

# PARENT HANDBOOK

**Mt. Olive Christian Preschool  
110 North Whitney Way  
Madison, WI 53705  
238-5656**

Welcome! We are looking forward to having your child in our school this year. We strive to offer a quality education within a loving, caring, and Christian environment. With your input and participation, we will make this year a positive experience for your child. This handbook was written as a guide to explain the policies, procedures, and important information you will need to familiarize yourself with before your child begins school this fall.

You are welcome at any time to call us concerning your child, visit the classroom or offer any suggestions.

Katie Mace  
Director/Teacher

Kathy Germanotta  
Assistant Teacher

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### **PURPOSE**

Mt Olive Christian preschool provides a rich, Christ-centered environment that offers a positive child development program in the areas of spiritual, intellectual, social, physical and emotional learning. The program includes but is not limited by these areas:

Intellectual- Stimulates interest in exploring and learning using the five senses and various activities. Also, sets the groundwork for a positive attitude towards learning.

Social- Increase the child's ability to cooperate, plan and interact with peers and foster a feeling of respect for others and their property.

Physical- Improves gross and fine muscle coordination, develops body awareness and control through indoor and outdoor activities.

Emotional- Reinforces a positive attitude of self-worth, self-confidence and self-discipline.

The learning experiences from these areas will assist each child in developing his/her abilities and the feeling that he/she is a special, worthwhile child.

Mt. Olive Preschool is licensed by the state of Wisconsin. The lead teacher has an elementary education degree. The staff consists of loving and sensitive teachers who are committed to the education of young children.

## PROGRAM AND DAILY SCHEDULE

The program provides an active hands-on curriculum. Activities are available in art, music, literature, science, language experience, dramatic play, math, social science, games, safety, and small and large muscle enrichment activities.

The daily schedule is printed below to give a guide to your child's day. It will vary at times due to children's interests, parties, special events, etc.

9:00 am	<b>Arrival</b> Drop-off at Gym entrance
9:00-9:55 am	<b>Circle Time</b> Opening Prayer, Jesus Time, songs, Calendar Activities, Storytime, Introduction to Theme or Concept for the Day.
9:55-10:20 am	<b>Gym/ (Large Motor)</b> Activities will vary depending upon skill focus, weekly theme. Free choice and/or structured play or games in gym or outside in play area).
10:20-10:25 am	<b>Bathroom Break/Snack</b> Prayers, Socialization, Manners
10:25-11:25am	<b>Learning Centers/Free Choice Play</b> Small manipulatives, dramatic play, sensory table, art, science, pre-literacy and numeracy activities, fine motor skills, blocks, etc.
11:25-11:35 am	<b>Table Work</b> Collaborative activities or teacher led learning.
11:35am-11:45 am	<b>Literacy</b> Read aloud, partner reading, and/or silent reading.
11:45-11:55pm	<b>Music</b> Songs, dancing, instruments, and guest musicians
11:55-12:00	<b>Dismissal</b> Parents will wait in preschool hallway. Students will be dismissed individually.

## 2023-2024 Preschool Calendar

9/5	<i>School Begins</i>
9/5	September Tuition due by this date
10/2	October Tuition due by this date
10/26-10/27	Fall Break- NO SCHOOL
11/1	November Tuition due by this date
11/5	<b>No School (Mount Olive used as a voting location)</b>
11/7-11/9	Parent Teacher Conferences (Before school and Afternoon) *Sign-ups will be posted.
11/21-24	<b>NO SCHOOL Thanksgiving Break</b> (*Note, we won't have school on Wed).
12/1	December Tuition due by this date
12/21	Christmas celebration starting at 11:00 (all students are welcome at 11:00 even if they do not usually attend on Wednesdays.)
12/21-1/3	<b>NO SCHOOL...CHRISTMAS VACATION</b>
1/3	Classes resume from Christmas Break (Note this is a WEDNESDAY)
1/3	January Tuition due by this date
1/15	<b>NO SCHOOL Martin Luther King Jr. Holiday</b>
2/1	February Tuition due by this date
2/19	<b>President's Day-NO SCHOOL</b>
2/20	<b>NO School (Mount Olive used as a voting location)</b>
3/1	March Tuition due by this date
3/25-3/29	<b>NO SCHOOL...Spring Break</b>
4/1	<b>NO SCHOOL...Easter Monday</b>
4/2	<b>No SCHOOL (Mount Olive used as a voting location)</b>
5/1	May Tuition due by this date
5/23	Last day of Regular classes
5/24	<b>End of the year Celebration</b> (Details will be released on location and time)

