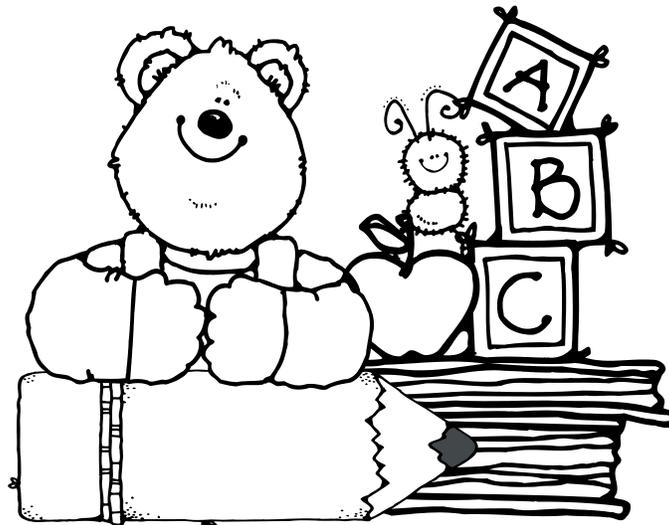


MEADOWBROOK  
CHRISTIAN  
PRESCHOOL  
&  
DAYCARE  
HANDBOOK

August 2019



*Meadowbrook Christian School*

363 Stamm Road

Milton, PA 17847

570-742-2638

[mcslions.org](http://mcslions.org)

BUILDING SOLID CITIZENS, ONE CHILD AT A TIME, IN A CHRISTIAN ATMOSPHERE

-Christ Centered -Parent Partnership -Excellence in Education -Individualized Attention -Community Minded

## ***MISSION STATEMENT***

“Building solid citizens, one child at a time, in a Christian atmosphere”

## ***VISION STATEMENT***

“Educating for Life”

## ***CORE VALUES***

The following core values reflect the foundational principles of Meadowbrook Christian School. This is who we are, what is truly important to us – what you can expect of MCS when you become a part of our family, and to which you can hold us accountable. These values ought to be evident in all we do on a daily basis, whether in the classroom, in the hallways, on the field or court, and in all our dealings with students, families, and the community as a whole.

### ***Christ-Centered***

Everything we do revolves around Jesus Christ, as revealed in the Word of God. We practice biblical integration across our entire curriculum, and our primary desired outcome for each student is that they would know Christ and love Him in a personal relationship, and that they would serve Him with their whole lives and share Him with those with whom they come in contact.

### ***Parent Partnership***

We believe children are our parents’ greatest treasures, and that they have chosen to entrust us with them, and it is our responsibility to be faithful in that trust. We partner with and support parents in the training and instruction of their children.

### ***Excellence in Education***

We strive to hold our students to high academic expectations, believing each one has the ability to succeed. We strive to follow best practices in our teaching, utilizing current, relevant trends in education and integrating technology into the classroom.

### ***Individualized Attention***

We believe that each child is a valued, unique image-bearer of God with diverse gifts and talents, and as such has the capacity to do great things. Furthermore, each child deserves a plan that will enable them to reach their full potential in mind, body, and spirit, and we strive to provide the individual attention and necessary environment to reach that potential.

### ***Community-Minded***

We strive to connect community professionals to students and programming. We view ourselves as partners with local churches in raising a generation of spiritual leaders and world-changers. We strive to be service-minded, on both a local level and a global level.

## **NON-DISCRIMINATION POLICY**

Meadowbrook Christian School is a ministry of Christ Wesleyan Church and welcomes all interested students who desire a strong academic program from a Christian perspective. Meadowbrook Christian School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **DISCLAIMER STATEMENT**

The following policies represent the most recent expression of the administration of Meadowbrook Christian School in order to provide for equitable and consistent educational treatment of students. To assure that Meadowbrook Christian School achieves and maintains the purpose of this handbook and assure the school’s ability to meet the needs of its students under changing conditions, Meadowbrook Christian School reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time.

## **ACADEMIC PROGRAM**

Preschool at Meadowbrook Christian School (MCS) is designed to provide opportunities for each child to learn and grow spiritually, physically, emotionally, socially, and academically according to his or her readiness and potential. Preschool is divided into three grade levels: Nursery School, Junior Kindergarten, and Kindergarten. In Preschool, one grade level is not a prerequisite for the next. It is a nice advantage but is not necessary for every child. Each year's curriculum reviews and builds upon the concepts and skills taught the previous year. However, the curriculum does permit a child with no previous school experience to begin at the appropriate age and developmental level. It should also be noted that because each child's pattern of growth and development is unique, some students, especially those who are younger in age, may need a second year in a particular grade in order to be successful in the next grade.

