



1200 Waggoner Road, Reynoldsburg, Ohio 43068

614-864-3506

[www.messiahchristianschool.org](http://www.messiahchristianschool.org)

# Family Handbook

## Welcome to Messiah Christian School

Messiah Christian School (MCS) is a ministry of Messiah Lutheran Church (MLC), a member of the Evangelical Lutheran Education Association (ELEA) and licensed by the State of Ohio Department of Job and Family Services (ODJFS).

### Mission Statement

To provide, with God's grace, a comfortable, safe Christian environment where all children are honored and encouraged to explore, grow, learn and experience God's love.

### Vision Statement

To provide our community with a continually improving Christian program that honors and accepts all children and lovingly develops their spiritual, social, emotional, physical and cognitive growth using quality teaching methods and a variety of teaching strategies while enthusiastically laying the foundation for a lifelong appreciation of education and knowledge.

### Values

Those associated with Messiah Christian School will respect themselves as children of God, created in God's image, and worthy of God's love so they may treat others in the same manner.

Revised 7/19

# Ohio Department of Job and Family Services

The school is licensed to operate legally by the Ohio Department of Job and Family Services. We are inspected at least annually and the license is posted on the license board outside of the school office.

The laws and rules governing child day care and schools are available in the office for review upon request. MCS posts its compliance and inspection reports from the Ohio Department of Health and the Truro Township Fire Department on the board next to the school office.

A toll-free telephone number is listed on the school's license and may be used to report a suspected violation of the licensing law or administrative rules.

The Director and each employee of the school facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. The telephone number for this agency is 1-855-642-4453.

Any parent or guardian of a child enrolled at MCS shall be permitted unlimited access to the school during all hours of operation for the purpose of contacting their children, evaluating the care provided by the school or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Director or Administrative Assistant of their presence.

The Director's hours of availability and the child/staff ratios are posted on the bulletin boards outside of the school office.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for MCS to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

## **Enrollment**

MCS opens enrollment for current school and Messiah Lutheran Church families on the first school day of February. Open enrollment begins on the first school day of March. Enrollment packages must be completed and returned to the school along with payment of the non-refundable registration fee and book fee (kindergarten only). Once this information is received and reviewed by MCS a student will be considered enrolled at the school. MCS fills their classes on a first come first served basis and reserves the right to eliminate or add classes based upon enrollment and or remove a child from a class roster if all financial and registration requirements are not met.

## **School Hours**

MCS operates Monday thru Friday on school days. Classes begin the Tuesday and Wednesday after Labor Day and end the Wednesday before Memorial Day. MCS follows a school calendar which is available to families on our website and posted at the school on the office and classroom bulletin boards.

Morning Session: 9:00-11:30 a.m.  
Afternoon Session: 12:30-3:00 p.m.  
Full day Session: 9:00 a.m.-3:00 p.m.

Extended Care is available to our registered families on the days and times their children attend our school. The children experience supervised guided play during extended care sessions.

Extended Care hours are:  
Morning Session: 7:00-9:00 a.m.  
Afternoon Session: 3:00 -5:30 p.m.

Any child not picked up from their classroom at 3:00 p.m will be escorted to extended care and the appropriate charge will be made to the family's account.

## School Fees

MCS fees are reviewed annually and communicated to our families. Current fees are shown below.

Three Half days (3's): \$175.00/month

Five Half Days (4's & 5's):\$215.00/month

Five Full Days (4's & 5's): \$395.00/month

Kindergarten (5's & 6's): \$465.00/month

Extended Care (all ages): \$9.50 per session per child per day

Non-refundable Registration Fee-All Classes: \$100.00

Kindergarten Book Fee: \$125.00

**Late Pick-up Fees: Families will be charged \$1.00 per minute for late classroom and extended care pick-up.**

Messiah Lutheran Church members receive a 5% discount off tuition rates only and families with multiple children will receive a 10% sibling discount off tuition rates only for the youngest child.

