

Snacks

After School Program children are provided a snack in the afternoon.

Rest Time

Preschool children who stay for ASP in the afternoon need to bring the following:

- small blanket or towel
- change of clothes in a ziploc bag
- baby pillow (no regular size pillows)

Vinyl sleep mats are provided.

Cubby space is limited: DO NOT SEND SLEEPING BAGS, LARGE PILLOWS, OR BIG BLANKETS.

Irregular Times

If your child is enrolled in ASP on an irregular basis (morning or afternoon) and specific days are not designated, please call the MSC Office the day your child will attend.

AFTER SCHOOL PROGRAM WILL NOT BE OPEN BEFORE 7:30 A.M. AND WILL CLOSE AT 5:15 P.M (on most school days).

Toys/Play Equipment/Sharp Objects

Parents are requested to cooperate by **not** sending toys/play equipment from home to ASP. **No guns, swords, knives, clippers or other sharp objects that would be inappropriate in a school setting.**



HANDBOOK

The Methodist School Center provides children with an excellent academic education that is well balanced, comprehensive and integrated with religious truth and principles within a nurturing Christ-centered environment.

MSC is an extension of the First Methodist Church of Brooksville and is a ministry to the children of the community.

- Degreed Staff/Elementary & Middle School Levels**
- Low Student/Teacher Ratio plus Assistants**
- Academic Excellence**
- Creative Environment**
- Fine Arts Exposure**
- Computer Basics**
- Christian Atmosphere/Daily Devotional/Chapel**
- State Approved Curriculum**

Classroom sizes and arrangements are subject to change yearly due to enrollment.

We are happy to have you and your child participating in the activities of our school. Please read this handbook carefully as it may answer many of your questions.

The State of Florida requires that all members of child care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. The Methodist School Center is therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

ADMISSION POLICY

PRESCHOOL LEVEL

K3 - Child must be 3 on or before September 1 of the school year to enroll in the 3 year old program. ** All students must be potty-trained and can care for themselves while in the restroom. The staff cannot change students who have potty accidents as we are a school and not a daycare.

K4 - child must be 4 on or before September 1 of the school year to enroll in the K4 program.

**The School Center can make allowances to take children that do not meet the K3 age requirement but this is subject to approval by the administration and done on a trial basis.

Children entering K3 early (if not 3 on or before September 1) will have to repeat the 3 year old program. (NO EXCEPTIONS)

ELEMENTARY LEVEL/MIDDLE SCHOOL

Child must be 5 years of age on or before September 1 of the school year to enroll in Kindergarten. (NO EXCEPTIONS)

For children entering school for the first time, age verification is needed. The birth certificate must be on file in the Office.

Children are admitted in Grade 1 if they are 6 years old on or before September 1 of the school year and have completed Kindergarten.

Each student must be registered each year. This registration fee is non-refundable.

MSC follows state guidelines for school entrance. Students will be expected to follow the course of studies outlined at each grade level.

Screening will be required for transferring students.

The Methodist School Center admits students of any race, color, nationality or ethnic origin for all rights, privileges, programs and activities made available to students.

AFTER SCHOOL PROGRAM

The Methodist School Center provides an after-school program for K3-8th grades. This program is both convenient for the parents and allows students to be in a Christian environment. We hope to provide an atmosphere that is safe and fun. If your child is not in attendance during school hours, they may not attend the ASP program in the afternoon.

Before School Hours

7:30 to 7:55: Preschoolers

7:30 to 7:55: K5 thru 8th Grade

After School Hours

11:30-5:15: K3

1:00-5:15: K4

2:30-5:15: K5 thru 8th Grade

After School Program Rates

After School Program payments are due by the 15th of each month. A statement will be sent at the end of each month, August thru June.

August through May (when school is in session)

- Hourly rates for MSC students - \$4.75 per hour with a cap or maximum of \$395 per month per student.

Before School: If a child enters school any time before 7:55 they will be charged.

Late Charges: After School ends at 5:15 p.m. There is a late charge of \$30.00 per 15 minutes, per child if you arrive after 5:15.

GRADES/REPORT CARDS

Report cards are issued on a 9 week basis.

