



Morrison Heights
Preschool + Afterschool

PARENT HANDBOOK



Morrison Heights Preschool + Afterschool

Welcome to the Morrison Heights Preschool & Afterschool family!

It is our distinct honor to have the opportunity to serve you and your child. We believe that every child can learn. As educators, it is our responsibility to provide each of them with an equal opportunity and support to develop to their fullest potential and to fully prepare them for kindergarten. Our success is based on your child's success. We are fully committed to this job and will work collaboratively with our staff to ensure each family and child has a positive early educational experience.

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program.

Your child's transition in childcare should be a positive and exciting learning adventure. We will gladly work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Thank you for choosing Morrison Heights Preschool & Afterschool. We look forward to providing your child with a caring and enriching environment.

In Christ,

Morrison Heights Preschool & Afterschool

WHAT TO BRING

INFANT infant feeding schedule | labeled pre-made bottles and/or sippy cups | changes of clothes (3-4) | diapers 8-10/day | wipes | diaper creams, ointments, gas drops, sunscreen, lotions, etc. | pacifiers + pacifier clip | swaddles (velcro/snap styblankets) | favorite music/books, sound machines and/or lovey for comfort | *Allergy info + Action Plan

Burp clothes, bibs, and infant crib sheets are provided by the center.

tot changes of clothes (3-4) | diapers, wipes, diaper creams, ointments, sunscreen, lotions, etc. | nap sheet for cots (crib sheet) | blanket/favorite lovey for naptime
*Allergy info + Action Plan (we are a nut free center)

1K changes of clothes (3-4) | diapers/pull-ups/undies if potty training | wipes | diaper creams, ointments, sunscreen, lotions, etc. | nap mat | blanket/favorite lovey for naptime | *Allergy info + Action Plan (we are a nut free center)

2k changes of clothes and undies (3-4) | pull-ups if needed during naptime | Wipes | ointments, sunscreen, lotions, etc. | nap mat | blanket/favorite lovey for naptime | *Allergy info + Action Plan (We are a nut free Center)

3k/4k changes of clothes and undies (3-4) | ointments, sunscreen, lotions, etc. | nap mat | blanket/favorite lovey for naptime | *Allergy info + Action Plan (We are a nut free center)

To prevent items from becoming misplaced or lost All items brought from home should be labelled with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Parent Engagement

LET'S BE SOCIAL!



Join our private family Facebook group and never miss out on what's happening at our school as well as pictures that are posted of your little ones!

SCAN QR CODE TO JOIN!

PROCARE

As a parent, you now have access to a best-in-class app where you'll be able to see all your child's activities, milestones, photos, and videos as well as message your child's teachers directly in one place. You'll also be able to use the app to check your child in and out, providing a completely touch-free experience. Procure's parent engagement app helps you stay connected to your child's learning journey and we are so excited to be able to offer this to our families. Be on the lookout for an invitation from us with instructions regarding account setup and app download.

WATCHMEGROW

Now partnered with WatchMeGrow, America's #1 provider of streaming video services for schools, to offer you secure online access to view your child's classroom while in our care. How to Register -

- 1) Create account at watchmegrow.com/my-account/sign-up
- 2) Sign the Morrison Heights Preschool & Afterschool's Video Streaming Consent Form

Video streaming is for parents **ONLY**, we are unable to provide access to family members.

Parents are not allowed to view back footage of the preschool day.

Administrative Team

Maggi Derbyshire RECEPTIONIST

General Questions, Attendance, & Late Arrival Notification

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DIRECTOR

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Infants - 1k Director

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**CHILD CARE FACILITY COMPLAINT 1-866-489-8734
CHILD CARE LICENSING OFFICIAL TERA GERMAN, MSDH**

ADMISSION REQUIREMENTS

Before enrollment and/or admission to Morrison Heights Preschool and Afterschool, the following must be on file in the administrative office:

- 1) Enrollment Packet
 - a. Childcare Application
 - b. Tuition Agreement Form
 - c. Emergency Card
- 2) Form 121 (Immunization Record)
- 3) Enrollment Fee (Non-refundable)

ATTENDANCE & WITHDRAWAL

Arrival period ends daily at 8:30 AM. Children may not be dropped off later than 8:30 AM unless prior approval is obtained. If your child is going to be absent or arrive after 8:30 AM, please notify the school's receptionist. We will be concerned about your child if we do not hear from you.

