



Family Handbook



WELCOME to Marine View Christian Preschool! We are pleased that you and your child will be a part of our school this year. The handbook explains our policies and procedures. Please read carefully. Return the last page signed and dated at the time of registration. If you have any questions, please call 253-952-7343 or email director@marineviewpreschool.org.

MISSION:

The purpose of Marine View Christian Preschool is to nurture children spiritually, to prepare them academically for kindergarten and to help them grow socially in their interactions with others.

ADMISSION POLICY:

Marine View Christian Preschool does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies or other school-administered programs.

COMMUNICATION

Communication with parents is vital to building a trusting relationship between home and school. The preschool uses the ProCare App, emails, monthly e-newsletters, annual conferences, preschool website: www.marineviewpreschool.org Facebook: www.facebook.com/mvcpreschool ,our private family Facebook page (Families of Marine View Preschool), and phone calls to communicate with parents.

BEHAVIOR EXPECTATIONS:

Students are expected to follow and honor the classroom rules set by the teacher. We take a preventative approach to discipline. By redirecting a child's behavior and actions, most challenging behaviors are avoided. In some cases, separation from the group may be necessary for the child to refocus. Teachers use this time to understand the child's needs and help the child calm down before returning to group activities.



If a child demonstrates violent or aggressive behavior towards another student or adults, a conference will be called with the parents to determine appropriate courses of action. A behavior plan will be developed and agreed upon by the parents, teacher, and Director. If a child is having extreme difficulties with the educational model of the preschool, the parents will be asked to meet with the Director of the Preschool and classroom teacher to determine future enrollment. If your child is asked to leave the Preschool, for any reason; already paid tuition will be forfeited.

CURRICULUM/CLASS STRUCTURES:

We are a Christian preschool and students are taught about Jesus and His love for them through Bible stories, Chapel, Orange Curriculum lessons, a monthly Bible verse, as well as songs and prayers that are taught in class.

Our teachers strive to instruct children through the developmental domains of early childhood. Each class is built upon developmental milestones appropriate for the individual learning of each child. Students at Marine View learn through play.

- In our Beginner classes, students are given the opportunity to explore the world around them through their senses. They practice activities many times to master concepts and have many opportunities to build their budding language skills. Each day the children engage in open play times, a brief structured circle time, one-on-one experiences with the teacher, art experiences, sensory bins, and opportunities to develop fine and gross motor skills. Students are guided in emotional management and communication with peers/teachers.
- In our Intermediate classes, we continue to develop their young minds as they learn the cognitive skills necessary for beginning math, reading and writing skills. Many of these skills are developed through play-based learning, art experiences and hands on/gross and fine motor learning. Students learn to hold/cut with scissors and hold writing utensils correctly. The students also learn the routine of a classroom environment, gain responsibility with classroom jobs, practice managing emotions and navigating social situations with fellow students. Our Intermediate classes pull material from High Scope, Handwriting without Tears and Creative Curriculums.
- In our Pre-k classes, students are developing school/kindergarten readiness. The math skills taught during the year include advanced shapes, counting, number recognition and writing numerals 1-10, simple addition and subtraction, sorting, sequencing and an introduction to time by learning the days of the week, months of the year, the years and seasons. Math lessons incorporated from the *Everyday*



Math curriculum. The reading skills include upper- and lower-case letter recognition, letter sounds, sight words, word families, rhyming, blending words and beginning to read simple books. The writing skills include consistently writing names on papers, writing numerals, letters and words, Science and social studies are introduced through units from our curriculum, *Creative Curriculum*. Our goal is that children moving on to kindergarten leave Marine View Christian Preschool well prepared for success academically, socially, and emotionally.

PARENT INVOLVEMENT

Parents are always welcome and encouraged to volunteer for various events throughout the school year, as well as on a regular basis. All volunteers must have a valid background check on file. Parents are asked to update their volunteer preferences on ProCare at the beginning of the year to choose areas where they would like to help. Special events always lend chances to help in a small yet impactful capacity! Opportunities for volunteering may also be discussed with individual teachers. Background checks must be completed before volunteering.

LUNCH BUNCH

Lunch bunch is offered as an extended program from 12pm-1:30pm Tuesday-Friday. Punch cards for Lunch Bunch can be purchased in the preschool office. A sign-up sheet is available in the preschool office on a monthly basis for advanced sign-up opportunities. Same day opportunities are available as space allows. Lunch bunch has a maximum of 15 students per day.

Punches are:

- 5 for \$70 (\$14/day)
- 10 for \$120 (\$12/day)
- 20 for \$200 (\$10/day)

PROGRAMS AND CELEBRATIONS

During the year, each class will participate in the evening Christmas Concert in December (fundraiser) and our Parent Tea during the school day in mid-May. The Pre-k class has a Graduation celebration the last day of school in May to celebrate those students who are going on to Kindergarten. The programs are open for all parents and families to attend. The preschool celebrates all Christian holidays and provides special school-wide events for Halloween (Harvest Fest) and Valentine's Day (Valentine's Bash) and Easter egg Hunt.



