



a ministry of Mountview Baptist Church

Parent Handbook 2011-2012

Mountview Christian Preschool*
2140 Fishinger Road
Columbus, OH 43221

Preschool Office: 614-451-8691
E-mail: preschool@mountview.org
Church Office: 614-451-8888
Church Fax: 614-451-8908
www.mountviewschool.org

*Content and policies of this handbook are subject to revision.



A Ministry of Mountview Baptist Church

2140 FISHINGER ROAD
COLUMBUS, OHIO 43221
Preschool office: 614-451-8691
preschool@mountview.org
www.mountviewschool.org

DIRECTOR: Pamela Larson

TEACHERS: Maya Ayers, Suzanne Jasper, Amy Sherer, Stephanie Kellenberger, Danielle Shock, Jenna Mann, Darla Thomas

MOUNTVIEW CHURCH STAFF

SENIOR PASTOR:	Rev. Kevin Snyder		
YOUTH and COLLEGE PASTOR:	Pastor Kurt Oberlin		
CHILDREN'S DIRECTOR:	Sarah Platine		
ADMINISTRATIVE ASSISTANT:	Lynn Swonger	CHURCH OFFICE:	614-451-8888
		CHURCH FAX:	614-451-8908

MOUNTVIEW PRESCHOOL LEADERSHIP TEAM:

Cindy Hinkle
Cori Snyder
Pat Dixon

**Mountview Baptist Church
Sunday Services**

Traditional Worship Service	9:00 a.m.
Contemporary Worship Service	11:00 a.m.

Contact the Church Office at 451-8888 or visit the website at www.mountview.org for more information about the many programs available for all ages at Mountview Baptist Church.

MOUNTVIEW CHRISTIAN PRESCHOOL
2011-2012 School Year Calendar (Subject to Revision)

2011		
Thu	Aug 18	Parent Orientation: 7:00 – 8:00 p.m. & First Day Staff
Fri	Aug 19	Staff Workday
Mon	Aug 22	First Day for Students
Mon	Sept 5	No School Students and Staff: Labor Day
Mon	Oct 10	Individual and Class Photos with Teddy Bear Portraits
Mon thru Fri	Oct 10 thru 21	Savory Foods Fund Raiser
Thu	Oct 13	Open House for Parents and Students: 7:00 – 8:00 p.m.
Mon	Oct 24	No School Students and Staff: Staff Professional Day
Mon thru Fri	Nov 07 thru 11	Parent-Teacher Conference Week
Wed thru Fri	Nov 23 thru 25	No School Students and Staff: Thanksgiving Break
Fri	Dec 09	Early Dismissal: 12:30 p.m. Teacher In-Service
Fri	Dec 09	Christmas Program: 7:00 p.m.
Mon thru Mon	Dec 19 thru Jan 2	No School Students and Staff: Christmas Break
2012		
Mon	Jan 16	No School Students and Staff: Martin Luther King Day
Mon	Feb 20	No School Students and Staff: Presidents' Day
Fri thru Fri	Mar 16 thru 23	No School Students and Staff: Spring Break
Fri	Apr 06	No School Students and Staff: Good Friday
Mon thru Fri	Apr 09 thru 13	Parent-Teacher Conference Week & Scholastic Book Fair
Sun	Apr 15	Children's Worship Sunday
Fri	Apr 27	No School Students and Staff: Teacher In-Service
Thu	May 24	Graduation and Promotion Program: 7:00 p.m.
Mon	May 28	No School Students and Staff: Memorial Day
Wed	Jun 06	Last Day for Students: Early Dismissal at 12:30 p.m.
Thurs	Jun 07	Staff Workday
Mon	Jun 11	First Day of Summer Session
Wed	Jul 04	No School Students and Staff: Independence Day
Fri	Aug 03	Last Day of Summer Session
Thu	Aug 16	Parent Orientation: 7:00 – 8:00 p.m. & First Day Staff
Fri	Aug 17	Staff Workday
Mon	Aug 20	First Day for Students 2012-2013 School Year

PRESCHOOL MISSION STATEMENT

Mountview Christian Preschool is a ministry of Mountview Baptist Church. Our mission is to meet the needs of children and families and to strive for excellence in all aspects of early childhood development: intellectually, physically, emotionally, socially, and spiritually. We do this by balancing the teaching of academic preschool skills with play, self-chosen activities, and Christian early childhood experiences and by partnering with parents to provide students with all they need to learn and grow. We believe that introducing Jesus to the heart of a child is the most awesome privilege that God has given us. We are honored that parents have entrusted their children to our instruction and care.

WHAT WE BELIEVE

1. **God** is the Creator and Ruler of the universe. There is one true God, but in the unity of the Godhead there are three coequal and eternal entities comprising the Trinity—the Father, the Son, and the Holy Spirit. The Bible teaches us that God is good, righteous, merciful, just, slow to anger, rich in love, and compassionate towards all he has made. (Matthew 28:19; Psalm 145; Isaiah 5:16; 1 Peter 2:10)
2. **Jesus Christ** is God’s only son and was both fully human and fully divine. He existed before creation and through Him all things were created. Jesus did not sin, but died for our sins to be forgiven. He was buried, rose from the dead on the third day, and appeared to Peter and the disciples. Jesus ascended into heaven, and He is coming again. (John 1:1–3; Matthew 1:18–23; Luke 24:36–43; Acts 1:11; 2 Corinthians 5:21)
3. **The Holy Spirit** is the third member of the Trinity and is a gift given to every believer of Jesus Christ. God’s Spirit empowers every believer by distributing spiritual gifts to use in Christian life and service in the church, in our communities, and throughout the world. The Holy Spirit also convicts us of sin, righteousness and judgment and helps us live a Christian lifestyle. (Acts 1:8; 1 Peter 4:10; 1 Corinthians 12:12–14; John 16:8–11; Romans 8:9)
4. **The Bible:** The Old and New Testament Scriptures, written by men through the leading of the Holy Spirit, are divinely inspired and are intended for teaching, reproof, correction and training in righteousness so that the man of God will be prepared for every good work. (2 Timothy 3:16–17)
5. **Humanity:** We believe man was created in the image of God. Due to Adam’s sin, humanity fell from its original state, inherited a sinful nature and became separated from God. Humanity is depraved and alone cannot restore its lost condition and therefore needed to be redeemed by Christ. (Genesis 1:26–27; (Romans 3:22–23; 5:12; Ephesians 2:1–3; 2:12)
6. **Salvation** is by grace, through faith, found in the atoning work of God by Jesus Christ through His death, burial and resurrection. All who believe that Jesus Christ was the son of God, believe in his teachings and miracles, and believe in the redemptive power of His crucifixion and physical resurrection over the grave will be saved from their sins. Jesus Christ is the only way to come to God. (Ephesians 2:8; Acts 4:12; Romans 3:21–26)
7. **Baptism** comes after an individual has confessed Jesus Christ as Savior and Lord. It is an outward sign of the inward change and symbolizes the burial of the old self and rebirth into a new life in Christ Jesus—just as Jesus was buried and rose again. We practice baptism by immersion as it was modeled to us in the Bible through Christ’s baptism. (Matthew 3:13–17; Romans 6:3–9)
8. **The Lord’s Supper** is the celebration of the atoning sacrifice of Jesus’ body and blood for our salvation. All those who believe in His atoning sacrifice are welcome to participate after self-examination before the Lord. We practice open communion, which means all believers are invited to the Lord’s Table. (Matthew 26:26–30; Acts 20:7; 1 Corinthians 11:20–30)
9. **The church** exists as the Body and Bride of Christ. We experience the church as local congregations of believers and are called to be witnesses of Jesus Christ. Each local church is called to gather for worship, discipleship, fellowship, service to others, and to share the good news of salvation to all people. (Ephesians 1:22–23; 4:11–16; 5:25–32)

