

Modesto Christian Preschool

2026-2027

Student Handbook



Welcome to MCPS

We are praying you have a blessed and successful school year. Preschool is a child's first exposure to school and we strive to make it the best experience possible for the child and their family. Our number one goal is to create a safe, Christ-centered environment for children to be able to learn and grow. These policies and guidelines are here for the benefit of parents and staff to work together and support one another in the education journey of the child. It takes teamwork between parents and staff to instill a love for learning in a young child that will carry through their lives. Please familiarize yourself with these guidelines, as it is your responsibility to live within them. By attending Modesto Christian Preschool, you are committing to follow these guidelines.

If you have questions or concerns about any of the policies in this handbook, please bring those questions to the school administration. We would be happy to hear your concerns and discuss them with you.

Ultimately, our desire is to help each family make wise choices and experience the freedom that comes from following God's design. Our hope is that you will see the freedom that comes from following appropriate guidelines, as that is exactly the message that God has for us. His rules are not about restricting our behavior, but rather they are about freeing us to live abundantly (John 10:10). May this year be a year of living abundantly for you!

The Modesto Christian Preschool Handbook for 2026-2027 supersedes all preceding handbooks. While we will make every reasonable effort to keep policies consistent throughout the year, the policies and guidelines in this handbook are subject to change with or without notice. In the event of a disagreement about the proper interpretation of a policy or guideline, the school administration's interpretation will be used in evaluating any disciplinary consequences. Should a situation arise that is not covered in this handbook, the administration will act fairly and promptly to make a decision based upon all applicable MCS policies and the interests of the students, parents, and the school community.

Modesto Christian School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MCS does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

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GENERAL INFORMATION

ABOUT MCS

ACCREDITATION

Modesto Christian School is accredited jointly by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

HISTORY

The Preschool, Elementary School, Middle School and High School make up the educational program of Modesto Christian School (MCS). Modesto Christian School functions as a traditional school within a nondenominational evangelical Christian environment.

The school was founded in 1962 by the Reverend Roy Blakeley and was one of the 30 charter member schools of the Association of Christian Schools International (ACSI). Rev. Blakeley's vision was to have a school that would assist and support Christian parents in their responsibility for teaching, training, and preparing their children for life. This could only be accomplished through an excellent, Christ-centered education in which God and His Word serve as the foundation for all learning and living.

In 2015, after 53 years as a ministry of Neighborhood Church (NC), NC announced it would be selling the property and closing MCS at the end of the school year. A group of parents and other supporters of the school came together, and through prayer, sensed that God was not finished with MCS yet, and that He had a plan for even better days ahead for the school. This group formed Modesto Christian School, Inc. (MCSI), a 501(c)(3) religious non-profit organization, and through God's grace, was able to develop a funding plan for the purchase of 32 acres of the property. MCS transitioned to an independent, non-denominational evangelical Christian School, under the leadership of MCSI in June 2016, and is now positioned to impact many more generations of students in the years to come.

MISSION AND VISION

DEVELOPING CHRIST-CENTERED LEADERS THROUGH EXCELLENCE IN ACADEMICS, ATHLETICS, AND THE ARTS.

Mission.

Modesto Christian is a mission-driven school with decisions made first and foremost with our mission in mind. We are not market-driven, chasing after notoriety or short-term success, instead we chase after God, His will and His way.

Christ Centered.

Jesus is the center of all we do. We want every student to be a life-long, fully devoted follower of Jesus; our school is a community where students find Jesus and grow in a relationship with Him and others. All teachers, faculty, and administration are called to a Christ-centered lifestyle, as well as Christ-centered work and service.

Leaders.

Leadership is influence. Everyone has influence. Everyone is a leader. This generation needs leaders who bring hope and transformation to their sphere of influence. Modesto Christian develops these Christian leaders of today and of tomorrow.

Excellence.

Excellence honors God and inspires people. Excellence is not perfection or a destination, nor is it solely defined by awards, test scores, or wins and losses. Excellence is a process, and continually being about the process. It is a steady pursuit of getting "better" each day.

MODESTO CHRISTIAN PRESCHOOL

The Modesto Christian Preschool is a licensed day care center that offers age-appropriate play-based and academic learning activities in a safe, nurturing non-denominational evangelical Christian environment to prepare children for a lifetime of academic success through a quality Christ-centered curriculum taught by highly qualified teachers who really care. The basic service of the preschool program is to provide full-day and part-day early childhood educational services for children between the ages of 2 and 6 years.

The preschool is part of Modesto Christian School (MCS), which is a private school that is fully accredited by the Western Association of Schools and Colleges (WASC) and Associated Christian Schools International (ACSI) for grades preschool through high school.

The preschool endeavors to ensure that all students will develop a life-long love of learning and a strong foundation for critical thinking, academic, and social skills needed to become self-reliant, positive, and productive Christian citizens and life-long learners of Biblical truth and the world around us.

QUALITY EDUCATION

As a student at Modesto Christian School, you are entitled to a quality education.

A quality education:

- Provides a safe and comfortable environment;
 - Is student centered and one in which the whole student is nurtured;
 - Discovers and celebrates each student's intellectual, creative, and social abilities;
 - Develops every student's passion for being a life-long learner;
 - Trusts the teacher as fully prepared professionals who utilize curriculum as educational best practices; •
- Recognizes that the continuous student and teacher relationship is essential.

STATEMENT OF FAITH

The school views itself as an indispensable part of the three major forces in the life of each child: the home, the church, and the school. Modesto Christian School was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by MCS.

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
- We believe there is one God, eternally existent in three persons –Father, Son, and Holy Spirit (Gen. 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in the Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:12-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

PRESCHOOL PROGRAM POLICIES AND PROCEDURES

ABSENCES

Please call us at 209-343-2321 or email the Preschool Director and let us know by 8:30 AM if your child will be absent for the day. If your child has a contagious illness, please notify the Preschool Director directly so other families can be alerted to look for symptoms in their children.

ACADEMIC PROGRESS ASSESSMENTS

Your child's academic progress will be assessed two times during the academic year. These assessments are designed to identify what instructional and developmental areas your child's teacher needs to focus on in order to prepare your child for his or her kindergarten readiness. Parent-Teacher Teas, which are similar to parent-teacher conferences, but more informal, will be scheduled optionally in fall, and may be also scheduled in the spring, so that you may review the assessment results, see examples of your child's work, communicate about your child's progress, and make plans for kindergarten.

ACCEPTABLE USE AND SOCIAL MEDIA POLICY

While many aspects of this policy apply primarily to older students, all Modesto Christian families are expected to support responsible technology use.

Informational technology and its use is ubiquitous in our society, and it is expected that students will use the Internet, personal mobile devices, and school-provided computing equipment and software regularly. To promote the safety of our students and to ensure effective use of school technology, students are expected to abide by the following acceptable use policies.

General use of electronic devices: Students in preschool, elementary and middle school are only permitted to use electronic devices during school hours when given permission by school staff. All other use during school hours is prohibited. During class periods or official school activities such as chapels and rallies, electronic devices may only be used with permission from staff. Use of electronic devices during class time is subject to monitoring by school personnel, including the use of monitoring software.

Internet usage: Use of the school-provided Internet is intended for school-related activities.

Use in violation of school discipline policies or expected behavior standards is strictly prohibited. Examples of prohibited use of the Internet include, but are not limited to:

- Cyber-bullying
- Accessing or transmitting pornography or other sexually explicit materials or illegal activities •
- Harassment of any kind
- Threats of harm to people or property

Students may not use the school-provided Internet or school-provided devices to sell or purchase materials or to conduct any type of business activities not directly related to approved school activities.

The school-provided Internet will have filtering and other restrictions intended to prohibit unacceptable use of the Internet. Disabling or bypassing Internet restrictions is strictly prohibited.

Incidental use of school-provided Internet for personal purposes not restricted elsewhere in this policy is acceptable, as long as the use does not violate restrictions on time of use.

Given the rapidly changing nature of use of the Internet, it is not possible to adequately anticipate all Internet usage situations that may emerge. As such, MCS reserves the right to prohibit, either permanently, or temporarily any particular use of the school-provided Internet at any time.

Downloading software or applications: No software or applications may be downloaded on school-provided equipment without prior permission from staff.

Plagiarism: Plagiarism is using someone else's words or ideas as your own. Using information found on the Internet and copying it or paraphrasing it without citation is unethical and a violation of school discipline policies.

Social Media: Social media is an important and integral part of our culture. While it is recognized that social media platforms serve many good and helpful purposes, they also unfortunately create opportunities for dangerous online behaviors. The opportunities for both beneficial and harmful uses of social media abound, and they change rapidly and continuously. It is understood that no policy can anticipate every potential use of social media. It is also understood that other behavioral policies for students apply to social media behavior, even if those other policies are not explicitly stated as applying to social media. Here are general guidelines for social media use, but in all things related to social media behavior, no policy is a substitute for wise and common sense behavior to maintain personal safety in an online environment.

- Students who are not legally authorized to use social media platforms (typically those under the age of 13) may not ever use school-provided equipment or the school-provided Internet for access to social media.
- MCS strongly recommends that parents/guardians actively monitor any social media activity by their children.
- Behavior that is represented in social media that violates school policies will be subject to normal school discipline.
- Since cell phones or other electronic recording devices may not be used in class without specific permission from staff, any social media postings of photos or videos taken during class are not permitted, and the postings themselves are evidence of inappropriate cell phone use and are subject to corresponding school discipline. Harassing or bullying behavior on social media will be treated as equivalent to harassing or bullying behavior in any setting.
- Unfortunately, cyberbullying is sometimes viewed as an acceptable form of behavior or less severe than in-person bullying or harassment. It simply is not. Bullying or harassing online behavior will not be tolerated, and it will be treated for what it is - bullying and harassment.
- While some social media platforms specialize in creating seemingly temporary communications (for example, Snapchat), students need to assume that all forms of social media communication (including texting and emails) are permanent and will be shared. Even images and text on temporary platforms can be permanently captured and shared. MCS strongly advises students and parents/guardians to exercise caution and good judgment about content and images that are shared through social media.
- In particular, "sexting" or other forms of sharing pornography or other sexually explicit material is always inappropriate. Such behavior is a violation of school rules (and subject to appropriate disciplinary consequences, including if appropriate involving law enforcement), but it is also extremely dangerous. Such behavior can result in significant emotional and psychological harm, and it can lead to physical endangerment as well.
- Any posts that threaten harm to others or their property is inappropriate and subject to school disciplinary action, and if appropriate, will be shared with law enforcement. Students who make threatening statements must establish that they are not a threat to themselves, to others or to the school community before being allowed to return to school.
- Given the wide variety and changing use patterns of social media platforms, it is understood that situations will arise which are not explicitly addressed by this policy. In those cases, the administration reserves the right to make decisions based on the nature of the incident, up to and including removing a student from enrollment at the school.