Completion of our withdrawal form and a two weeks' notice is required by the center when a child is being withdrawn. Failure to notify the parent will be required to pay the center two weeks tuition in lieu of notice. Additionally, Tuition Express will be processed to collect any balance on the account.

ACCIDENT/DISCIPLINE REPORTS

If a child has an accident (scraping knees, bumped head, etc.) or a discipline action (biting a friend, hitting, tantrums, etc.) the incident will be documented within Procare App and/or parent will be contacted by phone if necessary. The report will be filled out by the classroom teacher and reviewed by a member of the Administrative team member. The report will explain the incident and what action/care was taken. The teacher will take a photo of the accident and photos will be posted in ProCare.

CHALLENGING BEHAVIOR/DISCIPLINE POLICY

Children are guided to treat each other and adults with self-control and kindness. Each student at Morrison Heights Preschool & Afterschool has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

We have created a discipline policy that reflects our philosophy of positive guidance with children. Our staff will utilize the following techniques to teach children acceptable behavior:

1. Separate child from the behavior
2. Redirect behavior
3. Use positive language
4. Loss of privilege
5. Time-Out: one minute per age of child as appropriate
6. If all steps have been made, we will call parents to pick up.

If a child becomes physically aggressive, we will call parents for pick up. This is a liability for the teacher and preschool.

At all times, our staff will abstain from use of corporal punishment or other humiliating or frightening discipline techniques.

Afterschool age children will be expected to follow the discipline policy of the Afterschool area in addition to the general discipline policy of the Morrison Heights Preschool.

Any child who has in his/her possession an object that would be classified as a weapon while he/she is on Morrison Heights Preschool and Afterschool grounds, or while being transported will be suspended immediately by the Director.

BITING

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

CHILD ABUSE

Morrison Heights Preschool and Afterschool is required by law to report any child abuse to authorities.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

CLASSROOM INFORMATION

FIELD TRIPS: Field trips are a vital part of our center's program. The trips are culminating activities for units of study, service project trips, or times of enjoyment for the children. Much care is given to plan a wonderful experience for the children. It is essential that written permission be given by the parent for the child to participate. If signed permission has not been supplied, the child will not be able to attend, and the parent will be asked to come for the child. Staff will not be in place to watch the child since they will all be on the trip.

BIRTHDAY/SEASONAL PARTIES: Morrison Heights Preschool and Afterschool welcomes parents wishing to provide a special occasion for their child's birthday party. We ask that you contact Administrative Staff to arrange these parties so that we may make sure there is not a child with special dietary needs or conflict with any other plans. Refreshments furnished by the parent must be age appropriate. Hard candies, suckers, balloons, and extremely small toys should be avoided due to choking hazards. We are a NUT free school.

During a holiday the center may have special holiday celebrations. Your child's teacher may ask you to bring special holiday goodies for your child's class. We encourage our parents to participate in any and all of these events with your child.

DRESSING FOR SCHOOL: Please allow your child to come to the center each day in comfortable, washable clothing. Remember when dressing your children that all ages go outside when the weather permits. Please make sure your child has a coat or sweater on the days the weather is cool. An extra set of clothing is needed for all children through age four. Shoes and socks are required for all children who are walking. Socks are required for babies who are not walking. Our general rule is, if their little feet touch the floor, they need socks on, as this helps keep your child well. We ask that you not allow your child to wear the following shoes because of a safety factor: flip-flops, cowboy boots, hard toe boots, hiking boots, sandals or crocs.