The grading scale is as follows:

<u>Kindergarten</u>	
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

<u>Grades 1st thru 8th</u>	
90-100	A
80- 89	B
70-79	C
60-69	D
59- 0	F

ENROLLMENT ACCEPTANCE

All parents are reminded that if your child is accepted for enrollment in the Methodist School Center, such acceptance grants no right on continued enrollment during the school term for which acceptance is granted, or for re-enrollment for any succeeding term and the Center reserves the right to terminate enrollment or reject application for re-enrollment when, in its discretion, such action is in the best interest of the Center.

CLOSING FOR EMERGENCIES

The Methodist School Center will not always close when the Hernando County public schools close for emergencies. Notice will be given for closings by Remind, MSC website, email and/or text. Should a severe weather condition occur during the school day, the MSC staff would make every effort to ensure safety. If there is an emergency in which students must be picked up Parents are expected to pickup their children as quickly as possible.

SAFETY DRILLS FOR FIRE AND STORM

The School Center will conduct safety drills to ensure safety in the event of a fire or storm.

CLASSROOM VISITATION/VOLUNTEERS

Anyone entering the classroom must first register at the Reception desk. All visitors and volunteers in the classroom must prearrange with the teacher.

Volunteers must be fingerprinted if they will be unsupervised by staff.

All visitors and volunteers must prearrange their time to be in the classroom with the teacher and/or office.

PRESCHOOL K3 & K4 Curriculum

The MSC Pre-K3 & K4 program is a developmentally appropriate model which enhances learning for the child, opportunities for parental involvement and promotes an excellent foundation for Pre-Kindergarten knowledge and skills. This program implements an "active learning" process which includes interaction with peers and adults. The use of manipulatives allows for high energy motion and a high language basis encourages creativity and individuality. Young children require a lot of attention which our small classes are able to give.

Religious values, character development, moral standards, citizenship and ethics are what the School Center is pleased to be able to continue to incorporate within its program at all levels.

“Hands on” experiences are important at this age and our program allows this to happen through many activities. The following are just a few of those challenging activities:

Chapel - learning of God’s love; Bible study curriculum; daily devotions

Writing center - crayon, paper, tape, pens

Manipulatives - lock blocks, work jobs, puzzles

Music - singing, movement, rhythm

Art - paint, clay, crayons, paper, glue

Science - weather, plants, animals, insects

Drama - role playing, acting out stories, school programs

Physical education - circle games, free play, running, jumping

Math - numbers, sizes, special concepts

Alphabet - recognition of letters/phonetic sounds

Circle time - share time, story time

These concepts are exposed through play in both individual and group activities. Children receive individual time, attention and lots of “hugs” for positive self-image and a “great start” for their future school experience.

ELEMENTARY SCHOOL/MIDDLE SCHOOL Kindergarten thru Grade 8 Curriculum

The Methodist School Center stresses spiritual and ethical growth through individualization so that each child achieves academic success at his/her own level. This in turn provides the child with a positive self-image and a good attitude toward school. Students will be expected to follow the course of studies outlined at each grade level.

The curriculum includes the following:

Spiritual Values/Ethics	Chapel & Bible study curriculum
Language Arts	Reading, comprehension, language expression, spelling, English, creative writing; Accelerated Reader
Math	Saxon Math
Science & Social Studies	Discovery through experiments & unit work
Art/Music/Performance	
Computer Literacy	IPads in all elementary/middle school classrooms
Physical Fitness	
Standardized Tests	MSC administered for 1st - 8th Grades

FINANCES

All tuition is based on a yearly amount. Tuition can be paid "in full," for the entire year, or it can be divided into 10 equal payments. Payments are due by the 15th of the month, August through May.

Monthly payments are due in full even if the student is not in attendance due to family vacations taken during the school year, late entrance (if registered), or illness. If for some reason an emergency should arise and payment cannot be made on time, the office should be notified so arrangements can be made. ***No account will be allowed to go more than 1 month in arrears.***

DO NOT BRING the following to school

Do not bring cell phones to school. If there is an emergency, students can be reached by calling the school office. If a student needs to call home they can also call from the school office.

Do not bring knives, clippers, sharp objects or any other questionable articles in pockets, book bags, etc. that would be inappropriate in a school setting.

Do not bring electronic toys, watches with cell phone, internet or texting capabilities etc.

Do not bring hand sanitizer.

