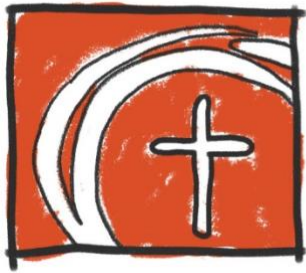


Morrison Heights
Preschool + Afterschool

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. We believe 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.

The 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 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

*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

*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

*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

*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

*Allergy info + Action Plan (We are a nut free center)

We have a no bag policy! Every child has an assigned bucket for their belongings in their room. Please put extra clothes in a zip bag and all other items in the bucket daily.

To prevent items from becoming misplaced or lost, all items brought from home should be labeled 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 returned 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 all 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

We are now partnered with WatchMeGrow, America's #1 provider of streaming video services for schools. This service offers you secure online access to view your child's classroom while they are 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.

You further acknowledge and agree that other children may be visible in connection with the WatchMeGrow services and that you will not record, copy or share their images.

Administrative Team

**Mallory Cooley
Administrator**

mcooley@morrisonheights.org

**Caitlyn Arender
Assistant Administrator**

carender@morrisonheights.org

**Suzanne Harris
Tuition and Accounts Administrator**

sharris@morrisonheights.org

**Maggi Derbyshire
Office Manager**

mderb@morrisonheights.org

**KeKe Bridges
Early Childhood Director**

ksmith@morrisonheights.org

(infants-2s)

**Amanda Ray
Preschool Program Director**

aray@morrisonheights.org

(3k/4k)

Receptionist

cdcrecpt@morrisonheights.org

601-925-6428

CHILD CARE FACILITY COMPLAINT 1-866-489-8734

Email: cc.complaintunit@msdh.ms.gov

Online: Visit our complaint submission page (Child Care Complaints)
Child Care Licensing Official Trenise Dee, 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)

Admission of Special Needs Students

Morrison Heights Preschool will accept physically challenged children or children with other special needs if the needs of the child can be met. We recognize that we are not able to serve every child with special needs based on the limitations of our staffing, finances, expertise, etc. Enrollment is based on the extent to which the child will succeed within the program and its structure. To make an informed decision regarding the preschools ability to serve a

child, all documentation of previous services must be submitted to the preschool.

The administration team for review prior to enrolling.

Services that a child may receive include but are not limited to the following:

- OT services
- Speech services
- Feeding therapies

Upon review of documentation, the preschool administration team, in cooperation with the parent/guardian, will meet to discuss any concerns and outline a mutual probationary period (up to 60 days). During the probationary period either party may terminate enrollment in writing.

In matters where the details of services are withheld or not shared, the preschool will respect the privacy of the family and may recommend that a different school be

considered for their child's needs.

Developmental Screening:

Morrison Heights Preschool uses the Ages and Stages Questionnaire developmental screening tool as a first step in looking closely at a child's growth, learning and development. Developmental screenings provide valuable insight about the following:

- A child's cognitive, motor, communication and social-emotional development to determine if children are learning basic skills.
- Identifying children's current understanding of concepts
- Assist early learning professionals with building an educational baseline to begin planning.

Screening results can help to connect children at risk of developmental delay to community resources and supports for further evaluation or to determine eligibility for services.

Screening results are shared with families and remain confidential.

If your child is in need of additional evaluations, we will work with your family to ensure that you are connected to the appropriate resource within the community based on the age of your child, your child's needs and the county/school district in which you live.

Screenings take place upon enrollment unless results indicate a need for more frequent intervals. The results from screening will inform our educational planning and will be used to individualize and enhance the learning environment. Family participation and input is a valuable aspect of the developmental screening process.

ATTENDANCE & WITHDRAWAL

The 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.

The 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 center results in the parent being 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 the 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. 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 led 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, teachers or administration intervene immediately to protect all 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 and can result in termination. 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. Redirect behavior.
2. Use positive language.
3. Loss of privilege
4. Time-Out: one minute per age of child as appropriate
5. 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 in the care of Morrison Heights Preschool and Afterschool will be terminated immediately by the Director.

All communication regarding children will only be made with Parents/Legal Guardians. This includes but not limited to parent/teacher conferences.

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 child that bit 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 families of the child who was bitten and the child that bit. We will work together with the families of each to keep them informed and to develop strategies for change. We are not allowed to share names of other students in reports due to confidentiality.

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 pick the child up. 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 facility.**

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 all these events with your child.