STATEMENT OF PHILOSOPHY

Mountview Christian Preschool is a non-profit Christian organization offered as a ministry of Mountview Baptist Church. Our school seeks to provide a nurturing environment where all children can develop a healthy, happy, and secure approach to living and learning. The goal of our school is to meet a child where his individual needs are and take him, with God’s help, as far as he can go. Our qualified teachers and staff are Christians dedicated to working with young children and strive to meet the needs of our students through love, patience, example, and understanding. We believe that parents are the first and primary educators of children spiritually, physically, emotionally, intellectually, and socially. We believe that the Christian school is an extension of the home and the church and should complement their teachings, cooperating with parents to provide a credible Christian education for the child.

STATEMENT OF PURPOSE

Mountview Christian Preschool will encourage children to appropriately express feelings, will involve children in decision-making and problem-solving, and will strive to help students develop self-esteem and self-confidence. We will teach children that we are all “fearfully and wonderfully made” (Psalm 139:14), that God’s mind is on us, He is “mindful of Man” (Psalm 8:4), that we are “created in the image of God” (Gen. 1:27), and that this gives us reason to praise Him (Psalm 66: 1-4). Our school staff desires to communicate the love of Jesus to all who enter our doors. We believe that preschool is a time of discovery and development. This time includes

practicing, pretending, creating, exploring, imagining and being joyful. When children experience a positive, Christian atmosphere, learning can be fun, meaningful, and lifelong.

LICENSING INFORMATION

Mountview Christian Preschool is licensed by the Ohio Department of Job and Family Services. The laws governing child-care and licensing regulations are available for review in the Director's office. Children will be enrolled regardless of their race, religion, sex, national origin, or disability and it shall be unlawful for our administration or child care staff to discriminate.

The school's license is posted on the bulletin board in the Indoor Playroom. The center's licensing record includes compliance reports and evaluations from health, building, and fire departments. Copies of these reports are available upon request from the Ohio Department of Job and Family Services. The ODJFS phone number is 1-877-852-0010 if someone has a concern about the center.

TWO-STAR STEP UP TO QUALITY SCHOOL

Mountview Christian Preschool has received a Two Star Quality Rating for meeting the quality benchmarks established by the Department of Job and Family Services, Bureau of Child Care and Development, through the Step Up To Quality rating system. Step Up To Quality is a Three-Star rating system created to recognize and promote early care and education programs that meet quality benchmarks over and above minimum health and safety licensing standards. Only the top child care and early education programs in Ohio receive this prestigious award.

ACSI MEMBER SCHOOL

Mountview Christian Preschool is a member of the Association of Christian Schools International, a premier provider of professional services for Christian educators worldwide.

OUR TEACHING STAFF

Pam Larson has been the director of Mountview Christian Preschool since March 2006. She holds a Bachelor of Science degree in elementary education and a Master of Education degree in Reading Supervision, both from Ohio University in Athens. She taught for 32 years in Ohio's public school system in Meigs County before retiring in 2006, when she became the preschool director at Mountview. She is married to Ron Larson and is a mother and grandmother. She and Ron are active members of Mountview Baptist Church.

Darla Thomas has been with Mountview Christian Preschool since fall 2006. Darla is an assistant teacher and has an administrative assistant and business background. She attends Mountview Baptist Church and is a mother and grandmother.

Suzanne Jasper has been with Mountview Christian Preschool since the fall of 2008. She teaches a pre-kindergarten class of 4 and 5 year-olds. She has an undergraduate's degree from The Ohio State University in Early Childhood Development and Education. She has a teaching license for Pre-K - 3rd grade from Ashland University and is in graduate school. Suzie attends The Hilliard Church of Christ with her daughter, Mikayla.

Stephanie Kellenberger first joined the staff of Mountview Christian Preschool in the fall of 2008. She has taught the pre-kindergarten class and now teaches 3 year-olds. She graduated from The Ohio State University with a bachelor's degree in Early Childhood Development and obtained her teaching license through Ashland University. She and her husband, Nathan, have two children, William and Sarah, and attend the Lamb of God Lutheran Church in Columbus.

Jenna Mann joined the staff of Mountview Christian Preschool in the fall of 2009. She is an assistant teacher and attends The Ohio State University where she is pursuing a degree in speech and hearing science. She attends Mountview Baptist Church.

Amy Sherer joined Mountview Christian Preschool in the spring of 2010. She teaches three year-olds and attends Mountview Baptist Church. She is attending The Ohio State University and is pursuing a teaching degree in Human Development and Family Studies.

Maya Ayers joined Mountview Christian Preschool in the fall of 2010. She teaches a pre-kindergarten class of 4 and 5 year olds. She graduated from Kansas State University with a bachelor's degree in Early Childhood Education and has taught preschool for several years. She attends Mountview Baptist Church.

Erika Fischer joined the Mountview Christian Preschool staff in August, 2011. She is the teacher of the 2 ½ year-olds in the Tiny Turtles Class. She is an experienced kindergarten teacher having taught for four years in Springfield, OH and in Powell before that. She obtained her under-graduate degree in Early Childhood Education from Ohio Northern and her Master's in Teacher Leadership from Wright State University. She and her husband Billy have two young daughters, Charlee and Chelsea.

Darlana Cain, joined our preschool team as Administrative Assistant to the Director in August, 2011. Darlana is retired from 30 years employment with the State of Ohio working in the Department of Youth Services, Education as an administrative assistant, as well as several years' service as a Fiscal Specialist and Account Clerk. Darlana lives in Grove City and attends Mountview Baptist Church.