CHAPEL

Once a month on the first Thursday, our students and families gather for chapel at 9:30am. Drop-off will be with their teachers and students will be walked as a class to Chapel. Chapel is generally about 10-15 minutes long and features seasonal music selections led by the Worship Leader of the church. The preschool director engages the students in a Bible story/theme from Orange Curriculum and a short video of the story is shown. Parents/families are welcome to attend and sit with their students.

FUNDRAISING

The Preschool's main fundraiser is the Christmas Concert. MVCP chooses another fundraiser annually that is optional but encouraged for all families to participate in. The purpose of these fundraisers is to provide funding for our expanding curriculum, new learning/play environments, as well as a "Professional Development Fund" for teachers to further their education and training.

TUITION PAYMENTS

Automatic payments will be processed on the 1st of each month through your Tuition Express account. Account balances are due by the 10th of each month. After the 10th of the month, a \$25.00 late fee will be automatically assessed to the account.

Tuition payments will be made through our invoicing system, Tuition Express. There will be a 2.7% processing fee for credit/debit card payments. ACH (automatic bank transfer service) will be provided free of charge. If not signed up for automatic, you pay online at www.myprocare.com using the email address you registered your child with.

There will be a \$25.00 fee for each NSF check. After the second NSF check, tuition payments must be paid by another form of payment. There are no tuition discounts for vacations, emergency closures, excessive snow days or illnesses. If the account becomes one month past due, your child's enrollment will be jeopardized. If the account becomes two months past due, your child will be withdrawn from MVCP. If unforeseen circumstances occur, parents may contact the Director before tuition is due to arrange a plan.

FINANCIAL AID/TUITION DISCOUNTS

Marine View Christian Preschool does not offer financial aid on an ongoing basis. The preschool Board of Directors and Preschool Director work together to set comparable tuition rates to area preschools, and MVCP does not seek to make a profit. All funds collected go



into the operating budget covering staff salaries/pay, supplies and preschool improvements. With this in mind, we do not set aside funds to offer scholarships or financial assistance. If a financial emergency or hardship arises, a family can document these circumstances for the preschool board to review. The board may approve temporary financial assistance on a case-by-case basis. The availability of funds varies from year to year and there is no guarantee that a request for assistance will be granted.

For families with more than 1 student enrolled at the same time, MVCP offers a sibling discount. This 10% discount will be taken off the higher student's tuition. One discount per family.

WITHDRAWING

While we understand different family circumstances arise, we require one month written notice if your child is to leave the school for a period of time (one month for hospitalization or vacation) or for the remainder of the school year. If you are only leaving for a period of time and would like to retain your child's spot, monthly tuition is still expected. If you find it necessary to withdraw your child for the remainder of the school year, one month's notice is required, and any tuition paid as well as the registration fee, snack fee and supply fee will be forfeited. Payment for the month of notice is still required even if your child does not attend.

INCLEMENT WEATHER/SNOW DAYS

Marine View Christian Preschool follows Tacoma School District regarding school closures and delays. If Federal Way has conditions that warrant school closure or delay, the director has the discretion to cancel/delay classes. You will receive an email/ProCare app message from the director as soon as a decision has been made. We will also post on the Marine View Preschool "Families of Marine View" Facebook page with school closure/delay updates. We have 2 built in snow days each school year. If we miss school due to snow, we will utilize the snow days listed on the preschool calendar. We will not make up additional days that may be missed due to inclement weather.

Delayed Schedule "Late Start": On days that Tacoma Public Schools/Federal Way calls a "late start" due to inclement weather, Marine View Preschool may follow a delayed start schedule. School will begin at 10:30am. Release time will remain 12:00pm for Beginner and Intermediate students, and 12:30 for Pre-K students.

SNACKS

Snacks will be provided by Marine View Christian Preschool. Families will pay an annual \$55 snack fee per student to cover these expenses. This payment will come out automatically on



July 1st via Tuition Express. Marine View Preschool follows the “Smart Snack” guidelines provided by the USDA, which promotes the well-rounded nutrition of each snack provided. We serve all snacks “family style” which promotes independence and communication with their peers. *Snack* time is a wonderful opportunity for learning and socializing. It also helps growing minds and bodies get through a busy morning.

Birthday snacks: Children will have a chance to celebrate their birthday at preschool. The celebration takes place during snack time and families bringing in a special snack for that day is allowed/encouraged. Please let your child’s teacher know so they can plan accordingly. All treats must be store bought and in the original packaging. Individual snacks such as brownies, muffins, cookies or cupcakes are much easier to serve than cake. Frozen yogurt or ice cream in little cups also make a fun treat. Please do not send birthday candles or gifts.