\*\* Details regarding parties and any special activity days at preschool will be announced. In case of inclement weather, be sure to check your text messages and/or check your email address. Any changes to the calendar will be announced and you will be given details via email, newsletters home, or posted here at preschool outside the classroom.

***In case of severe weather*** Preschool will be closed. The Preschool director reserves the right to cancel preschool due to severe weather if she does not feel the condition is safe for children, parents, and staff to be traveling. This information will be shared via text, email or website. If school does close in these situations, additional days WILL NOT be added onto the calendar.

### **SCHOOL HOURS**

*Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays from 9:00 am until 12:00 pm.*

We ask that you drive up to the gym entrance for drop-off. Drop off time is at 9:00am. A teacher will come directly to your car to help your child exit the vehicle. Children will then proceed to the gym to play with the other present teacher.

At pick-up time, parents will wait in the preschool hallway. Children will be dismissed from the classroom once the parent/authorized person is present. Preschool doors will open at 11:55 to begin dismissing children from class. In case of emergency situations where you may be more than five minutes late, please notify the teacher who can then reassure your child you will be here soon. **A \$25 late fee will be in effect if you are late more than 3 times. An email notification will be sent for each time you are late.**

In the event that you cannot pick up your child, there is a spot on the state enrollment form for parents to list another person(s) who are authorized to pick up your child. If someone besides the authorized person(s) will be picking up your child, a written note must be given to the teacher prior to the pickup.

### **ADMISSION POLICY**

We admit students of any race, color, sex, national and ethnic origin, and creed to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

In compliance with state law, there are to be eighteen or less students per sessions. All students must be three by September 1 and be toilet trained . (Toilet -trained means no diapers or pull-ups. Your child should be able to use the bathroom by him/herself.). Please note that children should be able to use the bathroom by themselves, meaning that children should be able to wipe themselves, get on the toilet independently, and pull up and down their pants.

All paperwork must be on file in the preschool office before your child's first attendance day. The registration fee and form must be completed and on file to guarantee placement into the preschool. Once that process is complete, parents will receive the remaining forms (1. Health History 2. Childcare Enrollment with Emergency Information 3. Physician Form 4. Child Immunization 5. Parent Contract 6. Child Information) sometime in early summer.

### **REGISTRATION AND TUITION**

1. The registration fee is \$100.00 per child per year and is to be included with the enrollment form. This fee is non-refundable and does not apply towards monthly tuition.
2. Tuition is based on the school year and is averaged out to a per-month payment. The rates are as follows...