NAP/REST TIME: Adequate rest or quiet time is a very important part of a young growing child's day. Infants are always allowed to nap as needed but as your child grows, they will be allowed one (1) nap after lunch. Creepers rest on a cot which is provided by the center; however, a crib sheet will need to be provided by the parent. 1K through 4k rest on mats; parents are asked to purchase a Kinder Mat or any type of nap mat for rest time. Your child may also bring a small blanket and a sleep toy to use at rest time. You are expected to take all sleep toys and blankets home every Friday to wash them and return them on Monday. Rest time is between the hours of 12:00 noon until 2:00p.m. If you pick your child up during this time for any reason, please call the center and we will have your child ready for you, so the other children's rest time is not disturbed.

TOILET TRAINING: When your child is in a toilet training room you will be asked to sign a Potty-Training Agreement. Our teachers are trained to potty train your child when your child is ready. It is very important that once the training starts in the center, it is reinforced at home. Consistency is crucial during this time. Soiled clothes will be placed in a plastic bag and put inside your child's bag. Please make sure you have a least three changes of underwear, socks, shirts pants, etc., in your child's bag. Please make sure that the clothing you dress your child in is easily manipulated. Snaps and belts are hard for the children. Please check your bags each day to make sure there are no wet clothes in your child's bag. *Your child must be fully potty trained by July to promote to the 3 & 4-year-old program. Fully potty trained is wearing underwear all the time and going on his/her own, without the teacher having to prompt.*

DAILY REPORTS: Infants through two-year olds will receive a Daily Report that contains details of your child's day. These reports are not given if your child is potty trained. The report will contain information pertaining to your child's day (how they ate, sleep, played, times of bottles, diaper changes, etc.)

DEVELOPMENTAL SCREENING: To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

DROP-OFF & PICK-UP: We open at 7 AM. Please do not drop off your child prior to the opening. Parents are expected to accompany their children and sign them in. Drop-off time ends each day at 8:30 AM. Children may not be dropped off later than 8:30 AM unless prior approval is obtained for medical/dental appointments, etc.

We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

AUTHORIZED & UNAUTHORIZED PICK-UP: Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

INFANT POLICIES: MSDH prohibits blankets, pillows, and toys from being in the bed with infants. Infants are to be in the bed with only a sheet on the mattress. Sleep sacks are allowed. If your baby needs a pillow due to acid reflux, or has other needs requiring something in the bed, we will have to have a doctor's note.

All baby bottles should come into the center prepared and ready to feed other than warming. Bottles are also not allowed to have cereal or food in them. For us to mix the bottle, or for cereal or food to be in the bottle, we must have a doctor's note. Please make sure you label the bottles and tops with your child's name.

Baby food should be commercially prepared, and in the sealed container labeled with the child's name. Home prepared/blended baby food cannot be served without a doctor's note.

DISMISSAL FROM THE MORRISON HEIGHTS PRESCHOOL AND AFTERSCHOOL

Morrison Heights Preschool and Afterschool reserves the right to dismiss a child from our center for any of the following:

- he/she seems unable to participate in group experience or is unable to follow rules and guidelines established by the center,
- in the opinion of the Directors a parent or other family member is harassing, threatening, intimidating, or exhibiting inappropriate behavior to the staff of the center,
- an account is two weeks past due. Tuition must be paid regularly and in a timely manner for a child to retain his/her place on the class roll.

EMERGENCY CLOSINGS/EVACUATION PROCEDURES

In the event of hazardous weather conditions, Morrison Heights Preschool and Afterschool will remain open as long as safety allows. Closing of the center will parallel the closing of Clinton Public Schools. Parents will be notified of the closing in the ProCare Parent App.

EVACUATION PROCEDURES

Fire and Weather Emergencies - All personnel of the center are trained to evacuate children in the event of fire or weather emergencies. Emergency procedures are posted on the Parent

Bulletin Board in the hall of Morrison Heights Preschool and Afterschool. Emergency plans are also posted in each classroom.

