular person to pick up your son or daughter from school. For the safety, comfort and to ensure a smooth pick-up of your child, we ask that you follow the guidelines below:

-Give written authorization for the persons you wish to be allowed to take your child from school. If this person will regularly be picking up your child, please update the master record that you completed at the beginning of the year. Please update this form whenever you have a change in the persons picking up your child.

-Notify the teacher that a different person will be picking up your child. A note should be left with the teacher prior t the beginning of the school day. This will avoid any unnecessary confusion at the end of the school day.

-Prepare your child for the change in pickup. Children look forward to and anticipate being picked up by the regular person. A change in routine can be very unsettling to a child. Please tell your child ahead of time if a different person will be picking him/her up.

**Health and Safety Policy**

Parents/Guardians are encouraged to inform the teacher when a child will be absent for any reason. In case of illness, the teacher would appreciate knowing the nature of the illness in the event it might be contagious. Parents/Guardians will be notified of any communicable diseases to which their child may have been exposed.

In order to safeguard the health of all, children with the following symptoms must not be brought to school:

Snotty nose

Rash (unexplained or contagious)

Nausea/vomiting

Fever (within the last 24 hours)

Diarrhea

Discharge or pink color in the eyes

Sore throat

Earache or discharge from the ear

Cold or cough when accompanied by any of the above symptoms

(Please read extra Covid guidelines)

When in doubt, it is probably better to keep your child at home.

A fever reduced by medication must not be brought to school or administered by the staff. In the event that the child requires prescription medication during the school day, the proper forms must be filled out. The prescribing Doctor my=ay need to provide additional instructions.

Each child must have an up-to-date record of immunizations.

**Enrollment Policy**

Enrollment will be open to any child, providing the school can meet the needs of that child, without discrimination based on race, color, creed, or political belief. Enrollment shall be limited to space availability. The child’s age and sex may be considered in order to achieve balanced classes.

Some children don’t thrive in a school situation and some schools aren’t suited for some children. Because of this we have a 9-week probationary period for all children. This will allow time for your child and teacher/aide to bond and time to determine if we are the right school for your child.

Enrollment will follow the guidelines listed below for each class.

3-year old’s---3 by August 31 and summer 4-year-olds

This class is limited to 14 children

4-year olds—4 by August 31 and summer 5-year-olds

This class is limited to 18 children

Kindergarten

This class is limited to 15 students

Registration is open to returning children first, followed by the congregation and then open to the community. Should a waiting list become necessary, registrations will be considered in the order received.

**Discipline**

MCS believes in the power of the Holy Spirit and one of the purposes of discipline is to nurture in the children one of the Fruits of the Spirit, namely “self-control.” This process is ongoing; members of the school staff will act as facilitators along the way.

The role of the staff is to:

\*Use appropriate limits and expectations

\*Teach children rules of behavior, explain them in a positive non-threatening, but firm manner.

\*Allow children’s suggestions to be included in a discussion of appropriate behavior

\*Deal with the behavior rather than labeling the child

\*Use appropriate methods of changing behavior

\*Re-direct/help child into a less stressful situation

\*Remove child from an area or activity

\*Call for a time-out—explain to the child why he/she is being removed from a situation or activity when time-out is imposed. The child is usually given the option of rejoining the group when he/she is ready to behave in an acceptable manner. The staff will not put children in an unsupervised or locked area for time-out (break).

\*Prevent children form doing anything that will hurt themselves, others, school property, or the building. Reasonable force or physical restraint may be used when it is essential for self-defense, protection of a child’s welfare, safeguarding school property, or keeping order. Meadowlane Christian School does not practice corporal punishment.

All children should conduct themselves in such a way for the following to occur:

--Treat all school and personal property with respect and dignity at all times

--Treat peers with respect and dignity at all times

--Treat all in authority with respect and dignity at all times

Unusual problems will be brought to the parents’/guardians’ attention by the teacher in a timely manner. Parents/Guardians with discipline concerns are asked to speak with the teacher, not with the aide or helper. Be assured that the staff with not discipline children in any physical manner or speak to them in an abusive way.

At all times the child’s feeling and needs will be respected and he/she will be helped to not only grow in self-control, but also develop a good sense of self.

