



Mount Olive

Ev. Lutheran Church and School

930 East Florida Avenue • Appleton, WI 54911

Tel (920)739-9194 • www.mountoliveappleton.com

A Family
Growing
in Christ



Early Learning Center

3K/4K Parent Handbook

Updated July 19, 2022

Mount Olive Evangelical Lutheran School assists parents with Christian training of children for life and eternity, provides academic excellence in the light of God's Word, and reflects the light of Jesus in the community and beyond.

ATTENDANCE

If your child will be late or absent, contact the teacher and school office by phone or email.

School Office: 920-739-9194

Jessica Enter (Director): Ext 219, Jessica.enter@mountoliveappleton.com

Heidi Wendland (Lead Teacher): Ext 236, Heidi.wendland@mountoliveappleton.com

When possible, contact us before 7:30 AM so the teachers can plan for your delay or absence. You may leave a message on the school voicemail, our secretary will pass along the message to us, or you can be transferred to our extensions. Punctual arrival is important to a successful start to the day.

***NOTE: if your child will be late and still needs to eat hot lunch at school, please let us know.**

OTHER EXTENSIONS

Landon Zacharyasz (Principal): Extension 208

Nathan Wordell (Youth and Family Pastor): Extension 204

MISSION AND PURPOSE

SCHOOL MISSION

Mount Olive Evangelical Lutheran School assists parents with Christian training of children for life and eternity, provides academic excellence in the light of God's Word, and reflects the light of Jesus in the community and beyond.

SCHOOL VISION

Mount Olive Lutheran Church and School is a family growing in Christ that worships, studies, serves and shares. As a key ministry of our church family, Mount Olive Lutheran School exists to:

1. partner with parents to provide a Christian education for their children.
2. encourage families to regularly worship our Savior.
3. nurture the Christian faith of its students with God's living Word.
4. teach all subjects in the light of God's absolute Truth.
5. train children to share the love of Jesus in their words and actions.
6. equip children to recognize and use their God-given gifts and talents to their fullest extent.
7. provide opportunities for the children to serve their community.
8. prepare students to honor God by living as respectful citizens.



Landon Zacharyasz
Principal

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INTRODUCTION

This Early Learning Center Handbook is intended to address many frequently asked questions and other important topics. If a situation arises and your answer can't be found in this handbook, do not hesitate to contact us to get the information you need. We are here to be of service to you and your family. Please keep Mount Olive Lutheran and its staff in your prayers, as we will keep you in ours.

PROFILE OF OUR SCHOOL AND EARLY LEARNING CENTER

Mount Olive Lutheran School is located on the corner of Florida Avenue and Doris Lane in the Northwood Park area of Appleton, Wisconsin. The building, which is connected to the church, includes classrooms, a library, a lunchroom/Commons, a gymnasium, and office areas.

The school began serving 90 children in 1970 with four classrooms and four teachers. Currently there are 14 classrooms staffed by 20 teachers. Enrollment numbers are around 330.

In 1993 Mount Olive opened a **Pre-Kindergarten** program for four year olds. This 4K offered two sessions per week. In 2012, Mount Olive opened a 3K program, which offered one session per week. Now, we provide a comprehensive full-day or half-day program to 45 families!

GOVERNANCE

Mount Olive Lutheran School and Early Learning Center are governed by the Mount Olive Board of Christian Education. This Board answers to the Church Council. The Church Council, then, answers and reports to the congregational members of Mount Olive Lutheran Church.

MISSION AND PURPOSE

PHILOSOPHY

Mount Olive Early Learning Center is based on the philosophy that:

- God gives parents the primary responsibility for nurturing their children.
- our center assists parents in nurturing the growth of preschool children in a Christian environment.
- the young child develops best in an atmosphere of Christian love, care, trust, and respect.
- developmentally appropriate preschool experiences provide children with “hands-on” activities that further their spiritual, physical, intellectual, emotional, and social development.

GOALS

Consistent with our mission and philosophy, Mount Olive Lutheran Early Childhood program carries out the following goals.