### **Fee Payments:**

Tuition and extended care fees are paid monthly on the first business day of the month September through May (tuition) and June (extended care) through the school's tuition management company, FACTS. There is an annual fee of \$45.00 payable to FACTS for this service. Payments may also be made in full for the year in which case they can be made directly to the school no later than August 1 by cash, check or money order.

### **Late Payment Fee:**

A \$10.00 late fee will be assessed for payments made 5 days beyond their due date.

### **Returned Check Fee:**

A fee of \$25 will be charged for any checks returned for insufficient funds. FACTS customers will also be charged \$30 by FACTS if funds are not available when a payment is drawn.

### **Delinquent Payments:**

Delinquent payment without satisfactory arrangements with the Director will be basis for dismissal from the school.

Families must be current with their tuition payments to participate in the extended care program.

## **Cancellation Policy**

MCS fees are based on an annual budget and charged on a monthly basis September through June. If school is closed due to bad weather, no heat, no water, other reasons that present an unsafe environment for the students and staff, school vacation days or family initiated absences or vacations there will be no refunds of fees of any kind.

## **Withdrawing a Student**

In the event a child is being withdrawn, the parent or guardian must communicate this withdrawal to the Director by letter, email, phone or direct advice. A 30 day advance notice must be given to the Director before withdrawing a student if any type of tuition reimbursement is to be considered. All extended care fees must be paid in full. The registration fee and book fee if applicable are non-refundable.

## **Classroom Ratios**

Three year old Classroom 12 students: 2 teachers

Pre-K (4/5 year olds) Classrooms 14 students: 2 teachers

Kindergarten (5/6 year olds) Classroom 16-18 students: 1 certified kindergarten teacher

Extended Care: 12-24 students: 1-2 teachers

## **Classroom Schedules**

MCS offers a variety of classes. Each classroom has a schedule listed on the bulletin board outside their classroom and posted on their website classroom page. A sample schedule is listed below:

9:00 – 9:20	Welcome, Morning Meeting and Calendar
9:20 – 9:55	Learning Centers and Small Group Instruction
9:55-10:00	Clean-up
10:00 – 10:20	Bible or Math or Science
10:20 – 10:40	Language and Literacy
10:40 – 10:55	Large Muscle
10:55-11:15	Restroom/Hand Wash and Snack
11:15 – 11:25	Songs and Review of the Day
11:25-11:30	Closing Meeting

# School Closings

MCS follows Reynoldsburg City Schools when making the decision to close due to inclement weather. MCS will contact the major TV stations with closing information, a message will be posted on our website and emails will be sent to those families who have provided email information to the school.

If the school is delayed 1 hour, the morning only classes will NOT meet. Our fulltime classes and kindergarten will begin at 10:00 a.m. and afternoon classes will begin as scheduled. Extended care will be available starting at 8:00 a.m.

If the school is on a 2 hour delay, morning only classes will NOT meet. Our fulltime classes and kindergarten will begin at 11:00 a.m. and afternoon classes will begin as scheduled. Extended care will be available starting at 9:00 a.m.

If school closes early during the day, the TV stations will be notified and parents and or emergency contacts will be called by the teachers or the office to advise them of the early dismissal. In such an instance, extended care will NOT be available and families will be expected to make arrangements for the pick-up of their child shortly after the call is received. Information pertaining to early closures will also be posted on the school's website.

The major TV stations have websites to register a phone number to receive text notification of school delays and closings.

