

Pre-K INFORMATION

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2019-2020 Pre-K INFORMATION

Parents and students **MUST** read the **OVERALL SCHOOL INFORMATION** section as well as the **Pre-K INFORMATION** section.

GENERAL INFORMATION

HOURS

Pre-K hours are set depending upon whether the student is registered for a half or whole day. However, all Pre-K classes begin at 8:00 a.m. **Students arriving after 8:00 a.m. will be signed-in in the elementary lobby and walked to their classroom by school staff.**

Pre-K classroom doors open at 7:45 a.m. (Elementary doors open at 7:35 a.m.) Parents of Pre-K students should park in the Elementary parking lot (not the car line) and escort their child to the classroom to sign their student in each day. Parents should refrain from entering the classroom before the teacher has opened the door for the day.

“Fab Friday”

Pre-K begins at **8:45 a.m.** on “Fab Friday”. Should childcare be an issue with the timing of this delay, students may arrive at 7:45 to our Friday morning overflow room, for no charge. Students arriving before 7:45 must be enrolled in Extended Care.

Dismissal

Children must be signed out of the classrooms in the afternoon. Students who dismiss at noon will do so from the teacher designated location. For full day students, a door attendant will allow admittance to the building through the doorway at the end of the Pre-K hallway at 2:45. (Not the main lobby). Parents will go to their student’s classroom to sign students out. Parent and student should exit the building through this same doorway and cross **ONLY** at the crosswalks when going to their car. Park in the far parking lot in order to be able to exit the school grounds without being blocked in by the car line. Please follow the sidewalk all the way around the front of the building and cross at the stop sign to the parking lot. Parents should avoid entering the building through the main lobby during elementary dismissal time.

Students still in the classroom at 3:00 p.m. will be taken to carline and parents must remain in the carline until their child is brought to them. Parents should not enter the building during elementary dismissal.

Students without elementary siblings who remain at school at **3:25 a.m.** will be taken to Extended Care. Once in Extended Care, the parent must come into the building to sign their child out, and Extended Care rates will be applied.

On school scheduled “half days”, all Pre-K classes will dismiss at 11:30 a.m.

Lunch

Pre-K students remaining at school after 12 noon must bring a sack lunch. Microwaves are available for heating items for 30 seconds or less. If a child should happen to forget a lunch at home, a Pre-K

lunch substitution (usually macaroni and cheese and a fruit cup) will be provided. The cost of this lunch is \$3.00. Pre-K students will not be delivered a lunch from the school cafeteria.

All items consumed in the Pre-K classrooms must be peanut and tree nut free. **No peanut products or nuts of any kind are allowed in the Pre-K classrooms for snacks or lunch.**

Snack

Students in 3 year old Pre-K classes are served snack by MJCA during the school day. A snack calendar is provided from the classroom teacher to indicate what will be served each day. Parents are given the opportunity to decline a suggested snack and provide an alternate for their student.

Parents of 4 year old Pre-K students will provide (daily) a peanut/tree nut free snack for their student.

Nap

Students must provide a crib sheet and a blanket for napping. Linens will be sent home on Fridays for laundering and should be returned to school on Monday.

Pre-K ROOM PARENTS AND PARTIES

Each room shall have room mothers/parents. Room mothers/parents are volunteers who assist in organizing and implementing activities determined by the teacher. In addition, they facilitate communication between the teacher and the classroom parents. Parties shall be at the teacher's discretion. Teachers have the final authority on all party activities and arrangements.

BIRTHDAY PARTIES

Parents may provide special treats to celebrate their child's birthday with advance teacher approval. Invitations given at school must include all students in the class.

FIELD TRIPS

Children are expected to participate in their class field trips and ride school approved transportation. If a student is unable to participate in a field trip, the student's parent/guardian will have to make alternate care arrangements for that day. Students who do not attend school or participate in the field trip will be counted as absent. Parents are always welcome and encouraged to participate in field trips. For those parents/guardians attending a field trip, please remember that siblings are to remain at home so that the adults will be available for supervision

MARKING OF CLOTHING AND EQUIPMENT

Each student should have his/her name on all clothing, shoes, gym clothing and equipment. All markings should be of a permanent nature, i.e., name tags or written in permanent marker. The school will not take the part of arbitrator in distributing unmarked clothing and equipment. Any items left in the designated lost and found location will be donated to a local charity at the end of the month.