In compliance with AB 500 (effective 1/1/2018), the following MCS policies governing staff interactions with students are included here:

- In general, staff and students should not engage in social media interactions with each other.
- Social media settings that are specifically about school-related activities or events, such as a social media page for a school group or a group text, and are visible to any member of the group, may have staff and student interactions.
- Staff and students who have legitimate reasons for social interaction apart from school are permitted to have an appropriate level of social media interaction. For example, staff members whose children attend MCS are expected to interact on social media with their own children, and may have some social media interaction with their children's friends as a result.
- Staff should treat social media interactions with students, including texts, similarly to in-person interactions. Secret social media conversations between staff and students, beyond the legitimate reasons mentioned above, should not be happening.

ACHIEVEMENT TESTING

Standardized Tests are administered in the Spring of each year in the elementary programs and above. There are no standardized tests administered to students in the preschool program.

ADMISSIONS

The preschool program serves children who are 2 years of age through 6 years of age. Students must be fully potty trained at the time of enrollment in order to be accepted into the program.

MCS utilizes an online admission and re-enrollment procedure. You can find the appropriate link under the “Admissions” tab at <http://www.modestochristian.org>.

In order to secure appropriate staffing levels at all times of the day, we will ask you to provide the specific hours of care needed for your child, recognizing that you may need to change these periodically. Prior to your child's start date, please feel free to schedule as many visits as necessary to help familiarize you and your child with the program. This is an excellent way to help your child feel comfortable in his or her classroom.

During the application process, you must complete numerous required forms (see FORMS) and provide official documents for your child. The enrollment procedure is as follows:

1. Complete an online application and submit all required forms and documents online or by returning them to the preschool office.
2. Pay the NON-REFUNDABLE Registration Fee. Applications cannot be accepted nor a place reserved for your child unless accompanied by the appropriate Non-Refundable Fee.
3. Complete and submit all forms completely and sign where indicated. All new and returning students must have a completed packet in order to register for the subsequent school year.
4. Family Information: Please notify the school office immediately of any changes to your family information and/or contact information. Please specify clearly the people who are allowed to pick up your child from school in an emergency, if you are not available or cannot be reached by phone.

ARRIVAL AND DISMISSAL

The preschool opens at 7:00 AM for students enrolled in the **Extended** and **Full Day** programs and closes promptly at 6:00 PM for the Full Day students. Students enrolled in the **Half Day** program should arrive between 8:00 AM to 8:25 AM. The morning session classes start promptly at 8:30 AM. Children are expected to arrive no later than 8:25 AM for the daily health inspection before a parent/guardian may sign them in. Please cooperate in picking up your child promptly at the scheduled pick up time and allow enough time to speak with the teacher and gather belongings. See Preschool Program Options.

ATTENDANCE AT SCHOOL

Consistent school attendance is necessary for good scholarship, and academic and social growth of preschoolers. It is also required by California State Law once a child enters kindergarten.

It is understood that faithful and regular attendance in school is related to a student's academic progress and achievement. The preschool program is designed to be a progressive and sequential experience for students. Therefore, the failure of a student to attend class for other than an excused absence is discouraged. Each student is expected to attend class and to be on time unless properly excused. A pattern of irregular attendance, unexcused absences, or frequent tardies may jeopardize a student's readiness to advance to the next level of schooling.

Parents are encouraged to discuss extended absences with their child's teacher before planning time away from school.

BACKPACKS

Please send your child to school with a regular-sized backpack that is clearly **labeled with your child's name** on it. The backpack must be large enough to store your child's extra clothes (label bag of clothes, and jacket or sweater, weather permitting). When arriving at school every day, please help your child place his or her jacket, coat, or sweater into the backpack, and zip it up completely. Be sure to check inside your child's backpack every day after you pick up your child.

BIRTHDAY CELEBRATION GUIDELINES

If you wish to celebrate your child's birthday by bringing in special treats, we ask that you bring items that are free from common allergens such as nuts. The safest way to celebrate is to provide a fruit salad, store-bought treats, or a small gift bag with toys that are appropriate for children ages 3+. Check with your child's teacher for the number of students in your child's classroom and allergies. Please contact your student's teacher several days in advance to make arrangements.

In an attempt to be understanding of each student's feelings, and to be sensitive to the financial needs of all involved, MCS has established the following guidelines for distributing birthday party invitations. When a parent wishes to limit the number of students to be invited to a birthday party, the invitations should be mailed or distributed off campus. Invitations may only be distributed at MCS if:

- In the event of an all-boy party, all boys in the classroom are invited;
- In the event of an all-girl party, all girls in the classroom are invited;
- In the event of a boy and girl party, all children in the classroom are invited.

BITING

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. It is a natural phenomenon and not something to blame on children, families, or teachers. Still, when it happens, it is scary, frustrating, and very stressful for everyone involved. Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends. In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES-COMMUNITY CARE LICENSING AGENCY RIGHTS The Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The Department of Social Services has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement. Any person may request an inspection of any child daycare facility in accordance with the California Child Daycare Facility Act. [CCR, Title 22, Section 101200].

CHANGE OF ADDRESS, EMAIL, AND/OR TELEPHONE NUMBER

Please notify the office immediately for any changes in your mailing address, home/work/cell telephone number(s), email address(es), emergency number(s) or other contact information.

CHANGE OF CLOTHES

Please bring a backpack with a full change of clothes inside (minus shoes) for your child each school day. Be sure to label every item with your child's name. Change your child's extra clothes to match the weather and their current size.

CLASSROOM OBSERVATIONS

As part of the program's activities, outside preschool professionals not employed by MCS may observe children in their classroom from time to time. In addition, preschool teacher and aide candidates may spend supervised time in the classroom with our regular staff as part of our hiring and training processes.

CLASSROOM PLACEMENT

Children are placed in classrooms based upon a combination of their developmental and chronological age, as well as space availability. State regulations classify the specific age range and the number of children that may be enrolled in each program/classroom. All of our teachers are fully qualified to teach preschool, and your child will receive a quality education no matter who his or her teacher is.

CLEANING SUPPLIES

We use a mix of white vinegar and tap water to clean hard surfaces in the facility when the children are present. The bathrooms and floors are cleansed and disinfected each evening. Toys, door handles, and hard surface areas are disinfected after the children depart. Nat mats are disinfected at the end of each week.

COMMUNICATION

Before the school year begins, a yearly school calendar will be shared outlining special activity dates and times, mid- and end-of-quarter dates, holidays, minimum days, and other important calendar items. In addition, these dates will be posted on our school website.

A detailed calendar of school activities and events is sent home monthly via email to families. Communication is very important to the success of your child's learning. We will be communicating what we do in the classroom, upcoming dates and events, and other information often. We are working on being green! Whenever possible, we will provide electronic copies of forms and reminders to you via the email addresses you provided on your enrollment forms. Please inform us if your email address changes.

You will find completed work, notes from the school, teachers, or Preschool Director, special announcements, class announcements, and more in student file boxes or folders depending on your child's teacher. Be sure to check these daily when you pick up and drop off your student. If you have questions or concerns at any time, please feel free to contact your child's teacher, the Preschool Director or both. We want and need to hear from you!

COMPLAINTS

Modesto Christian School endeavors to follow Biblical principles for conflict resolution. To ensure successful resolution proper protocol must be followed as indicated within this section. The appropriate procedure, if one feels the need to make a complaint, is to first request to meet with the person in private. Most complaints are the result of a misunderstanding and can usually be resolved by the persons meeting in private to discuss the problem.

If such a meeting fails to resolve the problem, the student or parent(s) may wish to bring it to the attention of the preschool director. If this step fails to resolve the circumstance, then the student or parent may meet with the superintendent. If the complaint is still unresolved at this point, the student or parent may provide a letter to the School Board.

CONDUCT OF STUDENT - ON AND OFF CAMPUS

An enrolled MCS student's behavior and conduct is a 24/7 representation of Modesto Christian School. For that reason, any misconduct or behavior that is brought to the attention of MCS administration that occurred off campus and outside of school hours will be dealt with as a disciplinary issue. If a student is not yet enrolled, enrollment may be denied based upon the behavioral issue that occurs. Misconduct is defined as inappropriate activity that is harmful physically or emotionally to another individual or themselves, or causes harm to the reputation and integrity of Modesto Christian School. MCS administration reserves the right to determine what behavior and conduct is a violation of MCS regulations and standards. This is in compliance with the Parent Commitment form on file for your student: "We realize the school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process of MCS".