The websites are as follows: [www.10TV.com](http://www.10TV.com)

[www.NBC4i.com](http://www.NBC4i.com)

[www.abc6onyourside.com](http://www.abc6onyourside.com)

## Emergencies / Serious Illness or Injury

MCS has a written plan to cover medical, dental and general emergencies which is clearly posted in all classrooms and the school office and reviewed regularly with all school teachers and staff. Families are notified as soon as possible of any emergencies or serious illness or injury using the contact information provided on ODJFS form 1234 which is completed by the family at the time registration. Families are expected to come to the school, hospital or other designated location immediately once contacted by the school of an emergency, serious illness or injury. First aid supplies and person/persons trained in first aid and CPR courses approved by the state are available at all times the school is in operation. When an emergency or serious illness or injury occurs MCS shall report this incident on ODJFS form 1299 "Incident/Injury Report". The report shall be given to the family on the day of the incident. Copies of the report shall be retained on file at the school for at least one year and shall be available for review.

**All families of children who attend MCS must grant consent for the transportation of their child by emergency vehicle to a source of emergency treatment in the event of an emergency or serious illness or injury.** This consent is given on ODJFS form 1234 at the time of registration.

In the case of an emergency where it would be necessary to move the children from the building, they will be escorted through the adjacent church property and taken to St. Pius X Catholic School located at 1061 South Waggoner Rd. Families will be contacted and asked to pick-up their child at this location.

Please note minor incidents or illnesses which occur at school and do not require emergency procedures will be communicated to families using verbal communication and or ODJFS form 1299 "Incident/Injury Report".

## **Management of Illness and or Communicable Disease**

If a child shows any sign of illness they should be kept at home until they are symptom free for a minimum of 24 hours. If a child becomes ill while they are at school, they will be isolated from the other children and made comfortable in the school office. Family members and or emergency contacts provided to MCS on ODJFS form 1234 will be contacted and it is **expected the child will be picked up within 30 minutes of our call.** The child will be sent home with an illness report and may return to school when he or she is feeling better and no longer exhibits any signs of illness for a 24 hour period.

**A child is considered to be sick when demonstrating any of the following symptoms:**

Temperature of 101 degrees when in combination with any other sign or symptom of an illness.

Diarrhea; three or more abnormally, unexpectedly or unexplained loose stools within a 24 hour period.

Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

Difficult or rapid breathing.

Yellowish skin or eyes.

Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

Untreated infected skin patches, unusual spot or rashes.

Unusually dark urine and or gray or white stools.

Stiff neck with elevated temperature.

Evidence of untreated lice, scabies or other parasitic infestations.

Sore throat or difficulty in swallowing.

Vomiting more than one time or when accompanied by any other sign or symptom of illness.

MCS will follow the Ohio Department of Jobs and Family Service Communicable Disease Chart for management of a suspected communicable disease. The chart is located in the school office for reference by any family member. Strep throat, measles, chicken pox, influenza or any other **communicable disease must be reported to the school** at once. Families will be advised of any communicable disease reported in their child's classroom immediately by a notice posted on the classroom bulletin board. Children may attend school after exposure to a communicable disease but should be observed closely during the incubation period.

When caring for a sick child MCS will:

Isolate the sick child away from other children, but within sight or hearing at all times.

Provide the sick child with a cot and make them as comfortable as possible.

Notify the child's family and or emergency contact if the condition worsens.

Launder and or sanitize all items used by the sick child.

## **Administration of Emergency Medication**

**MCS will only administer emergency medications to children with existing medical conditions confirmed by their physician.** No child who attends MCS may carry medications of any kind (prescription or non-prescription) on their personal body or keep them with their personal belongings. Families of children with existing medical conditions are required to complete ODJFS forms 1217 (Request for Administration of Medication) and 1236 (Child Medical Care Plan) prior to the first day of school. Both forms will be provided to the family at the time of registration. Medications (non-expired) in their original packaging must also be provided to the school prior to the first day. A training session by a family member is also required and must be set up prior to the first day of school. Please note the application of sunscreen by a MCS staff member will be permitted upon completion of ODJFS form 1217 by a family member. All emergency medications furnished to MCS will be stored in the school office. Sunscreens will be kept in school classrooms out of reach of children.

