

Metrolina Christian Academy

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

Early Education: (704) 882-2668
Kindergarten-12th: (704) 882-3375
Fax: (704) 882-0631

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

Metrolina Christian Academy **Early Education Center** **Parent Handbook 2009-2010**



METROLINA
CHRISTIAN ACADEMY
ESTABLISHED 1992

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 129:14); 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. 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:

Val 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 your child up, 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, ice cream, fresh fruit, or other such items. Due to health/sanitation regulations, all baked goods must be commercially prepared.



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.

Withdrawals

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

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.



Tuition

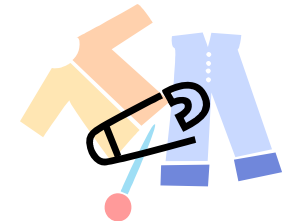
Upon acceptance, a non-refundable enrollment/registration fee is required. Please consult with the Admissions Coordinator for tuition information. Tuition is due on Monday of each week. Payment in full is required. Please pay by cash or check made payable to MCA EEC.

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.

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 summer, additional appropriate seasonal clothing is required.



Parents of preschoolers (three (3) and four (4) year olds) should provide a change of clothing, and appropriate outdoor clothing. In the summer, 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. 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™

Fire Drills

Monthly fire drills are scheduled to familiarize your child and 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.

Toilet Training

We hope that children, from older two (2) year olds on up, will be toilet trained. If they are not, it is not a problem. 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.

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.

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.



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 individual 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.

Emergency Closings

Due to inclement weather, it may be necessary for MCA EEC to open late or close early. 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 school voicemail and website.



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 fol-

low 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 peaceable, 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.

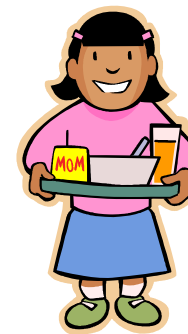
Medical Reports & Immunizations

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 8:00 each morning, but not after 8:30. We ask 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, labeled with child's name and 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.

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
- Good Friday
- Memorial Day
- July 4
- 3rd Monday in August (Teacher Workday)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

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.

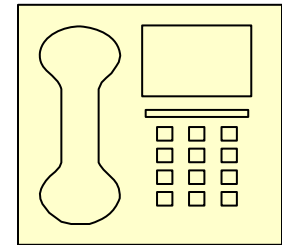


Children who become ill during the day will need to be sent home. In all cases, the Center reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the Director to make that determination based on his/her best judgment. Re-admittance is at the discretion of the Director. When a child is absent due to illness, the parent is asked to notify the Center as early as possible.

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



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