2 days/week	\$230.00/month
3 days/week	\$300.00/month
4 days/week	\$345.00/month
5 days/week	\$400.00/month
3. Tuition payments are due by the first of every month. Families can also chose to make a payment for an entire semester or year. **A \$25 late fee will be assessed for late payments.**
4. Please make **checks payable to Mount Olive Lutheran Church.** Payment may be placed in the mailbox next to the classroom door or mailed to the preschool. It can also be sent in your child's take-home folder which is checked daily.
5. Children are enrolled for the full school year. In the unusual event that you need to withdraw from the program, a thirty- day written notice should be submitted to the director. We can then try to fill this opening. A withdrawal fee ( a month's tuition) may be applied depending on circumstances and will be decided up by the Board of Education.
6. Refunds will not be made for vacation, snow days, or illness. If unforeseen events come up, exceptions may be made after meeting with the director and a review with the Board of Educators. The compensation would be arranged with the director. Due to full enrollment, we are not able to make up days when your child is absent due to illness or vacation.
7. In the unlikely event that your child is not having a beneficial preschool experience, a conference will be held with the parents and the director to discuss possible alternatives.
8. **A \$25.00 late fee** will be assessed if a parent is late for more than three occurrences. **A \$35.00 late fee** will be assessed if a parent is late twenty (20) minutes or more. If no contact has been made between the parent or authorized emergency contact person and the preschool, and it is thirty (30) minutes past pick-up time, then a phone call to the local police department will be made.

### **CHILD GUIDANCE POLICY**

A goal of child guidance is to lead your child towards self-control. We are all working to make your child a secure, loved, confident and caring person who is learning to respect the rights of others. The following things will be done in the classroom to assist us in helping your child have a positive experience....

- 1) The situation will be explained to the child. Explanation is very important in helping your child to understand how the other person felt, why the behavior is unacceptable, what behaviors are preferred, and why the need for consequences. Some of the consequences that will be used include being removed from the activity, putting the object away for a time and redirecting the unfavorable behavior into a constructive activity.
- 2) We will set consistent limits on the student's conduct, and through words and actions, let the students know that they are in an environment with loving people who care about them.
- 3) We will stress the positive by praising the acceptable behaviors and giving words of encouragement to help build self-confidence and therefore deter undesirable acts. Positive suggestions instead of commands will also be used to help the student make appropriate decisions.
- 4) Teachers will not be allowed to use any form of physical, verbal or emotional punishment [to see the full listing of these prohibited actions refer to the Licensing Rules for Group Child Care Centers DCF 251]. None of these actions may be used even at the parent's request.

### **SAFETY PROCEDURES**

Inspections of the facilities will be made by the director/teacher for health and safety. Unsafe items will be removed, repaired or replaced.

A medical log of accidents and injuries will be kept by the teacher. This entry will be shown to the parent of the injured student to read and initial.

No medication will be given to a student by any member of the preschool staff. An exception to this rule would be medication such as an antihistamine or adrenaline injections, prescribed by a physician, and kept at the Preschool in case it is needed to prevent anaphylactic shock in children with severe allergies.

Fire drills will be conducted monthly. Fire evacuation plans and routes are posted in the classroom. Tornado drills will be conducted in September, October, April, and May.

We do not practice a formal lock-down drill. Instead, we explain to the preschoolers that there are times when a "Quiet Emergency" drill is needed at school.

In the case of a tornado warning or severe weather, the children will be taken to the hallway in the lower level and kept away from the windows until all danger has passed.

Children are constantly supervised in the classroom and large motor areas. There is no running allowed in the preschool room or in the church hallways.

**\*\* Please contact BOTH TEACHERS BY TEXT if your child will be absent from class.** It is a state law that the school must contact the parents of a student who is missing from class without notification. It will save the teachers valuable class time if we don't have to contact you about your child's absence. **Please contact the preschool prior to 8:45am to report an absence.**  
**If you need to reach us during school hours, please text both teachers.**

**Emergency Evacuation:** Lighthouse Church and School (next door)  
5205 Regent Street #233-2559-Church  
#441-9408-School

### **EVALUATION OF STUDENT PROGRESS AND REPORT TO PARENTS**

- A. Your child's progress in school will be discussed with you at conferences in November. A spring conference is available per parent request.
- B. A variety of tools to assess your child's development will be used such as observations, collections of your child's work, learning games, and teacher led assessment.
- C. Email and notes home to parents will also be used to inform you of the curriculum, themes of the week and how you can follow through at home to build upon what we have talked about.
- D. Remember, the teachers are always available for discussion about your child. We are working together for his/her optimum development.