Spiritual Growth

1. To learn that Jesus is their Savior from sin.
2. To learn that Jesus is also their best friend.
3. To learn of God's love through Bible stories, prayers, and songs.
4. To respond to God's love in everyday life.

Physical Growth

1. To appreciate likenesses and differences in God's children

2. To observe simple health and safety procedures.
3. To develop small and large motor control and coordination.

Intellectual Growth

1. To learn their abilities are gifts from God.
2. To practice and enjoy their disposition to learn.
3. To make and express choices, plans, and decisions.
4. To experience using different materials in many ways.
5. To develop their language skills.

Social-Emotional Growth

1. To grow in their ability to interact with peers, adults, and their environment
2. To experience success in working and playing individually and cooperatively.
3. To grow in Christian love, respect, and empathy.

Parent Goals

1. To understand that God gives them primary responsibility for nurturing their children.
2. To understand the spiritual, physical, intellectual, emotional, and social needs of their children.
3. To understand the importance of communication between home and center.
4. To become involved with their child's learning through classroom visits, daily consultations, and attendance at scheduled parenting classes.

Mount Olive Early Learning Center Goals

1. To share the love of Christ with young children and their families.
2. To observe and experience a model for nurturing young children and assisting parents.
3. To plan and create experiences within the early childhood setting that meet the child's developmental needs.
4. To understand the development of young children.

CURRICULUM

High Scope takes the learning process beyond traditional academic subjects by applying methods that promote independence, curiosity, decision making, cooperation, persistence, creativity and problem solving in children.

High Scope Curriculum: A Child-Centered Approach to learning offers defined teaching practices that enable adults to create engaging classrooms where children learn through active participatory learning. This curriculum gives children the opportunity to learn through hands-on learning experiences.

The **HighScope Preschool Curriculum** is based on the principles of active learning and support of a child's positive interactions with adults and peers. By using these 6 key elements as adults we create supportive climates that encourage the development of young children's capacities for trust, autonomy, initiative, empathy, and self-confidence.

1. Sharing of control between adults and children: take cues, participate on children's terms, learn from children, relinquish control and consciously give control to children.
2. Focusing on children's strengths: look for children's interest, view situations from a child's perspective, and plan around their strengths and interests.
3. Forming authentic relationships with children: share yourself, respond attentively, give children specific feedback, and ask honest questions.

4. Making a commitment to supporting children's play: observe and understand complexity of children's play, be joyful and playful.
5. Using encouragement instead of praise: participate in children's play, encourage children to describe their efforts, ideas, work and products, acknowledge their work and ideas by making specific comments.
6. Adopting a problem-solving approach to social conflict.

HOME-CHURCH-SCHOOL CONNECTION

Mount Olive Lutheran Church has a Christian Education Program for those who choose to receive their education at the public school.

Sunday School

classes are held at 9:15 each Sunday morning during the school year. We welcome all children ages 3– 8th grade and adults to join us in Sunday School and Bible Study. We encourage all families to attend. Child Care is provided for birth to 3 during Sunday School and Adult Bible Study.

It's natural for children of God to join together in song and prayer to praise their God. Daily devotions with prayers and songs are conducted in school, in addition to receiving daily instruction in God's Word.

It is of utmost importance for parents to be active in God's Word at home and in church. Nothing supports Christian school instruction more than seeing it modeled in the family circle.

Faith comes from hearing the message and the message is heard through the Word of Christ. Romans 10:17

Mount Olive worship service times:

September – May:

Saturdays 5:30pm, Sundays 8:00am, 10:30am, Mondays at 6:00pm

June – August:

Saturdays 5:30pm, Sundays 8:00am, 10:00am, Mondays at 6:00 pm

Home and School Connection Every Week!

We use Christ Light Bible Lessons. 3K students are given the one year cycle of Old and New Testament for 3 year olds and 4K students are given the one year cycle of Pre-Kindergarten lessons. Parents are urged to reread the lessons at home, discuss the truths as a family and offer prayers of thanks for family blessings as well as requests for individual and family needs. Bible Passages are recited at school and can also be practiced at home.