### ***Nursery School (NS)***

NS is provided for children who will be at least three years old on or before October 31st of the upcoming school year. NS meets three days a week, on Mondays, Wednesdays, and Fridays, for two hours each day. Morning and afternoon sessions are available. (See Hours of Operation.)

*Requirements for Enrollment:* A child must be:

1. Toilet-trained – Child is encouraged to be independent in the restroom. (See Toilet-Trained Definition and Policy.)
2. Three years of age on or before October 31 – Since a placement screening is not given, some students, especially those who are younger in age, may need a second year of Nursery School in order to be successful in Junior Kindergarten.

*Commencement:* The closing Preschool program is held in the auditorium in late spring.

*Transportation:* Transportation to and from MCS is the responsibility of the parents. Public school transportation is not available for NS students.

### ***Junior Kindergarten (JrK)***

JrK is provided for children who will be at least four years old on or before October 31st of the upcoming school year. JrK has morning and afternoon sessions available. JrK classes meet five days each week for three hours a day. (See Hours of Operation.)

*Requirements for Enrollment:* A child must be:

1. Toilet-trained – Child is expected to be independent in the restroom except for some assistance with snaps and buttons. (See Toilet-Trained Definition and Policy.)
2. Four years of age on or before October 31.
3. Given a Preschool Placement Screening prior to finalizing enrollment.

*Commencement:* The closing Preschool program is held in the auditorium in late spring.

*Transportation:* Transportation to and from MCS is the responsibility of the parents. Parents can either drive their child to Meadowbrook daily or contact their public school district's transportation system to check on the availability of busing.

### ***Kindergarten (KDG)***

KDG is provided for children who will be at least five years old on or before October 31st of the upcoming school year. KDG is also a five-day-a-week program meeting three hours each day with morning and afternoon sessions available. (See Hours of Operation.)

*Requirements for Enrollment:* A child must be:

1. Toilet-trained – Child is expected to be fully independent in the restroom. (See Toilet-Trained Definition and Policy.)
2. Five years of age on or before October 31.
3. Given a Preschool Placement Screening prior to finalizing enrollment.

*Commencement:* Commencement for KDG is held in the auditorium in late spring. Graduation fees must be paid in full for each student.

*Transportation:* Transportation to and from MCS is the responsibility of the parents. Parents can either drive their child to Meadowbrook daily or contact their public school district's transportation system.

### ***Daycare***

Daycare is available for Preschool students who need childcare in addition to school. Students must register for the use of Daycare.

*Requirements for Enrollment:* A child must be:

1. Toilet-trained – Child is encouraged to be independent in the restroom. (See Toilet-Trained Definition and Policy.)
2. Three years of age on or before October 31.
3. Enrolled in NS, JrK, or KDG at Meadowbrook Christian School.

*Nap/Quiet Time:* Daycare has a quiet time for all children who are present in Daycare in the afternoon. Children are not required to sleep, but they are expected to lie down and rest quietly. Parents should provide a small blanket for their child. Please label all belongings with your child's name.

*To and From Class:* Children using Daycare will be taken to and from class by teachers or staff.

### ***Student Advancement***

Preschool placement decisions for the next school year are made by the classroom teacher. During the course of the school year, a child must display the level of readiness necessary to successfully meet the expectations of the next grade in order to advance in Preschool at Meadowbrook. Teachers will inform parents as early as possible of any sign that their child might not be ready for the next grade. Parents should also promptly discuss any placement questions or concerns with their child's teacher. However, the final placement decision is made by the teacher. Our goal is to place each student in the grade where he or she will be the most successful and enjoy school and learning.

### **TOILET-TRAINED DEFINITION AND POLICY**

One of the requirements to be enrolled in Preschool at Meadowbrook Christian School is that a child **must be toilet-trained**. However, it is not our desire to force toilet training on any child; instead, we want parents to wait to enroll their child until he or she is toilet-trained. **A child who is toilet-trained consistently realizes his or her need to use the potty without reminders. He or she is able to undress, use the potty, wipe, and redress independently.**

**NS** students are encouraged to be independent in the restroom. However, they will be assisted with their clothing and reminded to flush and wash their hands. **JrK** students are expected to be independent in the restroom except for some assistance with snaps and buttons. **KDG** students are expected to be fully independent in the restroom.

An occasional accident is understandable but should not be a regular occurrence. Parents must supply extra clothing for their child for bathroom accidents and other emergencies. Please place a change of clothing (including underwear) in a zip-lock bag labeled with your child's name. For **NS, JrK, and KDG** a change of clothes must be kept in your child's backpack throughout the school year. Children using **Daycare** must also keep a change of clothes in Daycare. If an emergency arises and your child does not have a change of clothes at school, you will be called to bring clothing.