## **Medical Statement/Immunizations**

All children who attend MCS must have a medical statement on file within 30 days of the child's first day of attendance. This medical statement is completed on ODJFS form 1305 which is provided by the school at the time of registration. The form is completed by a licensed physician, PA, APRN or CNP and is valid for a period of 13 months from the child's medical examination date after which it will require an update. The medical statement will also contain a record of the



immunizations that the child has received specifying the month, day and year of each immunization. This record may be attached to the medical statement.

**Children who attend MCS must be immunized unless the medical persons mentioned above state that an immunization is medically contraindicated for the child, not medically appropriate for the child's age or the child's parent or guardian has declined immunizations for reason of conscience, including religious convictions.**

## Security/Safety

Many precautions are taken to keep your child safe while they attend Messiah Christian School. **All doors to the building will be locked on school days.** A member of the school staff will be present in the welcome center on school days at 8:45 a.m., 11:20 a.m., 12:20 p.m. and 2:45 p.m. to briefly unlock the portico doors and greet school families. Those who desire entry to the building at times other than those listed may use the intercom system located on the front portico doors. A volunteer will be at the welcome desk located just inside the main portico doors during the hours of 9:00 a.m. to 3:00 p.m. on school days. There is a surveillance camera located at the front portico doors which is monitored by the church office during school hours. Families dropping off and picking up children from our extended care program will be given an access code to be used on a secured door located on the far side of the building. The perimeter of the building is monitored daily by a full-time custodian.

**All MCS students and children must be accompanied by an adult age 18 or older when inside our school building and in the areas surrounding our building.** An adult must remain with a MCS student until they are greeted and acknowledged by a MCS teacher or staff member. It is important for students to arrive for class in a timely manner to ensure they receive the benefits of the entire class period and to promote respect for other students and our teachers. Escorting a child inside MCS provides an opportunity to meet other families, view classroom masterpieces and promotes respect for the school and a love of education.

**MCS will only release a child to an adult age 18 or older who is named on our Student Information Sheet which is completed at the time of registration.** Parents and or guardians may revise this list by stopping by the school office, emailing or calling the school. The new individual added to the list or any individual on the list picking up for the first time must be prepared to present identification to the school office upon arrival at the school and will then be escorted to the child's pick-up location.

A MCS teacher or staff member in charge of a child or a group of children shall be responsible for their safety. No child in a preschool or Pre-K class shall ever be left alone or unsupervised. The kindergarten students are permitted to go down the halls unaccompanied to use the restroom or perform an errand. Kindergarten

groups of no more than 6 students may also be unaccompanied for brief periods provided they are checked on every 5 minutes by their teacher.

Telephones are located in the school office and hallway. Fire, emergency and weather alert plans are posted in all classrooms and those places throughout the building that MCS students may inhabit.

Weather emergency drills are conducted once a month during the months of March, April, May and September. Monthly fire drills are conducted during the school year from September through May. Lock down and emergency evacuation drills are performed on a quarterly basis. All drills are required by ODJFS.

Children at MCS do not participate in swimming activities and do not take field trips of any kind. The use of spray aerosols shall be prohibited when children are in attendance at the school.

The Director and all staff members of MCS are required by the state to immediately notify the local public Children's Service Agency when they suspect a child is being abused or neglected.

All MCS staff members and teachers must consent to a BCI/FBI background check and are required to be trained and certified in the areas of First Aid, CPR, Communicable Disease Recognition and Child Abuse Recognition as a condition of employment.

