

PRESCHOOL HANDBOOK



Mission Statement

The mission of Mountain View Christian School is to graduate Christian Leaders who by their commitment to academic excellence and spiritual vitality will transform the world for Jesus Christ.



Dear Parents/Guardians

Welcome to Mountain View Christian Schools!! We are happy you have chosen to partner with us at the first step of your child's educational journey. We are here to provide for the special needs of each child. This handbook includes many of the details relating to our program. A monthly letter will go out to all parents through FACTS/RenWeb and text message to keep you informed of special events and dates. Weekly and/or daily communication will go out via Class Dojo from your child's teacher. Please let me know if I can be of further service.

Sincerely,

Kelsey Nellis
Director

Kelsey Nellis - Director

Raymond LeBoeuf - Executive Principal

301 S. Maryland Parkway • Las Vegas, NV • 702.382.8610 • mvcs.net

PRESCHOOL HOURS OF OPERATION

Monday-Friday, School hours: 8:00am-3:30pm

Please reference the list below for when preschool will be closed for holidays:

- New Year's Day (January 1st)
- Martin Luther King Jr. Day (January 17th)
- President's Day (Third Monday in February)
- Good Friday (Friday before Easter)
- Easter Monday (Monday after Easter)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11th)
- Thanksgiving (4th Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24th)
- Christmas Day (December 25th)



PRESCHOOL CLASSROOMS:

NURSERY- ROOM 106

PRESCHOOL - ROOM 105

PRE-KINDERGARTEN - ROOM 107

TODDLERS & EARLY PRESCHOOL - ROOM 108

ADMISSIONS

For admissions we require for each child an up to date shot record (if child is born in Nevada, the shot records can be pulled up from WEBIZ by Director), the original birth certificate (we will make a copy of the certificate), a recent medical exam, and an electronic copy of our registration packet. We ask that you bring in all of these documents to your registration appointment. This appointment will be with our school's registrar where they will go over the tuition, any paperwork, and ensure your account is set up in FACTS/RENWEB. This system will be used for communication and tuition payments.

Vacation Days

Vacation days are determined by your child's attendance schedule. If your child (ren) use the five day schedule you will have 15 days to use throughout the school year consecutively. If your child (ren) use the three day schedule you will have 9 days to use throughout the school year. Vacation days cannot be used during summer break.

REGISTRATION

Registration is due before each new school year to hold your child's spot. The registration fee is \$100 and can be paid either in the front office, over the phone, or online using your FACTS account. As part of the registration process you as the parents have the right to observe the class before enrollment and any time during or after the enrollment with your child. When wanting to observe the classroom before or after enrollment please contact the Preschool Director by email or phone call to the school to set up an appointment.

PICK UP / DROP OFF

BEFORE SCHOOL-Preschool opens at 8 am each morning in the child's classroom. If care is needed before 8 am (daycare starts at 7 am) it is \$12 dollars a day, please be sure to let the director know if care is needed. At drop off please follow the drop off guidelines, you are more than welcome to walk your child back to class, please limit it to no more than 5 minutes. If drop off is after 8:30am you are more than welcome to walk them back to class, but please drop them off at the classroom door, class has started. The cut off for drop off is **10 am** to allow for staffing and conducting daily classroom procedure. The main entrance is located in the driveway between 13th Street and Maryland Parkway. Staff members are scheduled accordingly to accommodate the needs of the program as the children arrive in the morning.

PICK UP-At pick up please report to the main school entrance, you are able to walk back to your child's classroom and pick up your child. If care is needed after 3:30 pm it is \$12 dollars a day, please be sure to let the director know if care is needed. To ensure the safety of the children please **bring a picture identification** with you each day when you pick up your child.



SIGN IN BOARD

Sign in boards are located in each of the classrooms right inside of the door. Please sign your child in and out each day. The sign in sheets are color coded to help you quickly recognize your child's class. When picking up your child please initial the gray area on the sign in sheet next to the out time for that particular day.

STAFF

All preschool staff members have FBI background checks and a TB test. They are also CPR and first aid certified. Ongoing CEU training is provided in accordance with Nevada State standards.