DISCIPLINE

The School Center's policy on discipline is to be "gentle but firm."

Spankings are not administered. Unacceptable behavior, inappropriate language, hitting, kicking, disruption, tantrums, talking back to students or faculty, etc., will not be allowed. Verbal threats from our students will not be tolerated. Inappropriate behavior could result in the following:

- Loss of recess/specials
- Loss of privileges
- Time out
- Parent contact
- Suspension (temporary or permanent)

Disciplinary steps:

1. Student/teacher
2. Student/teacher/parent
3. Student/teacher/parent/director

ACCIDENTS

Staff will complete an accident report for accidents that happen at school. Parents will be notified about an accident other than a minor scrape or bruise. Staff members are certified in CPR and First Aid. We also will call "911" if professional help is needed. Parents would then be immediately contacted.

CONFERENCES

Parent/Teacher conferences are periodically scheduled. However, we want to exchange thoughts and information on your child whenever necessary. You are always welcome to schedule a conference. Parent involvement is vitally important!

TOYS/PLAY EQUIPMENT

Parents are requested to cooperate by allowing children to bring toys from home only as designated by the teacher (i.e. Show and Tell); however, **no guns, swords or knives.** Emphasize to your children the importance of not bringing guns, swords & knives to school.

- Small toys or items are requested.
- Children's books may be shared.
- Label all items sent to school with child's name.

MEDICATION

If your child must receive medication during School/ASP hours, medication must be in the original container which contains the name of the child, name of medication, dosage, and directions. This includes anything in a pill form, ointment, etc., i.e. food supplements, cough drops, sprays, lotions, A medication release form must be signed by the parent or guardian stating dosage and time of dosage. Forms to authorize administration of medicines are in the school office or you may download one from 1stmsc.com

- **All medicines or medical attention will be administered in the School Center Office.**
- **Parents must take all medicine to the School Center Office. Do not put it in lunch boxes, book bags or send it with your child.**

SECURITY

All doors at MSC stay locked.

The main school entrance door will be locked at all times.

To enter - push button, camera will show who is at door.

Office will unlock door electronically or someone will open.

Security cameras have also been installed throughout the school.

Payment can be made online at our website (preferred method) or by check or cash.

TUITION PAYMENT POLICY

MSC operates through tuition, fund-raisers, special gifts and memorials.

Thus, the following policy is adopted in order to assure equal treatment of those responsible for tuition payment and to promote the financial integrity of the MSC.

1. Any outstanding debt over 30 days old jeopardizes services for your student, if prior arrangements have not been made with the MSC for an agreed systematic method of payment.
2. Debt collection may include, but is not limited to:
 - a. A contact to set up a systematic method of payment.
 - b. Termination of services if account is not paid.
 - c. A lien on property.
3. Responsibility for payment of tuition accrues monthly during the school year. Withdrawal of a student terminates tuition accrual only when appropriate written notice is delivered to and accepted by the MSC Director.
4. There is a \$25 fee for a returned check.

Unfortunately, a quality education cannot be equated with a free education. If everyone will do their part promptly, a quality education can be as economical as possible.

We appreciate the vast majority of you that do support our MSC in so many ways to make the entire educational experience very gratifying for our students, families, and staff.

FUND-RAISING

The Methodist School Center makes every effort to keep tuition affordable.

Tuition, however, does not totally cover the operating expenses of the school. Therefore, throughout the school year fund-raisers will be implemented. Your participation in these fund-raising activities is important and appreciated. We are also glad to accept memorials and gifts.

ATTENDANCE/TARDY

Upon entering kindergarten and grades thereafter, **state law requires mandatory attendance**. Children in these classes **must** be in attendance unless ill or have a reasonable excuse. There should not be more than **10 absences per semester**. More than 10 absences could put your child in **academic jeopardy**. Your child must be in attendance for a minimum of 3.5 hours per school day or he/she will be considered absent.

If your child is not in school for some reason, inform the school office as attendance records are kept. Prearrange lengthy absences. These must be made 1 (one) week in advance by contacting your child's teacher.