Please note that if your child needs their clothes changed, the soiled clothing will be placed in a plastic bag and sent home without being rinsed. This often surprises parents, and we know that it would be much more convenient for you to get clothing that has been rinsed. However, we are following recommended standards for infection control. Please remember to send a clean change of clothes to school the next day.

The ability to use the restroom independently is an important self-help skill. Being able to get clothes off and on without assistance from an adult is necessary for a child to be independent in the restroom. The following is a list of clothing suggestions that encourage independence.

- ❖ *Elastic-waist, loose-fitting pants:* We recommend these instead of bib overalls or pants with belts, buckles, snaps, or buttons because they are easier for children to pull up and down themselves.
- ❖ *Waist-length undershirts:* Many children cannot snap and unsnap Onesie-type undershirts or bodysuits. In addition, the long backs can fall in the toilet and get wet.
- ❖ *Skirts and loose-fitting tights:* Using the toilet can be difficult for little girls when they need to use one hand to hold up their dress. Skirts that can be pulled up and down like pants work better. Close-fitting tights are usually difficult for little girls to manipulate.
- ❖ *Shirts with sleeves that can be easily pushed up:* Hand washing is an important part of learning to use the restroom independently. Shirts with long sleeves that button at the cuffs are difficult for children and frequently get wet in the hand-washing process.

### **HOURS OF OPERATION**

<i>School Receptionist</i>	7:30 AM–4:00 PM
<i>School Office</i>	8:00 AM–4:00 PM
<i>Daycare</i>	6:30 AM–5:30 PM

#### ***NS – Tardy/Absentee Information***

SCHOOL DAYS: M, W, F (3 days)

CLASS TIMES: *AM Class:* 9:15 AM–11:15 AM  
*PM Class:* 12:15 PM–2:15 PM

<b>AM Arrival Time</b>	<b>Status</b>	<b>PM Arrival Time</b>	<b>Status</b>
9:15 AM	Class Begins	12:15 PM	Class Begins
9:16–10:15 AM	Tardy	12:16–1:15 PM	Tardy
10:16–11:15 AM	Absent	1:16–2:15 PM	Absent
<b>AM Departure Time</b>		<b>PM Departure Time</b>	
9:15–10:15 AM	Absent	12:15–1:15 PM	Absent
11:15 AM	Class Ends	2:15 PM	Class Ends

#### ***JrK and KDG – Tardy/Absentee Information***

SCHOOL DAYS: M–F (5 days)

CLASS TIMES: *AM Class:* 8:00 AM–11:00 AM  
*PM Class:* 11:45 AM–2:45 PM

<b>AM Arrival Time</b>	<b>Status</b>	<b>PM Arrival Time</b>	<b>Status</b>
8:00 AM	Class Begins	11:45 AM	Class Begins
8:01–9:30 AM	Tardy*	11:46–1:15 PM	Tardy
9:31–11:00 AM	Absent	1:16–2:45 PM	Absent
<b>AM Departure Time</b>		<b>PM Departure Time</b>	
8:00–9:30 AM	Absent	11:45–1:15 PM	Absent
11:00 AM	Class Ends	2:45 PM	Class Ends

\*Students are not considered tardy if their bus is late.

### **STUDENT ARRIVAL**

Please note that parents must use the front door (double doors facing the playground) to enter Garver Hall unless you are accessing Daycare. The front entrance to Garver Hall will be unlocked 10 minutes prior to the start of your child’s class, re-locked promptly at the start of class, and unlocked 5 minutes prior to dismissal. In order to provide greater security, the rear exterior doors and the door at the end of the tunnel toward Nursery School will remain locked at all times. Parents are not permitted to remain inside the school building after dropping off or picking up their child.

### ***Morning JrK and KDG***

Preschool students who are dropped off early (before 7:45 AM) **must register** for the use of Daycare. We would prefer that morning JrK and KDG parents would wait with their child in the hall outside the classroom until 8:00 AM, when the classroom door opens. However, parents who cannot remain with their child due to a work commitment may take their child to the auditorium between 7:45 and 7:55 AM provided that he or she will sit and obey in the Preschool line. The only Preschool students permitted in the auditorium prior to 7:45 AM are those students arriving by public school transportation. Students in Daycare are taken to class by the staff.

### ***Afternoon JrK and KDG***

Afternoon JrK and KDG parents must wait with their child in the hall outside the classroom until the classroom door opens or register for Daycare. Students in Daycare are taken to class by the staff.