CUSTODY RIGHTS

Legal opinion states that each parent has equal rights to their children unless a "court issued legal document" is issued and filed in the child's cumulative folder. In the event that a parent states that they have such a document, it is imperative that the document be brought to school to be included in the student's school record. The Preschool Director and affected staff members must be notified immediately of any custody changes. MCPS cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

DAILY HEALTH INSPECTION FOR ILLNESS

We perform brief daily health checks on each student upon the child's arrival on the campus before the parent or guardian may sign the child in. This daily health check will be performed in a relaxed and comfortable manner that respects the family's culture as well as the child's body and feelings. Daily health checks seek to identify potential concerns about a child's health including recent illness or injury in the child and the family. Health checks may also serve to reduce the transmission of infectious diseases in preschool settings. At no time will staff be expected to diagnose a condition. The health check takes less than 1 minute for staff to perform, however, please plan to arrive at school by 8:25 AM. The state requires that parents/guardians remain during the health check. During the health check, the staff may:

- Observe your child for symptoms of:
 - breathing difficulties
 - severe coughing
 - discharge from the nose or eyes
 - change in activity level
 - changes in skin color (pale or flushed)
 - changes in mood (cranky, tearful, or cheerful)
 - bruising or swelling
 - cuts, abrasions, sores, or rashes
 - sores, redness, or pus pockets in the mouth
 - nits or lice in the hair.

- Touch your child's hands and/or face to determine the temperature and feel of your child's skin. If your child's skin feels warm, his or her temperature will be taken.

For the health of all of the children enrolled in the program, we cannot admit a child who has any of the following signs or symptoms either currently or in the last 24 hours:

- fever of 100.4 degrees or greater
- a rash
- vomiting
- diarrhea
- extreme and unusual fatigue
- excessive runny nose (clear or colored discharge)
- signs of pink eye (obvious enlarged, reddish veins in the eyes, eye discharge, mucous in the eyelashes) ●
- mouth sores, pus, or obvious inflammation in the throat
- nits or lice in the hair
- any other unusual and unexplained symptoms

Children displaying any of the above symptoms or signs will need to be at home to rest in order to get well. If a child starts class and then later displays any of these symptoms or signs, we will contact the parents/guardians to come pick up the child from school. It is expected for the child to be picked up within 30 minutes or emergency contacts may be called.

DAMAGES

Small repairs and accidents are expected when running an educational facility. However, parents/guardians will be held financially responsible for damages that cannot be classified as accident or fair wear and tear, such as deliberate breaking of toys, poking holes in furniture, etc.

DEFIANCE

Defiance is the refusal to obey authority. Students who defy any member of the school staff or the staff at any off-campus school event are subject to suspension. The teachers and other members of the staff are required to provide supervision over all students. They can only do this if the students are willing to obey them. It is essential, therefore, that our students submit to the authority of school officials.

Negative statements, photos, recordings of faculty/staff on the internet (on such sites as YouTube, Facebook, Twitter, etc.) are not permissible and subject *the student* to suspension and/or expulsion.

Students are to abide by the instructions of any member of the staff, as long as it does not violate moral and ethical standards of the law and MCS. This does not mean just obeying the student's own teachers in class – it means obeying any teacher or any other member of the staff at any time and in any place while at school or a school activity. If a student's family believes a teacher is wrong, the student's family can appeal or complain to the administration. If the student was right and the order was wrong, the student will be supported and the matter will be rectified; but if A *STUDENT DEFIES* a member of the FACULTY/STAFF, HE/SHE can expect to be suspended. Mistakes can and will occur, but the place for resolving these mistakes is in the administration offices – not elsewhere.

Administration reserves the right to objectively determine the appropriate consequence based on the seriousness of a particular infraction and the discipline record of the student who commits the offense.

DELINQUENT ACCOUNTS

Students whose financial accounts that are two months past due may not be permitted to attend school until the account is brought current. It is understood that life circumstances may arise unexpectedly, so it is imperative that families contact the business office to schedule a payment plan to bring the account current to avoid disruption to your student's education.

DIGNITY AND RESPECT

Each individual is entitled to be treated with dignity, courtesy and respect as a student at Modesto Christian School. Such treatment from both members of the staff and fellow students should be expected.

DISCIPLINE PHILOSOPHY

The MCS staff is here to help you get the finest education possible. In order to do so, the school must have rules and the means to enforce those rules to ensure a positive atmosphere.

Discipline means "training that molds character" and reveals love (Proverbs 3:12); it tends to motivate students to learn, teaches self-control, and sets limits for the student's own good. The following principles are considered when the disciplinary method is chosen:

- Each student is an individual, is unique, and, as such, may have special needs and respond differently to the same method, but all students need firmness, fairness, and consistency.
- Any consequences should fit the offense, if possible. When a consequence is administered, it is to be done as quickly and calmly as possible after the offense is discovered. (Ecclesiastes 8:11; Proverbs 14:17).
- Corporal punishment is prohibited at MCS.
- Every discipline encounter is viewed as a teaching opportunity.
- Serious incidents or continued misbehavior may result in possible suspension or expulsion from the program at the sole discretion of the preschool director.

Part of early childhood education is teaching self-control. We believe that engaged, interested children seldom have behavior problems. Redirection and positive reinforcements are used to encourage desired behavior and good manners.

As a last resort, Think Outs are the method of consequence used. Think Outs are similar to time outs in that the child sits out of an activity for a few minutes to gain self-control and to think about better choices that could have been made regarding the reason the child was asked to Think Out. When the child has had the chance to think about and is ready to share the better

choice options, the child shares these ideas with the teacher, and rejoins the activity. This process encourages critical thinking skills. We emphasize that the disruptive choice was undesired, however, the child is loved and respected at all times, and that we all make mistakes once in a while, but we can all learn to think of and make better choices. As teachers, we believe it is important to model the kindness and forgiveness which we encourage the children to practice in their dealing with each other. Generally, the Think Outs occur in the classroom, and are brief.

If a problem persists or the child's behavior is disruptive to the class, the child will have to sit in the preschool director's office to talk about the behavior and to work with the preschool director to come up with a solution. Once the child has had an opportunity to stop the behavior and work out a solution, the child may return to the classroom.

If the child's behavior presents a continued disruption or danger to the child him or herself, or other children in the program, the preschool director will call the parents to pick up the child from the program. Parents are expected to pick up their child within 30 minutes of receiving this telephone call, otherwise, the emergency contacts will be called to pick up the child.

As with all aspects of a student's education, discipline at MCPS is seen as a cooperative endeavor of the school and the home. Every effort will be made to ensure timely communication. Parents will be notified if the following occurs:

1. If more than one THINK OUT is necessary for the same behavior on the same day
2. If the behavior requires that the child speak with the preschool director

If the problem continues to exist, a parent-school conference will be scheduled so that home and school can work together to create a behavior plan to attempt to resolve the issue.

Our goal is to provide a safe and effective learning environment for all children. Therefore, any serious or constant disruptive or dangerous behavior that contradicts the ability to provide a safe or effective learning environment for any of the children will be grounds for immediate dis-enrollment of that child. We reserve the right to automatically dis-enroll any child. Parents will be advised of any serious or constant disruption issues in the following order:

1st Occurrence: Telephone call to pick up the child from the center and written notice of the child's behavior.

2nd Occurrence: Telephone call to pick up the child from the center and written notice, and parent-school conference to create a behavior plan.

3rd Occurrence: Telephone call to pick up the child from the center and written notice of automatic dis-enrollment from the program.

Additional reasons for dismissal from the preschool program include, but are not limited to:

- Parental/Guardian failure to comply with policies and contract.
- Destructive and harmful behavior by a child that continues even with parent/guardian cooperation.
- Disrespectful, hurtful, or confrontational talk or behavior by parents/guardians towards administration, staff, students or other students' parents.
- Non-payment of fees and/or recurring late payments of fees.
- Three late pick-ups in a school semester.
- Failure to submit required forms, including proof of immunizations.
- Child is not fully toilet trained or has repeated accidents.

The most important aspect of a discipline policy is to create positive change in behavior. Repeat offenses will result in progressively more serious disciplinary responses than the initial violation.

DRESS CODE

Below are the established guidelines for the MCPS Dress Code for the **preschool program**. Follow these standards to ensure compliance with acceptable clothing and appearance. All clothing and shoes must fit the child appropriately, and be free from rips, tears, or holes.

Jackets/Coats/Sweaters – Boys and Girls

Style/Color: Not standardized. Student may wear jackets/coats of his/her choice,

Note: Parents, please **label all outerwear** so that clothing may be returned to your student.

Pants/Shorts – Boys and Girls

Color: Solid navy blue or khaki.

NO: Jeans (except on Fridays and designated Free Dress days) No rips, holes, or tears.

Note: Bottoms must fit at the waist and be no more than one size too large or too small.

Shirts/Blouses – Boys and Girls

Color: Solid red, white, or navy blue. Trim is permitted in school colors only.

NO: Pictures, designs, or logos are not permitted except for the MCS logo.

Note: MCS “apparel shirts” (purchased from the school) are considered acceptable uniform attire.

Skirts/Skorts/Jumpers -- Girls only

Color: Solid blue or khaki

NO: Denim

Note: Skirt, skorts, and jumper length should be no shorter than 2 inches above the knee, and should be worn modestly at all times. Shorts must always be worn under skirts or jumpers.

Socks/Tights – Boys and Girls

Note: Girls may wear tights in any color.

All: For safety purposes, it is required that socks be worn with all footwear.

Shoes – Boys and Girls

Color: Any color is acceptable.

Style: Athletic or tennis shoes must be worn at all times, and should be safe and practical for daily outdoor physical education activities. Students should be able to put on their one shoes with little help.

NO: Any shoes that are not athletic or tennis shoes. This includes: shoes that expose the toes, those without backs, flip-flops, boots, galoshes, rain boots, skate wheels, or heels.

Note: Children may wear rainboots to and from class, however, they will need to change into athletic or tennis shoes once they are in the classroom. Sandals with a back strap may be worn during the summer session only.

Accessories – Boys and Girls

Jewelry: Modest jewelry only. Excessive jewelry and jewelry with symbols related to cults is not permitted. Wearing of pierced jewelry is not permitted on any body parts other than ears. Post earrings are recommended for safety.

Hats: Hats are permitted to wear outside only;

Note: Special permission for wearing hats indoors requires a doctor's note.

