

Marguerite Christian School



Parent Handbook 2024-2025

Introduction

Welcome to Marguerite Christian School. As a ministry of the Mission Viejo Church of Christ, our mission is to provide an environment that is physically safe, emotionally healthy, developmentally sound, and spiritually based. We will continue to provide a Christ-centered facility, staff that depend upon God's guidance, and have a love for providing children and their families with support and guidance. We are sure your child will enjoy this school year learning and growing in this positive, loving, and spiritual environment. If you are looking for a church home, we invite you to come and worship with us. We would like to provide opportunities for the staff, parents, and children to be involved in the Mission Viejo Church of Christ programs. Regardless of your church affiliation or faith you are invited to call upon us at any time in which we might serve you and your family.

Minister	Jason Haygood
Church Office	Alisha Wexler
Elders	Robert Acosta, Cutberto Larrizago, Jason Clark, Ken Dubose, Hugo Uscango and Mark Oldham
MCS Board of Directors	Steve Wexler, Jaime Bailey, Sandee Alsup, Renee Hypolite, Ansley Stauffer and Jason Clark
School Office Manager	Chris Sundquist
School Administer	Jill Larsen
School Director	Jynette Jacobs

Dear Parents,

We are looking forward to a wonderful year with you and your child. Our philosophy is that you, the teachers, the aides and the administrators are all part of a team working together to teach, encourage and challenge your child with his/her education this year. As a team, we encourage you to communicate with your child's teacher and with us. We have an open-door policy and are always here to help meet your child's educational and spiritual needs. Included in this handbook is the school calendar, along with additional information about the upcoming year at MCS. Please always watch for new events or more specific information posted at your child's classroom door each week. We are praying for you and your child as we work together to make this the best year yet at MCS.

Sincerely,

Jynette Jacobs
MCS Director

Mission Statement

As a ministry of the Mission Viejo Church of Christ, our mission is to provide an environment that is physically safe, emotionally healthy, developmentally sound, and spiritually based. To accomplish this mission, we will pursue the following goals:

- Nurture young hearts so that they will have an opportunity to grow in love for God and others, to be selfless servants of others, and to help their families become more like Jesus.
- Produce spiritually minded students who will influence those around them of the Lord Jesus Christ.
- Provide a Christ-centered faculty and staff who depend upon God's guidance and have a love for providing children and their families, support and guidance.
- Provide a safe, happy environment that will enhance the educational experience.
- Discover and develop the talents and gifts God has given the students.
- Develop a system of values in the students, both ethically and morally, consistent with God's word.
- Demonstrate a genuine love for and understanding of the students.
- Foster a personal, Biblical relationship with the Lord Jesus Christ.
- Complement the family structure providing an extension of the student's home.
- Provide opportunities for the staff, parents, and children to be involved in the Mission Viejo Church of Christ programs.
- Acquaint families with the Gospel of the Lord Jesus Christ.
- Comply with state pre-school requirements.

Our Philosophy and Program

Marguerite Christian School is a safe, comfortable place where children have fun learning and exploring the environment around them. We believe that children learn through interactions with their environment. Learning by doing makes the experience concrete and real to children. Children gain feelings of positive self-worth and become active learners through play in a specially designed environment, which offers opportunity for problem solving, challenges, and successes, and where spontaneity and individual interest are always considered.

Well-established learning centers and weekly themes provide the foundation of this program. Each month we introduce concepts in color and shape recognition and numbers, and for the fours program a letter of the alphabet each week. We have special guests and special days to expand your child's knowledge. Our learning centers include block building, creative arts, cooking, manipulative toys, math, music and movement, pencils, markers, and paper centers, play dough, puppets, science, sensory wet and dry, woodworking and outdoor play areas. Outdoor activities offered are art, bikes, climbers, building blocks, housekeeping area, library, and seasonal gardening.

Children at Marguerite Christian School also learn to better understand and respect the feelings of others. The children's thoughts and ideas are shared and respected by caring, trained, and educated staff. We also want to share the good news of God's love for children as unique and special people.