### ***Nursery School***

Nursery School parents must wait with their child in Garver Hall until the teacher or staff arrives to take their child to the classroom or they must register their child for Daycare. Parents may accompany their child to the classroom. Students in Daycare are taken to class by the staff.

### ***NS, JrK, and KDG Tardy Students***

The front door of Garver Hall will be locked promptly at the time designated for each class to begin. Parents arriving with their child after the door is locked will need to go to the Daycare entrance and ring the doorbell to enter. You will need to sign in and wear a visitor's badge in order to take your child to their classroom. If your child arrives late, they will be marked tardy. For frequent tardiness, you will be required to go to the school receptionist to get a tardy slip for your child before he or she may enter the classroom. A child will not be marked tardy if their bus or van (public school transportation) arrives at school late.

## **STUDENT DEPARTURE**

### ***All Students***

It is important that parents picking up their child arrive at dismissal time. If you cannot be here at dismissal time, please call the school to inform the receptionist and arrange for a late pick-up. (See Late Pick-up Procedure for specific policy details.) If someone else is going to pick up your child, please send a note to inform the teacher of the change, or in an emergency, call the school receptionist. Also, please inform us if there is someone who is never to pick up your child. When you come to pick up your child from **JrK or KDG**, please wait in the hall outside the classroom for your child to be dismissed. The teacher will open the door and dismiss children individually to their parents. When you come to pick up your child from **NS**, please wait in Garver Hall until the teacher brings your child to be dismissed. The teacher will dismiss children individually to their parents. If someone else is picking up your child, please tell him or her where to wait. Students registered to use Daycare at dismissal time will be taken to Daycare by teachers or staff.

### ***Late Pick-up Procedure***

The teacher will take a child who is not picked up promptly at dismissal time to Daycare. **You will be charged a late pick-up fee of \$10.00 for the first fifteen minutes. An additional fee will be charged for each fifteen-minute interval or any portion thereof beyond the first fifteen minutes.** After three late pick-ups, you will be required to register your child for Daycare provided that there are spaces available during that time. If Daycare is full, you will continue to be charged the late pick-up fee and additional usage fees. If a child is not picked up from Daycare by 5:30 PM, you will be charged a late pick-up fee of \$10 plus overtime for each employee used in 15-minute intervals.

## **ATTENDANCE POLICY**

Attendance is required of all students who are enrolled at MCS unless illness or an emergency prevents attendance. Parents of students who are absent must send a written excuse to school when their child returns to school, or call the school, or email the teacher on the day of the absence and explain the reason for their child's absence. Any student who misses more than 3 days in a row may be required to submit a doctor's excuse for that absence. Attendance (including tardiness in JrK and KDG) appears on your child's report card.

### ***Planned Absences***

We do not encourage or condone vacations during the school year. However, we do recognize that for some families, vacations and/or trips must be taken at different times throughout the year. Parents should obtain a *Permission to Be Absent* form from the office or write a note to their child's teacher. The form or note needs to be submitted for approval at least one week prior to the first day of a planned absence. Parents may request their child's work. However, in Preschool, missed work is not required to be completed.

### ***Excessive Absences***

Excessive absences not only disrupt your child's school routine but also increase the possibility of retention in the same grade for the next school year. If absences become excessive, a doctor's excuse may be required.

### ***Tardiness***

Parents are expected to have their children to school on time. Repeated tardiness is an inconvenience to the child, teacher, and classmates. If your child arrives at their classroom late, they will be marked tardy. For frequent tardiness, you will be required to go to the school receptionist to get a tardy slip for your child before he or she may enter the classroom. A child will not be marked tardy if their bus or van (public school transportation) arrives at school late.

## **FINANCIAL PAYMENT POLICY**

To avoid any misunderstanding with respect to the payment of tuition for those attending MCS, the following policies have been established unless prior arrangements have been made with the Director of Finances and approved by the School Board Finance Committee and full Board:

1. All tuition is to be paid through a tuition agreement using the FACTS online payment platform. Automatic tuition payments are scheduled on the 15<sup>th</sup> of each month; if you wish to pay earlier, payments may be paid manually (online) prior to the 13<sup>th</sup> of each month. If an EFT or credit card payment made through FACTS is declined payment for any reason, FACTS will assess a fee and will reprocess the payment 10 days after the first attempt. Fees may accrue for up to three reprocessing attempts.
2. There is a *late charge* of \$20.00 per month for any invoice which remains unpaid after its due date. Parents are required to contact the Business Office with an explanation stating when payment will be made. When a tuition account is 30 days in arrears, the parent must make some satisfactory repayment agreement with the Finance office. If arrangements are *not made within 60 days*, the student will not be permitted in class.
3. If any check written to MCS is declined payment by the bank for any reason your account will be rebilled for the amount of the check plus a \$25 fee. Accounts paid with post-dated checks will be assumed unpaid until the check is cleared.
4. An exact account status may be obtained by logging in to your FACTS account. *Report cards will not be issued if an account is not current, nor will a student be allowed to enroll until the past year's tuition has been paid.* In the case of extenuating circumstances, arrangements must be made with the administrator, and with School Board approval.
5. No children of parents owing a previous year's tuition will be readmitted to MCS. All unpaid tuition accounts from past years are due to MCS. Unpaid accounts are not cancelled or "written off" at the end of the school year.

6. Report cards and/or transcripts will be held back for those families owing tuition or other financial obligations at the time of withdrawal, expulsion, or at the end of the school year.
7. No deductions are to be made from the tuition payment for any absence due to illness, death in the family, or any other reason.
8. Withdrawal terms allow for a 30-day notice clause. Should a student withdraw without 30 days notice after attending any part of a month, the full month's tuition is due. Parents must notify the Director of Finances and the administrative office of their intent to withdraw, not just the teacher. **Tuition billing will continue until official notice has been received in the office from the parent.** *When an expulsion or withdrawal is at the request of the school, tuition will be prorated and due at a 1/180<sup>th</sup> of the annual rate for each day school is in session.*
9. Total tuition for the new school year may be paid before August 15 with a percentage discount.
10. Prices and policies may be revised yearly.

### ***Tuition Assistance***

Our desire is that no family would be kept from a Meadowbrook education due solely to finances. There is a two-step application process in order to receive tuition assistance at MCS: (1) need assessment application completed online through FACTS (fee required) and (2) a FREE application to receive funding through our own Meadowbrook Christian School Scholarship Organization (MCSSO). Detailed information, including the link for FACTS and a copy of the MCSSO application, may be downloaded via Sycamore. The link for FACTS is also available on our website.

### **GENERAL PROCEDURES**

1. ***Birthdays:*** For your child's birthday, you may send a special snack to school on the day designated by the teacher. Please send enough snacks for the entire class.
2. ***Change of Clothes:*** In case of an emergency (drink spills, bathroom accidents, illness, etc.), extra clothing must be available at school for your child. Please place a change of clothing (including underwear) in a zip-lock bag labeled with your child's name. For **NS, JrK, and KDG** a change of clothes must be kept in your child's backpack throughout the school year. Children using **Daycare** must also keep a change of clothes in Daycare. If an emergency arises and your child does not have a change of clothes at school, you will be called to bring clothing.
3. ***Class Newsletter:*** At the beginning of each month, your child's teacher will provide a class newsletter through our on-line school management system to keep you informed of class activities and events. Please read the newsletter carefully and note important dates.
4. ***Class Parent:*** Each class is assigned a "class parent" who will coordinate the other parents in the class. The class parent works with the teacher to create a network for correspondence and information sharing. (All questions or concerns regarding classroom situations or students should be discussed directly with the teacher.) The class parent will organize other parents for class projects and events as directed by the teacher.
5. ***Communication with the Teacher:*** A note is the best way to communicate important information to your child's teacher, especially any changes in your child's arrival or dismissal routine. Other information may be communicated by email; please allow 48 hours for a response. Any money sent to school should be placed in a sealed envelope with your child's name and the purpose of the money written on the outside of the envelope. Notes and envelopes containing money should be placed in your child's folder.
6. ***Conferences:*** Please make appointments for conferences through your child's teacher. Each teacher welcomes opportunities to talk to parents, answer questions, and discuss progress or concerns. During school hours, the teacher's time belongs to the class; parents should limit conversation to information necessary for the welfare of their child.
7. ***Emergency Alert System:*** Meadowbrook uses a mass notification system to inform parents about weather-related delays/closings and school-wide emergencies. **Parents must designate a phone number to be used for emergency alerts in order to receive this information.** Cell phones

capable of receiving text messages will receive a text message from (844)390-7053 when an emergency alert is sent. We strongly encourage parents to save this number in their cell phone contacts as "MCS Alert." Phones that are unable to receive text messages will receive a recorded voice message from the school's primary phone number, (570)742-2638.