Hair – Boys and Girls

All: Hair for boys and girls must be neat and clean. Colors and styles may not be extreme. **Boys:** Hair must not extend over the eyes and needs to be neatly trimmed or styled so that it does not rest below the shirt collar.

Girls: We highly recommend that girls wear their hair in tight braids or buns to help prevent the spread of lice.

Friday Jean Days

All: Clean blue colored jeans that are free from any rips or holes may be worn on published Free Dress days only including each Friday.

Special Dress Up Days

All: These days will have published guidelines which will be sent home when the day is announced.

Cold Weather Days

All: During inclement weather, the school may adjust the Dress Code policy. If so, a notice will be sent home informing parents/guardians of any change.

All preschool students are expected to follow the MCPS Dress Code at all times. The following actions will be followed for any student who arrives at school inappropriately dressed (i.e., being out of Dress Code):

- The parent/guardian(s) will be contacted, and they will be required to return to school to immediately provide an appropriate change of clothing for their child, or
- The staff will provide the student with appropriate clothing to borrow for the day. Borrowed clothing must be laundered at home and returned the next school day to avoid the parent/guardian paying a \$5 rental fee per day for each of the borrowed item(s).
- Repeated failure to follow the Dress Code may result in the student being dis-enrolled from the program. Parents/guardians may select any clothing items that adhere to the above dress code. In general, durable clothing that can withstand the energetic activity of young children—digging in dirt, exploring sand, experimenting with water, or tending to a garden, among other activities—is best.

We consider our playground to be an extension of our classroom and, as required by state licensing, we conduct programs outside whenever weather permits. That makes it important for your child to dress for the elements. Though we limit outdoor time in winter, if the weather is extremely cold, it's also a good idea to send an extra sweater that is labeled with the student's name.

We also ask that you leave a complete extra set of weather-appropriate clothing in your child's backpack at all times. For newly toilet-trained children, it is helpful to keep an extra set of underwear and bottoms on hand. Each child attending the program must have a complete change of clothing labeled with his or her name on the bag. Clothing will be kept in each child's backpack and used as needed. Soiled items will be placed in plastic bags and sent home for the parents/guardians to launder. Please replace the items in the child's backpack when they become soiled.

When buying indoor or outdoor clothing for school, make sure your child can put them on themselves. The program is not responsible for lost or damaged clothing. We will take all precautionary methods to be certain that your child's belongings are well cared for; please keep in mind, clothes that look a little less clean at the end of the day are a sign that your child was actively engaged in learning.

DROP-OFF AND PICK-UP

To ensure student safety, please adhere to the following:

- Follow the traffic pattern as established by MCS;
- Follow the instructions given by staff members;
- Do not park in numbered parking spaces.
- You may park in the lane closest to the gate to get out and walk your child into the preschool.
- Pull your vehicle all the way forward before stopping to park in the drop off lane.

EMERGENCY AND DISASTER PLANNING

MCS has implemented emergency preparedness drills in the event of potential disaster. All students are expected to obey the instructions of MCS personnel. MCS will communicate with families as rapidly and as effectively as we can, in a developing situation. In the event of an emergency situation, parents should not come to campus until instructed to do so by school personnel or emergency personnel. In the case of a full scale community emergency, such as an earthquake, it is our policy that children are kept at school until someone with proper authorization arrives to pick them up. Emergency supplies are on hand in the classroom. Emergency information is vitally important in a community disaster. Please fill out all emergency forms completely and notify us immediately of any changes.

We practice campus-wide fire drills. Staff members have completed first-aid and CPR training. We will conduct two mandatory emergency preparedness days in the classrooms each month as well as periodic fire and lockdown drills. On emergency preparedness days, the curriculum includes preschool level videos, activities and stories about:

- Fire safety
- How to dial 911 in an emergency
- Stranger Danger
- Safe and Unsafe Touch
- Earthquake Safety
- Building Safety

EXPECTATIONS OF PARENT BEHAVIOR

The school recognizes that each parent is an example of behavior to students. It is expected that each parent will demonstrate polite and respectful behavior at all times. This includes the following:

- polite and common courtesies;
- respect for privacy and not speaking about sensitive matters in public areas;
- check in with the elementary school office before visiting any classroom;
- obey traffic patrols, use common safe driving courtesy and demonstrate;
- patience and compliance while dropping off and picking up students.

A parent/student who uses obscenities or who speaks in a demanding, loud, insulting, or demeaning manner to a faculty/staff member, other student's parents, or students, or treats a staff member, other student's parents, or students disrespectfully, may be asked to leave the campus. This behavior may jeopardize the student's continued enrollment. If necessary, the Sheriff's Department will be called for assistance.

FORMS

The following documents must be completed by the students' parents/guardians before the child may be enrolled or attend the program:

1. Online MCS Application for Admission, with authorized signatures.
2. MCS Financial Policy Agreement
3. MCS Student Health / Emergency Information and Medication Consent
4. MCS Annual Parent Commitment
5. Identification and Emergency Information (LIC 700).
6. Child's Preadmission Health History - Parents' Report (LIC 702).
7. Child's Preadmission Health Evaluation - Physician's Report (LIC 701).
8. Consent for Medical Treatment (LIC 627).
9. Receipt of Notice of Lead Exposure.
10. On-campus permission slip.
11. Immunization Records or physician's statement that immunization is not indicated.
12. Centrally Stored Medication and Destruction Record (LIC 622), if medications are required.
13. Signed and dated receipt of Notification of Parents' Rights (LIC 995).
14. Personal Rights (LIC 613A) receipts, signed and dated.
15. Authorizations for dispensing medication, signed by each child's authorized representative, if applicable.
16. Documentation required for health-related services (e.g., blood-glucose monitoring and nebulizer care) (LIC 9166), if applicable.

If you move, change telephone numbers, begin a new job, add or remove someone who is allowed to pick up your child, or in any way change the data you have given us on these forms, please notify the preschool office immediately. It is extremely important that we have accurate information at all times because we use this information to reach you in case of an emergency.

FUNDRAISING

Throughout the school year, students are given opportunities to fundraise for classroom accounts and school improvement projects. Likewise, MCS hosts special fundraising events during the year.

HARASSMENT POLICY

Modesto Christian School is committed to providing a work and educational environment in which all individuals treat each other with dignity and respect, and which is free from all forms of discrimination, intimidation, exploitation and harassment, including sexual harassment. In keeping with this commitment, MCS maintains strict standards prohibiting unlawful harassment. These standards prohibit harassment in any form, including verbal, physical, and visual harassment.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual

conduct of a sexual nature and such conduct (intentionally or unintentionally), which unreasonably interferes with an individual or creates an intimidating, hostile, or offensive environment. The school will deal with all of these factors.

A student who believes he or she is being harassed or is aware of any harassment by another student, teacher, or agent of the organization, should promptly report the facts of the incident or incidents and the names of the individuals involved to the preschool director who will investigate all such claims.

All complaints will be investigated, and upon completion of the investigation, the appropriate parties will be notified of the findings. Anyone who has been found to have harassed another individual will be subject to appropriate corrective action.

We trust that students and staff alike will act responsibly to maintain a safe environment, free of discrimination, allowing each individual to perform to his or her maximum potential.

HOLIDAYS

School offices will be closed on the following dates. For a complete list of school closures, check the Academic Calendar on the MCS website at <http://www.modestochristian.org>:

Labor Day – First Monday in September
 Veteran's Day – November 11
 Thanksgiving Day – Fourth Thursday in November
 Day after Thanksgiving - Fourth Friday in November
 Christmas Eve – December 24
 Christmas Day – December 25
 New Year's Day – January 1
 Dr. Martin Luther King, Jr. Day – Third Monday in January
 President's Day – Third Monday in February
 Good Friday – Friday before Easter Sunday
 Memorial Day – Last Monday in May
 Independence Day – July 4

HOURS OF OPERATION

The MCS preschool program will operate between the hours of 7:00 A.M. and 6:00 P.M. Under no circumstance will children be allowed on the school grounds before or after these hours without supervision. Any child left after 6:00 P.M. will be charged \$1.00 per minute until picked up. On Minimum Days we close at 12:00 P.M. Any child left after 12:00 P.M. will be charged \$1.00 per minute until picked up. At 12:15, we will begin contacting the child's emergency contact to pick up your child. Children must be picked up by the scheduled time: Half Day pickup is 12:00pm, Extended is 2:45pm and Full is 6:00pm. Be sure to include a few extra minutes to gather your child's belongings, help them clean up their area, and communicate with the teacher.

IDENTIFICATION AND EMERGENCY INFORMATION FORM

It is absolutely imperative that your emergency contact form (LIC 700) is always up-to-date and current.

ILLNESS POLICY

Our Illness Policy is based upon the standards developed by the American Academy of Pediatrics. MCS understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness.

Ill children may not attend class, as per state regulations. An "illness" includes having any of these symptoms within 24 hours before a school day:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
- Fever either currently or in the last 24 hours of greater than 100.4 degrees.

- Diarrhea — watery stools or decreased form of stool that is not associated with change of diet. ● Blood or mucus in the stools not explained by dietary change, medication, or hard stools, and/ or uncontrolled, unformed stools. Special circumstances that require specific exclusion criteria include the following:
 - o Toxin-producing *E. coli* or *Shigella* infection, until the diarrhea resolves and the test results of two stool cultures are negative for these organisms.
 - o *Salmonella* serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with *Salmonella* serotype Typhi, three negative stool cultures are required.
- Vomiting more than two times in the previous 24 hours.
- Mouth sores with drooling unless the child's medical provider or local health department authority states that the child is noninfectious.
- Abdominal pain that continues for more than two hours or intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
- Rash with fever or behavioral changes, until a medical provider has determined it is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment has been started.
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice until after treatment and all nits are removed.
- Rubella, until six days after the rash appears.
- Scabies until 24 hours after treatment has been started.
- Chicken pox, until all lesions have dried or crusted (usually six days after onset of rash).
- Pertussis (whooping cough), until five days of appropriate antibiotics.
- Mumps, until five days after onset of parotid gland swelling.
- Measles, until four days after onset of rash.
- Hepatitis A virus, until one week after onset of illness or jaundice or as directed by the health department (if the child's symptoms are mild).
- Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

If your child has or has had any of the above symptoms 24 hours prior to a school day, please be sure to keep your child home until he or she has been symptom-free for the past 24 hours.