Katie Hart joined as a lead teacher of 4 year olds in September, 2011. Katie has a B.A. degree in psychology from the Ohio State University and has worked as an after-school teacher for YMCA. She has a daughter, Lily, and she and her husband, Jon Nice, attend Xenos Christian Fellowship.

Adrielle Van Bibber began teaching music at Mountview Christian Preschool in August, 2011. She is a music teacher and a certified instructor of Kindermusik. She and her husband, Ryan, and four children attend Mountview Baptist Church.

All members of the Mountview Preschool staff are certified in First Aid, CPR, Management of Communicable Disease, and Child Abuse Recognition and Prevention.

CURRICULUM

Mountview Christian Preschool's curriculum is both academic and faith-based. We use Creative Curriculum which is aligned with Ohio's Early Learning Content Standards as our academic foundation. Using Creative Curriculum as a guide, teachers create a well-organized physical environment that promotes active learning and encourages children to care for their classroom. They create a predictable structure provided by daily and weekly schedules that enable children to know what to expect and understand what is expected of them. And they create a classroom community that helps children think positively about school and learn from each other.

We also use Tommy Nelson's Read and Share Bible curriculum and incorporate child-sized Bible stories, child-sized prayer, and Bible songs into the daily program. Our Bible units are designed to help lay a foundation for understanding God, Jesus, Bible, self, family, others, and the natural world in which we live. We strive to meet children where they are along their personal continuum of development and take them as far as they can go in an atmosphere of love, confidence, and mutual respect.

EXAMPLE OF A TYPICAL DAILY PROGRAM (actual daily schedule may vary by class or teacher)

7:30 - 8:00	The day begins in the classrooms designated for early arrivals
8:00 – 9:00	All teachers take students to classrooms for Classroom Interest Center Choice
8:45 - 9:00	Morning Meeting (talk about the day's expectations)
9:00 – 9:25	Music/Bible Story in Indoor Playroom (except Wednesdays when Chapel is at 11:10)
9:30 – 10:15	Outdoor Choice for 2 ½s and 3s
9:30 - 10:15	Classroom Choice and Small Groups for PK classes
10:15 - 10:30	Snack time
10:30 - 10:40	Circle time, including Bible Verse and review Bible lesson
10:40 - 11:25	Outdoor Choice for PK classes
10:40 – 11:25	Classroom Choice and Small Groups for 2½s and 3s
11:25 - 11:30	Pick-Up for those enrolled 8:30 – 11:30
11:30 - 11:50	Quiet Activity/Story Time; Prep for Lunch
11:50 - 12:30	Lunch
12:30 – 12:45	Prep for Nap
12:45 - 2:15	Nap/Rest
2:15 - 2:45	Snack/Quiet Activities
2:45 - 3:00	Afternoon Meeting (reflect on today's activities and experiences).
3:00 - 4:00	Outdoor Choice for PK classes Classroom Choice and Small Groups for 2 ½s and 3s

4:00 - 5:00 Outdoor Choice for 2 ½s and 3s
Classroom Choice and Small Groups for PK classes

5:00 - 6:30 End of Day and departure - Indoor Playroom

ENROLLMENT ELIGIBILITY

Children aged 2½ through aged 5 years who have not yet attended kindergarten are eligible to apply to Mountview Christian Preschool. Children are placed in classes according to age by September 30th. We may group ages together in the same classroom if the need arises. Enrollment is open for 2 ½ year-olds as they attain that age throughout the school year if openings are available. Enrollment is open for all ages as availability allows any time during the school year. All children in attendance must be independently potty-trained and enrollment should be delayed until this is achieved.

INDEPENDENTLY POTTY-TRAINED

All children, including 2 ½ year-olds, in attendance at Mountview Christian Preschool must be independently potty-trained. If a child does not meet the following criteria, enrollment must be delayed until this is achieved on a consistent basis. Of course, we realize that accidents happen, but we cannot accommodate children who are not independently potty-trained.

Independently Potty Trained means:

- The child is **not** wearing pull-ups or diapers for any part of the day that they are at preschool.
- The child is able to indicate to the teacher with adequate warning that they need to go to the bathroom before they actually wet or dirty their pants.
- The child is able to both urinate and have bowel movements on the toilet completely without assistance.
- The child is able to pull underwear and pants up and down without assistance in order to use the toilet.
- The child is able to get on and off the toilet without an adult's assistance.
- The child is capable of wiping themselves clean using toilet paper, including after bowel movements.

Mountview's Potty Training Policy

- Children who are not ill and who have six or more documented "accidents", either wet and/or dirty, within a two-week period while at preschool will not be considered independently potty-trained and will be asked to exit the program until potty-training is accomplished.
- A child who exits the program due to the lack of consistent potty training may hold their spot if tuition continues to be paid.
- If tuition is not paid in order to hold the spot, then a refund of tuition for days paid will be made.
- If tuition is not continually paid, a child will be re-admitted if a spot is available at the time requested.
- No re-enrollment fee will be charged if re-admission is within 45 days of leaving the program.

Mountview Christian Preschool's Risk Management Policy for staff does not allow them to wipe students after the child uses the restroom. Teachers cannot leave the rest of the children in the class unattended while taking care of one student's "accidents." We know that children develop this skill at different ages and we are not implying that every child should be independently potty-trained by the time they are 2 ½. We cannot, however, accommodate the needs of those who are not and realize that our program might not be the correct choice for children who are still developing this toileting independence. We do request that all children who are not independently potty trained delay attendance in our program until it is achieved.

DAYS AND HOURS OF OPERATION

Mountview Christian Preschool is open Monday through Friday of the regular school year closely following the Upper Arlington Public School Calendar. School begins August 22, 2011 and ends June 6, 2012 for the 2011-2012 school year. Classes are available Tuesday, Thursday (2 days), Monday, Wednesday, Friday (3 days), or Monday through Friday (5 days) with these hourly options:

- 8:30 – 11:30 a.m.
- 8:30 a.m. - 12:30 p.m.
- 7:30 a.m. - 5:30 p.m.
- 7:30 a.m. - 6:30 p.m.

REGISTRATION AND FEES

- A \$50.00 per child or \$75.00 per family non-refundable application fee is due at the time of application for enrollment.
- A refundable \$75 supply fee is also due at the time of application. This fee is refundable only if written notification of withdrawal from this program takes place by August 1 of the upcoming school year. The supply fee reduces to \$40.00 on Jan. 1 for enrollment after that date. The supply fee pays for all student supplies and developmental screenings provided by the preschool during the school year.
- **Early Bird Special:** Receive a 50% reduction in the application fee if submitted with the completed application form and the full Supply Fee by April 1st. (50% reduction = \$25 single applicant fee; \$37.50 family applicant fee.) ALL applications submitted later than April 1st will require the full application fee.