LOCK DOWN PROCEDURE

In the event of a violent individual Morrison Heights Preschool and Afterschool will initiate our lock down procedure which involves:

- All doors are locked,
- Children will remain secure in classrooms with their teachers,
- Call 911
- This procedure will remain in place until authorities have arrived, and the center is secure.

Evacuation of Childcare Facility - In the event of needful evacuation of Morrison Heights Preschool and Afterschool due to flooding, fire, tornado destroying building, or other major emergencies, the children will be taken to Morrison Heights Baptist Church, 3000 Hampstead Blvd., Clinton, MS. If this location is not acceptable for habitation due to emergency conditions, children will be transported to the Basement Area of Alumni Hall at Mississippi College, 200 W. College Street, Clinton, MS 39056. Hinds Emergency Operations Center will be notified of the emergency evacuation. Announcements will be made by media broadcasts and/or Procure app. If circumstances permit, parents will be called to come for children at the alternative location. Transportation of children in emergency conditions will be performed in vans, busses, etc. belonging to Morrison Heights. Should the emergency prevent usage of church vans, rental vans or buses will be used.

INSURANCE

Insurance coverage is provided by Morrison Heights Preschool and Afterschool and follows the requirements of state law.

LOST ITEMS

Morrison Heights Preschool and Afterschool is not responsible for the replacement of lost, stolen, or broken items.

MEDICAL POLICIES

Morrison Heights Preschool and Afterschool will depend on parents to assist in maintaining a center that will insure the health of all children. Parents will be called to pick up your child from the center and/or asked to keep your child at home if there seems to be any sign of the following illness:

1. Fever - Parents will be notified with a temperature of 101 degrees and will be expected to immediately pick-up their child. The child must be free from fever without medication for at least twenty-four (24) hours before returning. Medication must not be given to reduce fever while the child's attending the center.
2. Vomiting and/or diarrhea - Your child must be free of all symptoms for 24 hours prior to returning.

3. Contagious Diseases such chicken pox, mumps, measles, scarlet fever, croup, HFM, etc.
4. Sore throat, severe coughing, thrush, pink eye/other eye infections, etc.
5. Rash/Skin Infection (ringworm, impetigo)

CONTAGIOUS DISEASES

If your child has a contagious disease, please contact the childcare office as soon as possible. A notice will be sent home to the classroom allowing other parents to be aware of the possibility of communicable disease. In the event the Health Department Regulations state the child cannot return for a period of time, a doctor's note will not be accepted. We will enforce the Health Department regulations over a doctor's note.

MEDICATION POLICY

If you can administer the medicine at home, please do. A medicine that needs to be given one or two times a day can be given at home. A medicine that needs to be given three times a day, obviously, needs to be given a dose during the day. We can also give medicine that must be given at a certain time during the day.

- Parents must complete and sign a medication form for medication to be administered to their child.
- All medicines need to be left at the front desk. At no time should medications be left in your child's bag. This includes medication that you may just store in your child's bag, and not intend for us to give to the child. We want to make sure the children in the classroom don't find medication.
- Please include a measuring device (dropper, syringe, or medicine cup) that is appropriate to measure and give the medication. Measurement lines should be clear and easy to read.
- Medicine cannot be mixed into a bottle or drink.
- It is your responsibility to drop off and pick up your child's medications at the front desk.

ALLERGIES/DIETARY RESTRICTIONS

If your child has an allergy, you must notify us in writing. The written notification should list pertinent information, food substitutions, etc. and must be updated at least annually. Allergies can be life threatening and each child with an allergy should have an action plan for emergency care completed by the family physician. This action plan **MUST** be provided for your child's file.

If medication (Epi Pen) is required, specific step by step instructions from your child's physician should be submitted to the Director of the center.

If your child has an allergic reaction while at the center, action will be taken to follow the outlined instructions of the physician and 911 will be called immediately.