Mild illnesses are common among children and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day, but will find it necessary to exclude them from the preschool setting for the above reasons. If your child appears to be ill, your child will be isolated and offered a cot placed in the director's office, and, you will be notified and expected to pick up your child immediately. If you are unavailable to pick up your child, your emergency contact(s) will be contacted to pick up your child. Exclusion from the program is sometimes necessary to reduce the transmission of illness or because the program is not able to adequately meet the needs of the child. We ask that for your child's comfort and to reduce the risk of contagion, children be picked up within 30 minutes of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Children need to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the program for the remainder of the day he/she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the program receives a note from the child's medical provider stating that the child is not contagious and may return to the program. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

Children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours. Readmission after diarrhea can occur when children do not have toileting "accidents."
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor time. ● They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - o The child's medical provider signs a note stating that the child's condition is not contagious.
 - o The involved areas can be covered by a bandage without seepage or drainage

through the bandage.

- If a child is excluded because of a reportable communicable disease, a note from the child's medical provider stating that the child is no longer contagious and may return is required.

The final decision whether to exclude a child from the program due to illness will be made by the preschool director. Notes allowing for a child's return to the program after an exclusion due to illness must originate from the child's medical provider. We want to protect your child and the other preschoolers.

PLEASE AVOID SENDING children to school if they have a cold or an abnormal health symptom. The most contagious period for the common cold is the first 3-5 days. If, after that length of time, children are no longer sneezing, coughing, or suffering from nasal discharge, they may return to preschool. Children with head lice should also remain home until treatment is completed and all lice and nits are gone.

Children must be free of the following symptoms for a FULL 24 HOURS without medication before coming to school: FEVER, VOMITING, COUGHING, runny nose with DISCHARGE, or DIARRHEA.

Ringworm should be treated by a doctor and is contagious until 24-36 hours after treatment.

State law requires that we have only healthy children at school. Children who are ill or show symptoms listed above cannot be allowed to remain in class, germs travel very fast among preschool age children. By keeping your ill child at home, infections are not being spread to others, and your child is not being exposed to others while his/her resistance to infection is low.

Please report contagious diseases immediately and directly to the Preschool Director so that parents of other children in the group can be alerted. REMEMBER TO CALL THE PRESCHOOL OFFICE AND REPORT ABSENCES BY 9:00 AM at (209)343-2321.

If your child should become suddenly ill, while at school, the child will be separated from the rest of the class, parent/guardian will be called and the child must be picked up within 30 minutes of being notified.

If a child were to have a medical or dental emergency during school hours, parents will be notified immediately, and, if necessary, 911 will be called.

IMMUNIZATIONS

California law requires that all preschool students must meet specific age-appropriate immunization requirements, and the school must secure proof of these immunizations via an official immunization record (i.e., a personal record with entries made by a physician or clinic) before the child may be accepted into the program or continue to attend. These include at least:

- 3 vaccinations for Polio.
- 4 vaccinations for Diphtheria, Tetanus, and Pertussis (DTaP)
- 1 vaccination for Haemophilus influenzae type b (HIB).
- 1 vaccination for Measles, Mumps, and Rubella (MMR)
- 3 vaccinations for Hepatitis B (Hep B).
- 1 vaccination for Varicella (Chickenpox)

MCPS is required by law to deny new applicants acceptance into the program or to exclude any previously enrolled children who are missing shots from attending the program until either:

- Proof of the missing immunization(s) is provided, or
- A medical waiver signed by a licensed physician is provided that states:
 - o the name(s) of the immunization(s) being waived,
 - o the dates that the waiver is in effect,
 - o the medical reason for the waiver.

Additional information can be found online at www.shotsforschool.org/child-care

INJURIES

If your child sustains an injury while at the program (greater than a minor cut or scrape e.g., scraped knee), you will receive an Injury Report outlining the incident and course of action taken by the staff member. You will need to sign and return the form. A photocopy of the report will be given to you, another copy will be placed in your child's file, and a third copy will be placed into the Injury Report binder.

Minor wounds, such as cuts, scrapes, or bites, will be washed with cool, running water. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention. If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you (or a designated emergency contact if you cannot be reached).

KINDERGARTEN PARTNERSHIP EVENTS

Periodically, the PS4 students may have an on-campus field trip with the kindergarten class or teacher. These on-campus field trips and family events are designed to help the preschool students and families get to know the amazing kindergarten teachers and staff, and to have a preview of kindergarten. Announcements will be sent home with more details about each planned on-campus field trip and event.

KINDERGARTEN READINESS

Each kindergarten applicant is given a kindergarten assessment to measure their development during a one-to-one session between the child and the teacher. It is not an I.Q. test or a reading test. There is no right or wrong answer. We are assessing the developmental age of the child, and it is the developmental age that is most important in evaluating the child's readiness for success in school. The goal is proper placement for school success.

- To have the greatest opportunity for success in kindergarten, a child needs to have a developmental age of 5 to 5 1/2 years;
- To be a successful 1st grade student, a child needs to have a developmental age of 6 to 6 1/2 years. Research shows that up to 30% of children are not developmentally ready for kindergarten or 1st grade even though they are the proper chronological age.

LATE PICK-UP POLICY

It is imperative that parents pick up their children promptly to help us comply with licensing regulations. A late fee of \$1.00 per minute will be applied beginning at:

- 12:05 for minimum days
- 12:05 for students enrolled in the Half-Day option
- 2:50 for students enrolled in the Extended Day option
- 6:00 PM for students enrolled in the Full Day option

These late charges will be added to your FACTS account. If parents have NOT arrived within 15 minutes of their child's normally scheduled pick up time, we may begin calling the emergency contacts to pick up the child. Three late pick-ups in a school semester may result in your child being automatically dis-enrolled from MCS.

LEARNING OUTCOMES

The Modesto Christian School's preschool program learning objectives are:

- a. To help each child develop a lifetime relationship with the Lord through an age-appropriate Christ-centered curriculum.
- b. To recognize, respect, and nurture each child as a unique individual who is a true and valued blessing from the Lord.
- c. To use positive reinforcement and recognition to nurture the child's positive self-image and developmental needs, and to promote the child's ability to independently make good choices.
- d. To provide a safe learning environment where the child has the opportunity to develop positive and effective lifetime social skills through interactions with other children.
- e. To nurture the whole child's mind, body, and soul, by serving only healthy, certified organic, non-GMO food that meets or exceeds the USDA Child & Adult Care Food Program guidelines.
- f. To develop and hone lifetime development and learning skills through quality and FUN, age-appropriate educational activities.

- g. To develop a lifetime love of "learning how to learn" in each child by providing them with a solid educational foundation. h. To prepare each child for early success in learning and education.
- i. To continuously evaluate and re-evaluate the curriculum in order to provide and apply the best teaching practices possible that meet both the Association of Christian Schools International (ACSI) and the National Association for the Education of Young Children (NAEYC) early education program standards.
- j. To mentor and guide staff through professional development opportunities in order to form a team of highly qualified early childhood educators who meet or exceed the NAEYC Staff Educational Qualifications.
- k. To provide semester assessments to evaluate the effectiveness of our teaching in order to pinpoint which areas can be improved.
- l. To utilize effective communication with each child's families to become educational partners with them, and to introduce them into and guide them at the beginning of their child's lifelong academic journey.

LICENSE

The facility and staff licensing requirements were evaluated by the State of California Department of Social Services, and the department issued MCS a license to operate and maintain a program in accordance with applicable provisions of the Health and Safety Code of California, its rules and regulations, to serve a maximum capacity of 60 children simultaneously under Facility Number 503808958.

LOST AND FOUND

All articles left in the classroom or on the school grounds will be placed in the Preschool Office or supplies closet. Unclaimed articles of clothing may be donated to a charitable organization in December and in May.

LUNCHES

Children in the Extended Day and Full Day programs will need to bring their own brown bag lunch to school every day. To nurture the whole child: mind, body, and spirit, please do your best to provide a healthy lunch that is free from added sugar, corn syrup, and artificial sweeteners and dyes/colors.

We have found that most children like "finger foods" as an alternative to the traditional "lunch box" meal. Plastic food containers are a great idea for packing fruits and vegetables, cheese, pieces of meat or chicken and homemade leftovers from the night before.

All food must be cut into bite-size pieces that are easy to swallow. According to Nationwide Children Hospital, "food is a common choking hazard. Many children do not chew their food well so they try to swallow it whole. Foods that are the most dangerous are round and hard. If your child is 4 years of age or younger either take extra safety measures or don't feed the following foods to your children at all:

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Popcorn
- Chunks of peanut butter
- Raw vegetables
- Raisins
- Chewing gum
- Marshmallows

Cut food into pieces no larger than one half-inch; this will make sure that if your child swallows their food whole, it won't get stuck in their throat."

Please make sure all lunch boxes, bags, and containers are labeled with your child's name. Lunches are kept in your child's backpack. We suggest that you use insulated lunch bags and ice packs to keep food cool, and thermoses to keep food warm. When sending dairy products in your child's lunch, extra ice packs may be required to keep food at the proper temperature.

We are not able to heat or prepare meals for children as this not only keeps the children waiting for their lunch, but also takes

the staff away from their time with the children.

Additionally, we strongly recommend using the USDA's MyPlate recommendations located at <https://www.choosemyplate.gov/MyPlate-Daily-Checklist> to ensure your child's meal is well-balanced. Providing a healthy lunch will ensure your child has the energy and stamina to get the most out of their day and fully participate in all of the fun learning experiences.