## **Discipline**

Discipline is a learning process and it is the goal of Messiah Christian School to encourage appropriate behavior in our children. Those associated with Messiah Christian School will honor all children and interact with them in a kind, understanding and consistent way. We will encourage each child to manage their own behavior, cooperate with others, respect teachers and solve problems as a member of our school and classroom communities. Our goal is to have each child grow in his/her relationship with others, and to learn self-discipline and expression using Jesus as the example. The teachers and staff at MCS will set clear limits and expectations for all children while modeling desired behaviors. Our classroom communities will feature agreements which are created in a collaborative manner and accepted by all. Positive behaviors will be encouraged and reinforced by all MCS teachers and staff members. If a child is challenged by a behavior, we will talk about it at a very personal level with them, use redirection and remind them of the classroom and school agreements which encourage positive choices. The child will be given many opportunities to succeed when challenged by a behavior. If the challenging behavior continues, the Director may intervene, and a notice will be sent home, so we can work together with the child's family to encourage success and accomplishment. In this instance, a conference may be requested by any concerned party.

In extreme situations a child may be held in a protective hug for a short period of time to ensure their safety and the safety of other children.

All techniques or practices used to encourage positive behavior at MCS will be developmentally appropriate, consistent and shall take place at the time the behavior challenge occurs.

At no time shall any of the following prohibited discipline techniques be used by any members of the MCS staff as outlined by the Ohio Department of Jobs and Family Services.

1. Abuse, endanger or neglect of children.
2. There shall be no cruel, harsh or unusual punishments such as, but not limited to, punching, pinching, shaking or biting.
3. No corporal punishment of any kind.
4. No discipline technique shall be delegated to any other child.
5. No physical restraints shall be used to confine a child.
6. No child shall be placed in a locked room or confined in an enclosed area.
7. No child shall be humiliated or subjected to profane language, threats, and derogatory remarks about himself/herself or his/her family or other verbal abuse.
8. Discipline shall not be imposed on a child for failure to eat, or for toileting accidents.
9. Techniques of discipline shall not humiliate, shame, or frighten the child.
10. Discipline shall not include withholding food, rest or toilet use.
11. Punishing an entire group of children due to the unacceptable behavior of one or a few.
12. Isolate and restrict children from any or all activities for an extended period of time.

## **Dismissal Policy**

MCS strives to create safe, loving Christian environment in which all children are honored. If in the professional judgment of the MCS staff, we cannot provide substantial educational benefit to a child a conference will be held with the parents and or guardians, the MCS teacher and Director. If after the conference, the Director and teacher(s) still have this judgment, the child may be removed from the school. The decision may be appealed within 14 days by the parents and or guardians to the MCS School Board. The MCS School Board decision will be final. Tuition already paid will be refunded on a pro-rated basis.

To protect your child and all children in the school, MCS will use the following dismissal policy. No child will be permitted to:

1. Impede upon the growth of the other children.
2. Continually disrupt the class.

3. Inflict extreme verbal and/ or physical harm to themselves or others.
4. Show lack of respect for staff members.
5. Use abusive language.

MCS will have documentation of the above-mentioned incidents and must hold a conference prior to dismissal.

## **Conflict Resolution**

MCS is committed to promoting effective communication with our families in the expedient resolution of any problems or conflicts which may arise from time to time. As Christians, we expect all parties to handle communications in a way that is both loving and constructive.

If at any time families have a concern about a MCS policy they may contact the Director. In the event the concern is about a classroom issue communications should begin with the teacher. If the initial contact with the teacher does not accomplish the desired goal, please contact the Director who will set up a meeting with the teacher, parent or guardian and themselves. If this meeting does not produce the desired result, the concern can be taken to the school's board for final resolution. Likewise, if at any time the school feels it is necessary to hold a parent conference, parents and or guardians will be notified. At all times, the welfare of the children attending MCS is considered foremost.

MCS is advised by a school board which includes a church pastor, the children's minister, a president appointed by the pastor and church council who is a member of the MLC congregation, a MLC council liaison and the MCS Director. The board meets at least 4 times during the school year.

## **Assessments/Teacher Conferences**

Informal assessments and observations of our children are made daily in our classrooms. Our preschool and Pre-K students are formally assessed, and progress reports are sent home to their families in February of each school year with teacher conferences offered to all families in the same month.