“But the fruit of the spirit is love, joy, peace, patience, kindness, goodness and self- control.” Gal. 5:22

About our Staff

A school is as good as its teachers. The Board of Directors will continue to employ qualified teachers. Our teaching staff must have both professional training and teaching experience prior to being employed by Marguerite Christian School. All staff members are Christian people dedicated to the concept that quality education includes instilling basic Christian principles in children during their formative years enabling them to grow mentally, physically, spiritually, and socially. Continued staff growth is encouraged through evaluations, classes, workshops, and in-service training. Marguerite Christian School is non-denominational. We are a group of warm, caring people who show our love for God, and our love for the children, parents, and each other.

“This is my commandment, that you love one another as I have loved you.” John 15:12

Policies

Admission Policy

Marguerite Christian Preschool is operated on a non-discriminatory basis, according to equal treatment and access to services without regard to race, color, religion, or national origin. Parents are encouraged to visit the school prior to registration to get acquainted with the director and the school policies. Children will be accepted into our program if they are between the ages of 2 years and 9 months through 6 years. However, chronological age is not an absolute criterion, for many children are still not ready to leave their parents, even at the age of 2 years 9 months. This will be determined during the child's first weeks of attendance at the preschool.

There will be a 2-month probationary period to assess the child's behavior and growth and M.C.S. reserves the right to suggest another program for the child. All students must be fully potty trained before enrollment. Due to state licensing regulations, there are no exceptions. A child who is physically or neurologically handicapped shall not be accepted unless it is determined that:

1. There is no adverse effect upon other children, either through direct behavior of the children, or through requiring staff time needed by other children.
2. The director and preschool board feel the preschool can meet the individual needs of the child.
3. There is not any undue burden of unusual expense or obligation to meet the requirements of children with special needs.

A registration fee is required at the time of registration, which secures a position in a class. **This fee is non-refundable.** Registration fees are not required for students to be placed on a waiting list.

Biting Policy

A child biting is one the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes emotional responses in the biter, the victim, the parents, and the caregivers involved. Biting is developmentally appropriate and is considered a normal phase that children will eventually outgrow. Although it is developmentally appropriate, it is an unwanted behavior that can result in injury. After other steps have taken place and if the biting continues, it may be deemed in the best interest of the child and other children to disenroll until the biting period is over. Please see the school website for additional information.

Admission Procedures

The State Department of Social Services and MCS require that the following forms be completed before attending and kept current throughout each child's enrollment in the school. The following forms must be completed and returned to the Director before your child can attend school.

Enrollment Form,
Tuition Express
Consent for Emergency Medical Treatment
Identification and Emergency Information
Notification of Parents Rights
Personal Rights

Physician's Report
Child's Pre-admission Health History Report
Admission Agreement
Children's Personal Rights
Complete Shot Records

Tuition

Tuition is based on a full 10-month payment plan. The first payment is due in July. Then there are nine more payments ending in April. Unless you start later in the year, then your payment will go to May. There will be no invoice given to you, but we can print out an invoice for you per your request. Enrollment upon the first day of the month will require full payment for that month. Tuition for mid-month enrollment will be pro-rated.

Tuition Express is our one form of payment. **Automatically recurring payments provide you with the convenience of having tuition automatically taken from a checking account on the Second Thursday of the month.** You can sign up for debit notification through Tuition Express.com. See the office for your PIN number.

We are pleased to offer a family discount of 10% off your second child's tuition when two or more children are enrolled.

Late Payment

A charge of \$25.00 will be added to your account for payment not made by the second Thursday of the month.

Non-Sufficient Funds

A \$25.00 NSF fee, or, if specifically stated, the maximum fee permitted by law, will be assessed if any payment is returned.

Customers who fail to resolve NSF issues will be required to pay with an alternate form of payment and may also be disenrolled from the school.

If your tuition payment is 30 days late or exceeds \$1000.00 past due, attendance at the school will no longer be permitted until all tuition is paid in full for the past due amount, plus any late fees and for the current amount due. Starting immediately, you will no longer be permitted to stay for lunch bunch, or any extracurricular activities until the full amount is up to date.

Absentee Credit

Tuition credit is not given for any day(s) that your child will be absent from preschool, regardless of the reason; i.e., illness, holidays or vacations.

Rate and Policy Changes

Tuition rates and policy changes may be made at any time deemed necessary due to increases in operating costs or safety issues at the direction of the School Board. A 30-day written notice will be given.