MEDICATION POLICY

Although every child has an occasional need for medication, we prefer not to administer medicine to your child. We encourage you to discuss with your child's medical provider dosing schedules or once-a-day regimens that can be administered at home. You are also welcome to come to the program to administer medication to your child during the day, but we ask that you do so away from the other children.

When such options are impractical, the program can be authorized to administer medications to your child. Such occasions are governed by specific rules and state regulations.

All medications (including non-prescription acetaminophen and antihistamines, as well as all ointments, lotions, sunscreens, insect repellants, and remedies for diaper-rash) will require a parent's or guardian's signed Authorization for Administration of Medication form (available from the preschool director).

- a. Non-prescription medication necessary for more than three days will also require a written order from the child's medical provider.
- b. The current prescription label from the pharmacy with complete information and instructions will suffice as the medical provider's authorization for prescription medication. If the label does not include all necessary information, a signed Authorization for Administration of Medication form will be required from the medical provider. Doses will be tracked on an Administration of Medication log; all unused medications will be returned to parents/guardians. We ask that the first dose of any new medication be given at home to note any side effects. Please note that we are unable to administer expired medications of any kind.
- c. All medication—prescription and nonprescription —must be brought to the program in the original container and labeled with the child's full name, instructions (precise dosage, time to be administered), current date, and name and telephone number of physician, where necessary. Medication spoons and other dosage implements must be provided and be labeled with the child's name (medication cannot be given without this).
- d. All medications must be handed directly to the preschool director. Please do not leave medication—including ointments, lotions, and lip balms—in lunch bags, backpacks, or a child's cubby.
- e. Changes in medication/dosage require a new Authorization for Administration of Medication form and, where pertinent, an updated prescription or note from the child's medical provider.
- f. Designated staff members will administer medication according to the Six Rights of Medication: 1) Right Child; 2) Right Medication; 3) Right Dose; 4) Right Time; 5) Right Method; 6) Right Documentation.
- g. Non-prescription medications (antihistamines and acetaminophen, as well as all over-the-counter ointments and creams including sunscreens, insect repellants, and lip balms) require written authorization from the child's medical provider if the medication is not designated for the age of the child, if the instructions specify "consult a physician" for the age of the child, if the request is for a higher dosage than what is prescribed on the label, or if it is to be used for more than three days.
- h. Medication for Chronic Conditions: Children with chronic illnesses such as severe allergies or asthma, or those children with special circumstances such as monitors or catheters, must have an individualized health care plan on file from the child's medical provider. Professional training for staff caring for the child will be the responsibility of the parent/guardian. New medications, those not included on the child's individualized care plan, or changes to doses or instructions for existing medications are subject to the general medication rules (above). Information must be updated annually.
- i. As-Needed Medications: As-needed medications are non-prescription, over-the-counter medications such as acetaminophen, ibuprofen, or antihistamines. These are given to a child for a specific reason when the child presents with mild symptoms. These medications are not usually needed on a continuous basis, but are administered as the need arises. As-needed medications will require:
 - o Written authorization (Authorization for Administration of Medication form) from the child's medical provider.
 - o List the reason to give the medication
 - o List the dosage.

- o Be given according to the instructions on the medication label or instructions provided by the child's medical provider, in writing, on the Authorization for Administration of Medication form.

- o Have a start date and an end date, and be written for no longer than six months. The parent/guardian will be notified each time the medication is given.

Fever-reducing medications such as acetaminophen cannot be administered by staff or parents/guardians so that a child can remain at the program. Children can return after being fever free for 24 hours provided that they have no other symptoms.

MEDICAL ASSESSMENTS

A health exam conducted by a licensed physician is required before a child may be enrolled into the program. The exam must have taken place less than 12 months prior to the child's application date, and the physician must complete and sign the Physician's Report (LIC 701) form.

MINIMUM DAYS

The school utilizes minimum days to allow teaching staff to prepare for accreditation, participate in staff development in-service training, and prepare for parent-teacher teas and student progress reports.

On minimum days, there is no Extended Day program or Full Day program services available, and all students will need to be picked up at 12:00 PM. The academic school calendar lists minimum days for the year, and can be found on the MCS website at: <http://modestochristian.org/calendar>. MCS administration reserves the right to schedule additional minimum days. Parents will receive advance notification if additional minimum days are scheduled.

NAPPING

It is a policy of our program and a state requirement that all children enrolled in the Extended Day program and Full Day program lie down for rest time each day following lunch for 2 hours. That state mandates that each child must have appropriate bedding. Parents/guardians are responsible to provide:

- Child-sized sleeping bag

Write your child's name with a permanent marker on their sleeping bag. The sleeping bag must be able to fit into your child's cubby located in their classroom. Sleeping bags must be brought to school on the first day of the beginning of each week, and must be taken home at the end of each week to be laundered at home. There will be a \$2.00 per day laundry service fee charged whenever the program has to supply the child with the required bedding materials for families who fail to bring the required items.

Children who create constant disruptions during naptime may be allowed to continue in the program, however, parents/guardians will be required to pick them up during the nap time.

NON DISCRIMINATION POLICY

Modesto Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

OUTDOOR PLAY

We make every attempt to go outside in the fenced preschool playground for our large motor skills segment of the day. Please be sure to send your child with appropriate clothing for the day's weather forecast so that they can participate in this important outdoor play. This includes sending them to school with a jacket (during cooler weather) and closed-toe, athletic shoes. Please label all of your child's belongings with their name. We will be enjoying the weather outside when the following conditions occur:

- The temperature is between 40-89 degrees Fahrenheit.
- The ground and other play surface areas are dry.
- The air quality index is acceptable for children's health.

If the above weather and ground conditions are unmet, the children will spend the large motor skills time in the classrooms.

PARENTAL/GUARDIAN RIGHTS

A poster of PUB 393 (8/02) Preschool Program Notification of Parents' Rights is posted by each classroom door. In addition, a copy is also provided to each child's family inside the application packet, and a signed copy is kept in each child's file in the preschool office.

PARENTAL REINFORCEMENT OF SCHOOL RULES

Rules are necessary for the safety and success of any school. A student is required to follow these rules, and parents are asked to reinforce them when discussing school matters with their student at home. Parents are asked to support the school in helping their student understand the importance of obeying these rules when situations arise at school, and a student encounters the consequences of non-compliance with specific rules.

PARENTS AS PARTNERS

MCS is your partner for helping you to fulfill your responsibility to teach your child. Our role as early childhood educators is to partner with you in regards to:

- providing a solid foundation for your child's Christian and academic education;
- teaching nutritious eating habits to nurture the child's mind, body, soul from the inside out to create a lifetime of health; • helping the child develop self-control and good decision making skills by modeling positive reinforcement and communication skills;
- sharing information about community services that might be beneficial for families;

Parents are welcome to visit the preschool at any time, and to help with our program according to your interest and availability. Let us know if you would like to be involved.

All parent volunteers who spend over 16 hours per week in the facility must have:

- Tuberculosis clearance
- Copy of current driver's license
- Recent Influenza vaccination or waiver
- Live Scan fingerprint clearance for FBI, DOJ, and Child Abuse Index
- Measles and Pertussis vaccination

PARENT-TEACHER TEAS

Parent-Teacher Teas are similar to parent-teacher conferences, but more informal. These may be scheduled in fall and spring so that you may review the assessment results, see examples of your child's work, communicate with your child's teacher about your child's progress, and make plans for Kindergarten. This is completely optional for preschool parents unless otherwise required for the students behavior or other reasons. Parents may schedule a conference with the child's teacher and the preschool director at any point during the school year.

PARTICIPATION IN PROMOTIONAL MATERIALS

In any and all photographic communication in whatever form generated by MCS (including but not limited to online newsletters, MCS websites, emails, printed communication, advertisements, and social media such as Facebook or Twitter), MCS reserves the right to publish any student photographs, with or without student names. MCS does not control, nor can it reasonably control, all uses of student photographs published for personal use by students, family members, MCS employees, MCS board members, or any other member of the general community, including any photographs that are published including student names. MCS therefore assumes no liability for the publication of student photographs in any forum. In enrolling students at MCS, MCS parents/guardians fully release and forever discharge MCS from and against any liability whatsoever from any claims, actions, causes of action, liability and damage for the use of student photographs.

PERSONAL RIGHTS OF STUDENTS

As part of the consideration for enrollment into the MCS preschool program, all students' Parents/Guardians must sign the State of California Health and Human Services Agency California Department of Social Services form 613a during the enrollment process to be advised of, and receive a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission.

PHYSICAL ACTIVITY

MCS preschool is committed to promoting a safe and active place for physical activity that includes moderate to vigorous physical activity (MVPA), both indoors and outdoors.

- Staff regularly encourage children to be physically active both indoors and outdoors.
- Outside of nap and meal times, children are not seated at any one time for longer than 20 minutes.
- Active supervision and adult to child ratios are maintained during indoor and outdoor play times.
- Children have opportunities for MVPA regardless of the weather. When conditions do not permit outdoor play, outdoor activities are adapted to the indoor play environment.
- Drinking water is always available and accessible, indoors and outdoors.
- Shaded areas are available in outdoor play areas. Children are protected from the sun by clothing and/or hats.
- Play equipment, materials, furnishings, and play areas are regularly checked and maintained for sturdiness, safety, kept in good repair.
- Different kinds of portable play equipment are available for the children to use.
- Screen time is limited to high-quality, educational programs, children's shows and movies, with adult supervision. Staff help children apply what they learn to the world around them.
- Staff receive professional development on children's physical activity and outdoor play to promote healthy growth and development.
- Families are asked to dress their children for active, outdoor play. Children wear clothing and shoes that are comfortable and appropriate for the weather.

PHYSICAL PRIVACY

I. Purpose

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school site staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

II. Definitions

"Biological sex" means the biological condition of being male or female as determined at birth based on physical differences, or, when necessary, at the chromosomal level.