Our kindergarten teacher is licensed by the Ohio Department of Education. Our kindergarten students are formally assessed in January and May with progress reports sent home to their families in the same months. Interim teacher conferences are offered to our kindergarten families in November of each year on an as needed basis and conferences for all kindergarteners are offered in February of the school year. The Terra Nova Standardized Test is given to our kindergarteners in April of each year, the results of which are shared with their families and future elementary schools upon request. MCS does not report any of the above mentioned child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

## **Family Participation**

MCS invites family members to participate in our school programs and activities. These opportunities for involvement may be posted on the school's website, highlighted in newsletters or emails and or posted outside the classrooms on class bulletin boards. Opportunities may also be advised electronically using Sign-up genius or another web based alternative chosen by the teacher.

## **Custody Agreements**

In legal separation or divorced family situations, a copy of temporary/permanent custody papers must be in the child's file while attending Messiah Christian School. If there are changes to these custody papers during the school year, those changes must also be added to your child's file as soon as they have been signed by the courts. The school can only protect a custodial parent's rights and or deny a biological parent access to their child while at school if the proper custody documents are provided. At all times the safety and well- being of the child are considered first and foremost.

## **Family Roster**

A roster can be produced to include the names, mailing addresses, telephone numbers and email addresses of each child's parent, custodian or guardian. Permission to include and share this information with others is obtained by MCS at the time of registration and those requesting not to be included are excluded accordingly.

## **Meals/Snacks**

Messiah Christian School believes that serving healthy foods to children is not only important to providing good nutrition, but also lays a foundation for lifelong healthy eating habits. MCS does not serve any food products containing peanuts or tree nuts nor do we permit any families to knowingly bring such products into the school. The school will provide lunch daily for those students who are a part of either our full day Pre-K program or our kindergarten program. This lunch will meet all licensing and USDA requirements. The school will also provide daily snacks to ALL students in our Preschool and Pre-K classes. Again, these snacks will meet all licensing and USDA requirements.

Those students who attend the kindergarten program will provide their own healthy snack each day respecting the school's peanut and tree nut free policy. This snack shall be small and easily consumed in a short period of time. The kindergarten snack is not intended to be a meal.

Specific lunch and snack menus are posted outside the main office, on the school's website and outside all classrooms.

Except for our kindergarten snacks, MCS will only allow a family to provide lunch and snack foods from home when required by religious, cultural or medical reasons. In this case appropriate documentation will be required by the parent and in the case of an entire food group elimination a medical professional.

MCS is sensitive to the fact that from time to time a child may not wish to consume a meal from our lunch menu. In such an instance a lunch from home may be provided, but it must be self- contained and include foods from each of the following categories: meat or meat alternative, grain, fruit, vegetable and dairy. It is expected this practice will be kept to a minimum. Alternative snack foods, for reasons other than the above stated, may only be provided by a parent or guardian with the permission of the Director and must also come from two of the food groups mentioned above.

Those children who attend the school's extended care program are required to furnish their own healthy, peanut and tree nut free snack to be consumed at the designated time during the morning and or afternoon sessions. No child who attends MCS will go longer than 4 hours without food.

## Toilet Training

All children enrolled at MCS must be toilet trained and able to independently use the restroom with minimal assistance by the first day of attendance. Pull-ups and or diapers may **NOT** be worn during school hours. Toileting mishaps will happen, and we will work with your child to make sure they are not a negative experience. **All students must have a seasonably appropriate change of clothes, including underwear and socks, available at the school at all times.** In the event a toileting mishap occurs and a child does not have a change of clothes at school, the parent or guardian will be contacted and will be expected to provide clothing for the child immediately. The child will be made comfortable while waiting on a change of clothes. In the event that three toileting mishaps occur in a one week period, the parent will be contacted by the Director and a two week hiatus from school will be required. If after the two week hiatus the parent and Director feel the child is ready, they may return to school. Please note tuition will be frozen during the hiatus period.