Student Offerings

Mission offerings are gathered at our school chapel service the second Wednesday of each month. These offerings help in spreading the Gospel beyond our congregation. Parents can use this as an opportunity to support the Biblical teaching of cheerfully returning a proportion of God's gifts to Kingdom work. In the materialistic culture in which we live, these can be weekly opportunities to remind children that God is the Giver of all that we have.

Special Singing for Worship

Classrooms and special singing and music groups are regularly scheduled to sing for church worship services. A schedule is posted on the website and distributed well in advance so that every child can be present. If this is not possible, please let us know.

Modeling God's Directive for Families

All children are precious gifts of God. They are the next generation and the promise of the future. Many hands join together to foster the growth and development of children. At Mount Olive we recognize that parents have the primary responsibility for nurturing their children. By enrolling their children in our Early Learning Center, parents are enlisting the help of early childhood teachers. These experiences help children learn about God's love for them and about his wonderful world. At the same time parents and teachers learn about child development by observing children and interacting with them. Parents will learn more about effective parenting skills by attending parenting information sessions conducted by the teachers. Through these sessions and daily contact with parents, teachers will also learn from parents. Children, parents, and teachers all learn from each other. Mount Olive Lutheran School is truly meant to be a partnership in learning.

Parent Workshops

Parent educational workshops will be held during the year. These sessions will explore various aspects of child development and parenting. By enrolling children in our center, parents are committing themselves to attend these sessions as an essential part of the partnership in learning.

FVL Schools

Mount Olive is a member of FVL Schools. FVL Schools join together in the areas of curriculum, promotions, mission partners, and teacher professional development. As a member of this school partnership, Mount Olive shares personal information with Fox Valley Lutheran High School as we offer programs and events through the high school.

INCLEMENT WEATHER

If it becomes necessary to close the school because of bad weather or other emergencies, notice is given on radio stations, on television, on our school website, on social media, on Educate, and via text. The fastest notification is usually text. When filling out your information on Educate in your profile, list a cell number and cell company to receive this alert. Any media announcement must say the actual name of our school - MOUNT OLIVE LUTHERAN SCHOOL. The half day PK program would be canceled with 2 hour delays.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

ADMISSIONS

ADMITTANCE POLICY

Mount Olive Ev. Lutheran School and Center, Appleton, WI admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ENROLLMENT INFORMATION

- Children must be three years old for 3K and four years old for 4K by September 1st and be toilet trained and self sufficient in the bathroom.
- Children of members are given priority because the school and center is conducted by the congregation to deepen the faith of its youth and to educate them in the best possible way. We are to “bring them up in the training and instruction of the Lord.” (Ephesians 6:4)
- Children of non-members are eligible at the discretion of the Mount Olive Board of Christian Education.

EARLY LEARNING CENTER PROGRAMS/TUITION

We operate along with the Mount Olive Lutheran School calendar but end the school year one day sooner.

Early Learning Center Options and Fees

	2 Days/week	3 Days/week	5 Days/week
Half Day (7:55 AM - 11:20 AM)	\$1,530	\$2,010	\$3,450

	2 Days/week	3 Days/week	5 Days/week
Full Day (7:55 AM - 3:05 PM)	\$2,300	\$3,335	\$5,250

PAYMENT OPTIONS

It is strongly encouraged that the tuition is paid in full on Forms & Fees Day. If full payment on this day is not possible, it will be necessary to sign up with the Monthly Payment Plan to administer the payment schedule.

HOME VISITS

In August, at Forms & Fees Day, you have the opportunity to sign up for a teacher visit. We will contact you if you are unable to attend. A *What to Expect* letter is mailed in our summer packet of information. These special

visits connect you with materials about our program and give your child time to meet the teacher in the safety of the family home environment.

FORMS & FEES DAY

In August Mount Olive Lutheran School and Early Learning Center holds a Forms & Fees Day for all of its school families. Parents should bring completed paperwork, emergency numbers, payment, and other important information.

- A “School Supply Drop Off Day” is offered before school starts in August for children to bring school materials to their classrooms and meet their teacher.
- Home Visits are scheduled for Early to Mid August.