Other program fees:

- Soccer Shots Columbus South is employed by Mountview Christian Preschool to teach beginning soccer skills to Wednesday preschoolers ages 3-5. Participation in Soccer Shots encourages gross motor skill and coordination development, provides positive character trait development, and teaches many of Ohio's Early Learning Content Standards. Preschoolers in the 3s and pre-k classes who attend on Wednesdays are eligible to participate during fall, winter, and spring sessions. Enrollment is optional and limited scholarships are available to assure that everyone who is interested can participate. Soccer Shots is not available for students enrolled in the 2 ½s class.
- Participation in Soccer Shots does require an additional fee payment. Registration and fee payment can be done on-line at columbusouth.soccershots.org or can be turned in to the payment box in the preschool playroom. Please do not hand this registration and payment to a staff member. Please deposit it in the payment box.

TUITION REDUCTIONS

- Families having two or more children enrolled during the current school year receive a 10% tuition reduction.
- Members of Mountview Baptist Church receive a 10% tuition reduction.
- Members of Mountview Baptist Church with two or more children enrolled receive a 15% tuition reduction.
- **No refunds** of tuition or deductions for student absences, holidays, vacations, or school cancellations will be made as we are a non-profit school using tuition for our day-to-day operating expenses.

LIMITED SCHOLARSHIP AVAILABILITY

Mountview Christian Preschool has limited funding available for tuition scholarships. Applications for need-based scholarships are available through the director and are awarded if funds are available on a first-come basis.

OPTIONAL SUMMER PROGRAM

Applications for summer school will be available February 1, 2012. Simply return the application with a registration fee of \$25 as soon as possible to hold your child's spot. Enrollment is limited and will be filled on a first-come, first-served basis.

- Our summer preschool program is open-enrollment for students who are 3 years old by June 1 through those who have not yet attended kindergarten.
- All students must be potty-trained in order to attend.
- Hours of service are 7:30 a.m. to 5:30 p.m. available 2, 3, or 5 days per week.
- Summer class times available are 7:30 a.m. – 5:30 p.m. or 8:30 a.m. – 12:30 p.m. All students will be required to bring a packed lunch.
- The program will run for 8 weeks from June 11 through August 3, 2012, closed July 4 for Independence Day.
- Half-time enrollment is available upon request, with tuition reductions reflecting the weeks of attendance. (Half-time enrollment would be either June 11 – July 6 or July 9 through August 3, 2012)
- Summer tuition payments will be due June 10 and July 10, 2012.
- **Soccer Shots** will be part of the Wednesday morning program.

Summer Tuition Reductions:

- Students may enroll for only one of the four week sessions at half tuition.
- Families having two or more children enrolled receive a 10% tuition reduction.
- Members of Mountview Baptist Church receive a 10% tuition reduction.
- Members of Mountview Baptist Church with two or more children enrolled receive a 15% tuition reduction.
- **No refunds** of tuition or deductions for student absences, holidays, vacations, or school cancellations will be made as we are a non-profit school using tuition for our day-to-day operating expenses.

CLASS RATIOS

Mountview's staff/child ratio is less than required by our state licensing agency. At no time will our staff/child ratios in each class exceed the following:

2 ½ year-olds (1:7)
 3 year-olds (1:10)
 4 and 5 year-olds (1:12)

NO EXCHANGE OF DAYS

Requests for the exchange of days (allowing a student to attend any day of the week other than one to which he/she is assigned) will not be permitted for any reason. The program operates under strict teacher: student ratios which could be affected if students attend any day other than the ones for which he/she is enrolled.

OCCASIONAL PRESCHOOL CHILDCARE

Occasional care is available for currently enrolled families only by 24-hour advanced permission of the director as long as space is available. This additional service is not to be used on a regular basis.

Teachers may not approve extra care so please do not put them on the spot by asking them for permission. Extra care hours can only be approved through the director. Please request as far in advance as possible to make sure that space is available. Requesting 24 hours in advance is required. Fees are to be paid the day of service. Place the payment in an envelope, clearly designating on the outside as to who it is from and what it is for and place it in the payment box in the playroom.

Requests may include:

- Extra Lunch (11:30 - 12:30) \$6.00
- Extra Preschool Morning (8:30 – 11:30) \$18.00
- Extra Preschool Morning (8:30 – 12:30) \$24.00
- Extra Preschool Afternoon (12:30 – 5:30) \$30.00
- Extra Preschool Full Day (7:30 – 5:30) \$50.00
- Extra Preschool Late Pick-up (5:30 – 6:30) \$10.00

LATE PICK-UP FEE

A **\$1.00 per minute** late pick-up penalty is charged if the parent or designated adult is not here to pick the student up by the designated pick-up time for the program that the child is attending. Charges begin immediately at one minute past due and increase \$1.00 for every minute that the pick-up is late. The time will be determined by the school's clock. Please call the preschool office at 614-451-8691 if an emergency situation delays pick-up. Considerately calling before the scheduled pick-up time to let us know of the emergency delay **will reduce the late pick-up fee by \$5.00** but will not excuse the late pick-up fee.

TUITION PAYMENTS

- The first tuition payment is due August 10th and then again the **10th of each month**, September through May.
- A \$25 late fee will be applied to any tuition payment received after the 15th of the month. Any outstanding balance not paid in a timely manner may result in suspension or dismissal from the program and non-admission in the future.

Tuition is calculated according to the total number of days that children are actually in attendance for the regular school year. For convenience, the total tuition is then divided equally into 10 monthly payments. The school-year tuition payment is due August through May on the 10th of each month. The first tuition payment is due August 10. Each payment will be due by the 10th of each month until the last payment for the regular school year on May 10th. **A \$25 late fee will be applied to any payment not received by the 15th of the month.** *Tuition payments that are more than 10 days late may result in the child's suspension from school until payment is received. There will be no refund of tuition for the time of suspension.*

No tuition-due statements will be sent. Payment coupons will be issued to each family. Please enclose the correct payment coupon in an envelope with your check (include *preschool tuition* on the memo line), cash, or money order. Please write your child's name and the word TUITION on the outside of the envelope and place the payment in the payment box in the Preschool Playroom.

ALL FEE PAYMENTS ARE TO BE PLACED INTO THE PAYMENT BOX, INCLUDING SOCCER SHOTS. Please do not hand payments to staff members or lay them on the director's desk. To do so is at your own risk.

BANK BILL-PAY OPTION

You may also sign up for auto-pay through your bank. If you do use your bank's bill-pay option, please allow enough mailing time for the payment to reach us by the 10th of the month when you select a payment date in order to avoid late payment fees. Please include the word PRESCHOOL on the *account line* so that we can assure that the payment is deposited into the correct account here at the church.