III. Policy

A. Use of School Facilities

Notwithstanding any other Board Policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (*i.e.*, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.

B. Accommodation of Biological Sex Non-Conforming Students

Students that exclusively and consistently assert at school that their gender is different from their biological sex shall be provided with the best available accommodation that meets their needs, but in no event shall that be access to the school restroom, locker room, or shower of the opposite biological sex. Such accommodations may include, but are not limited to: access to a single-stall restroom; access to a uni-sex restroom; or controlled use of a faculty restroom, locker room, or shower.

PLEDGES OF ALLEGIANCE/NATIONAL ANTHEM

Classes start each day with the recital of the Pledge to the American Flag, the Pledge to the Christian Flag, and the Pledge to the Bible:

- **Pledge to the American Flag:** “I pledge allegiance to the flag of the United States of America, and to the Republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all.”
- **Pledge to the Christian Flag:** “I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Brotherhood, uniting all mankind in service and in love.”
- **Pledge to the Bible:** “I pledge allegiance to the Bible, God’s holy word. I will make it a lamp unto my feet and a light unto my path, and will hide its words into my heart that I might not sin against God.”

Daily activities and lessons include Bible stories and discussions, and may include discussions about Veteran's Day, Thanksgiving, Christmas, New Year's, MLK Day, Groundhog's Day, Valentine's Day, Presidents' Day, Lunar New Year, St. Patrick's Day, Earth Day, Easter, Mother's Day, Memorial Day, Father's Day, and Fourth of July. Official ceremonies include the singing of the National Anthem and Christian songs.

During pledges in class or at school functions, including the Pledge to the American Flag, the Pledge to the Christian Flag, and the Pledge to the Bible, as well as during performances of the National Anthem, students are expected to stand as a sign of respect. Students are encouraged to say the words, but they are not required to do so. Students may not engage in any form of protest during recitation of pledges or the performance of the National Anthem.

PRESCHOOL PERSONNEL QUALIFICATIONS

Each child’s family is provided with a copy of LIC 995E (8/02), Caregiver Background Check Process form. In addition, each employee in the facility:

- Holds at least the state-mandated number of Early Childhood Education college course units required for their position.
- Has undergone a Live Scan fingerprint and FBI background check for criminal record, Child Abuse Central Index, and out-of-state child abuse index.
- Has undergone a Health Screening Report by a licensed physician and provided proof of current immunization against Pertussis and Measles, Mumps, and Rubella.
- Is vaccinated annually against Influenza unless a waiver is provided.
- Completes annual California Mandated Reporter training. As mandated reporters, all staff are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff members receive training in identifying and reporting suspected abuse or neglect. The particular state child protective service agency involved will determine appropriate action and may conduct an investigation. It is the agency’s role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child’s needs are met. MCS will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.
- Has received ASHI-approved Pediatric CPR/first aid training. At least one staff member has also completed 15 hours of California health and safety training.
- Has completed Active Supervision and Daily Health Check training.
- Has completed 6 hours of ACSI’s Principles and Practices of Christian Early Education training in their first full school year of employment.
- Has completed annual DPR Basic Pest Management training.
- Has completed training to recognize children who exhibit development delays or learning differences.
- Has completed training on how to use positive language, manage difficult children, guide young children’s behavior, and prepare and maintain a healthy environment.

Any long-term visitor, assistant, volunteer, or employee will be subject to passing a Live Scan fingerprint and FBI background check for criminal record, Child Abuse Central Index, and out-of-state child abuse index, and will need to complete additional forms and documents, and show proof of required immunizations. Drinking alcohol, smoking, and using illegal or recreational drugs are prohibited on the premises.

PRESCHOOL PROGRAM OPTIONS

The preschool program offers three different options for parents:

- Half-Day Option: Children in the Half-Day option:
 - Must arrive at school between 8:00 and 8:25 AM.
 - Must be picked up at 12:00 PM.
- Extended Day Option: Children in the Extended Care Option:
 - May arrive at school between 7:00 AM and 8:25 AM.
 - Eat lunch at school on regular instructional days.
 - Participate in the afternoon nap on regular instructional days.
 - Must be picked up by 3:00 PM for regular instructional days.
 - Must be picked up at 12:00 PM on minimum days.
- Full Day Option: Children in the Full Day Option:
 - May arrive at school between 7:00 AM and 8:25 AM.
 - Eat lunch at school on regular instructional days.
 - Participate in the afternoon nap on regular instructional days.
 - Participate in the afternoon program on regular instructional days.
 - Must be picked up before 6:00 PM for regular instructional days.
 - Must be picked up at 12:00 PM on minimum days.

PRIVACY POLICY

Modesto Christian School releases certain information on students. This information is limited to name, address, telephone number, email, date and place of birth, major field of study, athletic and activity participation, weight and height of members of athletic teams, dates of attendance, degrees and awards, and most recent previous school. Modesto Christian School releases this information (*unless parents specifically request in writing to not release this information*) to the following groups: government agencies, representatives of the news media, employers or prospective employers, nonprofit youth organizations, and public/private schools and colleges.

PROFANITY

Profanity, also known as swearing, cursing, foul speech, and cussing, is a show of disrespect, a desecration or debasement of someone or something, or just the act of expressing intense emotions. Profanity can take the form of words, expressions, gestures, or other social behaviors that are socially construed or interpreted as insulting, rude, vulgar, obscene, obnoxious, foul, desecrating or other forms. All forms of profanity are prohibited.

PROMOTION AND RETENTION

Promotion to the next grade level is based on successful academic completion of the current grade, along with consistent attendance. A pattern of poor academics, irregular attendance, or unexcused absences may jeopardize promotion to the next grade level or even graduation. If a student is in jeopardy of not being promoted, special academic requirements or arrangements may be mandated by the school in order to be considered for the next grade level.

We will have a preschool awards and promotion celebration in May. All children participate in this celebration and receive certificates of completion, however, only those who will be advancing to kindergarten in the fall will wear graduation regalia. This is a semi-formal ceremony.

READMISSION AFTER WITHDRAWAL/EXPULSION

A student who has been expelled or withdrawn by request of the administration will be reconsidered for re-admission after a minimum of one year from the date of withdrawal. During the year, the student must exhibit successful attendance and achievement in another private or public school through appropriate documentation.

RECORDS

The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, program management, or regulatory agencies will have access to the record unless your written permission is

given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the program, files will be retained for three years. A small fee may be charged, if necessary, to retrieve your child's file from off-site storage. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the program, program management will provide a copy of your child's record to you within a reasonable time of your written request, if so requested.

REGISTRATION FEE

There is a non-refundable registration fee due when you enroll your child. The current fee is listed on the MCS website. This non-refundable fee must accompany your enrollment form to reserve your child's spot. A MCS registration form must be completed and returned to program management along with the registration fee (where applicable). Upon receipt of the registration form and fee, your family's name will be placed on a waiting list. We cannot guarantee that a space will be available for your child on the day(s) you desire. Enrollment is based on availability and may be subject to priority enrollment rules of the program. Families may choose to be on the waitlist for a maximum of three MCS preschool programs with payment of a single registration fee, where permitted. When a space becomes available, the enrollment director will invite you to tour the facility with your child and to discuss the enrollment process. The visit will give your child an opportunity to spend time in his or her classroom and be introduced to the children and staff. During the visit, you will have an opportunity to observe your child in the classroom, meet with program management to schedule a start date, and review the enrollment procedure. Registration is required annually.

REGULATORY AGENCIES

Regulatory agencies may review your child's record in order to ensure the program has followed its requirements. All information in the record is kept confidential. MCS is required to have a copy of all state regulations available at every program. These regulations are available to all parents/guardians.

RELEASING YOUR CHILD

It is absolutely imperative that your emergency contact form (LIC 700) is always up-to-date and current. Please note that the law prohibits us from releasing your child to anyone whose name and relationship do not appear on form LIC 700 under the following sections:

- Additional persons who may be called in an emergency
- Names of persons authorized to take child from the facility

In addition, if we are uncertain of who the authorized individual is, we will require that he or she presents a valid, state-issued photograph identification card before we will release the child to him or her. If someone other than you will be picking up your child from the facility, be sure to follow these steps:

1. Make sure that the individual's name is on Form LIC 700 before the day he or she will be picking up your child.
2. Inform MCS in writing of the name of the person who will be picking up your child, and the date(s) he or she will do so.
3. Have the authorized person present a valid state-issued photograph identification card when he or she arrives.

REPORTABLE COMMUNICABLE DISEASES

When MCS is notified that a child enrolled in one program or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures. MCS will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available. Included among the reportable illnesses are the following:

- Bacterial meningitis
- Chicken pox
- COVID-19
- Diphtheria
- Haemophilus influenza (invasive)
- Hepatitis A
- Measles (including suspected)
- Meningococcal infection (invasive)
- Pertussis

- Poliomyelitis (including suspected)
- Rabies (human only)
- Rubella congenital and non-congenital (including suspected)
- Tetanus (including suspected)
- Any cluster/outbreak of illness

Please refer to your local Public Health Department for the additional requirements in your state, or ask the preschool director for a complete listing.