Withdrawal

Upon registration, a child is enrolled for one school year. **The first month's tuition is due in July and is non-refundable.** If it becomes necessary to withdraw your child, a 2-week written notice must be submitted to the director. This 2-week notice will help us in our attempt to meet the needs of those families on our waiting list.

Refunds

Refunds of up to one half of a month's tuition are available after school has started if a child leaves school permanently before the 15th of the month with proper notice. No refunds are granted for the children who attended school on the 15th of the month or later.

Parent Information

Website:

All information from the handbook, calendar and newsletter is now posted on the website, along with upcoming events and staff emails. Our website is: www.mightylambs.org

Parent Reminder Board

A parent bulletin board is located at the front of the school next to the office. Posted on the board will be the current newsletter, theme, color of the month, special occasions and holiday celebrations, tuition reminder and other interesting information.

Parent Bulletin Board

Each classroom has a parent bulletin board located at the entrance to the class. The following items will be posted:

- Daily Schedule
- Lesson Plan
- Snack Sheet
- Class List

We want you to know all about our school activities so please check the website, newsletter and read the notices on the parent board and the school Calendar each month. Extra calendars can be found in PDF form on our website, www.mightylambs.org.

Parent Volunteers

You are always welcome to come and help in your child's class. You will need to find alternative care for other siblings as all children attending must be registered and class size must be maintained within legal limits. You will also need to submit records to the school prior to helping in the classroom according to senate bill 227.

All volunteers are required to have on Paperwork on file at the school:

- a measles shot.
- a pertussis shot.
- TB test
- a flu shot (you can opt out with a letter)
- a Statement of good health written by you

Some teachers have a sign-up list for parent helpers.

Chapel

Chapel is held once a week. This is a 20-to-30-minute program, where children are taught about the love of God through Bible stories and songs. As parents, you are welcome to attend chapel at any time. Our chapel times are Thursdays and Fridays at 8:55am.

Lunch Bunch

Lunch Bunch is held Monday through Friday from 11:30-12:30pm for all students. Children who are participating in this program **must** have a lunch. Any child without a lunch will be provided one at the cost of \$10. The school will provide water. We are a nut-free school. No nuts, of any kind are permitted. This will be billed at the end of the month with your next month's tuition. Afternoon students are escorted to class after lunch bunch is over. There is a fee for the program.

First Day of School

Child must be signed-in and out each day either on the clipboard or by using the QR code on the ProCare app. **After Sept. 1 a \$5 fee will be assessed to your account for non-compliance of sign-in/out procedure each time.** Children will be released only to the people listed on the Identification and Emergency Information sheet in each student's file. If someone other than those listed in the file is picking up a child from school, your child's teacher or the school director must be notified without exception!

Marguerite Christian School employees will always, call for proper identification from anyone who calls or arrives to pick up a child. In cases of parental custody matters, legal documents with a court seal must be on file at the school.

Pick Up Times

Children are to be picked up promptly at 11:30am, 12:30pm and 2:00pm. If your child stays from the morning for lunch bunch, then pick up time is 12:30 pm. **Parents must be prompt in picking up their child at the end of class each day. A \$1.00 fee will be charged for every minute past the discharge pick-up time and after 30 minutes it will go up to \$2.00 per minute. Upon pick-up, you will be asked to sign a "late pick-up" statement acknowledging that you are responsible for the accrued fees. Payment is required immediately.**

Drop Off

Please bring the child inside the classroom and make sure a teacher is aware of his/her presence. Please tell the child "Good-bye" quickly and then leave. This will assist the child to make a better adjustment at the beginning of class.

Our School Calendar

Please be flexible with us. Occasionally, things come up and changes must be made. We usually post our calendar online in July. We follow Capistrano Unified School district's calendar so that your older children have the same breaks. Always check with your classroom teacher for confirmed dates.

Field Trips

All of our field Trips are "Parent and Me" Trips. Our 3's classes do not go on Field trips. Our 4's, TK and Kindergarten go to a Pumpkin patch in October and Parents are required to attend. Occasionally we have a great opportunity to attend something special. We will give you as much extra notice as possible. We do these trips to enhance your child's preschool experiences. We do not refund for nonattendance.

