

# **Metrolina Christian Academy**

PO Box 1460  
732 Indian Trail-Fairview Road  
Indian Trail, NC 28079  
*www.metrolinachristian.org*

Early Education: (704) 882-2668

Metrolina Christian Academy is a ministry of First  
Baptist Church of Indian Trail

# **Metrolina Christian Academy Early Education Center**

## **Parent Handbook 2011-2012**



**METROLINA**  
**CHRISTIAN ACADEMY**  
ESTABLISHED 1992

## Tuition

Upon acceptance, a non-refundable enrollment/registration fee of \$150 is required. Please consult with the Admissions Coordinator for tuition information. Tuition is due on Monday of each week and payment in full is required. Payment must be made each week the child is enrolled, even if the child does not attend during the week. Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism, closings due to inclement weather, scheduled days closed for holidays, teacher workdays, etc. Please pay by cash or check made payable to MCA EEC. All fees are non-refundable.

If you wish to pay once a month you may do so. If you prefer this option, payment-in-full for the coming month is required on the first business day of the month. A fee of \$10 will be charged to accounts not paid by 6:00pm on Monday.

A late pick-up fee of \$1 per minute late will be charged to your account if your child is not picked up by 6:00 pm.

A fee of \$75 will be charged to your account for annual supplies due January 1st and must be paid by January 31st to avoid a late fee.

EEC students will not be allowed to attend class if fees are more than 2 weeks past due.

A fee of \$25.00 will be charged to your account for returned checks. After two (2) checks have been returned, payment must be made in cash, money order, or cashier's check.

### Toilet Training

We hope that children, from older two year olds on up, will be toilet trained. If they are not, it is not a problem, but children must be potty trained in order to move into a Three Year Old room. We are happy to work with them to achieve this important milestone. We focus on positive reinforcement (e.g., praise and stickers).

We feel there is a window of opportunity that comes at approximately 2 ½ years of age. We try to maximize this opportunity. We will do our best to support your at-home initiatives.

### Toys from Home

To avoid hurt feelings, breakage, or loss of children's treasures, toys are not allowed from home. Children may bring in stuffed animals, books, or other comfort objects for use at nap time only. The older children may also bring in a "special" toy from home on "Show and Tell" day. These toys will be stored in the child's cubby until it is time to use them. At no time are children permitted to bring in toys associated with violence, including toy guns, knives, swords, etc.



### Withdrawals

Parents may withdraw a child from the program at any time by filling out a withdrawal form. A two-week notice is requested. Parents wishing to withdraw their child who fail to provide a two-week notice will be liable for the last week's tuition.

## Outdoor Policy

The NC Child Care Rules .0509(d) require that facilities take all children outdoors every day that “weather conditions permit”. Weather permitting means “almost every day unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollutions, extreme cold, or heat that might cause health problems.” “Weather that poses a significant health risk shall include wind chill at or below 15°F and heat index at or above 96°F, as identified by the National Weather Service.”



The following is our policy:

Our teachers provide all the children with the opportunity to go outdoors daily.

In the winter, we take the children outside if the temperature, including wind chill factor, is above 20°F. When it is between 21-32°F we limit time outdoors to 10-15 minutes maximum. When the temperature is above 32°F we remain outside for the normal allotted time. If the temperature is below 21°F (including wind chill) we do not go outside. In the winter, we carefully bundle up the children with their coats, hat, and mittens or gloves.

In the summer, we take the children outside if the temperature, including heat index, is below 100°F. When the temperature/ heat index is 96 to 100°F or a Code Orange Air Quality, outside time will be limited to fifteen minutes. Also, cold water is provided during outside time.



## Policy on Biting

Biting is a natural development stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of your child is of primary concern to the staff of the center.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No, we don't bite our friends!" We will remain calm and not overreact.
- The bitten child will be comforted and the biter will be removed from the situation and given something to do that is satisfying.
- The wound of the bitten child will be assessed and cleansed with soap and water and ice will be applied. Appropriate forms will be filled out.
- The parents of both children will be notified of the biting incident when the skin has been injured.
- Confidentiality of all children involved will be maintained at all times.

The following steps will be taken if the biting occurs on a regular basis:

- The biter's parents will be notified that their child bit and injured the skin of another child.
- On the second offense, the biter will be removed from the center for the day.
- If the biting behavior continues, parents will be asked to remove the child from the center until the biting behavior has passed.

Sometimes a child who bites will benefit from being in a smaller center or in a home setting. Administration will assist the parents in determining when the child should return.

Every child is unique and special. Subsequently, every biting situation will be handled on an individual basis. Administration and staff will stay in close contact with parents and every effort will be made to guide the child through this developmental stage.