Your child must complete all work missed when absent. If not completed, your student could receive "0" for the missed work. Students have no more than 2 days per day out to complete make-up work. It is the child/parent responsibility to see that this work is completed. Keep in mind that nothing can replace the actual "classroom time" even though makeup work is completed. Regular attendance is essential. Call the School Office, 796-3496, between 7:30 and 8:00 a.m., if the student will be absent or late.

EMERGENCY ONLINE SCHOOL RULES

If your child must do online school or packets they are required to be online from 8:15 until the end of the school day. It will be the student's responsibility to submit work, tests, and any other assignments due to the teacher. If doing packet work, it is due upon return to school. The 2 day rule doesn't apply for packet work.

.LATE?

7:55 a.m. Unloading Begins

8:00 a.m. School Begins

8:15 a.m. Tardy

- The **school day begins at 7:55 a.m.** for all grades. Your child will be counted tardy if he/she arrives after 8:15 a.m. **If you must pick your child up before school is dismissed, check out through the Receptionist Desk and check them back in when you return.** If you are going to be late picking up your child, call the office.
- After 7 tardies parents will be contacted by administration.

Should your student not be in dress code, **parents will be contacted** to bring appropriate clothing.

LUNCH

The School Center does not provide lunch. Each child should bring a nutritional lunch and a beverage.

Lunch boxes with a **cool pack** and a **hot thermos** are recommended. Please include disposable forks, spoons, napkins and straws.

Do not send heat ups.

Please do not use door dash type services for safety of the school.

Do not bring in "fast food chain" lunches as this causes ill feelings among the children.

SNACKS

K3 and K4 classes are given a morning snack (cookies, crackers, chips, pretzels, etc.). If your child is allergic to any foods, drinks, etc., inform the office. In such cases a proper snack should be sent daily with your child.

CELEBRATIONS (Birthdays and Parties)

Feel free to bring in something to celebrate your child's birthday in the classroom. **Your child's teacher should be contacted prior to the birthday.** Please keep it simple.

If you are sending party invitations to be distributed at school for a home party, **all children in the class must be invited.**

Invitations will **not** be distributed unless all students are invited.

Phone numbers or addresses cannot be given out by MSC.

CURRENT ADDRESS AND PHONE NUMBERS

Please supply a phone number where you can be contacted at anytime or a number for a relative or friend.

- Address (Mailing & Residence)
- Emergency Numbers
- Phone Number
- Email address
- Doctor's Name and Numbers
- Parent's Work Phone Number

DRESS CODE

Uniforms are mandatory. Guidelines are as follows:

- Shirts: Polo style (collared) with MSC logo
Color: **Red, White or Navy**
- Pants: Plain, no design, NO SKINNY JEANS, no sweat pants, NO Jeggings, NO holes in jeans or pants, underwear are not to be showing at waste.
Color: **Khaki, Navy, Blue Denim, Black**
- Shorts, Skorts: Plain, no design, shorts **Minimum length is 5 inch inseam** Skirts, no shorter than **2 inches above knee**. (Shorts must be worn under skirts)
Color: **Khaki, Navy, Blue Denim or Black**
- Leggings: No design, Must be worn with shorts, skorts, or skirt.
Color: **Red, White or Navy**
- Socks: Must be worn below the knee.
Color: **Red, White or Blue**
- Shoes: **Tennis Shoes Only** are required.
NO BOOTS—NO WEDGED SHOES OR HEELS,
- Jackets: Plain - If worn in classrooms, jackets **can not be a pullover.**
Color: **Red, White, Navy or Khaki**
- Hair Style: TRADITIONAL HAIRCUTS
Girls: No unnatural hair colors, no extreme hair styles.
Boys: No unnatural hair colors, no mohawks, no dreads, no long hair.
- No Jewelry: Especially expensive or sentimental items.
Girls: No large earrings
Boys: No earrings

If you bring your child in late, escort your child to the Receptionist Desk to sign-in at which time the teacher will be called to let them know the student is here and will be coming to class. This is a precautionary measure for your child's safety. (i.e. The class may be out of the classroom at another activity).

If Grades can be affected by frequent tardiness.