WISCONSIN PARENTAL CHOICE PROGRAM

In accordance with the Parental Choice Program, the open enrollment period runs from February 1st through mid April. A student is eligible for the Choice program based on their residency in the state of Wisconsin and their household income. Any WPCP applicant may appeal an application that has been rejected by contacting the Principal/WPCP Coordinator to inquire as to the reason for the rejected application. If the parent is not satisfied with the information received, the matter will be brought to the attention of the Board of Christian Education.

CEA (CHRISTIAN EDUCATION ASSOCIATION)

CEA is Mount Olive School’s parent-teacher organization, which serves to organize various activities to bring parents and teachers together for fellowship and learning. Activities are hosted and sponsored by the Board of Christian Education under the direction of the CEA Committee, which is made up of school board, faculty and parent representatives.

AFTER SCHOOL CARE

Child care is offered from 3:05 - 5:30 PM for Mount Olive students in 3K-8th grade. The After-School Care Program is open during the school year on full school days. Cost will be \$3.50 per hour per child charged in 30 minute increments. Payment must be made in advance at the beginning of the week. The supervisor will provide a healthy snack every day. **If parents are late to pick up their child, the cost is \$1.00 per minute late.**

EXPECTATIONS/CONSEQUENCES

EARLY LEARNING CENTER CLASSROOM MANAGEMENT

“So in everything, do to others what you would have them do to you” (Matthew 7:12)

“Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

Parents: We are partners in training your children. We will strive to work together to make sure that your child’s mind, body, and faith continue to grow and mature.

At Mount Olive Early Learning Center, our classroom is focused on Jesus' love for us and all that He has done for us. We want all children to know they are a redeemed child of God. Jesus and His love are infused in all we do. As children of God we strive to...

SHOW LOVE TO GOD

SHOW LOVE TO OTHERS

SHOW LOVE FOR YOUR SCHOOL

SHOW LOVE FOR YOURSELF

Here are some guidelines to help you prepare your child for what is expected behavior at the center. A child needs to know what is expected before he/she can obey. Guidelines reassure the children that they are loved and there is concern for them.

1. Walk in the school building.
2. Keep hands, feet and objects to yourself.
3. Use a quiet, inside voice in the classroom.
4. Take good care of classroom supplies and toys.
5. Use kind words and listen to your teachers.
6. Be a good friend.

We are building a Christian and loving environment that fosters appropriate behaviors for successful learning. The classroom is designed to minimize conflict. The activities are designed to keep all children interactive and involved as much as possible. We live in a sinful world and need daily direction and encouragement. Should behavioral problems occur, positive guidance will include:

1. Reminders and verbal cues as to what God wants us to do.
2. Follow the 6 steps below to resolving conflict.
3. Redirection.
4. Natural consequences.
5. Show the sin (Law) and show our Savior (Gospel). We also often teach and demonstrate the forgiveness process.

Discipline needs to be firm, consistent, and constructive. Continual behavioral problems will be brought to the attention of the parent.

6 STEPS IN RESOLVING CONFLICTS

- Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level.
- Acknowledge children's feelings. Say something simple such as "You look really upset." Let children know you need to hold any object in question.
- Gather information. Ask "What's the problem?" Do not ask "Why" questions.
- Restate the problem. "So the problem is..."
- Ask for ideas for solutions and choose one together. "What can we do to solve this problem?"
- Be prepared to give follow-up support. Acknowledge their accomplishments (e.g., "You solved the problem!") Stay nearby in case anyone is not happy with the solution and the process needs repeating.

As partners, cooperation from home is appreciated and necessary as we work together. May your child grow in faith, know and love Jesus, and let their light shine for Him everyday.

BEHAVIOR GUIDANCE PROCEDURES

At Mount Olive Lutheran School training and discipline are blended with God's love and concern. Discipline needs to be firm, consistent, and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and there is concern for them.

Two behavior goals will be communicated to the children.