## Mission

At Metrolina Christian Academy Early Education Center (MCA EEC) we are dedicated to providing your child with a developmentally appropriate environment which will create a thirst for learning in the child, introduce him to the God of the creation, shape his moral integrity, encourage a sense of joy, and build upon his natural curiosity and wonder for the world around him.

## Philosophy

We believe each child is fearfully and wonderfully made (Psalm 139:14); therefore, each child begins developing their own unique personality at a very young age. Early experiences at home and in the child care center encourage children to increase their self-awareness as they begin to explore, respond, create, and make choices. We strive to provide a loving, nurturing, and creative environment for children; an environment that allows children to discover their own talents, sense of identity and personality. We provide a physical environment that is safe, clean, healthy, and child friendly.

At MCA EEC, we strive to create an environment that is responsive to their social, emotional, intellectual, physical and spiritual needs; an environment that allows each child the freedom of self-expression. Helping a child to discover and explore the world around him will help him grow mentally. Basics, such as colors, shapes, numbers, and alphabet will be introduced in a way that makes learning fun. We provide developmentally appropriate activities that focus on the process of learning while also allowing the children to enjoy their successful experiences. We encourage not just learning, but the love of learning.

## Arrival & Departure

Children are to be signed in and out each day upon arrival and departure. Please accompany your child to their room, rather than letting them run ahead. Feel free to discuss any information you feel pertinent about your child with his/her teacher each morning. These are our guidelines for arrival and departure:

- ▶ When entering the room, assist your child with washing his hands.
- ▶ If someone other than the parent/guardian picks up a child, please inform the office preferably in writing and make sure they can present a valid ID at pickup.
- ▶ Inform any authorized person picking up your child of the dismissal policies for your child's classroom in the event of a substitute.

## Birthdays

We love birthday celebrations and look forward to sharing this special day with your child. Parents are encouraged to make this day special by providing a "birthday celebration" for your child and

his/her friends. Suggestions for treats include: cookies, cupcakes, fresh fruit, or other such items. Due to health/sanitation regulations, all baked goods must be commercially prepared. For more detailed information on holiday celebrations, please visit the document download page on RenWeb.



## Confidentiality

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Director for immediate investigation and action with the appropriate authorities.

## Emergency Procedures

### Critical Incident Procedures

A school wide Critical Incident Command System has been developed should the need arise. All staff members have procedures for the different levels of evacuation should an incident occur requiring action.

### Lock Down

A lock down is when the entire Metrolina Christian Academy campus is put on alert due to an external or internal emergency or threat to the safety of the campus population. There are two levels of lock down:

#### **A. Level 1 (One) Lock Down**

A Level 1 Lock Down is when an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked and outside activities will cease. Movement between buildings for activities will be allowed but activity on the playground and ball fields will cease.

#### **B. Level 2 (Two) Lock Down**

A Level 2 Lock Down is when an authorized person deems that the campus population is in immediate danger. The entire campus will be locked and outside activity will cease. There will be no movement between buildings and building access will be fully screened.

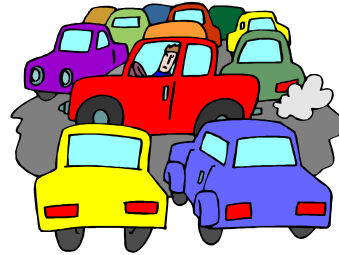
In the event of an actual Lock Down, parents who have activated their Renweb account will receive notification via email as soon as students and staff are safely secured. **Students will not be released from MCA until the "all clear" has been given by appropriate authorities.** Parents are asked not to come to the school office during this time; faculty and staff will be occupied doing all possible to ensure the safety of our students.

## Safety

### Parking

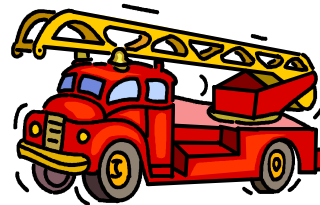
Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.
- Please make sure your child does not run ahead or behind you upon arrival and pick up.
- Upon arrival please turn off your car. We always enjoy talking with you.
- Please drive slowly in our parking lot.
- Please park in the designated parking only.
- Please avoid parking in front of columns from 7:45am-8:15am as this is the Lower School car line.
- Please do not park under the covered driveway.



### Fire Drills

Monthly fire drills are scheduled to familiarize your child and the staff with evacuation procedures.



### Accident Insurance

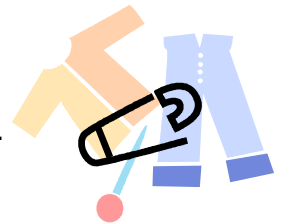
MCA EEC will make every effort to maintain a safe and healthy environment for your child. If an accident requiring medical attention does occur, accident insurance is provided for your child. Forms should be obtained from the Director when needed. Our insurance is a secondary coverage and will pay the balance remaining after your primary personal coverage has paid. If you have no personal insurance, our insurance will then act as primary coverage.