## Outdoor Play Policy

Outdoor play is an essential part of a child's day as it builds up a child's immune system, fosters imagination, promotes problem solving and is a wonderful source of exercise. All MCS students will enjoy outdoor play provided the outside temperature is above 25 degrees or under 90 degrees and the play area is clear of any rain, snow, ice or other weather conditions which would make it unsafe for the children to play outdoors. Families are encouraged to dress their children according to the weather considering that weather can change as the school day progresses. MCS will not keep a child inside during outdoor play periods without written instruction from the child's physician.

## Parking

Those responsible for transporting students to and from MCS must park in a designated spot in the parking lot. **Under NO circumstances is parking allowed under the portico.** These actions will ensure the safety of all MCS students and their families. All those driving in and around our school must do so in a safe and courteous manner.

## Attendance

Daily attendance will be taken with the time noted when a child arrives and departs MCS. If your child will not be attending school on a given day, please call the school office at 614-864-3506 or email the Director, Administrative Assistant or Teacher to report their absence.

While preschool and Pre-K attendance is not reported outside the school, kindergarten attendance is provided to an elementary school upon request.

## Communication

All teachers and staff at MCS have an email address which is shared with our families at the beginning of each school year and available on the school's website. An email is the best way to communicate with an MCS teacher or staff member. If you do not receive a response to your email within 24 hours, please feel free to follow up with the Director. We welcome your phone calls during school hours. Calls outside of school hours will be forwarded to an answering machine and will be returned on the next school day. If an emergency should arise and you are unable to reach the school, please call the church office at 614-866-4386 and they will contact the school.

## Website

MCS has an informative website which we encourage our families to visit on a regular basis. Most correspondence initiated from the school office takes place through our website. The school office will collect at least one email address per family each year. It is a family's responsibility to keep the school office advised of any changes in their email address. Each MCS classroom has their own class page on the website which contains information relating specifically to that class. There is also an e-mail sent each week to advise families of school wide events.

## Newsletters/Weekly Emails

A monthly newsletter will be emailed to families each month during the school year by the Director. This newsletter will highlight curriculum concepts, monthly themes and important school wide events. This newsletter will be posted to the website under the family resource tab and will also hang on all classroom bulletin boards. Additionally, each classroom teacher will send a weekly email to our families

highlighting classroom activities and special events. Families are encouraged to stay up to date on all school and classroom events.

## Backpacks

Each preschool and Pre-K student will be provided with a drawstring backpack appropriate for their age and the space available at the school. This backpack will be given to them at our annual open house in August. Kindergarteners will provide their own backpacks. Families should encourage their children to bring their backpacks to school each day and plan to check them each day with their student for important information and exciting school accomplishments.

## Clothing

Play clothes are encouraged at MCS as our students participate in a variety of activities which involve paint, sand, water, dirt and many other explorative materials. Active outdoor and indoor play is also a part of the MCS program. Please label all outer wear with your child's name and ensure that all clothing is comfortable and easy for a child to put on and remove with minimal assistance. For your child's safety, MCS asks that tennis shoes or rubber soled shoes be worn as children have a difficult time running in clogs, sandals and dress shoes. No flip flops may be worn by children who attend MCS.

## Birthdays

MCS will recognize each child's birthday. A family may also provide a small treat to celebrate a birthday. Acceptable birthday treats include mini cupcakes, small cookies or a small pre-packaged frozen treat. **Large cakes, cupcakes or any items containing peanuts/tree nuts or manufactured in facilities where peanuts/tree nuts are present are not permitted and will be returned to the family.** Please consider sending in birthday treat bags which do not contain food items.

No balloons or piñatas are allowed, for safety reasons.

**Birthday party invitations may only be distributed at MCS when ALL children in the class are invited to a party.**

## Breast Feeding

Mothers are welcome to breastfeed and or pump breast milk in the nursery located on the main floor of the building.