Sun Safe Policy:

To ensure the safety of staff and children we will do large motor/physical play in the gym if the feel like temperature is above 90 degrees, below 40 degrees and/or raining.

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 for safety reasons: flip-flops, cowboy boots, hard toe boots, hiking boots, sandals or crocs. Due to safety concerns involving choking, no child in the infants, ones or twos programs are allowed small hair accessories, including but not limited to beads, clips, ect.

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. TOTS 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 and your child a small blanket. You are expected to take 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, this ensures 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 bin. Please make sure you have at 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 1st to promote to the 3 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 Reports through Procure 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, slept, 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. We want to value the time of our staff and their families also.

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. 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 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.

Shaken Baby Syndrome (SBS) and Abusive Head Trauma (AHT) Prevention Policy

This policy is established to ensure the safety and well-being of all children by preventing shaken baby syndrome (SBS) and abusive head trauma (AHT), and by providing staff with the knowledge and tools needed to respond appropriately to infants and young children.

Recognition of Signs and Symptoms

All staff are trained to recognize the signs and symptoms of SBS and AHT, which may include:

- Irritability or unusual fussiness
- Difficulty staying awake or extreme drowsiness
- Difficulty breathing
- Inability to lift or control the head
- Seizures
- Lack of appetite or difficulty feeding
- Vomiting
- Unexplained bruising

Response to Suspected SBS/AHT

If a child displays any of the above symptoms:

- Remain calm and ensure the child is in a safe position
- Do not shake or move the child unnecessarily
- Immediately notify the director or person in charge
- Call emergency medical services (911) if symptoms are severe or life-threatening

Reporting Requirements

- All staff are mandated reporters and must report any suspected abuse or neglect immediately, in accordance with state law
- The center will fully cooperate with all investigations
- Staff must document observations, actions taken, and report details promptly

Strategies for Coping with a Crying or Distressed Child

Staff will use safe and appropriate techniques to comfort children, including:

- Holding, rocking, or gently soothing the child
- Speaking in a calm, reassuring voice
- Checking for basic needs (hunger, diapering, discomfort, illness)
- Reducing stimulation (quiet area, dim lighting)
- Providing comforting items when appropriate

If a child's crying becomes overwhelming:

- Place the child safely on their back in a crib or secure area
- Step away briefly to regain composure while maintaining supervision

- Ask another staff member or supervisor for assistance
- Never respond in frustration or handle a child roughly

Understanding Early Brain Development

The center ensures staff understand child development from birth to age five by:

- Providing initial and ongoing training on early brain development
- Educating staff on age-appropriate behaviors and expectations
- Teaching how stress and trauma impact brain development
- Reinforcing that responsive, nurturing care supports healthy development.
- Reviewing developmental information regularly through meetings and training

Prohibited Behaviors

The following actions are strictly prohibited:

- Shaking a child under any circumstances
- Tossing or throwing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, furniture, or other objects
- Rough handling, including jerking, pulling, or forcefully grabbing
- Any form of physical punishment (hitting, spanking, slapping)
- Verbal abuse, threats, or intimidation
- Any behavior that may cause physical harm or emotional distress

Violation of this policy will result in disciplinary action, up to and including termination, and may be reported to appropriate authorities.

Resources for Staff and Families

The center provides the following resources to help prevent SBS and AHT:

- Educational materials for staff and families on SBS/AHT and safe caregiving practices
- Information on coping with infant crying and managing caregiver stress.
- Referrals to local health departments, pediatricians, and family support services
- Access to parenting classes and community support resources.
- Ongoing communication between staff, families, and administration

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: A termination email will be sent if termination is required.

- 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, exhibiting inappropriate behavior to the staff of the center, or not following policies involving but not limited to transportation, illness and payment.
- 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.

1. Access Control

All entrances to the facility remain locked or monitored during operating hours. Only authorized individuals are permitted entry. All visitors must check in, provide identification when required, and be approved before entering the building. Staff actively supervise all outdoor play areas and ensure all access points remain secure at all times.