8. **Family Information Changes:** Please keep the school informed of any changes in addresses, phone numbers, email addresses, emergency contacts, and work changes. This can be done by contacting the office or by sending a note in your child's folder.
9. **Individualized Education Program (IEP):** With written parental consent, the Intermediate Unit (IU) can share information with a child's teacher regarding the development and implementation of an IEP. The teacher will try to coordinate instructional efforts for the child with the IU provided that the instruction fits into Meadowbrook's curriculum and the classroom setting. However, Meadowbrook is not required to follow any IEP.
10. **Invitation Distribution:** The Preschool teachers are happy to distribute party invitations to your child's classmates for you, provided that there is an invitation for every child. We prefer the distribution is done through your child's teacher and not through Daycare. In order to avoid any misunderstandings or hurt feelings, if you are including only a select few of your child's classmates, please mail invitations using the addresses provided in the school directory.
11. **On-line School Management System:** Meadowbrook uses an on-line student information and school management system so that parents can view and receive student, class, and school-wide information. **To be active in this valuable communication tool, parents must provide their email address.**
12. **Parents' Cell Phones:** We ask all parents and adults to please refrain from using their cell phone beyond taking pictures of their child while visiting our Preschool classrooms or participating in Preschool activities and events. If you do need to use your cell phone, please temporarily excuse yourself from the activity and step out of the classroom. We also ask that you do not use your cell phone while picking up or dropping off your child at class or Daycare in order to give your child and teachers or staff your undivided attention.
13. **Playground:** As weather and class schedules permit, we will go outside and use the playground. Parents are welcome to use the playground with their child before and after class, provided that there are not students supervised by Meadowbrook teachers or staff using the playground. **Anytime there is a group of children on the playground supervised by Meadowbrook teachers or staff, please yield the playground to that group.** Those students are there for their designated playground time, and we do not want to interfere with it. Remember, before and after school, you are responsible for your child and are expected to be in close proximity.
14. **Sibling Attendance:** Due to lack of space and materials, siblings are not permitted to attend Parent Visitation Days or class parties with parents.
15. **Toys:** The school provides toys and games. **Toys are not to be brought from home to class or Daycare except for special days which will be communicated by your child's teacher or Daycare staff.**
16. **Volunteers:** Parents, grandparents, relatives, and friends may serve as volunteers at MCS. In keeping with Pennsylvania regulations, Meadowbrook requires clearances for all volunteers. **Each volunteer must submit the required clearances prior to volunteering** following the procedure in Meadowbrook's current volunteer policy which is available on the school's website or through our on-line school management system. **In order to be included in classroom volunteer opportunities, please inform your child's teacher if you or other family members have submitted the required clearances.**
17. **Withdrawals:** All withdrawals must go through the MCS office.

## **HEALTH/SICKNESS POLICY**

Some of the most trying questions parents face are: “When should I keep my sick child home from school?” or “When will my sick child be sent home from school?” Here are some guidelines we have compiled to help you decide.

- ❖ We have found the best rule of thumb is: **You should keep your child out of school and Daycare if he or she needs frequent, one-on-one care from an adult or lacks the energy or alertness to learn or to play.**
- ❖ Keep your child home if he or she has a contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to allow your child return to school.
- ❖ Your child should take the day off or will be sent home from school if he or she has any of the following symptoms. (If a child is needs to go home, the office will call the parent or emergency contact.)
  - ✓ A fever of 100°F or higher **WITHOUT MEDICATION** within the past 24 hours
  - ✓ A fever that is reoccurring as medication wears off
  - ✓ Nausea, vomiting, or diarrhea has occurred within 24 hours
  - ✓ Persistent headache, body aches or chills
  - ✓ Undiagnosed or contagious skin rash
  - ✓ An excessively runny nose or eyes that show signs of infection
  - ✓ Frequent cough or sneezing not due to allergies
  - ✓ Sore throat that causes a disruption in activities or is accompanied by a fever of 100°F or more
  - ✓ Too lethargic or weak to participate in normal classroom activities

*A sick child needs more care than we can provide in our school setting. Keeping your child at home is not only the best thing for him or her, but also shows consideration for your child’s classmates. A child who is absent from class because of illness is not permitted to attend Daycare that same day. Let’s work together to keep all students as healthy as possible.*

## **INABILITY TO FUNCTION**

A child who is unable to function in the classroom on any given day due to physical or emotional reasons such as excessive tiredness, inconsolable crying, or extreme anger or aggression will be sent home. A parent will be called to pick up their child, and they will be marked absent for the day.

## **MEDICAL GUIDELINES**

The Pennsylvania Department of Health requires the following for your child’s school health record. Any student whose records are not in compliance with the state laws may be excluded from school. All Preschool students, regardless of grade, must submit a current completed physical exam form. All students entering KDG must submit current completed physical and dental exam forms. All physical and dental exams are considered current if dated no more than one year prior to the first day of school. A record of all immunizations must accompany the physical exam form. Immunizations as required by the state should be adhered to. A current list of required immunizations may be obtained from the school nurse.