Please make tuition payments to:

Mountview Baptist Church
2140 Fishinger Road
Columbus, OH 43221

TUITION RECEIPTS AND TAX STATEMENTS

Emailed receipts for tuition payments will only be issued if requested in writing. End-of-year tax statements will be issued only if requested in writing. The Mountview Baptist Church tax ID number is available to parents upon request.

RETURNED CHECKS

A penalty fee of \$25 will be assessed for returned checks or electronic payments not paid by the bank for any reason.

NO TUITION REFUNDS

We are a non-profit Christian school. Tuition is used for salaries, teaching supplies, food, and innumerable other expenses incurred during the day-to-day operation of the school, therefore **no refunds** of tuition or deductions for student absences, holidays, vacations, or school cancellations will be made. Extenuating circumstances due to lengthy absences may be considered for tuition reduction upon request and are decided on a case-by-case basis.

WITHDRAWAL

Student withdrawal requires a two weeks' notice given in writing by email or letter. Without written notification of withdrawal the student will remain on the roster and tuition costs will continue to accumulate, including late fees. This written two weeks' notice must also be received in order for any tuition refund to be made if due.

ABSENCES AND TARDINESS

Mountview Christian Preschool is a quality-rated early education and child care facility. We promote academic readiness throughout our preschool program to ensure that children are ready for kindergarten. We use Ohio's Early Learning Content Standards as our academic basis for preschool. In order to maintain this excellence in education and care we have a structured morning that promotes academic readiness. Please keep in mind that we are not a drop-in day-care facility. We appreciate your efforts to make sure that your child is here when class begins.

Students who come to school late have a more difficult time assimilating into the routine of the day. Late arrivals are disruptive to the rest of the class. The student who is tardy is also missing what is being taught. Life-long habits of promptness can be established early in life and reiterate to our children the importance of being on time as well as establishing respect for the teacher and other children who are here on time and ready to learn. Classes begin at 8:30. Students arriving after 8:50 are considered tardy. Students arriving after 10:00 will be counted ½ day absent.

CALL IF YOUR CHILD IS ABSENT

Please considerately call the preschool office at 451-8691 by 8:45 a.m. any day that your child is absent or tardy and leave a message so that your child's teacher may be informed.

DATES OF NON-ATTENDANCE

Dates of vacations or times of planned non-attendance should be submitted to the director as much ahead of time as possible in writing for your child's safety and for our planning purposes.

DROP OFF AND RELEASE

Under no circumstances should a child be dropped off outside of the building or left at the door. Please make sure the teacher responsible for your child knows that the child has arrived or that the child is leaving with an authorized person. **Please complete the sign-in and sign-out sheets daily at drop-off and pick-up.** Children will only be released to a parent or person over 18 whom the parent has authorized in writing. Changes in authorization must be submitted to the teacher or director in advance.

PARENTAL ACCESS

Any custodial parent or guardian of a child enrolled shall be permitted access to the center during hours of operation to contact their child or to evaluate care. A parent who is not the child's residential parent shall be permitted access to the center and afforded the same rights as the residential parent unless there is court documentation limiting access. It is the parent's responsibility to provide that documentation.

WEATHER EMERGENCIES

We will close whenever the Upper Arlington School District closes due to inclement weather or road conditions. If Mountview is closed, the local television stations will be notified. No telephone calls will be made to notify parents of school closings. If there is a school delay and not a school closing in Upper Arlington schools due to weather or road conditions, Mountview Christian Preschool will remain open.

MONTHLY DRILLS

Monthly fire drills are held at Mountview Christian Preschool. Tornado drills are also performed during the months of April, May, June, and July. These drills are monitored by the Upper Arlington Fire Department.

NAP ROOM POLICIES

As required by licensing, full-day children will have a rest/nap time daily. We will furnish a clean cot. Parents are asked to send a crib-sized pillow, crib sheet, and crib-sized blanket for nap in the afternoon. Full-sized items **will not be permitted**. Children may also bring a soft, noise-free toy for nap time. Please label all items with your child's name and send them to school in a bag with handles that is also clearly labeled with your child's name. Please hang this bag on your child's coat hook when you bring it to school at the beginning of the week. It will be used to send the items back to you at the end of the week for laundering and will be found at

that time hanging on your child's coat hook. Blankets, sheets and pillows are kept on the student's cot when not in use at the school during the week.

FOOD ALLERGIES

Due to the increasing number of children who experience allergic reactions to many foods and/or food additives, we have devised procedures to assure the social as well as the nutritional value of snack time. Under the guidance of the Ohio Department of Jobs and Family Services we have made the following provisions for snack time:

1. All parents reporting food or related allergies must secure information from the family doctor or allergist to be given to school staff as to the specific allergies your child has, what reactions the child will exhibit, and what precautions need to be taken in order to protect your child from an allergic reaction.
2. A parent providing a special snack for the classroom should give notification of the snack items to the classroom teachers at the beginning of the week. The teacher will, in turn, post the snack menu for all parents to view.
3. If the special snack provided is inappropriate for your child's condition we will advise you and ask you to provide a substitute snack for your child.
4. All children's allergy information will be maintained with other emergency and health records in the director's office.

PEANUT POLICY

Mountview Christian Preschool is a peanut-friendly facility meaning that children are free to bring peanut-butter or products made with peanuts in their lunches. Parents of children with severe peanut allergies should be aware of this if their child remains for lunch. If requested, students with peanut allergies can be seated away from anyone with peanut-butter during lunch. We cannot guarantee a completely peanut-free environment during snack time though we do avoid serving foods made with peanuts. Parents of children with food allergies are encouraged to check the snack calendar and send alternate food items for snack time to address peanut or any food allergy.

SNACKS

Snacks will be provided by the school mid-morning and mid-afternoon. The snack will include two of the major food groups. Juice is not included as a part of the snack menu. Water is served for the snack drink. The snack menu will be posted monthly. Please make sure that we are aware of any food allergies that your child has so that these foods will not be served to your child. A copy of the monthly menu may be requested in order for you to determine if you need to send an alternate snack for your child due to food allergies.

LUNCH

Students who are scheduled to be here after 11:30 a.m. will need to bring a packed lunch each day in a labeled lunch bag. Please include an ice pack in the lunch bag if food items need to remain cold. We cannot accommodate requests to heat or microwave food. Please send food in a thermos if heated food is desired. Any pre-packaged food items that have been opened during lunch will be thrown away at the end of the meal as per licensing requirements.

According to licensing requirements the packed lunch for full-day students should include 1/3 of the recommended daily dietary allowances as most recently specified by the USDA.

This includes a minimum of:

- one serving of meat or protein (Since we are peanut-friendly, peanut butter will count in this protein food group.)
- two servings of vegetables and/or fruits
- one serving of bread or grains
- one serving of milk (Milk is provided by the school. If your child has milk allergies, please provide an alternate milk-source for your child to be served at lunch.)