OUTSIDE PLAY

Pre-K classes go outside to play when the temperature is between 32 and 95 degrees if it is not raining. When the temperature drops below 65 degrees, a jacket or coat must be worn for outside play. Parents should be aware that Pre-K classes play outside in the morning before the high temperature for the day is reached and should provide a light jacket if the temperature is below 65 degrees when leaving for school in the morning.

PERSONAL BELONGINGS

Pre-K students are not allowed to bring their own toys (including electronic games, CD or radio equipment), to school without teacher permission. We cannot be responsible for lost or broken items brought to school.

RESTROOM POLICY

Children must be potty-trained. Wearing diaper-like pull ups is not considered being potty-trained. Children should be able to get their clothes up and down in the bathroom and be covered when they come out of the bathroom.

In the event a bathroom accident does occur, a change of clothes should be available in the child's backpack at all times. The teacher will change or help the child change clothes according to the child's ability with a witness present. The witness will be an adult (another teacher, a school parent, school administrator or church staff). The teacher and witness will complete and **the potty accident portion of Brightwheel. Notification will be sent out immediately through Brightwheel and will stay in the Brightwheel file.** The change of clothes will be made in a timely manner as soon as a witness can be located.

A teacher will always leave the door open while in the bathroom assisting a child.

Bottoms of 3-year olds may be wiped after a BM without a witness present. The bathroom door will never be closed completely. The child will need to request the teacher's assistance. Four year olds should be able to wipe without assistance.

NON-SMOKING ENVIRONMENT

The campus of Mt. Juliet Christian Academy is a non-smoking environment. This includes all buildings and grounds of the First Baptist Church, Mt. Juliet campus.

STUDENT BEHAVIOR MANAGEMENT

All students need a safe place where they can be themselves, learn to know themselves and take important steps toward a positive life position. They need to learn that they are important, listened to and cared for. In learning this, they are able to extend themselves in responsible and loving ways. A safe classroom atmosphere in which, with peer and teacher support, a student can relate more realistically, responsibly and constructively with the environment, nurturing healthy self-respect, should be one of our primary goals as educators.

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline in a Christian school is to help students learn to make wise choices, face poor choices honestly and see a pattern of consequences for the choices they make.

MJCA believes that a positive and constructive relationship between the school a student's parents/guardians is essential to the accomplishment of the school's educational mission. MJCA accordingly reserves the right to terminate or not renew a student's enrollment if the school reasonably

concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. It is reasonable to expect parents/guardians to agree:

1. To cooperate with the administration of MJCA in seeing that the student attends classes regularly and reports to school premises on time each school day.
2. To assist the student to learn and advance in the educational process.
3. To cooperate in solving school related problems.
4. To cooperate in aiding the teachers in providing the student with a Christian education.

Students of MJCA are ambassadors of Jesus Christ and our school. Student behavior whether on or off campus that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of MJCA may be subject to disciplinary action. The following rules, regulations and due process are designed to protect all members of the school.

MJCA subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate.

PRE-K CONSEQUENCES

Students exhibiting behavior problems are addressed according to the level of unacceptable conduct. The actions taken by the school will vary with the severity of the infraction. Teachers handle problems such as general disturbance as they feel best. Minor issues of concern will be dealt with by the classroom teacher. Many of the Pre-K teachers use classroom behavior charts and incentives with time out as a final consequence. If these methods do not correct student behavior, the Pre-K Director will be called to meet with the student. If the Pre-K Director is unavailable, the student may meet with the Elementary Principal. The parent will be called if problematic behavior persists. Repeated instances may result in dismissal from the program. (See dismissal policy.)

PRE-K DISMISSAL POLICY

It is never the desire of MJCA for a student to be removed from our environment; however, occasions arise which require the administration to make such a decision. In most cases, more than one parent conference will be held prior to the student being dismissed from the program. If working with the parent to correct the problem does not result in a change in student behavior, the parent may be asked to withdraw their student.

A child may be dismissed from the Pre-K program at MJCA for the following reasons:

1. Frequent removal from the classroom due to behavior/defiance.
2. Destruction of property.
3. Throwing items, therefore injuring others.
4. Purposely injuring another student.
5. Running away from the class multiple times.
6. Excessive biting.
7. Not fully potty trained
8. Bringing weapons to school.