## **MEDICAL-RELATED DIETARY NEEDS**

Preschool students with a medical condition that involves dietary restrictions or special dietary requirements are permitted to bring individual snacks or treats to class and Daycare (other than lunch). Individual snacks or treats are not allowed in Preschool for reasons other than a diagnosed medical condition. Likewise, individual drinks or water bottles are not permitted unless the drink is part of your child’s lunch and contained in their lunch box or a special drink is required because of a diagnosed medical condition. For students with a medical need, parents must supply the necessary drink, snack, or treat and coordinate the details with the classroom teacher and Daycare staff if applicable. Although all Preschool students are encouraged to try different foods and to eat their lunch (Daycare), students are never forced to eat or drink anything they do not want.

## **MEDICATION POLICY**

Ideally all medication should be given at home, but we recognize that some students are able to attend school due to modern treatments for acute and chronic illnesses. Any student who is to receive medication at school must comply with Meadowbrook Christian School's medication policy. Medication will be administered by the school nurse or other authorized personnel if the following criteria are met.

### ***Prescription Medications***

1. All medication must be submitted in its original container, and that container must be clearly marked with the student's name, medication name, dose, frequency, and route to be administered (such as "by mouth" or "topical").
2. Written request by the prescribing doctor to give the medication during school hours.
3. Written permission by the parent to give the prescription medication to the student during school hours.
4. Student should be on prescription medication like antibiotics and anti-fungals for a full 24 hours before returning to school, unless a doctor's note states that the student may return before the 24-hour period has passed.

### ***Over-the-counter Medications***

1. Permission from the parent or guardian to administer the medication to the student. (This was done on the student medical information form.)
2. All over-the-counter medications must be in their original container – NO medication will be accepted at school if the medication is NOT sent in the original container.
3. All over-the-counter medication will be given using the guidelines listed on the label of that medication. Any deviation from the label instructions is a violation. The medication then falls into the "prescription" category, and the policy for "Prescription Medications" must be followed.

MCS keeps the following over-the-counter medications in stock: Acetaminophen (like Tylenol), Ibuprofen (like Advil), cough drops, liquid Benadryl, Anbesol, and antibiotic ointment. If a parent wants their child to receive a specific brand of medication, we ask that you send the medication to school in accordance with the above policies.

**All medications, prescription or over-the-counter, must be taken to the school nurse's office or Daycare as soon as the student arrives at school. There are locked cabinets and refrigerators for medication storage. Preschool students are not permitted to carry any medication.**

## **PROBATION POLICY**

All new Preschool students are admitted tentatively for a nine-week probationary period. During this period, each new student's progress is reviewed. The student must meet the school's spiritual, academic, physical, and social standards. If it is determined that a placement change, a second probationary period, or withdrawal is necessary for failure to meet the aforementioned standards, parents will be notified.

Any Preschool student could be placed on probation at any time for failure to meet the school's spiritual, academic, physical, and social standards. Parents will be notified if this should occur and may be asked to attend a conference regarding their child.

## **SCHOOL CLOSINGS**

When Meadowbrook has delays, early dismissals, cancellations, or closings, a text or voice message is sent through our emergency alert system to the phone number you have designated. Announcements are also made on the following radio and television stations: WGRC 91.3 FM, WNEP Channel 16, WYOU Channel 22, and WBRE Channel 28.

### ***Morning NS, JrK, & KDG***

When Meadowbrook has a 2-hour delay, there are no morning Preschool classes (includes NS, JrK, and KDG). If the public school district in which you reside is on a delay due to the weather and we are not, you may bring your child at the usual time or you may follow your school district's delay schedule.

### ***Afternoon NS, JrK, & KDG***

If we are experiencing inclement weather at 10:45 AM (one hour prior to the start of our afternoon Preschool classes), please check your phone messages or one of the radio or television stations listed above for possible afternoon Preschool cancellations. If an early dismissal is announced after 10:45 AM for the entire school, Preschool will dismiss at the same time as the rest of the school. Please note that if Meadowbrook has a 2-hour delay in the morning, our afternoon Preschool classes will begin at their usual times, unless we have made an additional announcement.