The school will furnish milk and must offer servings in any food group that is not appropriately represented in your child's lunch. If your child is full-day **kindly make sure that your child's lunch meets these minimum serving requirements**. Also note that this is a **sippy-cup free** school. Please send drinks in sealed containers and not in sippy-cups as they often leak.

SPECIAL OCCASIONS

We are happy to celebrate your child's birthday as well as any other special event in your child's life as long as you let the teacher know ahead of time so that the change in snack may be posted. We can also celebrate summer birthdays during the school year if requested by the parent. Simple cookies without icing, healthy snacks, and/or birthday napkins are suggested. Please **do not** send full-size cupcakes loaded with icing or made with dark food coloring or sweetened drinks or juice as birthday treats. Please check with the director or teacher to see the number of items needed for your child's class.

PARTY INVITATIONS

Birthday party invitations may only be distributed at school if there is an invitation for every student in your child's class. Please give the invitations to the teacher to distribute. **Parents may not place invitations in the students' cubbies. Items placed in student cubbies may only be placed there by teachers and with prior approval of the director.** You may obtain a parent roster from the director in order to mail invitations if everyone in the class will not be invited.

PARENT ATTENDANCE REQUESTED

Mountview Christian Preschool invites parents and families to attend various events throughout the school year. These are listed on the school calendar and include but are not limited to:

- Fall Open House
- Christmas Program
- Children's Worship Sunday
- Graduation and Promotion Program
- Last Day of School Field Day and Family Potluck

COMMUNICATION BETWEEN PARENTS AND STAFF

Means of communication from the preschool to the parent includes but is not limited to:

- printed information from the director or teacher placed in parent mail folders
- e-mailed reminders or information from the director or the teacher
- monthly parent newsletter delivered via e-mail
- letters delivered via USPS
- phone calls
- daily written reports for the youngest students and anytime as requested by the parent

Appropriate means of communication from the parent to the preschool:

- brief conversations with the teacher at pick-up or drop-off (not lengthy discussions – these need to be scheduled ahead of time with the teacher when she is not in charge of the care of children)
- phone calls
- emails
- written letters
- conferences scheduled with the teacher or director
- forms or written information for the director should be placed in the Director's Mail Box in the preschool play room (payments, however, should be placed in the Payment Lock Box in the preschool play room)

CLOTHING

We do not want clothes or footwear to stand in the way of children having a safe and stimulating experience at Mountview Christian Preschool. We believe in hands-on experiences and although we provide smocks for art activities, children's clothing is not always protected. Please send children to school in washable, sturdy play clothes that can withstand exposure to art materials, outdoor play, and snacks. Please send children to school in clothing that fits and is easy for them to manage by themselves when going to the restroom. Please send them to school in clothing that is appropriate for the season.

Preferred clothing for preschool includes underwear, elastic waist slacks or shorts, T-shirts or sweatshirts, socks and tennis shoes. Girls wearing skirts must wear shorts or long pants beneath to insure modesty as they will be busy climbing, running, sliding, and swinging. Please do not wear hats in school. Tennis shoes or sturdy low-heeled play shoes with socks are required. In hot weather sturdy play sandals that strap-on securely are permitted. This policy is for the safety and protection of the children.

Please **do not** send your child to school in

- overalls, suspenders, or belts
- pants with zippers, snaps, or buttons
- frilly dresses
- long skirts
- dressy or expensive clothing
- revealing clothing, including tops with spaghetti straps, loosely fitting tank tops, midriff-revealing tops, or short-shorts
- sandals that do not strap on securely and/or are not sturdy enough for playground use
- flip flops
- clogs
- crocs
- open-toed shoes
- dress shoes
- backless shoes

- shoes with high or chunky heels
- high-top shoes or hard-to-get-on footwear if a nap-room student
- shoes with wheels in the soles
- shoes or boots with slick soles or hard, pointy toes
- snow boots or rain boots for all-day wear (a change to regular footwear is necessary)

Please send children to school dressed appropriately for the weather. On cold days please dress your child appropriately with a warm coat, mittens or gloves, and a hat. Please send shoes for your child to change into if snow boots or rain boots need to be worn. In the spring and fall, please send jackets and dress your child in layers. We go outside for play whenever the temperature is above 25 degrees and below 95 with no consistent pouring rain, lightning, harsh winds, or ice.

Please label all coats, jackets, snow boots, nap room supplies, lunch boxes, and book bags. We request that you send a change of clothes to school each day in your child's book bag. (Those just accomplishing potty-training should bring two or more changes and may be requested to leave a set in the classroom as well.) Please place the clothes inside a plastic bag marked with your child's name to be kept in his or her book bag and to be used in the event of an accident. This change of clothing should be appropriate for the season and include pants, top, underwear, and socks that fit the child. Please check daily to see if the clean clothes have been used as they may need to be replaced. If we find it necessary to send your child home in clothing that we provide, please launder and return the clothing to us at your earliest convenience. Remember to change the clothing at the beginning of each season and as your child grows into another size. Book bags and coats will be hung on assigned hooks in the preschool play room or outside or inside the classroom.

NO TOYS FROM HOME

We have been very blessed in our numerous material resources (toys, games, puzzles, etc). We have found that when students bring toys, books, or other items from home problems with sharing and loss of items may occur. **We therefore ask that all toys, books, etc. be left at home.** If your child is a full-day student, he/she may bring one favorite nap toy to school, keeping it in the book bag until nap time. Another exception will be when we are having an assigned time of sharing. In this case, you will be notified of the objects to be brought for sharing.

OTHER PROHIBITED ITEMS

As well as toys and books please do not send your child to school with money, chewing gum, electronic games, cell phones, firearms or weapons, including toy guns or toy weapons. Also please note that students are not permitted to give or trade items with other students.

SAFETY AND EMERGENCY POLICIES

1. Any staff member in charge of a child or a group of children shall be responsible for their safety.
2. No child shall ever be left alone or unsupervised.
3. There is immediate access to a telephone in the preschool office, the preschool kitchen and the church office.
4. A monthly fire drill will be held at varying times in accordance with the law. Monthly tornado drills will be held in the spring and early summer.
5. In case of fire emergency, staff will guide all children out the nearest exit to the rear parking area near Shoreham.
6. In case of weather emergency, staff will direct the children to inside hallways.
7. In case of emergency evacuation, staff will guide all children out the nearest exit to the far NW corner of the church parking lot. The secondary location for evacuation is Wellington School on Fishinger Road. The staff will walk with the students to this location if necessary.
8. There is a posted plan for fire and weather emergencies in each classroom and in the preschool playroom.
9. When an accident or injury occurs, the center will complete a written incident report. The report will be given to the parent or caregiver on the day of the incident and a copy placed in the student's file.
10. A child will not be released to a parent or caregiver if that person is deemed by the staff to be under the influence of alcohol or substances.