RESEARCH

Very infrequently, MCPS may authorize research in the program. This increases our collective knowledge about children and their development and/or trains professionals in careers in early childhood education or related fields. MCPS requires the written informed consent of parents/guardians if research will be conducted in a classroom. The following information will be included in the consent form:

1. The identities, positions, and qualifications of the individuals conducting the research
2. The nature and purpose of the research
3. The duration of the research and the frequency of contact between the child and the researcher 4.
- The specific location where the research is to occur
5. An ethics statement regarding research at the program

SCHEDULE OF PROGRAM ACTIVITIES*

7:00-8:25 Arrival for Extended and Full Day Students, Daily Health Checks, Dress Code Checks

8:00-8:25 Arrival for Half Day Students, Daily Health Checks and Dress Code Checks

8:30-8:50 Literature Circle Time: Opening Prayer, Pledges, Jobs, Calendar, Weather, and Theme Story

8:50-9:05 Potty Break and Handwashing

9:05-9:30 Family-Style Snack, Table Manners, Music, and Social Dining Etiquette

9:30-10:05 Learning Centers and Teacher-led Craft

10:05-10:20 Learning Circle: Colors, Shapes, Numbers, Letter Sounds and Sign Language

10:20-10:30 Table Time: Phonics and Writing Activities

10:30-11:15 Recess, Music and Large Motor Skills

11:15-11:25 Potty Break and Handwashing

11:25-11:35 Bible Circle: Bible Truths, Practice Memory Verse and Worship Songs

11:35 Lunch Transition and Handwashing

11:40-12:20 Lunch, Music, Table Manners, and Social Dining Etiquette.

12:00 Pick Up for Morning Session Students

12:20-12:25 Teacher-led Story Time, Potty Break, and Handwashing

12:25-12:30 Nap Transition

12:30-2:30 Rest Time

2:30-2:45 Put Away Napping Materials, Potty Break and Handwashing

2:45 Pickup for Extended Day Program Students

2:45-3:00 Spanish

3:00-3:20 Family-Style Snack, Table Manners, Music, and Social Dining Etiquette and Book or a Puzzle

3:20-3:30 Science Video, Lab, Experiment or Teacher-led Story and Songs

3:30-4:15 Recess, Music and Large Motor Skills

4:15-4:25 Potty Break and Handwashing

4:25-4:35 Read Aloud Story Time

4:35-5:05 Arts and Craft Activities

5:30-6:00 Learning Centers, Alphabet and Number Games

6:00 Pickup for Full Day Program Students

*Tentative schedule subject to change

SCHOOL RULES

Modesto Christian Preschool students are expected to follow these school rules:

- Fully toilet trained, without help, at the time of enrollment;
 - Student is to walk on the sidewalks, blacktop, or cement areas;
 - Running is permitted in the preschool yard only;
 - BULLYING is prohibited;
 - Student must show respect at all times to all staff members;
 - Student is to follow a "hands off" policy; for example, no fighting, hitting, slapping, wrestling, pushing, or kicking; •
- Proper verbal communication is expected of the student at all times; for example, no swearing, lying, or teasing •
- Food and drink may be consumed during class time with teacher permission only;
- Gum chewing is prohibited at school;
 - Toy pistols, guns, knives, trading cards, video, or other home games are prohibited at school. If a student brings them, the school will not be held responsible for damage, breakage, loss, or theft. Items may be confiscated if they come to the attention of school personnel, and parents will be contacted to pick the items up from the teacher; • Toys should only be brought to school for a specific reason as agreed upon by the teacher. They are to be kept by the teacher except for predetermined periods of time. Any article that interferes with a student's academic work will be regarded as a toy.
 - Weapons of any kind are prohibited from being on campus.

SEARCH AND SEIZURE POLICY

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, MCS has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves or others. The Principal and Dean of Students or other authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks or other school property; or student automobiles under the conditions described below.

SHOES

Athletic or tennis shoes must be worn at all times, and should be safe and practical for daily outdoor physical education activities. For your child's safety, please be sure to only send your child to school each day in closed-toe shoes that have a back strap. Parents/guardians are responsible to provide and ensure that their child comes to school with proper footwear each day. We cannot accept any children into class who are wearing any of the following types of shoes:

- Flip-flops.
- Open-toe shoes.
- Back-less shoes.
- Sandals that expose the toe or heel
- Shoes with wheels.
- Boots, rain boots, or western style boots. During cold and wet days, we encourage wearing boots, rain boots, or galoshes to and from class, however, once inside the classroom, parents must have their child change into athletic shoes.
- High heels

SIGN IN/SIGN OUT PROCEDURES

California Code of Regulations, Title 22, Division 12, Section 101229.1 (a) and 101229.1 (b) require that children be signed both in and out each day with the date, time, and a full signature (first and last name of the adult) for each child. Initials are inadequate. The school can be fined if parents fail to comply with this rule. Sign-in & Out sheets are located in the Sign-In Binder by the entrance of each classroom.

The state is so adamant about this law being followed that we have been instructed to inform parents that their repeated failure to sign a child in or out properly is cause for the school to automatically withdraw their child from the program. We would certainly prefer to avoid having to do this. Please help us remain in compliance for keeping your child safe by being sure to sign your child in and out each day.

SNACKS

MCPS believes that healthy and nutritious meals and snacks are critical to a child's health and development. They are also an important part of the program's curriculum. Our snacks are carefully planned to provide children with the necessary nutritional content. Every effort is made to ensure that mealtime is enjoyable for children. We will serve two snacks, one in the

morning and one in the afternoon. To nurture the whole child: mind, body, and spirit, our program will strive to serve organic and non-GMO snacks whenever possible. Whole milk and water will be served with each morning snack. Copies of the monthly snack menu are sent home monthly via email and are posted on the classroom wall. We reserve the right to make unannounced substitutions to the menu if necessary. If your child has special dietary needs or food allergies, please work with the preschool director to find suitable accommodations.

SOCIAL MEDIA & CYBER-BULLYING

Students must be aware that any inappropriate activity on social media networks or electronic communication that is brought to the attention of school administration may result in disciplinary action. This includes any obscene or inappropriate language, pictures, or other types of media regarding other students, parents, school staff or Modesto Christian School. Depending on severity, law enforcement may be notified. As a student at Modesto Christian, online and cell phone conduct must be appropriate, respectful of others, and in keeping with Modesto Christian School standards. **Please see the Acceptable Use and Social Media Policy for more information.**

STUDENT LIFE

Modesto Christian Preschool School Students are expected to...

- Be **respectful of the Bible** as it is the inspired Word of God;
- Be **respectful of others**;
- Be treated **fairly**, with **respect** and in a courteous manner;
- Be **responsible for their own actions** and **practice self-discipline** and **self-control**;
- Be **understanding of the diversity of culture, heritage, and gender** of others at school;
- Be **interactive** with each other (**in a respectful manner**) and avoid needless confrontations; • Be able to **approach each other politely** over matters of concern and conflict and, if necessary, seek help through adult mediation and problem solving;
- Be **responsive** to those **adults** in authority within the school community;
- Be **respectful of school and personal property** and not tolerate or contribute to vandalism, graffiti, or litter.

STUDENT-PARENT RESPONSIBILITY

We recognize that parents are examples of behavior to our students. It is expected that parents and students will demonstrate polite and respectful behavior at all times. This includes polite and common courtesies, respect for privacy and respect of school faculty, staff and the MCS community. Parents/students who use obscenities or speak in a demanding, loud, insulting or demeaning manner to a faculty/staff member, parent or student, or treat a faculty/staff member, parent or student disrespectfully or in a threatening manner may be asked to leave the campus and may jeopardize the student's continued enrollment. Law enforcement may be called for assistance, if necessary.

SUICIDE AWARENESS & PREVENTION

Modesto Christian School has created safeguards to protect the health and well-being of our students. These resources are shared on the school website at www.modestochristian.org/student-health.

- MCS recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes;
- MCS further recognizes that suicide is a leading cause of death among young people;
- MCS has an ethical responsibility to take a proactive approach in preventing deaths by suicide; • MCS acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

If you or anyone you know is at risk for suicide, get help by calling the Suicide Prevention Helpline at 1-800-273-TALK or by calling 911.

SUPERVISION

Children will be under direct adult supervision by staff at all times. Students are NEVER to be in any room, classroom, library, preschool playground, or office area, etc. without school staff supervision.

SUPPLIES

Each semester, a supplies list will be sent out to parents/guardians prior to the start of each semester. Parents/guardians will be responsible to purchase and bring the school supplies listed on the first day of the semester.

TARDY GUIDELINES

The preschool day begins promptly at 8:25 a.m. It is imperative for the student to be at school on time every time. Late arrivals cause distractions in the classroom, which results in lost instructional time for all students. Chronic tardiness affects a student's overall academic performance and may affect the student's ability to be promoted to the next grade level.

TOURS

Families of prospective preschool students have the opportunity to tour the facility when the students are present. These tours are supervised, and the families are accompanied by a MCPS administrator and or MCS staff member(s).

TRANSPORTATION

Parents/guardians and other authorized persons are responsible for transporting children to and from the program in an appropriate child restraint system. If someone other than yourself will be picking your child up from the program, please ensure adequate child restraints either by leaving your child's car seat with us or confirming that the individual picking up has an appropriate child safety seat.

VISITORS

Any visitor to the MCS campus must check in at the elementary or preschool office to receive a visitor's pass before proceeding to any other area of the campus if not accompanied by a parent or staff member. All visitors must dress modestly, and follow MCS policies and procedures. If he/she chooses not to, he/she will be asked to leave the campus. MCS does not permit friends/relatives to attend school for the day with an MCS student. Teachers welcome visits from parents.

WITHDRAWAL FROM MODESTO CHRISTIAN

Parents must give a written 30-day notice to each appropriate campus administrator and the business office when withdrawing students before the end of the school year.

Account balances will be prorated on the last day of attendance by counting the number of days the school has been in session while the student(s) is enrolled, using the current annual tuition rate and the number of school days in the current school year. Financial aid will be prorated accordingly.

All early withdrawals are charged a \$150 processing fee. Account balance is due the last day of attendance. Parents must complete an exit interview with the appropriate campus administrator or the Director of Enrollment and Admissions, unless waived by the school. A student's cumulative file will be sent upon request from the new school once the withdrawal process has been completed.

School Contact Information

www.ModestoChristian.org

Preschool Voicemail Line: 209.343.2321

Elementary Office: 209.529.5510



Preschool Handbook Verification Form
2026-2027

I have read and understand the 2026-2027 Modesto Christian Preschool Handbook.

Parent Name (Please Print)

Parent Signature

Date

Revised 6/26/26