### **HEALTH REQUIREMENTS**

The state requires that a physical examination signed by a physician must be completed for each child. All immunizations must be current. These rules are for the benefit of all the children.

Please keep your child home in the event he/she shows symptoms of an illness such as running nose, cough, fever, vomiting, sore throat, runny eyes or a rash. If your child is not well, please do not send the child to preschool. We hope that this policy will help prevent the spread of illness to others. We are a small facility, if illness spreads to a high number we at rest of closing temporarily. If that is the case, these days will not be made up at the end of the school year.

If a child becomes ill while at school, the child will be removed from the group and the parents will be notified to make arrangements for pick up as soon as possible. If the parent is not available, the emergency contact person will be called. In the event of a serious injury, 911 will be called immediately.

Parents will be notified within 24 hours of any communicable disease that occurs in the classroom.

Because of COVID related issues, our preschool will operate following recommendations from health officials and Dane County Health. With policies changing often, updates may be sent home throughout the year that may include mask wearing requirements, travel policies, quarantine situations, and/or potential closures. These guidelines will be followed for COVID or any other health issues that may arise during the school year.

### **SPECIAL SHARING DAY/BIRTHDAYS**

Special Show and Tell Days or other special events will be announced or published in the weekly newsletter. On days that are not "Show and Tell", we ask that preschoolers not bring toys into the classroom. We do not want to be responsible for lost or broken belongings.

On your child's birthday, you may bring an additional "treat," to share with the class. Please remember that our classroom is a nut-free environment.

### **SNACKS**

**According to State licensing, 100% fruit or vegetable juice is required.** We will have shared snacks at preschool. Families will donate snack items from a list supplied by the preschool. We will ask for donations throughout the year as our supply of snack runs low. Students WILL NOT bring in an individual snack. All students will have the same snack. All items on the list will be peanut and tree nut free. If we have other allergies in the classroom, other modifications to the snack list will be made to make snack safe for all students. To meet licensing requirements, we will send home a monthly snack calendar home that will list what students will have for snack each day of the month. Snack time provides students with a small burst of energy during the day and is an opportunity to work on manners.

### **FIELD TRIPS**

In the event that we plan a preschool field trip, parents will be given written notification stating the date, time, place and details of the trip. We ask that you sign the field trip permission slip in the child packet to allow us the opportunity to take walking trips around our neighborhood.

### **Clothing and Supplies**

Play is your child's work and your child will play and work hard at preschool. Please dress your child comfortably in washable play clothes. We will use smocks for messy art projects, but please consider sending your child in clothing that does not require special laundering. We will be running and playing each day in the gym. Please avoid shoes that are difficult for large motor skills. Also, your child should wear clothing that he/she is able to put back on after using the bathroom independently (avoid difficult buckles, belts, fancy dresses, etc.). PLEASE DO NOT send your child to school in snow boots. We will notify families if we will be outside during winter months.

Please send a tote bag or **full-size** backpack with your child's name on it each day. This will make it easier for your child to bring home projects and notes. A supply list will also be sent home before the start of the school year. Most of the items will be donations that will be shared as a class. One item that will be on the list will be folder that will be used to take home projects and bring any notes or payments back to school. Please have your child bring this folder each day.

### **Classroom Environment**

We use the "Bucket Filler" theme to promote positive behavior. The Have You Filled a Bucket Today? book will be distributed so each family has a copy at home. Our goal is to teach by encouraging positive behaviors. Please note the Preschool Policies for additional behavior situations.

Possibly this is your child's first experience away from home and you. If your child seems upset about you leaving, try to be matter-of-fact in your manner. Tell your child what you will be doing while you are gone, what time you will be back and then wish him/her a happy day!

The teachers feel it is essential to provide a safe, comfortable, and happy environment for your child. We are a Christian centered school, learning and modeling a loving and respectful lifestyle. We look forward to working with your child and watching each child grow and mature while part of our preschool family.