Clothing

Please have your child wear play clothes and tennis shoes. Your child will be climbing, digging, sitting in sand, playing with water, and helping himself/herself when using the toilet. Children do wear smocks when painting, but our little artists still cover paper, easels, and themselves with the paint!

Children are encouraged to go to the bathroom without the help of the teachers. The clothes worn should be easy to button, snap, or zip for your child. There is one stall that is for staff use only. When helping your child in the restroom please use child-designated stalls.

Each child is required to have a change of clothes that should include pants, shirt, underwear, and socks. Please put the extra clothes in a baggie with the child's name on the bag. Mark sweaters and jackets with your child's name. We have a lost and found box, so check it for those misplaced items. If your child wears home the extra clothes, please return them ASAP.

Children need to wear tennis shoes and other rubber-soled shoes, as they tend to be safer for climbing and running. **Cowboy boots, clogs, thongs, crocs and sandals without straps, should not be worn to school.** For safety reasons, your child will not be permitted to play on the climbing equipment if these items are worn: Long skirts, loose fitting shoes, long dresses, dress-up shoes, spaghetti strap tops or baggy clothes. No open-toed shoes or slip-ons permitted.

Objects from Home

Toys and other items may be brought for "share time." The teachers will notify you regarding your child's day. The item will remain in your child's cubby before and after "share time." The following items may not be brought to school: Guns, balloons, breakable items, scary items, sharp items, small items easily swallowed, and pillows. Please label everything with your child's name. Toys are not permitted at school unless it is for share time. Please keep them at home.

Snacks

A snack is provided each day at Marguerite Christian School. Snacks will include fruit, cheese, vegetables, crackers, pretzels, popcorn, and other nutritious foods. We switched from juice to water a few years ago at the request of parents and licensing policies. If your child has a special diet or is allergic to certain foods, please notify us on the Child's History form and notify your child's teacher. A notice of children with allergies to certain foods will be posted in the kitchen for the person who prepares the snack, and the list is also posted in each classroom and in the lunch bunch area. Parents that sign-up to bring a special snack are asked to **KEEP IT HEALTHY.**

We are a nut free school. No nuts of any kind! Please check labels. If you use sun butter, please mark it on their lunch pail or bag.

Birthdays

Birthdays provide an important opportunity for staff and children to share a joyful occasion. Please notify/remind your child's teacher in advance. Your help with planning the birthday celebration will be greatly appreciated. You may wish to join the class or simply send in a special treat. Please do not send in a cake, as this can be quite messy. Candles are not permitted during school hours, for safety reasons. Let's try to keep our snacks healthy.

Attendance/Health

Regular attendance teaches your child that school is important. However, if your child is ill, please notify the school of your child's absence. Please report any communicable diseases immediately. We are required by law to notify the other families of this information. Diseases that must be communicated to our office are Chicken Pox, Impetigo, Mumps, Pinworm, Ringworm, Measles, Scabies, German measles, Scarlet Fever, Strep Throat, Head Lice, and Fifth Disease.

Please keep your child home if He/She has any of the following symptoms:

1. If your child has a fever or has had one during the previous 24-hour period
2. If your child has had vomiting or diarrhea in the previous 24-hour period.
3. If your child has a constant cough, wheezing, or green discharge from the nose.
4. If your child has a sore throat, headache, earache, abdominal pain, or rash.
5. Any symptoms of a communicable disease.

Daily health checks will be performed to screen and protect your child. In accordance with State law, and for the protection of other children, a child who is sick may not remain in school. Therefore, if your child becomes ill during the day, your child will be isolated from the group, and you will be contacted to take your child home. If you are a working parent, it is a good idea to have an alternate place to take your child in this instance.

Minor Injury

The teacher or director will handle minor injuries sustained at school. Soap, water, and band-aids will be the extent of the first aid treatment rendered. All injuries will be recorded, and the information will be relayed to you via an "ouch report." A copy will be put in your child's cubby to take home, and a copy will be put in your child's file. The parent will be notified in case of severe bumps, bites, cuts, etc. In case of illness or accident occurring while the child is at school, the following procedure will be observed:

1. Parents are called immediately unless situation is so serious that paramedics need to be called first.
2. If parents cannot be reached, the Director will decide the next step according to the circumstances and seriousness of the situation. She may do any or all the following:
 - a. Contact person listed by parent to call in case of emergency.
 - b. Call doctor listed by parent
 - c. Take child to emergency hospital or call paramedics.