2. Lockdown Procedure

In the event of a violent individual or security threat, the center will initiate lockdown procedures:

- All doors will be locked immediately

- Lights will be turned off
- Children will remain secure in classrooms with their teachers
- Children and staff will stay away from doors and windows
- No one will enter or exit the building
- 911 will be called immediately
- The lockdown will remain in place until authorities declare the center safe

3. Evacuation Procedures

In the event of fire, flooding, tornado, structural damage, or other emergencies requiring evacuation:

- Staff will escort children using designated exit routes
- Attendance records and emergency contact information will be taken
- Children will be accounted for before, during, and after evacuation

Primary Relocation Site:

Morrison Heights Baptist Church
3000 Hampstead Blvd., Clinton, MS

Secondary Relocation Site (if needed):

Basement Area of Alumni Hall at Mississippi College
200 W. College Street, Clinton, MS 39056

The Hinds Emergency Operations Center will be notified. Updates will be communicated through media, Procure, and/or other available systems. Transportation will be provided using Morrison Heights vehicles or approved rental transportation if needed.

4. Shelter-in-Place Procedure

In the event of severe weather or environmental hazards, children and staff will remain inside the building and move to designated safe interior areas away from windows and doors. Staff will maintain supervision until the all-clear is given.

5. Accounting for Children

Staff will maintain accurate attendance records at all times. Head counts will be conducted:

- Before evacuation or movement
- During relocation
- After arrival at any destination

Attendance sheets and emergency contact information will accompany all groups. Any missing child will be immediately reported to emergency personnel and administration.

6. Communication with Families

Families will be notified of emergencies through:

- Procure messaging system
- Phone calls from staff or administration
- Media announcements when applicable

Backup Communication Systems:

- Emergency text messaging system
- Staff phone tree notification system

Updates will be provided as information becomes available.

7. Reunification of Children and Parents

Children will only be released to authorized parents or guardians listed on enrollment and emergency contact forms.

- Staff will verify identity before releasing any child
- A sign-out procedure will be completed for each child
- Children will only be released in a safe, supervised manner
- Reunification will occur at the relocation site unless otherwise directed by authorities
- If identity cannot be verified, the child will remain in staff care until confirmed

8. Infants and Toddlers

Special procedures are in place for infants and toddlers:

- Evacuation will be conducted using cribs or approved transport devices
- Essential supplies including formula, bottles, diapers, and feeding items will accompany children
- Staff will ensure continuous supervision and comfort

9. Children with Medical Needs

Children with disabilities or chronic medical conditions will have individualized emergency plans.

- Medications, medical supplies, and equipment will accompany the child
- Staff will be assigned to assist with care and evacuation
- Transportation and mobility needs will be supported as required

10. Record Retention and Backup

The center maintains secure and accurate records for all operations.

- Procare is the primary system for enrollment, attendance, emergency contacts, and documentation
- Records are also stored on designated director and administrative computers
- Data is backed up regularly to prevent loss
- Access is restricted to authorized personnel only
- Password protection and secure access controls are maintained at all times

11. Continuity of Operations

The center will continue essential childcare services at the designated relocation site when possible, ensuring supervision, safety, and communication with families until normal operations can resume.

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 center 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, a doctor's note will not be accepted. **We will enforce the Health Department regulations over a doctor's note.**

MEDICATION POLICY

Please assist our staff and administer any medication prior to drop off if you can. 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 bin. 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. Any meals provided must also meet health department nutrition regulations. (can be provided if needed)

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 any family member 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 person's 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/FEEES

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, unless a written agreement is made with our Tuition and Accounts Administrator.

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

PAYMENT 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/VACATION DAYS, HOLIDAYS, STAFF TRAINING CLOSURE OR CLOSURE DUE TO INCLEMENT WEATHER

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

NOTE: Banking information may be requested and 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.

SUMMER ACTIVITY FEE: Billed May 1st, due no later than May 15th

LATE PAYMENT CHARGES: A Charge of 10.00 will be charged if payment is not made by Monday @12 noon unless a written agreement is made with our Tuition and Accounts Administrator.

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 money order 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.



Tuition and Fees Effective April 1, 2026	In effect until updated
Enrollment Fee (applies to new enrollment ONLY)	\$75
Preschool Summer Fee (yearly-every May 1st -infant-4k)	\$100
Afterschool Summer Fee (yearly-every May 1st - school-age children)	\$160
Preschool Tuition (infant-4k)	\$189/week
Afterschool Tuition (school-age children)	\$110/week
Summer Camp Tuition (school-age children)	\$189/week
Holiday Care (school-age children) (excluding the weeks of thanksgiving, Christmas and spring break)	\$189/week
Late payment Fee (tuition is due by 12 on Monday, late after Tuesday) unless a written agreement is made with our Tuition and Accounts Administrator.	\$10 per child
Late pick-up (for every minute)	\$1 per min

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