SUPPLIES

Students no longer will need to bring school supplies to preschool. An annual \$45 supply fee per student will automatically be deducted on July 1st via Tuition Express.

COMMUNICABLE DISEASES/IMMUNIZATIONS

All new students must submit current immunization records from their pediatrician prior to the beginning of the school year. One “Certificate of Immunization Status” is sufficient for the duration of a student’s preschool experience at Marine View. If students are not fully immunized, we must have a signed exemption form from the parent/guardian and the child’s pediatrician, which can be found on the Department of Health website.

In the case of head lice or other communicable diseases such as chicken pox or hand, foot, mouth, our school follows these guidelines: One case, the child’s class will be notified and advised to check for infestation. Two or more cases at the preschool, all families will be notified and advised to check their children for infestation. The preschool will take appropriate measure to clean all classrooms and toys. Each child will be responsible for taking home any coats or hats each day. A nurse may be brought in to monitor the situation if four or more cases are reported. If your child has head lice we ask that they do not return to preschool until all nits are gone.

EMERGENCIES

In case of a fire, earthquake or windstorm, we have emergency kits for each classroom at the school. Students annually practice drills to ensure safety and cooperation. We will



remain with your child and keep them safe until they can be picked up. If the building needs to be evacuated, we will be in the upper parking lot of Marine View Church. Communication will be made via ProCare app for families.

DAILY POLICIES & PROCEDURES

1. *Arrival:* You will walk your child into their designated door (see map). Please bring your child to the door for drop-off. We ask that special items stay in backpacks or at home to avoid getting lost.
2. *Dismissal:* Beginner and Intermediate classes are dismissed at 12:00pm and they may be picked up directly from their classroom designated doors. Dismissal for the Pre-k classes is from their designated door at 12:30pm. Doors will be locked 10 minutes after dismissal times for safety.
 - *Please be prompt in picking up your child at the end of the school day. If you know you are going to be late, please call us as soon as possible. For continual lateness, it is necessary to charge \$10 after 12:10 pm or (12:40 for Pre-k classes) to cover staffing expenses. This charge will be enforced after 3 late pick-ups.*
3. *Sharing day:* For Pre-k only. Teachers have a labeled basket where your child will put his/her sharing item as they enter. Please discourage bringing fragile or valuable treasures. **TOY WEAPONS OF ANY KIND ARE NOT ALLOWED.** Send your child's sharing toy only on their share day.
4. Please do not allow your child to bring gum, candy or toys with them to preschool. These items are distractions at school. The preschool is not responsible for items that are lost or broken.
5. *Absences:* If your child will be absent from school, notify the preschool at 253-952-7343 or email the classroom teacher as well as director@marineviewpreschool.org. Tuition will not be refunded in the event of illness or vacation.
6. If your child becomes sick at school, we will contact parents first, then we will try to reach someone else on your emergency contact list. If we are unable to contact someone, we have a special place where your child can lie down and rest while waiting for you.



7. *Injury/First Aid:* Because of their age, size and developing coordination, active children tumble or fall frequently. If your child receives a bump that leaves a mark, scrape, scratch or bruise, we will apply the necessary first aid and you will be notified when you pick up your child. An incident report will be sent home.
 - In case of a more serious injury or illness, we will immediately try to contact you and if necessary, call 911. Staff is not allowed to transport a child. Parents will be financially responsible for any decisions made prior to their arrival.
8. *Medications:* Medications cannot be dispensed at the school unless it is prescribed medicine necessary for a life-threatening condition. If this is the case, the medication must be given to the Director with a signed consent form allowing the Director or staff member to administer the medication.
9. Please dress your child in play clothes. Preschool is a place to explore and learn. At times our learning can be messy. Make sure your child is dressed appropriately for the weather outside. For safety reasons we ask that all shoes have a heel strap and flip-flops are not allowed.
10. We ask that your Intermediate/Pre-k child be toilet trained by the start of the school year. We do not have the facilities or staff available to handle diaper changing or frequent toilet accidents. We understand that an occasional potty accident is a natural part of childhood. If a wet potty accident occurs, we will help your child into clean clothes and reassure them. If your child has soiled themselves with feces, we will call the parent to come change them/pick them up. Parents of Intermediate class students are asked to bring a change of clothes for their child. Please bring a labeled bag of clothes in September that can be left in your child's cubby. Beginner classes have facilities to allow for diaper changes as necessary. Please provide a change of clothes as well as diapers or pull ups and wipes as appropriate.



FAMILY HANDBOOK PARENT ACKNOWLEDGEMENT/AGREEMENT:

Please read through the entire handbook. Sign and date this page and return to MVCP at time of registration. Keep the rest of the handbook to refer back to the school policies and procedures throughout the school year.

I, _____ have read through Marine View Christian Preschool's Family Handbook. I agree to the policies, procedures and expectations listed in the handbook and will do my best to uphold them.

Child/Children's Names

Parent Signature

Date