

Welcome to Morning Star Preschool



Parent Handbook
2011-2012 School Year

Morning Star Preschool
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Welcome to Morning Star Preschool

We are so happy to have you and your child enrolled as part of our preschool. We look forward to getting to know you better through the year. Morning Star Preschool is a ministry of Morning Star Fellowship. We invite you to worship with us. Our services are held at 9 am and 11am each Sunday morning.

Mission Statement

It is the mission of the Morning Star Preschool to provide a Christ-centered learning and developmental experience for young children together with a quality academic education.

Our Objective

The objective of the Morning Star Preschool is to provide an environment that:

- Is Safe, nurturing and developmentally appropriate for effective learning
- Recognizes and validates the child's strengths and interests
- Is God centered
- Instills Christian character, values and beliefs.
- Promotes educational readiness that emphasizes literary skills as well as social, emotional, physical, cognitive, intellectual and creative ambitions.
- Inspires your child to learn, create and play.

“And Jesus increased in wisdom and stature, and in favor with God and man.” Luke 2:52 KJV

Admission Policy

Morning Star Preschool, a ministry of Morning Star Fellowship, admits any student without regard to race, color, national and/or ethnic origin. Students are entitled to all rights, programs and activities made available to the school.

Arrival Time

Classroom doors will be open no earlier than 8:50 a.m. Please plan your arrival to allow adequate time for your child to be in the classroom ready to promptly begin the class day at 9:00 a.m. This may be a good time to encourage your child to use the restroom.

Children should use the SIDE ENTRANCE located near the playground and enter their respective classroom. Each family will receive a **SECURITY CARD** for entrance into the building. Additional cards may be purchased for \$10 each if you would like another parent/guardian to have one, or you lose your card.

Please wait quietly in the hallway until the teacher opens the door and welcomes your child into the classroom. Quickly, say good-bye and leave promptly. We understand that this initial separation may be difficult and unpleasant for you and your child; however, prolonging this process will only intensify anxiety. If your child experiences excessive crying, we will contact you. Few children cry for more than a few minutes and soon become engaged in classroom activities.

Dismissal Procedures

Please be prompt, sign your name on the designated clipboard, and remain in the hallway until the teacher dismisses the child to you. The children will be dismissed in the order in which their name is signed on the clipboard.

You must notify the teacher in advance through a written note if someone other than the parent or guardian is picking up the child and you must give this person your Security Card to gain entrance to the building. To ensure the child's safety, only the person specified in the written note will be allowed to leave with the child. This person must show a photo I.D.

2010-2012 Calendar

The Morning Star Fellowship Preschool follows the Boyertown Area School District calendar regarding holidays and vacation breaks. The preschool calendar for your specific class will be given by the teacher.

Child's Personal Items to Bring to School

Each child should bring a sturdy book bag to school which will easily accommodate papers and artwork without being folded or bent. Carrying this bag will foster independence and responsibility as your child will be taking and returning items to and from school.

Please keep a complete change of clothing in your child's book bag at all times. Occasionally, accidents occur and your child may need to be changed.

We respectfully request that no toys be brought to school unless otherwise requested by the teacher for a specific learning activity. When choosing an appropriate toy for these special activities please do not send in toy guns, war toys, or any other toys which facilitate or glorify fighting.

Please be sure to clearly label all articles of clothing, book bags, and any other personal items with your child's full name.

Conferences

Conferences will be scheduled two times during a school calendar year (See back of the handbook for specific dates). Prior to a conference, a parent sign-up sheet will be posted on your child's classroom bulletin board. If you desire an additional conference other than the scheduled conferences, please make an appointment with your child's teacher. Conferences serve as a valuable tool in assessing and sharing your child's social/emotional and academic progress throughout the school year. We encourage a positive home-school connection and value your parental input especially during conference times.

Discipline

The teachers endeavor to recognize and validate positive behaviors in each child through an approving smile, kind gestures, and loving and affirming words. The classroom is designed to promote positive Christian values and character building through room arrangement, daily routines and procedures, and clear and consistently defined expectations and boundaries. Removing the child from the situation, discerning his/her needs, and responding appropriately usually diffuses the tension and anxiety. However, if a child continues to demonstrate behavior that is unsuitable for the classroom, a parent will be contacted for a conference.

Dress code

We believe in active hands-on often messy learning. So, please dress your child appropriately in clothing which is washable and comfortable. We will go outdoors as much as possible weather permitting. Try to avoid slippery soled shoes and sandals. We strongly suggest that your child wear sneakers or completely closed shoes each day. As children mature, we encourage independence both at home and at school. Encourage your child to work on fine-motor skills such as zippering, buttoning, or fastening any clothing he/she wears to school.

Emergency evacuation

The MSF Preschool is NOT within a 10 mile radius of Limerick Power Plant. If there is this type of emergency your child will remain at our location until a parent or guardian picks him/her up.

Fire Drills

A practice fire drill will be held once during the fall and spring sessions.

Holidays and Special Occasions

We will be celebrating specific holidays. Information concerning holiday celebrations and other special activities will be posted on your child's classroom bulletin board located in the hallway. We are a Christian preschool which emphasizes God's love and provisions to us during these special holidays.

- During our Thanksgiving celebration we will emphasize God's provision and the harvest.
 - During the Christmas season, we will honor the Lord Jesus Christ's birth.
- God's gift of love and friendship will be celebrated throughout the Valentine's Day unit.
- Jesus' loving sacrifice-His death, burial, and resurrection- and His free gift of eternal life through faith will be emphasized throughout the Easter season.

We respectfully request that you refrain from sending in any secular items related to Halloween, Santa Claus, or the Easter Bunny.