CURRICULUM

Children are taught using a blend of hands-on centers and age appropriate early education curriculum, while implementing the Nevada Registry Pre-K Standards. All of the curriculum being taught in the classrooms will be developmentally appropriate. MVCS toddlers through pre-kindergarten teachers use Abeka curriculum materials. Our nursery will work through milestones while they grow during the school year. MVCS follows the Kindergarten readiness in Pre-kindergarten.

SNACKS / LUNCH / BREAKFAST

Breakfast will be served in all classrooms 8:00am - 8:30am. Lunchtime is scheduled between 11:00 am - 11:30am for the toddler through pre-kindergarten classrooms. Preschool children may bring a sack lunch (prepared, ready to eat finger food that can be easily eaten by themselves) OR they can have a school lunch. In the nursery classroom the children will each be on their own schedule predetermined by the parents and teacher. Menus will be posted in each of the classrooms and are available online at mvcs.net. Please note that there are no microwaves in the classroom and the teacher is not able to prepare or cut foods into bite-sized pieces. Perishable items can be kept in the lunch bag with a freezer pack to keep it cold. ***It is important that you notify the center of any food allergies.*** If your child has a food allergy, you are responsible to bring in appropriate snacks or approve the snacks we provide.

UNIFORMS

Students of Mountain View Christian Preschool wear All Uniform Wear attire. Preschool uniforms consist of red or black polos and black slacks or shorts (or skirts), the shirts do not have to have the logo but we prefer it does. Two changes of clothes (the change of clothes **DO NOT** need to be school uniform) should be brought to the center in case of emergencies. Shoes, socks and outer wear do not need to be school colors. School Uniform is to be worn in the toddlers through Pre-Kindergarten classes.

WHAT TO BRING TO CLASS

Each child will need to bring a backpack (labeled with first and last name). In that backpack please pack a small fitted sheet, a blanket, a small pillow (if you would like), and a small stuffed animal (if you would like) for nap time. Also needed in the backpack is their two sets of extra clothes. We also ask that your child/children bring in a water bottle labeled with their name; their lunch box should also be labeled with first and last name. We ask that your child does not bring in any toys unless it is Friday; Fridays are our share day. Share day toys need to be small and be able to fit in the child's backpack. For our nursery students, please be sure to send with them a thin small blanket, a fitted crib sheet (big enough to fit a standard size crib), diapers, wipes, and/or cream with the child in a diaper bag. Please be sure to label all backpacks, bags, and etc. with the child's name.

DIAPERING AND TOILET TRAINING

At our facility we have two classrooms that work on potty training, our Toddler/Early Preschool room and our Preschool room (ages 3-4). Both of these classrooms check each of the potty training children or children wearing diapers every two hours. If it is needed we change them before the two hour mark. In our toddler room we start potty training at two years old. We have diapering in our nursery, each child will be checked every two hours and changed if necessary, and they will also be changed if it is necessary before the two hours. Please be sure to bring in diapers, wipes (labeled with child's name), and/or cream if necessary (labeled with child's name).

CHAPELS / SPECIAL EVENTS

Chapel will be held once a week in the First Good Shephard Chapel on Wednesday at 8:40 am. Parents are more than welcome to join us. Many seasonal celebrations are scheduled throughout the year; a sign-up list for party items will be posted in each of the classroom's class tag.

CLASSROOM VISITS / VOLUNTEERS

Classroom visits for the purpose of observation may be scheduled through the classroom teacher or director. Observations are limited to a one-hour period. Volunteers who would like to help regularly are more than welcome to. Please schedule an appointment with the director if you are interested.

EVALUATIONS

Student progress is recorded by the classroom teacher. An assessment report is done twice a school year and sent home. MVCS follows state educational guidelines; children who will be five by September 30th are eligible to apply for kindergarten.

MEDICAL RELEASE FORMS / MEDICAL ASSISTANCE

If your child is in need of medication during the day, please fill out a medical release form and give it and the medicine to the office receptionist. Only prescription medications can be administered and they must be labeled with pharmacy date and instructions. Release forms must be re-signed each school year. If your child is sent home due to a fever, the child must be free of a fever for 72 hours before returning to school without the aid of medicine.