1. The love of Jesus motivates children to live as the Lord expects.
2. Children show love through words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors; negative and destructive behaviors will be minimized.
2. All staff personnel will be knowledgeable of three and four year old developmental stages, family background, special needs, interests and medications being given (if any) in dealing with each child.
3. Children will be reminded of the appropriate behavior, and then helped to approach the problem situation with a new perspective, or his/her attention will be diverted to a new activity.
4. Staff will avoid unsafe activities to protect staff and children.
5. When discipline is needed it will be administered immediately so that not only the child's behavior is influenced, but also the child's attitude about himself/herself and about proper and improper behavior.

BEHAVIOR CONSEQUENCES

Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. A child will never be disciplined in such a way that is frightening or demeaning. The teachers use love, encouragement and praise. Desirable behaviors are emphasized. Should behavior problems occur, positive guidance will be offered and behavior will be redirected.

Continual behavior problems will be brought to the attention of the parent. Increased staff guidance and time will need to be implemented if a child's behavior is persistently unacceptable. The staff will observe, record, and report the behavior of the child. A plan will be developed to address the behavior and a consultation will be held with the child's parents/guardians, other staff persons, and professionals when appropriate.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the program. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group will depend on the child's stopping or bringing under control the misbehavior. The child will be returned to the group as soon as the behavior lessens or stops.

PARENT-TEACHER COMMUNICATION

Visits by parents can be scheduled with the teachers. At the end of the first and third quarter teachers will arrange for a special time to discuss your child's development and progress. In addition, if parents wish to arrange a conference at other times, the opportunity is always welcome. A developmental checklist of observations will be recorded and kept on file.

CHILDREN'S CLOTHING

Parents should send an extra set of clothing (season appropriate) and gym shoes to the center. It works best to place clothing in a large labeled Ziploc bag. Gym shoes will be stored in cubbies at school.

Simple play clothes that can be handled independently are recommended. If your child is not able to work belts, buttons, or zippers by themselves, please don't send your child to school in clothes of this nature. Keep in mind that the children will be working with water, paint, markers, etc. Rubber-soled shoes are recommended for safety reasons.

GUIDELINES:

Not to wear:

- Clothing with words or pictures of poor taste.
- Pants with holes.
- Hats of any kind in the building.
- Flip-flops or sandals without backs.
- Shirts or dresses without sleeves. A sweater can be worn with dresses that have no sleeves.

Good Choices to wear:

- Shorts, tights, or bloomers under dresses.
- Socks or tights with any type of shoes, including sandals.
- Soft-soled, non-marking shoes.
- Comfortable play clothes.

Occasionally children will want to bring items from home to school. Please DO NOT allow your child to bring gum, toys, weapons, candy, food, money (except for book orders), jewelry, dolls, or action figures to school. Thank you for your help with this.

GENERAL INFORMATION

HIGH SCOPE DAILY ROUTINE COMPONENTS

- Planning time (10–15 minutes)
- Work time (40–60 minutes minimum; includes cleanup time at the end)
- Recall time (10–15 minutes)
- Small-group time (15–20 minutes)
- Large-group time (10–15 minutes)
- Outside time (30–40 minutes)
- Transition times (including arrival and departure; time is variable)
- Eating and rest times (variable)
- Adult team planning time (20–40 minutes)

HALF DAY COMPONENTS

- Bible Story (20 minutes)
- Greeting time, message board
- Planning, work, cleanup, recall
- Snack
- Outside time
- Large-group time
- Small-group time

FULL DAY COMPONENTS

- Bible Story (20 minutes)
- Greeting time, message board

- Planning, work, cleanup, recall
- Outside time and snack
- Small-group time
- Large-group time
- Lunch
- Singing, Quiet time
- Outside time
- Small group

CURRICULUM CONTENT AREAS

- Approaches to Learning
- Social and Emotional Development
- Physical Development and Health
- Language, Literacy and Communication
- Mathematics
- Creative Arts
- Science and Technology
- Social Studies

MORNING ARRIVAL

Full Day and Half Day students may arrive anytime after **7:30 AM**

Our School Day Session will begin promptly at **7:55 AM**

Please make sure your child has used the bathroom prior to school and is ready to begin their day with their teachers at 7:55 AM. We understand traffic accidents and weather related challenges may cause occasional tardies, children are excused. We do not mark tardies in preschool but kindly ask you respect the start time of our day.