EMERGENCY TRANSPORTATION OF STUDENTS

The school will not transport children in emergency situations. If a child requires transportation, 911 will be contacted or the parent as directed on the health and enrollment form.

FIELD TRIPS

The pre-kindergarten classes will be taking periodic field trips during the fall and spring. Students of all ages may be invited to a school-wide field trip in the spring. Children will be transported in volunteer parent vehicles. Parents of children attending a field trip are requested to drop off their child's booster seat on the morning of the field trip for use on the trip. Please label the seat with your child's name. All children under 8 years old are required to have a child safety seat or booster according to Ohio law. **Children will**

not be permitted to attend the field trip if they do not have a booster seat. Children arriving on the day of a field trip without booster seats will have to return home as all staff responsible for his/her class will be going on the field trip.

The center will obtain written permission from the parent or guardian before any child participates in a field trip. Any fees charged for field trips must be paid in cash with the correct change before the day of the field trip. We cannot accept checks for field trip fees and we cannot make change. Please enclose the correct fee amount in an envelope with your child's name and field trip name on the front and turn them in to the classroom teacher.

Parent drivers will be needed for field trips. Each parent is permitted to drive three times for field trip activities during the school year and we hope that each family will be able to accompany at least one of the field trips and provide transportation for other members of the class. Siblings are not permitted to accompany the class when a parent is assisting us on a field trip. This is necessary so that the parent can give full attention to the students he/she is supervising. If a parent attends a field trip but brings along siblings, he/she will not be permitted to transport or be responsible for students other than his/her own child.

Please remember that many field trips are outdoors. Please dress your child appropriately for the weather, including sturdy shoes and socks for walking and jackets or coats, hats, and gloves if necessary.

It is very imperative that you pay attention to the departure and return times of each field trip. You will be notified ahead of time if the field trip is expected to begin earlier than 8:30 or last later than 11:30.

If you bring your child to school on the day of a field trip after the class has departed from the building, your child will not be permitted to stay at school as there will not be staff here to take care of them. If he/she is an all-day student, he/she may return to school at 11:30 and stay for the remainder of the day.

FIELD TRIPS ON A DAY OF NON-ATTENDANCE

All students enrolled in a class are invited to go on all field trips, regardless of the usual days of attendance. However, if any student wishes to join his/her class on a field trip on a day that he or she is not normally in attendance, a parent or other adult must accompany that student and remain with him/her during the field trip. They must also provide their own and the student's transportation.

REPORTING CHILD ABUSE

We are mandated reporters. Any staff person who suspects that any child has been abused or neglected is required by law to report the suspicion to the local department of children's services. Investigation and determination are completed by Children's Services.

HEALTH POLICY COMPLIANCE

We must have on file a completed Health and Enrollment form and a Child Medical Statement form from your physician that certifies that your child is healthy and free from any communicable diseases and has current with immunizations. These forms must be on file at the preschool by the first day of student attendance. The Child Medical form is valid for one year from the date of the physical exam. When the expiration date of the physical exam approaches parents will be notified to obtain a new exam and have a new Child Medical Statement completed by a physician. Children without a valid Child Medical Statement completed and signed by a physician cannot attend school until that form has been submitted to the director. **THIS IS A LICENSING REQUIREMENT.**

DO NOT SEND YOUR CHILD TO SCHOOL WITH THESE SYMPTOMS

Please do not send your child to school if he or she is experiencing any of the following symptoms: Fever of 100 degrees F or over, vomiting, severe mucus drainage from the nasal passages, diarrhea, severe coughing, difficult or rapid breathing, yellowing skin or eyes, an unexplainable body rash, evidence of lice, scabies or other parasitic infestations, conjunctivitis or pinkeye, a positive strep culture (throat) or staph culture (impetigo), unusually dark urine and/or gray or white stool, stiff neck with an elevated temperature, sore throat or difficulty swallowing. Children with pinkeye, strep or staph infections must be removed from school and placed on the proper medication and without fever for 24 hours before returning to school.

A parent or designated guardian will be notified to pick up a child who exhibits any of the above symptoms. The child will be isolated from the group until picked up at the director's office. For your reference, a chart of communicable disease symptoms and information is posted in the director's office. If your child has been exposed to a communicable disease at school, notification will be given via a note home. If a child is experiencing minor symptoms of the common cold, but not exhibiting any symptoms as specified above, he/she may attend school. However, if a child does not feel well enough to participate in the school's activities, we ask that he/she remains at home. A child may return to school when he/she has been free of the above mentioned symptoms for 24 hours. Please advise the classroom teacher should your child be on medication. As a rule, we do not give out medications. However, in unusual cases where the child's on-going physical condition requires medication, a parent may complete a "Request for the Administration of Medication by Child Care Personnel" form. Each request will be considered on an individual basis.

Staff is trained in the signs and symptoms of illness and in hand washing and disinfecting procedures. All of our staff have received physical examinations by licensed physicians, and are declared free from any communicable diseases. If a teacher is too ill to be with her class, a substitute teacher will replace her during the period of her illness.

BUILDING SECURITY PROCEDURES

Safety of the children is our utmost concern and we will do everything possible to provide a safe and secure preschool environment at Mountview. We will maintain the following measures:

1. The school door and all other doors of the church will be locked at all hours that the preschool is in session.
2. Admission to the preschool is through the keypad-coded door at the bottom of the preschool ramp in the back of the building. All registered families will be given a code which will be necessary to gain admittance through this door. Admission to the preschool area is only available through this door during regular school hours.
3. The door code will be changed quarterly. Registered families will be notified of the new code, and the date when it will be implemented. It is the responsibility of parents to remember this code and provide it for those who have permission to pick up their child.
4. All other visitors to the building or anyone without a door code must go to the church office entrance opposite the playground gate and ring the buzzer in order to be admitted by church personnel.
5. We will maintain a check-in of all visitors to the school other than staff and immediate school families. All other non-school/church personnel or visitors will check-in with the director or church secretary. Visitors may be asked to wear a visitor's badge.

DISCIPLINE POLICY

At Mountview Christian Preschool the object of discipline will be to guide a child toward self-control and socially acceptable behavior by treating him or her with love, respect, and consistency. Discipline is setting limits and correcting misbehavior. Discipline is encouraging children, guiding them, helping them feel good about themselves, and teaching them how to think for themselves. The following discipline policy applies to all employees on the premises of Mountview Christian Preschool.