## Clothing & Supplies

Parents of infants are required to provide an adequate supply of diapers and wipes. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, ointments (with permission form to administer signed by parent/guardian), and bottles. All personal items must be labeled. Please bring items in gallon size zip lock bags labeled with name. Do not bring diaper bags.

Parents of toddlers and two year olds must provide an adequate supply of diapers and wipes for any child not yet toilet trained. Parents should also provide two complete changes of clothing and appropriate outdoor wear. In the winter, additional appropriate seasonal clothing is required.

Parents of three and four year olds should provide a change of clothing and appropriate outdoor wear. In the winter, additional seasonable clothing is required.



Please label all of your child's clothing to avoid confusion and dress children in play clothes suitable for the weather. Recognize that when children play, they get dirty. Please provide us with one set of extra clothes in the event a change is required.

Please no jellies, flip flops, slide on shoes, sandals, or heavy cowboy boots. For their protection, kids need rubber soled shoes or sneakers. Remember, they LOVE to run, jump and climb.

## Curriculum

The Center uses The InvestiGator Club Curriculum for three year old and Pre-K students. It is a culturally rich, fully integrated curriculum that focuses on ten critical domains of learning, including literacy, math, science, social studies, oral language, and creative arts. Children are taught basic readiness skills, such as the alphabet, numbers, shapes, and colors, and they are also encouraged to experiment, build structures, appreciate fine art, sing, dance, and engage in dramatic play.

The program uses engaging stories, charming characters, and children's own curiosity to motivate them to think, solve problems, communicate, and investigate their world. The curriculum focuses on social and emotional needs as well as physical abilities for young children. Great care is taken to ensure that adaptations and suggestions are offered to accommodate a multitude of special needs. The teaching approach emphasizes interactive learning and invites the entire family to get involved.



**The InvestiGator Club**  
the place for curious young learners™

## Hours of Operation

The Center is open year round, Monday – Friday  
7:00am – 6:00pm.



## Holiday Closings

The Center is closed on the following holidays:

- \* New Year's Day
- \* MLK, Jr. Day
- \* Good Friday and Easter Monday
- \* Memorial Day
- \* Independence Day
- \* 3rd Monday in August -  
(Teacher Workday)
- \* Labor Day
- \* Thanksgiving Day
- \* Friday after Thanksgiving
- \* Christmas Eve
- \* Christmas Day
- \* As well, there are two conference days during the year for Three Year Old and Pre-k children, in which care is not provided for them on these days.

## Parent Participation

MCA EEC has an open door policy. We are committed to working with families. We strongly encourage them to participate in every aspect of their child's program. Parents are welcome to visit the Center any time. Our main focus is your child.

You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate.

Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and therefore encouraged.



## RenWeb

MCA utilizes parent information software entitled Renweb. Parents may access calendars, menus, newsletters, and other pertinent information from this software. Information is updated on a weekly basis. Parents are assigned a secure code at the beginning of the school year that enables them to access the above information. This software is a tool to better serve our families. As well, Renweb provides parents with information about school closings and student activities.

## Curriculum

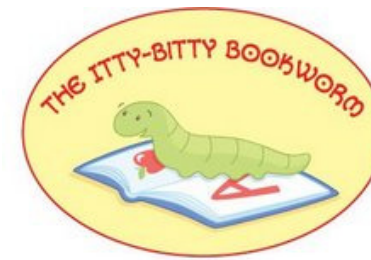
The Center uses the Itty-Bitty Bookworm curriculum for the toddler and two year old students. It emphasizes that childhood is a journey and most kids just need a little guidance to really come into their own.

This program is designed on the following principles:

- Children who are read to have an advantage in school.
- Children who learn to read early tend to be those who have books and have been taught to value them.
- Shared reading, offering children a variety of print materials, and positive attitudes toward literacy promotes early literacy skills.
- Books activate prior knowledge making learning new information easier.

Each month of curriculum will focus on 2 different storybooks and there will be activities that coordinate with the themes of the books.

Each month your child will be exposed to comprehensive, stimulating, age-appropriate material and activities, as well as a lot of children's literature. This exposure to literature will help your child develop a life long love of reading.



### **Inclement Weather**

Due to inclement weather, it may be necessary for MCA EEC to open late, close early, or close for the entire day. We will make every effort to open the Center; however, safety of our staff, children, and families is of utmost concern. Announcements will be made on local radio and TV stations, as well as the school voicemail, Renweb, and the website.



### **Discipline**

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. Children are encouraged to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build self-esteem and avoid any shaming practices. As such, we accomplish order and thus discipline through close supervision, gentle guidance, and redirection. When all else fails, we will utilize a brief timeout. This practice is rarely employed and never overused. We do not condone or employ corporal punishment as a means of discipline.