HEALTH POLICIES

It is a requirement that each child have on file the following:

- Physical (current within last 12 months)
- Immunization record (current)
- TB Screening (part of the physical)
- Scoliosis screening for 6th, 7th & 8th grade
- Birth Certificate

The Methodist School Center is concerned about the welfare of your child's health. Therefore, in order to ensure maximum protection for each child in the group, it is necessary to secure your cooperation in these precautionary rules:

Illness:

- DO NOT send your child to school if he/she is ill.** Keep the child home if he/she has a cough, fever, sore throat, rash, diarrhea, pink eye, lice or any other symptoms of contagious disease. In the case of lice, students must be treated and be free of lice and/or nits (eggs) in order to return to school. The parents will notify the school in case of illness. Any allergy which behaves like a cold should be reported to the school.
- If your child becomes ill at school, you will be contacted. If you cannot be reached, other emergency contact numbers will be used. We will call if your child has a fever, pink eye, rash, vomiting, diarrhea, head lice or any other indications that the child is not well enough to be at school. Parents are requested not to bring a sick child to school and to make sure that the child is symptom free for 24 hours before returning.
- If your child or someone in the home becomes ill with COVID- you must notify the school. Students who are exposed to COVID may need to quarantine at home in accordance with the CDC and/or Health Department guide lines.

D. All children will be expected to go outside during scheduled “outside activities.” If a child is well enough to attend school he/she can go outside with the class. A note from the parent will excuse the child from actual participation. We have no provisions for keeping a child in while the teacher and class are outside.

DROP-OFF/PICK-UP

Students will be assisted at the curb by staff members to ensure safety both to and from school at drop off and pickup times.

We discourage parents parking and walking up to pick up their children as it is quite difficult to handle the situation effectively for safety purposes. Please honor this procedure and observe the correct times.

	<i>Entering Time</i>	<i>Grade Level</i>	<i>Dismissal Time</i>
Preschool:	7:55-8:15 am	K3	11:30 am
	7:55-8:15 am	K4	12:55 pm
Elementary:	7:55-8:15 am	K5, 1st, 2nd, 3rd, 4th, 5th	2:20 pm
Middle School:	7:55-8:15 am	6th, 7th, 8th	2:20 pm

If you are late in picking your child up from school (past 11:45 a.m. for K3, 1:10 p.m. for K4 or 2:45 p.m. for elementary school), your child will be placed in the After School Program and you will be charged the After School Program hourly rate of \$4.95 per hour.

If you know you are going to be late picking up your child, please call the office.

*** Drop off/pickup will be under the portico. Look for the staff who will be there to assist your child. If you are late please take your child to the main door at the school. Please make sure someone is aware they are there.**

DEPARTING WITH DESIGNATED PERSON

Under no circumstances will a child be permitted to leave with anyone not designated by the person enrolling the child. Persons who may be sent occasionally to pick up a child should be introduced to the staff.

Notifications of changes in departure routine must be made in advance. Telephone calls to denote changes will be accepted only if the parent talks to the proper staff personnel. Persons picking up students other than parents will have to show their I. D. This procedure is for your child’s protection.

CHILD CUSTODY

If marital situation is such that only one parent has custody of a child and that only one parent has permission to pick up the child, **the School Center must have documented instructions or court orders.***

Under these circumstances the legal guardian will be given pick up cards to be given to those authorized to pick up the child.

* If the School Center does not have this information on file, we cannot be responsible.

MESSAGES

Parent/Child Communication

Students will not be interrupted during class to speak on the phone.

Parent/Teacher Communication

In order to give the students our full attention, it is not always possible for our staff to speak to parents during school hours. If you need to speak to your child's teacher, call the office and we will have our staff member return your call as soon as they can.

Do not send verbal messages by the child. For preschool children, a note given to the staff in the drop off/pickup line, email, text, remind or a call to the office.

All messages to you will be in writing, email, text, remind or by personal call.

NO CELL PHONES

NO ELECTRONIC TOYS, IPODS, WATCHES with cell phone, internet, or text capability etc. allowed at school. (Unless specified by the teacher)

EMERGANCY/ QUARINTINE ONLINE SCHOOL RULES

If your child is online school. They are required to be online from 8:15 until the end of the school day. Online school will only be for K5-8th grade.

It will be the student's responsibility to submit work, tests, and any other assignments due to the teacher. Parents will be notified of packet pick-ups and work drop offs as needed.

EMERGANCY CLOSURE RULES

If the school must close for an emergency and are evacuated away from the school parents will be notified via remind or text.