1. **Redirection** Move a child to another, more acceptable behavior.
Instead of jumping off the wall where you might get hurt, let's go play with the kids at the sand box so you can be safe.
2. **Consequences** Allow natural, logical consequences for actions to occur, teaching them that they are responsible for their actions.
Because you wrote on the wall, you will help clean it up.
3. **Limited Choices** Give children a chance to feel that they have a choice instead of just telling them what to do. Give them a couple of choices not involving the unwanted behavior.
It is too cold to go without shoes, but you may choose between wearing your red sneakers and your brown boots.
4. **Problem Solving** Allow children to come up with solutions to problems that arise. Have them state what the problem is.
I want to kick the ball in the Large Muscle Room, but my teacher says I can't.

Have them give as many solutions as they can think of.
I could play ball outside. I could just roll the ball on the floor. Maybe I could do a puzzle instead.

Discuss solutions together and have the child choose which solution to try, being sure it is a solution that you can both accept.
I think I'll roll the ball on the floor.
5. **Positive Rules** State rules in positive terms.
Walk up the ladder and slide down the slide. (Instead of Don't walk up the slide).
6. **Time Out** Child who has made an inappropriate behavior choice will be removed from the activity she is participating in and required to sit apart from the group within close sight of the teacher for the same number of minutes that she is old (3 yrs. = 3 minutes). Before this the teacher talks to her about her choice and the consequence of her choice, helping her to understand why that choice is not acceptable and encouraging her to come up with acceptable, alternative choices for her behavior.

DOCUMENTED DISCIPLINE PROCEDURES

Discipline at Mountview Christian Preschool will be handled with kindness, consistency, understanding, and prayer in accordance with the individual needs of each age group and each individual child. At the same time, the child is encouraged to become part of the group. Rules and behavioral expectations will be discussed with the children on a daily basis to make sure that they understand what is acceptable. In the event that the established Discipline Procedures (redirection, consequences, limited choices, problem solving, and positive rules) do not resolve behavior issues and the inappropriate behavior continues, the following Documented Discipline Procedures will be used. **A Behavior Report of the inappropriate behavior and the documented discipline procedure used will be given to the parent and a copy will be placed in the student's file.**

1. **Removed from Activity** A child who has received three verbal warnings, including time outs, for behavior that is disruptive, unsafe, or openly defiant will be removed from the activity until the end of that activity. The teacher will talk to the student about his choice and the consequence of his choice, helping him understand why that choice is not acceptable and encouraging him to come up with acceptable, alternative choices for his behavior.
2. **Severe Disruption** Any child whose behavior causes an unsafe environment, is physically abusive to another student or adult, continually disrupts the education of others, or is openly defiant and has not responded positively to previous discipline measures will be removed from the classroom and taken to the director. The parent or guardian will be notified and may be required to come to the school to take the student home. These extreme situations will be approached with calmness and prayer keeping in mind that the safety and education of all students is our first priority.
3. **Dismissal** Three documented severely disruptive episodes within any 9 week period will require that an individual educational or behavioral plan from a licensed medical or mental health care-giver be provided in order for the student to remain in the program. Until this documentation is available, the student may be suspended from the program. During the time of suspension, full tuition is due in order to hold the student's place in the program. The student will be dismissed from the program if tuition is not maintained. If documentation from a health care professional is not provided within 30 days, the student will be dismissed from the program, unless other arrangements have been made with the director. The director reserves the right to dismiss a student at any time with due cause.

TRANSITIONING INTO THE PROGRAM

Parents and children registering for the programs at Mountview are encouraged to tour the facility prior to the first day of school or the first day of attendance. During this tour the family may have the opportunity to meet the teacher, and the child may be able to spend a few minutes in the classroom. Parents of students enrolling mid-year are welcome to schedule a visitation period that will allow the child to spend a period of time in the classroom prior to the actual first day with the parent in attendance.

TRANSITIONING OUT OF THE PROGRAM

Students exiting the programs of Mountview during the school year and moving into other child care programs may take copies of the records in their files with them per parent request.

Students remaining in the Mountview programs until the end of the current school year will celebrate their move into the next class at the graduation and promotion program that takes place near the end of the school year.

PARENT ORIENTATION

All parents are requested to attend our Parent Orientation Meeting which is held before school begins in August. During this meeting parents will meet the preschool staff, meet the pastors of the church and the Children's Director, and receive or turn in forms and information necessary to begin the first day of school. Also during this meeting they will be given an explanation of what a typical day at Mountview looks like and may be shown a video about Mountview Christian Preschool.

PARENT ROSTER

Any parent can obtain, upon request, a parent roster containing the names, addresses and telephone numbers of the families enrolled in the center of those who have agreed to have their information included. We gladly accept suggestions and ideas regarding our school and encourage open communication between parents and the director and staff.

SCREENINGS

Mountview Christian Preschool administers developmental screenings during the fall of the year or at enrollment in mid-year. These may include vision, hearing, and speech and language screenings as age-appropriate. We also use the Ages and Stages Questionnaire and/or Ages and Stages: SE, which are parent-completed, child-monitoring systems in our evaluation and screening of developmental readiness of our students. This ASQ screening will be administered within sixty days of enrollment. A referral, if necessary, for follow-up services will be made within ninety days to the family physician for further evaluation.

CONFERENCES AND PROGRESS REPORTS

We welcome parents and other visitors to our classrooms at any time. Two parent/teacher conferences are scheduled and listed on the school calendar. Student progress determined by classroom assessments will be reported during the conferences. Our staff will also be happy to schedule conferences with parents at any point during the school year. We encourage you to contact and set up a time to talk with your child's teacher first, then the director if you have any special concerns about your child's experience at school.

Student progress reports give parents information about the curriculum and their student's performance levels. Progress reports indicate if students are meeting, exceeding, or not meeting age-level expectations. These progress reports are given twice per year and handed out during parent-teacher conferences.

SPECIAL CONFERENCES

Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff for these conferences or lengthy conversations. If parents have questions or concerns at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Preschool Director
3. Senior Pastor

Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems before they grow into bigger ones. We fully realize that you trust us with the care of your little ones and we want our relationship to be a good one.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the preschool. We have an Open Door Policy. This means that parents have unlimited access to all areas of the building used for childcare during the hours of operation. Parents may wish to attend fieldtrips or class parties or simply stop in to join the daily fun. Parents are also invited to help with special class projects from time to time. As with field trips, when a parent is assisting us in the classroom, younger siblings are not permitted so that the parent and teacher can give full attention to the class he/she is helping or supervising.

It is the prayer of the Mountview staff that your experience here will significantly impact the lives of you and your family. We regularly lift you up in prayer and pray God's blessing upon you. We also realize that you are our best form of advertisement. If you are pleased with our program and would like to help us grow, please recommend Mountview Christian Preschool to your family and friends!

Ohio Department of Job and Family Services CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:
<http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.