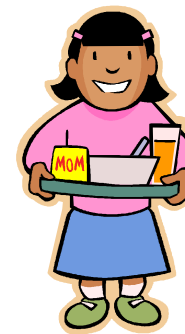
### **Medical Reports & Immunizations**

A completed MCA authorized medical report and a current immunization report is required prior to your child's start date. Please provide the center with a copy each time your child receives a new immunization for their files.



### **Meals**

MCA EEC serves one (1) meal per day (lunch) and two (2) healthy snacks (morning and afternoon.) Meals and snacks are prepared in compliance with governing federal and state guidelines to assure nutritional value. A monthly menu is posted for inspection and comment. We recognize that mornings can be very hectic for busy parents and for this reason morning snack consists of breakfast type foods. Morning "breakfast" snack will be served around 8:00am each morning, but not after 8:30am. We ask that no food be brought in from home unless your child is allergic to what is being served that day.



**Bottles**—All bottles must be prepared at home and labeled with child's name and the date.

**Sippy Cups**—Once your child transitions to sippy cups, due to Environmental Health regulations, we will provide cups.

## Medication Policies

We will NOT administer medication (prescribed or over-the-counter.) The only exception will be pre-measured prescription medication such as medication for a breathing apparatus, prescription medication for a life threatening allergy or insulin.

The above prescription medication must be in the original container and labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and physician's name and license number. Parents must complete an MCA medication form.

Topical ointments may be applied as needed for protection against the sun or diaper rash under written parental instructions. Topical ointments should be given to your child's teacher and never left in cubbies. All topical ointments will be kept beyond the reach of children at all times. Parents must sign an MCA medication form.



## Medical Emergency

In the event of a medical emergency or accident requiring urgent medical attention, we shall contact the parents first. If we cannot locate parents or designated adult, we will call the child's physician. If he/she cannot be reached, we will call for emergency medical assistance.

## Grievance

Occasionally there may be questions, problems, or grievances that arise. It is our policy to follow the Matthew 18:15-17 principle. The teachers and administration of MCA EEC want to help you resolve any issue that may arise. Please follow the guidelines below:

1. Bring any and all questions and criticisms to the **person most directly involved**. If there are questions or concerns about a specific classroom action or procedure, contact the appropriate **teacher**.
2. If a satisfactory conclusion is not reached, contact the Coordinators.
3. If the matter is not resolved, request a meeting with the Director.

The guidelines and policies of the EEC have been established to insure a peaceful, God honoring Christian school environment for students, faculty, and families. The faculty and administration of MCA EEC are intent in helping you resolve any concern you may have.

However, we must have your assistance in accomplishing this goal. The problem will go unresolved if the parent voices their complaint to individuals other than the appropriate teacher or administration. Actions such as these do not follow the above stated scriptural principles and could potentially cause harm to relationships and one's personal testimony. These actions may result in dismissal from MCA EEC. Our goal is to honor God in all we do, including honoring one another in word and in deed. Your cooperation is paramount to the success of the ministry of MCA.

Matthew 18  
Matthew 18

## Illness Policy

We are a Wellness Center. A child who is not well does not benefit from our program and can adversely affect the health of our other children and staff. If you have any doubts about your child's health, please keep your child home and contact your family doctor. Due to the fact that we are a private center, the Center reserves the right to mandate an additional period of recuperation or recovery if deemed necessary.

Because of our concern for the health of your child and all other children in the center, the following guidelines have been created. We appreciate your cooperation in complying with them. Children who become ill during the day will need to be sent home. In all



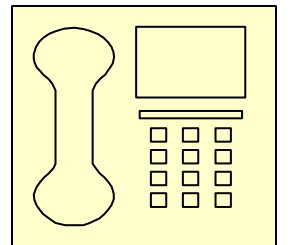
Center as early as possible.

cases, the Center reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the Director to make that determination based on his/her best judgment. Re-admittance is at the discretion of the Director. When a child is absent due to illness, the parent is asked to notify the

## Parent Pick-up

If any of the symptoms found in the preceding list are observed in your child during the day, you will be called to come pick up your child immediately. In the best interest of all the children, we also reserve the right to call you if we feel your child is not feeling well, (exhibiting unusual behavior; excessively irritable or tired, etc.) and ask that you have them checked by your pediatrician.

- ▶ A temperature of 101°
- ▶ Vomiting
- ▶ Three Diarrheas
- ▶ Rash– Must be diagnosed as not contagious to return to school



## Illness "24 Hour Rule"

Children must be symptom free for 24 hours. This 24 hours is NOT from the time the child was picked up from the Center, but 24 hours symptom free from the following:

- ▶ A temperature of 101°
- ▶ Vomiting
- ▶ Diarrhea