PICK-UP PROCEDURES

Full day students with older siblings will depart using the end of the day dismissal routine. Full day students without siblings will be brought to the church atrium. Parents will park near the atrium using the **Doris Lane driveway as an entrance and exit.**

Half Day Students will be dismissed at **11:20 AM**. Parents can enter the EAST Playground Entrance Doors. Doors will be unlocked at 11:15 AM until 11:25 AM.

BIRTHDAYS

Each child's birthday can be celebrated. For those with summer birthdays, a half-birthday will be celebrated. Your child may bring a snack on the day closest to his/her birthday or half-birthday.

- Please be sensitive to all the children in our sessions when planning birthday celebrations outside of school. To avoid hurt feelings please distribute invitations outside of school.
- OUR CLASSROOM IS PEANUT AND TREE NUT FREE Please use extra caution when reading labels to keep our children safe. Processed in a facility is OK; it just may not be listed as "may contain."
- CAUTION: This applies to All PACKED LUNCHES, PREPACKAGED SNACKS and BIRTHDAY TREATS

COR (KAYMBU) PARENT/TEACHER COMMUNICATION TOOL

Early Learning Center Weekly emails! Friday newsletters, digests, messages, and quarterly child portfolios.

EDUCATE

Mount Olive has a Student Information System called Educate. On this platform, you'll have access to announcements, calendars, contact information, grades (in K-8), and more. Additionally, Mount Olive uses a program called TADS for our admissions, enrollment, and tuition management. These two programs work together for the benefit of our school. With any questions regarding either of these platforms, please contact your child's teacher.

PALS

Would you like to be a PAL? **P**arent **A**ides to **L**earning at school is a volunteer group at Mount Olive Learning Center. We feel that the parent group in our own community can enrich our curriculum, help children grow academically, free teachers of routine tasks so they can concentrate on teaching children, and gain better insight into our learning center through direct involvement.

If you would like to serve as a volunteer this year, please complete the questionnaire that was mailed in your summer packet!

FIELD TRIP TRANSPORTATION POLICY

Mount Olive Lutheran School and Learning Center will provide bus transportation for students participating in field trips. Parents and other chaperones may ride the bus, providing there is space available. At Mount Olive Learning Center field trips are optional. A follow-up information slip will be sent home prior to the event to gauge for student attendance. **All students regarding sessions are welcome!** *Neighborhood walks are a part of the curriculum. A first aid kit and all emergency phone numbers will be taken along by a staff member.

SNACKS

Snacks will be offered during morning Work Time. It is considered part of the learning experience to share, say "please" and "thank you", and to stop play for a little quiet activity. Snacks will not include pastries, donuts, cakes, chips, candy, suckers, or imitation fruit drinks. Each family will provide a non-perishable item at the start of the school year and refill as needed. A sign up form on Educate will be available for parents to provide fresh fruit and veggies.

Don't hesitate to call the teacher with any questions. Please notify the teacher if you know of any allergies which may apply.

This list of nutritious foods is provided as a guideline for snacks: Dried fruit, low-sugar cereals, crackers, muffins, popcorn, granola.

OUR CLASSROOM IS PEANUT AND TREE NUT FREE!

LUNCH/MILK/REST TIME

Full Day students are provided a hot lunch, with milk, as a part of their tuition. Parents may also choose to send a cold lunch with an ice pack for their child. For rest time each child has a nap tote that will fit a small travel pillow, blanket, and something small for calming. A small stuffed animal or doll that can remain at school for the week. Nap items will go home on Fridays for washing.

PHOTOGRAPHS/VIDEOTAPING

Video, sound tape recordings, and photographs may be made of the children and used for educational purposes. Written parental permission will be required to take such recordings, photos, or videos.

HEALTH AND SAFETY POLICIES

HEALTH INSURANCE

Does your family have health insurance to cover the unexpected? While every precaution is taken to avoid injury at school, there are times that accidents happen and children get hurt. Parents are encouraged to have a health plan in place for such times as when injury occurs.