In no event, will Marguerite Christian Preschool, officers or teachers be held liable for physician fees, drugs, or medications, first aid, or ambulance service.

Medication

All medication administered at Marguerite Christian Preschool must be prescriptive. The written note from the doctor and parent must include the child's name, prescription number, date, dosage, and directions for the medication. **All medication** is to be delivered to the **Preschool Office**. **NEVER** leave any type of medication in your child's cubby or lunch box (includes vitamins, cough drops, sunscreen, hand sanitizer, Chap Stick, etc.) We do not administer any non-prescriptive medication without a written note from a doctor.

Guidance and Discipline

We guide and encourage children toward self-control and personal growth in self-discipline using the following techniques:

1. We set clear limits.
2. We model and encourage expected behavior.
3. We encourage cooperation, negotiation, and communication to solve interpersonal problems.
4. We allow children time and opportunity to regain self-control.
5. We encourage parent/teacher communication.
6. We schedule parent/teacher and/or director conferences when needed.

The above techniques are designed to encourage open communication between home and school while fostering self-control and positive self-esteem for the child.

Parent/Teacher Conferences

Formal parent/teacher conferences will be conducted once each school year. Should concerns arise, parents may schedule informal conferences with teachers or the director throughout the year. Progress reports go home twice a year, January and May.

Fire, Safety and Health Care

Our school is inspected annually for fire and safety hazards. All rules will be enforced during school hours. In the event of an emergency, the staff is prepared to act upon need. The staff is CPR and First Aid Certified.

Emergency Plan

Fire drills and Earthquake drills are practiced regularly so that everyone will know what to do in an emergency. If a fire were to occur, the children would all proceed to the Southwest parking lot. In any kind of natural disaster (earthquake, flooding, fire, etc.) if our facility is safe and usable, all children will remain on the campus until picked up by parents or authorized person.

Marguerite Christian School is prepared for emergency situations. We have food, water, and provisions for three days. We have "space" blankets for the students and adequate First Aid supplies, sanitation materials, and equipment for search and rescue. Teachers are trained in CPR and first aid. Every staff member has an assigned job in the event of a disaster. If our facilities are damaged or unusable, the children and staff will be evacuated to Hankey Park, next to Carl Hankey Elementary School. The address of the school is 27252 Nubles. The park is located off Felipe (across the street from our school.) We will use a school banner for the effortless search of your children. Students will be kept under the supervision of the Marguerite Christian staff as long as necessary. **DO NOT LEAVE** with your child until the staff RELEASE TEAM is notified.

Traffic and Parking

For your safety and that of all our families, please observe the following traffic rules. Drive slowly and cautiously in our lot. If you drive a truck or a van, please park at the far end of the parking lot. This is for the protection of our little ones who are so hard to see coming from behind large vehicles.

It is against the law to leave children unattended in a car. We are mandated by law to report any child endangerment situations and will do so without any prior warnings. The red zone in front of the office is a No Parking Zone. Please do not drop off or pick up in the red zone. Please Park in a marked spot.

Playing after school

There is no playing after school anywhere on campus, behind the school, in the church courtyard or in front of the school/church campus. Children are not permitted to climb trees, deface the campus by pulling flowers or by throwing rocks. We encourage you to keep your children off of the big rocks in front of the school.

Preschool Daily Schedule

Example Morning Schedule

8:45- 9:10 Welcome and Circle Time
9:10- 10:00 Centers
10:00- 10:15 Bathroom and Wash Hands
10:15- 10:30 Snack
10:30- 11:15 Outside Play
11:15- 11:30 Closing Circle

Chapel Thursday and Friday 8:55 am

Lunch Bunch 11:30-12:30pm

Example Kindergarten Daily Schedule

8:45-9:00 Warm up work
9:00-9:25 Calendar
9:35-10:00 Recess
10:00-10:35 Snack
10:30-11:15 Reading and seatwork
11:15-11:30 Handwashing
11:30 -12:30 Lunch
12:30-12:45 Story
12:45-1:30 Math
1:50-2:00 Clean