If your Child has a special diet, then we will expect you to supply the center with the information on what your child can and cannot eat. If your child cannot eat the food served at the center,

due to allergies, a statement from your physician is required by The State Department of health before any food can be brought in from the outside.

We are a NUT free center.

EMERGENCY PROCEDURES FOR ILLNESS OR INJURY

Life Threatening Illness or Injury - In the event of a life-threatening injury or illness, Emergency personnel will be notified, and your child will be transported to the University Medical Center Child Emergency Room. A copy of the Emergency Card will be given to the attending physician in the emergency room. Parents or legal guardian will be immediately notified of the medical emergency.

Non-Life-Threatening Injury or Illness - In the event of illness or injury, the center will notify the parent immediately to come and get the child. First Aid procedures will be administered, and care given until the parent or emergency contact arrives.

OPEN DOOR POLICY

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

SECURITY PROCEDURES

Security procedures are in place for the safety of our children and staff. Parents are required to sign their child in/out using the Procure kiosk located in the foyer, scanning QR code, or in the Parent app for the security of the child. This is an essential part of the security plan. All persons signing-in or signing-out must be sixteen (16) years of age.

TRANSPORTATION POLICY

Children of Morrison Heights Preschool and Afterschool are transported in vans or buses belonging to Morrison Heights Baptist Church. The following guidelines have been established by Morrison Heights Preschool and Afterschool to promote the safety and well-being of the children in our care.

1. All drivers transporting children for the center have a valid driver's license and have exhibited a safe driving record
2. All children and adults are properly restrained in seat belts or car seats which are appropriate to the age and weight of the children being transported.
3. A child will not be transported on field trips without prior written permission from the parent.
4. Staff to child ratio is always maintained on vehicles transporting children of the center.

TUITION/FEES

PAYMENTS: Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

Payment is due weekly by 12PM on MONDAY as outlined in the Enrollment Agreement.

All electronic payment and fee processing will be completed through Tuition Express.

FAMILIES CONTRACT FOR A SPECIFIC WEEKLY SCHEDULE AS INDICATED ON THE ENROLLMENT AGREEMENT FORM. PAYMENT FOR THIS CONTRACTED SCHEDULE IS REQUIRED EVERY WEEK YEAR-ROUND WHETHER YOUR CHILD ATTENDS OR NOT; THIS ENABLES US TO PAY TEACHERS A STABLE SALARY EVERY WEEK ALL YEAR. NO CREDITS ARE GIVEN FOR SICK OR VACATION DAYS, HOLIDAYS, STAFF TRAINING CLOSURE OR CLOSURE DUE TO INCLEMENT WEATHER

METHODS OF PAYMENT: check, money order, or automatic electronic funds transfer. **NO CASH**

NOTE: an electronic funds transfer will be processed for any payments not received by the stated due date/time.

ENROLLMENT FEE: a non-refundable enrollment fee is due at time of submitting application for enrollment and/or to be added to the waiting list.

REGISTRATION FEE: a non-refundable registration fee is due annually on August 1st.

SUPPLY FEE: due April 1st

SUMMER ACTIVITY FEE: due June 1st

LATE PAYMENT CHARGES: A Charge of 10.00 will be charged if payment is not in my Monday @12

If payment is more than two weeks past due, you will get a final payment notice and childcare will be terminated.

RETURNED CHECKS/REJECTED TRANSACTION CHARGES: All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

LATE PICK-UP FEE: Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 6:05PM and will be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

NO CALL FEE (AFTERSCHOOL ONLY): Parent must notify if their child will not be riding the Afterschool bus from school for any reason, otherwise, there will be a \$10.00 courtesy call fee applied to your account.

OTHER FEES: from time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

ADDITIONAL SERVICES AVAILABLE

Additional services are available for children enrolled at the Morrison Heights Preschool and Afterschool, in addition to, regular services provided by our childcare center. Special arrangements to receive the services and payments are made by the parent directly to the provider of the service. Additional information for these services can be picked up in the office: Kinder Tots, Exalt Dance, Soccer Shots.