**Appropriate Dress**

Children should be dressed ready for a day of fun and activity. Activities may include both indoor and outdoor play as well as experiences with paint, markers, and other potentially messy things. Dressing your child casually will save tears over stained dress clothing.

We play outdoors in all weather except the most inclement weather. Please send along appropriate outdoor clothing, including a warm coat, mittens, hood or hat, boots and, of course, snow pants when there is snow. Boots are not to be worn in the classroom so please send shoes to school during snowy weather. To ensure that the children don’t lose outside clothes, put your child’s name on them.

Enclosed shoes, with socks, must be worn at all times. Shoes should have a rubber-sole to avoid accidents and enable your child to participate will in all class activities.

**Snacks**

Please bring in a small snack for your child each day they come to school.

**Birthdays**

Children’s birthdays are given special recognition. Watch the calendar for your child’s special day. Summer birthdays are assigned an early birthday celebration day. Please DO NOT distribute party invitations at school unless the entire class is invited. This will help avoid hurt feelings.

**Parent Involvement**

Parent/guardian involvement is an integral part of an effective early childhood program. A parent’s interest in the program shows the child that school holds an important place in your lives and that you value his/her accomplishments at school. Parents/guardians are welcome to visit the classrooms at any time and may wish to volunteer in the classroom, for field trips, and other activities. Parent/guardian volunteers are an important part of the school experience, but when it comes to the safety and welfare of your children, we’d rather err in the side of caution and will be requiring any volunteer that will be working with or driving any preschool children, other than their own, will be required to fill out a background check and driver’s information form. We want to make sure that Meadowlane Christian School is a safe and fun Christ-centered environment.

Each week your child will bring home a newsletter or it will be sent on a teacher app. You will want to read this letter each week for information on class activities, upcoming events, and other pertinent information. Newsletters often explain who has Show-and -Tell, items needed for the classroom activities and other important dates. The newsletter is a very important communication connection; please watch for it and read it.

Your child’s progress report will be sent home in the spring. If you have any questions or concerns about your child’s progress you may schedule a conference with your teacher.

**Communication**

Proper and regular communication greatly enhance the education program. It is most important that parents/guardians feel comfortable contacting the teacher if problems or concerns arise. In order to resolve a conflict with a teacher or members of the staff, parent/guardians are asking to follow this procedure:

1. Speak first to the teacher of staff person involved. If not resolved:
2. Speak to the director.

**Snow Days**

Should the need arise during the winter months, the school may close for “snow days.” Your teacher will contact you over the phone or the teacher app.

No tuition refunds will be made for snow days, nor will snow days be “made up” at a later date. Our school year has several days built in just in case snow days are announced. Rest assured that even though classes are cancelled for snow days, the children will cover all the curriculum materials before the school year ends.

**Playground Rules**

Outdoor time is important for children. Please be sure that your child is dressed appropriately for outdoor play.

General Playground rules:

Rocks, pinecones, snow and sticks stay on the ground

Keep hands and feet to oneself

Stay where child can be seen by teacher

Ball rules

Staff will direct the throwing and/or kicking of balls

Balls will be removed if persistent fighting occurs

Use of bats only with direct supervision

Slide rules:

Go down slide with feet first, on bottom

Only one person on the slide at time

People only use the slide…. No toys, ball etc.

**Tuition Policy**

Tuition is based on the school year, from September to May, and paid in 9 equal parts (August to April) on a convenient monthly basis. Tuition is due on the 1st of each month. Because it is based on yearly operating expenses, refunds for absences for illness or vacation cannot be made. The monthly tuition payment holds your child’s place in the program. In the event thqt tuition is not paid, enrollment will not be help beyond the 30th of that month unless other arrangements have been made.

Electronic Payment is Strongly Advised

Payment will be taken out electronically using the Joyful response electronic form. Please fill out this form and attach a voided check and return to the school.

Payments need to be received by the 1st to avoid late payment.

Tuition for the month of May is paid at the August open house along with the September tuition.

The registration fee is paid upon registering and is non-refundable unless space is not available.

A late fee of $25.00 will be assessed after the 10th day of the month and each month thereafter until the account is current. If tuition is not paid by the end of each month, your child will not be allowed to continue to attend school.

If withdrawal becomes necessary, the school requires a 2-week notice in order to contact a child on the waiting list.

**St. John’s Church Information**

**509-747-0984**

**Sunday Worship at 9:30**