### ***JrK & KDG Students Using Public School Transportation***

If there is an early dismissal for Meadowbrook or your public school district and your child normally uses your public school district's transportation in the afternoon, please call Meadowbrook and let us know whether or not we should still send your child home on the bus or van. If we do not hear from you, your child's teacher will attempt to contact you to make sure that you are aware of the early dismissal; however, if we are unable to reach you, **we will send your child home on the bus or van as usual.** We strongly encourage you to make prior arrangements with a neighbor or to have a plan for your child in the event that they would arrive home early and you would not be home.

### ***Daycare***

Daycare closings are announced along with school closings. When Meadowbrook has a 2-hour delay, Daycare will typically open at the usual time; however, there may be times when Daycare will also be on a 2-hour delay. If Meadowbrook cancels school prior to 6:00 AM, Daycare will also be closed. If Meadowbrook has an early dismissal due to inclement weather, Daycare will remain open for two hours after school dismisses. For example, if school dismisses at 1:00 PM, Daycare will close at 3:00 PM. Daycare delays and closings may vary in cases of severe weather. Please check your phone messages or one of the radio or television stations listed above for announcements. Daycare is not available for use on snow days for Preschool students who do not normally use our Daycare.

### **DRESS CODE FOR STUDENTS – NS, JrK, KDG**

Meadowbrook Christian School believes that there is a close relationship between positive scholarship, neatness, and appropriate dress. It is nearly impossible to satisfy everyone in this area of the school guidelines. We understand fads change; they come and go. Please keep in mind traditional styles when selecting outfits.

The purpose of the dress code is to be obedient to the principles of God's Word and to provide the best possible atmosphere for learning. God's Word says that our dress should be modest and that our attention should be more on improving the inner person rather than the outer person. It is the school's conviction that parents are responsible for the modest dress standards characterizing a Christian young person. Students should also recognize their responsibility and respect for the school by desiring to attend school in appropriate attire. Traditional styles of clothing are expected. Nothing that will distract from learning and/or draw attention to oneself will be acceptable. Research has proven that the way we dress affects our attitude and desire to learn. For these reasons, Meadowbrook has adopted the following Preschool dress code.

#### **A. Pants/Jeans/Sweatpants/Leggings/Capris/Shorts**

1. Must be neat and clean, not faded or baggy, free of tears, patches, or frayed edges, and properly fitted.

#### **B. Shirts/Blouses/Sweaters**

1. Must be neat, clean, properly fitted (including no oversized), and properly worn.
2. Strapless tops, spaghetti-strap tops, halter tops, or midriff shirts are not permitted.

3. "Under" shirts are not permitted as outer apparel.
4. Girls' bodysuits are discouraged unless the child is able to properly snap and unsnap the bodysuit by themselves.

C. Dresses/Skirts/Skorts

1. All dresses, skirts, and skorts must be neat, clean, and properly fitted.
2. Girls are encouraged to wear shorts under their dresses for modesty on the playground and in the classroom since we often sit and play on the floor.

D. Outerwear

1. Coats or jackets are not to be worn in class during the school day without the approval of the individual classroom teacher.
2. Hats, caps, and sunglasses are not to be worn inside the school building.
3. When the weather is cool in the mornings yet warm in the afternoons, your child should wear or bring a coat or jacket if they attend school or Daycare in the morning.

E. Socks/Tights

1. Socks or tights must be worn at all times and must be visible, even with sandals.

F. Shoes

1. Traditional style dress, casual, or sneakers must be worn at all times. Roller shoes are not permitted.
2. Sandals and clogs are permitted as long as they have back straps on them. (No flip-flops.)
3. Must be in good condition (no holes, tears, etc.), clean, and proper size.

G. Jewelry

1. Jewelry is permitted to be worn provided that it does not interfere with the learning process.
2. For girls, two earrings maximum per ear are permitted. Boys are not permitted to wear earrings.

H. Hair

1. Must be conservatively styled; well groomed (neat, clean, and kept out of the eyes) and of natural coloring.

G. Miscellaneous

1. Inappropriate logos, writings, and/or pictures are not permitted on any article of clothing.
2. Dress code is in effect during school and for all school related events (programs, graduation, athletic contests, etc.).
3. Extreme fads are to be avoided. Extreme and/or inappropriate styles will be determined by the administration.

***Physical Education Dress Code (JrK and KDG)***

Sneakers must be worn to school on gym class days. If your child does not wear sneakers, he or she may not be able to participate in gym class for safety reasons. Sweatpants or loose-fitting pants with a T-shirt work best for gym. For girls, please do not wear dresses or skirts on gym days.

***Dress Code Violations***

Initially, parents will be reminded of the dress code. However, if the dress code is repeatedly not followed, parents will be notified that for future dress code violations, their child will be removed from the classroom/Daycare and sent home. A parent will be called to pick up their child, and they will be marked absent for the day.