Birthdays may be celebrated at school with cookies, cupcakes, or other treats that you may provide.

Please notify the teacher in advance to allow adequate preparation for the celebration.

Please remember to adhere to the Peanut Free Allergy Zone-no food items containing peanuts or any food products which were processed on machinery containing peanut products.

Illness

Please attach a copy of your child's immunization records with their registration packet. All children are required to have up to date immunizations, upon entering school in September. Their records can be obtained from their pediatrician. Please allow sufficient time for your pediatrician to honor your request. If your child will be absent, please leave a message on the Morning Star Voice Mail at 610-369-1960.

If your child has allergies, please inform the teacher of all conditions and treatments through a written note.

We do not administer any medications.

If your child is ill, please keep him/her home if exhibiting the following:

- Within the first 24 hours of taking an antibiotic.
- Fever or diarrhea- has experienced these symptoms within the previous 24 hrs.
- Upset stomach or vomiting.
- Severe cold symptoms with heavy discolored nasal discharge.
- Constant productive or non-productive cough.
- Fussy, cranky, or is generally out of sorts.
- Overly tired.
- Eyes discharging unusually, or diagnosed eye infection.
- Contagious illness accompanied by sniffles, reddened eyes, sore throat, headache, abdominal pain, fever.

When is it Ok to return after common viruses?

- Chicken Pox- your child may return to school after all blisters have scabbed over.
- Mumps- your child may return to school when all the swelling has sub-sided. Please note, if the swelling has occurred on one side only, the child must wait an additional 24 hours to discern if the other side will swell.
- Lice- a child who has experienced head lice or nits must stay home until the physician has determined that the child is nit free.

*Please notify us immediately if your child is diagnosed with a communicable disease. A child with a diagnosed communicable disease may return to preschool with written confirmation from the attending physician.

School Pictures

A selected photographer will be taking individual and class pictures one time a year. Dates and times will be announced, please refer to parent/teacher communications and postings on your child's class bulletin board.

Security

Your child's security is very important to us. Prior to the start of the school year, each family will be issued and "Security Card." This card will be used to unlock the doors and obtain entrance to the building on your designated days. This card will only work on the days that your child is enrolled in our preschool and only from 8:30am – 1 pm on those days. If your card is lost, there is a \$10 replacement fee.

Snacks

Each morning children will have a snack time. This experience provides an opportunity for children to pray and express their thankfulness for their food and other provisions, and to become familiar with the basic rules of etiquette which will encourage mealtime harmony.

- We request that children bring their own snack each day unless otherwise communicated on the class bulletin board. Nutritious snacks are preferred such as fruit, vegetables, pretzels, crackers, cheese, etc.
- We will be serving natural spring water in the classroom.

We are a Peanut Free Allergy Zone. Please do not send in any snacks containing peanuts or any food products that may have been processed on machinery containing peanuts. This policy is to protect those who have a serious allergy. Peanut allergies are serious because contact comes in various forms i.e. air born allergens and by touch (oils).

Snow Day Policy and Inclement Weather

Inclement weather delays and cancellations will be broadcast on WPAZ Radio (1370 AM) or television broadcasts on Channels 3,6,10, 29, or 69 news. Also, you may access the MSF web page. We follow the Boyertown Area School District closings and delays. You may also access BASD web page. If Boyertown Schools are closed due to inclement weather, we will be closed.

Regarding delays:

- 1 hour delay- we will open at our regular time.
- 2 hour delay- the morning schedule will be from 10:00-12:00. The teacher will be available in the classroom at 9:30 for drop off.

Early dismissals from Boyertown Area School District:

-Morning Star Fellowship Preschool will dismiss at the regular school time.

Make Up Days:

In the event of a Snow Day, we will schedule a “make up day.” Initially we will use scheduled holidays . . . i.e. President’s Day, the Monday after Easter, etc. Once those days are exhausted, the teacher will assign a “make-up day” on another day of the week, when your class is not typically held.

Tuition

A one- time non-refundable Registration Fee of \$50.00 must accompany each application. If you have more than one child registering in any given year, the second Registration Fee will be \$40, third \$30 and so on.

Tuition is based on a full school calendar year and for convenience, the tuition may be made in **ten equal** monthly payments. If payment for the entire year in one payment, a 5% discount is given.

If more than one child in the same family is attending in any given year, a 10% discount is given off the remaining child(ren).

Tuition is due the first of the month, one month in advance. (i.e. payment for September must be received by August 1st). Payments can be made by check, money order or Direct Pay, (via the www.mstar.org web site). Make checks payable to MSF Preschool. Include the child's name and month of tuition on the memo section of the check. The payment can be placed in the MSF Mailbox in the lobby or mailed directly to Morning Star Fellowship.

Payments received after the 15th of the month will incur a \$5.00 late fee. After 2 months of delinquent payments, you may be asked to withdraw your child from enrollment.

Tuition Labels are provided for your convenience. Please note: a fee, equivalent to the bank charge will be assessed for all returned checks. If a check is returned for non-payment, a money order or cash will be required for the next payment.

If a child will be dropping enrollment during the school year, one month notice must be given for tuition refunds.

Volunteers

The teacher will be welcoming volunteer classroom helpers in our classes in October. At that time a Volunteer Sign-Up sheet will be posted on the bulletin board. By waiting, this gives the teacher adequate time to establish a routine with the children and define the teacher as their classroom authority before inviting parents into the classroom.

Volunteers will participate in assisting the children in art projects and other learning activities. Also, volunteers can assist at home with various projects, such as cutting, typing, painting, etc. We look forward to these opportunities as well as your children. Thank you in advance for your time.