Schedule of dismissal process:

1. Parent conference – plan made for suggested improvements.
2. If behavior continues or worsens – up to three additional conferences may be held.

3. Parent will be told at the final conference that they should expect to find an alternate form of childcare, and will be given a final date for their child's attendance at MJCA.

A child will not be dismissed as a result of a parent making a complaint to the Department of Education regarding alleged violations, reporting abuse or neglect against the program, or questioning the program regarding the department's rules and regulations.

EXTENDED CARE (Grades PreK-5)

Elementary Extended Care is available to students registered specifically for Extended Care and have completed proper paperwork. When school is in session, Extended Care is available from 6:00 – 8:00 a.m. and 3:00 – 6:00 p.m. Extended Care is open on scheduled half days of school until 6:00 p.m. ***When school is closed (holidays, snow days, etc.) Extended Care will also be closed.***

MJCA's Extended Care program is monitored by the state. For this reason parents must sign their students "in" to Extended Care each morning, and sign them "out" each evening. All students attending Extended Care must be registered. Registered students will receive an Extended Care Parent Packet with important information regarding our daily schedule, pick up locations, and documents for which the state requires a parent signature.

Should a change need to be made to a student's Extended Care schedule (registered days to attend), a two week notice will be required prior to adjustments being made. This will ensure ample opportunity for proper staffing to take place.

If a student remains in regular dismissal beyond 3:25 p.m. (or 12:15 p.m. for Pre-K noon dismissal) they will be sent to Extended Care. A \$25 fee will be charged to non-registered students attending Extended Care for any length of time before 7:45 a.m. or after 3:10 p.m. (12:15 p.m. for Pre-K). If this should occur more than twice, the student will be required to register for regular Extended Care. This is to ensure that state ratios are maintained between workers and students. The fee for registered students attending Extended Care on an unscheduled/unannounced day will be \$15.

A late fee of \$1 per minute will be assessed for those picking up registered Extended Care students after 6:00 p.m. (2 grace periods of up to 5 minutes will be granted. After 5 additional late pick-ups, the rate will increase to \$2 per minute per child.)

EXTENDED CARE DISCIPLINARY POLICY – (Pre-K-5)

Extended Care follows the same rules and guidelines as MJCA. It is our desire to provide an enjoyable before and after school program for our students. Extended Care is primarily a "fun" program, with much time spent outside and in free play. This requires the cooperation and good behavior of all students enrolled in the program. The primary disciplinary action used in Extended Care is "time out" along with withdrawal of privileges.

The "time out" period is given according to what is appropriate for the offense and the age of the child. Most infractions are minor and typical of childhood behavior; however, the parent will be notified if a child is in "time out" two or more times in one day. The parent will also be notified if the child is consistently disregarding the rules and being put in time out.

EXTENDED CARE – EXPULSION PLAN

Extended Care adheres to the policy as stated in the MJCA Student Handbook regarding immediate reasons for expulsion.

In addition, a child who receives three conduct notes in Extended Care will receive a 1 – 3 day suspension from Extended Care upon receiving the third conduct note. Should a fourth Extended Care conduct note be issued, the child may be expelled from the Extended Care program.

A child will not be expelled as a result of a parent making a complaint to the Department of Education regarding alleged violations, reporting abuse or neglect against the program, or questioning the program regarding the department's rules and regulations.

Students in Pre-K – first grade Extended Care will follow the Pre-K expulsion plan.

PERSONAL APPEARANCE STANDARDS

It is the desire of MJCA that our students live and conduct themselves in a way that will be pleasing to God. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code is not intended to measure spirituality but to serve as a tool in fostering the academic and character development of the students as they participate in the business of education. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to abide by the code and parents are expected to monitor compliance before their children leave the house. Enforcement begins and should end at home. **However, the administration reserves the right to make decisions regarding dress that would be considered inappropriate or immodest.**

For your convenience and savings, all acceptable items may be purchased at a location of your choice (with the exception of MJCA logo shirts and outer wear).

Note: The athletic sports logo is NOT acceptable for school uniform wear.

DRESS CODE POLICY

Shirts

- Pre-K
 - These students are not required to wear uniform clothing.
 - However, students are not to wear anything with skulls, guns, shirts having capes that attach, hoodies that become masks and/or negative advertisements.
 - Clothing should fit appropriately, no holes or frayed edges.

