

## 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 anytime in which we might serve you and your family.

Minister	Steve Smith
Youth Minister	T.J. Reyes
Elders	Joe Araiza, Don Elliott, Clint Fox, Bob Jones, Chuck Vicker & Roy Wallace
Children's Ministers	Autumn Breeden
MCS Board of Directors	Don Elliott, Jo Ann Teal, Autumn Breeden ,Jason Clark and Steve Wexler

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,

Suzee Johnston  
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 for a lifetime.
- 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 women 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**

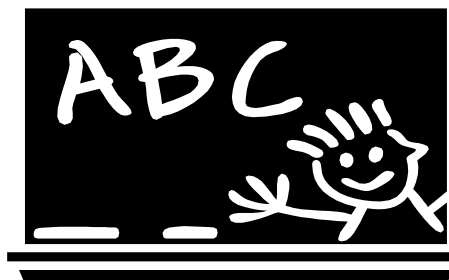
### **Admission Policy**

Marguerite Christian Preschool is operated on a non-discriminatory basis, according 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 is able to 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.



### **Admission Procedures**

The state Department of Social Services and MCS require that the following forms be completed 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  
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

### **Tuition**

Tuition is based on a full 10-month payment plan. The first payment is due in June. Then there are nine more payments, September thru May. There will be no invoice given to you. 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 each 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 as 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 by June 1<sup>st</sup> 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 15<sup>th</sup> of the month with proper notice. No refunds are granted for the children who attended school on the 15<sup>th</sup> 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](http://www.mightylambs.org)

### **Parent Reminder Board**

A parent bulletin board is located in the parent hallway by the bathrooms. 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:

- Monthly Newsletter
- Daily Schedule
- Lesson Plan
- Snack Sheet
- Class List
- Student Allergy 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.

### **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. Some teachers have a sign-up list for parent helpers. We try to limit the number of helpers per day in each classroom because of the needs of the children.

### **Chapel**

Chapel is held once a week. This is a 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.

### **Lunch Bunch**

Lunch Bunch is held Monday through Friday from 11:30-12:30 pm 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 drinks. We are a nut-free school. No nuts, of any kind are permitted. The cost for this program is \$6.00 per day. 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. Lunch Bunch School Bags can be purchased in the school office.

### **First Day of School**

Child must be signed-in and out each day on the computer in child's classroom. **After Oct. 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 persons 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 at all times, 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 11:30 am and 3:30 pm. 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.

### **Backpacks**

We do ask that your child leave their backpacks at home. There just isn't enough space within our walls to keep backpacks. Your child will be given a cubby for belongings, important papers and artwork.

### **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 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. 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, open toe shoes, long dresses, dress-up shoes, or baggy clothes.

### **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.

### **Snacks**

A nutritious snack is provided each day at Marguerite Christian School. Snacks will include fruit, cheese, vegetables, crackers, pretzels, popcorn and other nutritious foods. All our juices are 100% juice as instructed by the state. 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. Parent that sign up to bring a special snack are ask to **KEEP IT HEALTHY.**

**We are a nut free school. No nuts of any kind! Please check labels.**

### **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. Lets try to keep our snacks healthy!

### **Attendance/Health**

Regular attendance teaches your child that school is important. However, if you 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's 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 the 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. Parent is called immediately unless situation is so serious that paramedics need to be called first.
2. If parent 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 of 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, 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. Report cards go home twice a year; January and June.

### **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 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.) as long as 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 for 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.**

## Preschool Daily Schedule

### Morning Schedule

8:45- 9:10 Welcome and Circle Time  
1:10- 2:00 Centers  
10:00- 10:15 Bathroom and Wash Hands  
2:15- 2:30 Snack  
10:30- 11:15 Outside Play  
11:15- 11:30 Closing Circle

### Afternoon Schedule

12:45- 1:10 Welcome and Circle Time  
2:00-2:15 Bathroom and Wash Hands  
2:30- 3:15 Outside Play  
3:15- 3:30 Closing Circle  
9:10- 10:00 Centers  
10:15- 10:30 Snack

**Chapel Tuesday and Wednesday 8:50 am**

**Chapel Wednesday 12:50 pm**

**Lunch Bunch 11:30-12:30**

## Kindergarten Daily Schedule

8:45-9:00 Circle Time/Instructions  
9:00-10:15 Reading Groups/Stations/Centers  
10:00-10:30 Snack/Outside Play  
10:45-11:45 Math  
11:30-12:30 Lunch/Outside Play  
12:45-1:00 Literature/Story Time

1:00-1:45 Cooking/Music/  
Social Studies/Science  
1:45-2:00 Quiet Reading  
2:00-2:30 PE/Snack  
2:45-3:15 Art  
3:15-3:30 Circle Time/Closing

**Chapel Wednesday 8:50 am**

## **School Song**

### **Verse 1:**

**Mighty lambs are marching onto victory,  
We will always do just what is right.  
We will love our fathers and our mothers,  
And we'll say our prayers every night.**

### **Chorus:**

**Mighty Lambs, Mighty Lambs,  
Mighty Lambs, Mighty Lambs,  
Growing stronger every day.**

**Mighty Lambs, Mighty Lambs,  
Mighty Lambs, Mighty Lambs,  
God will bless us all the way.**

### **Verse 2:**

**Mighty Lambs are always kind to others,  
Trying hard to do the golden rule.  
We will love our sisters and our brothers,  
And our friends at Marguerite Christian School.**

**Repeat Chorus**