MEDICATION FORM

Each student must have a completed medical form on file. Forms are available in the school office and on-line. Vaccinations should be up to date.

MEDICATION

We are bound by laws regarding the administration of any medication, even cough drops. Please adhere to the following procedure. All medications, including cough drops, are to be brought to the school office with their name on the packaging. No medication of any type will be given to a student without an Administration of Consent form completed by the parent/guardian and/or physician. These forms are available in the school office, in your Home Visit folder, and online. Please inform your child's teacher should your child be under medication which might affect the child in class. Simple injuries will be treated with soap and water cleansing.

ILLNESS

It is in the best interest of your child and the other students to keep your child at home when he is ill. Please keep your child home if he shows any of the following symptoms:

- fever
- diarrhea
- inflamed or swollen eyes
- nausea or vomiting
- sore throat
- head lice
- skin rash or sores
- headache

After a fever, your child's temperature must be normal (98.6) for 24 hours before returning to the center.

Please inform the school secretary or child's teacher prior to the beginning of the school day. If your child becomes ill while at school, we will call you so that you can take him/her home.

1. All children will be required to have current immunizations (or sign a waiver) and a child's immunization history will be recorded on the Child Care Immunization Record.
2. Parents are requested not to send a child to school if they are sick. Parents will be called to pick up their sick child if the teacher feels this is necessary.

The school must exclude a child

- with a reportable illness or condition that may be contagious.
- with chicken pox until the child is no longer infectious or until the lesions are crusted over.

- who has vomited. (The child must remain at home for at least 24 hours.)
 - who has had three or more abnormally loose stools since admission that day.
 - who has contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours.
 - who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
 - who has unexplained lethargy or fatigue.
 - who has lice, ringworm, or scabies that is untreated and contagious.
 - who has a temperature higher than 98.6 degrees Fahrenheit.
 - who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
 - who has significant respiratory disease.
 - who is not able to participate in normal activities with reasonable comfort.
 - who requires more care than the staff can provide without compressing the health and safety of other children present.
3. Parents will be notified via telephone numbers listed on file if the child becomes ill or an accident occurs.
 4. If possible, a sick or injured child will be separated from the other children and attended to by a teacher or other staff person until the parent arrives. In an emergency, 911 will be called and decisions will be made by paramedics as to the next procedures to be carried out.
 5. Parents will be notified via note posted by teachers if an infectious or communicable disease is present in the school.
 6. There will be a qualified first-aid person with CPR training present at all times. The first-aid kit contains sterile bandage and band - aids, sterile compresses, scissors, an ice bag or cold pack, a surface thermometer with disposable covers, and adhesive tape. The kit is accessible to the staff in the school and taken on field trips. No ointments, medicines, or salves are administered without written parental permission.
 7. Children and staff are required to wash their hands after using the bathroom and before and after meals and snacks.
 8. Tables will be washed and sanitized before meals and snacks and washed after eating.
 9. Most injuries can be treated with ice, soap, and water.
 10. Staff will give full attention for the safety and physical welfare of the children, never leaving them unsupervised.
 11. Children will be out-of-doors only under the supervision of the staff.

SAFETY DRILLS

Drills will be conducted on a routine basis (Fire Drills - Once per month, Tornado Drills - Twice annually, ALICE Drill - Twice annually). In the event of a school intruder scenario, parents will not be able to pick up their children until the lock-down has been lifted. Parents, too, should pick their children up at the rally point, *not* at Mount Olive. This is for the safety of both students and parents, keeping in mind the necessity of law enforcement to control the situation.

BULLYING

Mount Olive is committed to making our campus a safe and caring place for all students. We will treat others with respect and we refuse to tolerate bullying of any kind at our school.

Definition of Bullying: Bullying is unfair and one-sided. It happens when someone *keeps* hurting, teasing, frightening, threatening, or leaving someone out on purpose.

Through the use of our Christian Principles of Discipline, outside speakers, and situational instruction by the teachers, students at Mount Olive will be taught to:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Try to include everyone in play

Bullying is best addressed when incidents are reported immediately to the teacher. Let's work together to keep our school free from bullying.