Pants/Shorts/Capris

- Pre-K
 - These students are not required to wear uniform clothing.
 - Clothing should fit appropriately, no holes or frayed edges.

Skirts

- Pre-K
 - These students are not required to wear uniform clothing.

- Clothing should fit appropriately, no holes or frayed edges.
- Bloomers, leggings, tights, or shorts must be worn under skirts or dresses.

Jumpers or Polo shirt style dress (only allowed 1st-5th)

- Pre-K
 - These students are not required to wear uniform clothing.
 - However, students are not to wear anything with skulls, guns, hoodies that become masks and/or negative advertisements.
 - Clothing should fit appropriately, no holes or frayed edges.
 - Bloomers, leggings, tights, or shorts must be worn under skirts, jumpers, or dresses.

Outer Wear (worn during the day as an extra layer of warmth)

- Pre-K
 - These students are not required to wear uniform clothing.
 - However, students are not to wear anything with skulls, guns, jackets having capes that attach, and/or negative advertisements.
 - Clothing should fit appropriately, no holes or frayed edges.
 - MJCA sweatshirts and other school items are available for sale through the Spirit Store.

Hair

Hair must be clean and neat. Haircuts that are unusually shaved or spiked are not allowed. Color must consist of natural hair colors. Color streaks or highlights must be of natural hair colors. Extreme hair fashion, or any other hairstyle deemed inappropriate by the administration, will not be allowed.

The administration reserves the right to disallow any “new” or “old” hairstyle that they feel is in conflict with the mission and philosophy of the school or distracts from the learning environment.

Shoes

Socks must be worn at all times except when wearing sandals. Sandals must have a back strap. Flip-flops are not to be worn (including athletic sandals). No skate shoes will be permitted.

Jewelry

Visible body piercing, with the exception of earrings for girls, is not allowed. Tongue piercing or splitting is not allowed. Clear jewelry is not an acceptable alternative. Pocket chains are not permissible. No dog chains, dog collars, or spiked jewelry will be permitted. Boys are not permitted to wear earrings. Any jewelry that is clearly identified with a segment of culture that is unwholesome or ungodly will not be allowed.

Miscellaneous

- Hats, bandannas, etc. may not be worn in the school building during school hours.
- Visible tattoos or writing/markings on clothing or skin are unacceptable.
- Boys may not wear hair accessories during school hours.

Pre-K DRESS CODE VIOLATIONS

Students who are dressed in violation of the MJCA dress code will be given one of the following options:

1. The student may call home to have the parent bring a change of clothes.

2. Students will be given articles of clothing to wear (if available).

STUDENTS REPRESENTING MJCA

Students participating in fine arts presentations, field trips, or on athletic teams may be required to follow a specific dress code as deemed appropriate for the occasion. The required dress guidelines will be announced in advance by the sponsors or coaches.

ATTENDANCE POLICY

Pre-K Attendance Policy

The Pre-K program at MJCA has been developed with the thought of preparing students well for the upcoming kindergarten experience.....socially, physically, spiritually and academically. Teachers work hard to maintain a sound academic program for the students. By pursuing admittance to the MJCA Pre-K program you are indicating that as a parent you want more than just a form of childcare. You want a learning environment that is both engaging and challenging.

While Pre-K attendance is not state mandated, regular attendance and timely arrival to school are important for developing consistency and maintaining educational goals. By enrolling your child at MJCA, you are agreeing to bring your child to school on time and on a regular basis unless your child is ill, there is a family emergency, doctor appointment or there has been a pre-arranged trip out of town. Frequent tardies and absences can and do hinder the success of your child in this program.

Tardy Policy

Students arriving to school after 8:00 a.m. **will be signed into Brightwheel and walked to the classroom by the PreK Director or her assistant.**

EMERGENCY PLAN AND INCLEMENT WEATHER POLICY

MJCA has a written crisis plan, which includes specific details for faculty, staff and students to following case of natural disasters or man-made disasters. The crisis plan includes steps that will be taken during inclement weather. During a natural disaster or man-made disaster children are not released until it is deemed safe to do so by Administration. The students will not be released until signed for by an approved adult.

The weather is monitored through weather radios, radar, and notification from Wilson County Emergency Management. The students practice fire, tornado, earthquake and lockdown drills.

In the event that school is closed due to weather, parents will be notified by our emergency text messaging system and announcements via local news.

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