ACCIDENT REPORTS

Accident reports will be sent home when an accident occurs. The center will call parents directly in the event of illness or serious injury.

FIELD TRIPS/ACTIVITIES OUTSIDE THE FACILITY

If there is a field trip or an activity outside the facility is scheduled we will have parents sign a permission slip giving us permission to take their child off of campus. MVCS Preschool does not take field trips.

TRANSPORTATION/ FIELD TRIPS

MVCS Preschool does not provide transportation or take field trips. If in the future we do change our policy we will require parent/guardian written permission.



COMMUNICATION / CHANGE OF INFORMATION FORMS

On-line accounts are set up for each family using the school-wide RenWeb/SIS and FACTS system at RenWeb.com. Please make sure your emergency contact information, including the **address** of at least one emergency contact person, is up to date. You can update your pick up and personal information (email address, phone numbers, etc.) on your RenWeb account; at the school office; or at the preschool office. If a change or addition has been made please notify the classroom teacher or the director. Communications will be sent through RenWeb using the email address you provided at the time you set up the account. If you do not have an account, please stop by the school office. The school website: www.mvcs.net contains information regarding school events, menus, and a calendar. We will also be using Class Dojo. This is an app where you can communicate with the teacher in your child's classroom via message or a post on the classroom wall. It will also be used for the teacher to communicate any special events and/or pictures with the families of our school.

CLEANING AND SAFETY OF CHILD

At our facility our first priority is the safety of your child. The teachers are cleaning all toys used throughout the day, twice a day, once during naptime and again after all the children have left for the day. All surfaces and toys are cleaned using the two step process from the Southern Nevada Health District.

CONFERENCES

If you would like a conference, we would be happy to meet with you at your convenience. Our hours open for conferences are Monday through Friday, from 9:00a.m to 4:00p.m. Please schedule conferences through the classroom teacher, school office, or director. Please do not hold a conference with teachers during instruction time, as our staff's priority is to give their full attention to their students.



DISCIPLINE

Our staff uses redirection to encourage positive behavior. ***No physical punishment in any manner or form shall be inflicted upon any child*** (City of Las Vegas Childcare Directives, Article 3A-11.) Severe discipline issues will be handled through the director using the behavior polices stated below. The executive principal is available for conferences as needed.

Behavior	Level 1	Level 2	Level 3	Level 4
Abuse of School Personnel; Physical	Parent Contact Move to Expel			
Abuse of School Personnel; Verbal	Suspension Move to Expel	Move to Expel		
Destruction of School Property/ Books	Pay for material or replace	Suspension and pay for material or replace	Suspension or Behavior Contract, Move to Expel	Move to Expel
Disruptive Behavior	Notify meet with Teacher	Notify meet with Director	Suspension or Behavior Contract	
Fighting: Assault and Battery	Suspension, Move to Expel	Move to Expel		
Fighting: Mutual (includes play- fighting)	Suspension or Behavior Contract	Suspension, Move to Expel RPC with Director	Move to Expel	
Playground Behavior (Spitting and Rock Throwing)	Notify	Notify RPC with Director	Suspension or Behavior Contract	Move to Expel
Profanity: Language, Material, Gestures	Notify	Notify RPC with Director	Suspension or Behavior Contract	
Restroom Behavior	Notify	Notify RPC with Director	Suspension or Behavior Contract	

EMERGENCY PLAN / SAFETY COMMITTEE

Information regarding our fire drills and shelter in place procedures are located in the classrooms and the last page of this Handbook. In the event of an evacuation, our relocation site is **Fire Station #4 located at 421 South 15th Street**. The preschool after hours' emergency phone number is 702-539-2294. The safety committee meets once each month. Please direct any safety issues you might have immediately to the school office.

QUESTIONS / CONCERNS

In the event if any questions or concerns arise please contact with the school office at 702-382-8610, or email Kelsey Nellis, the preschool director, at knellis@mvcs.ne



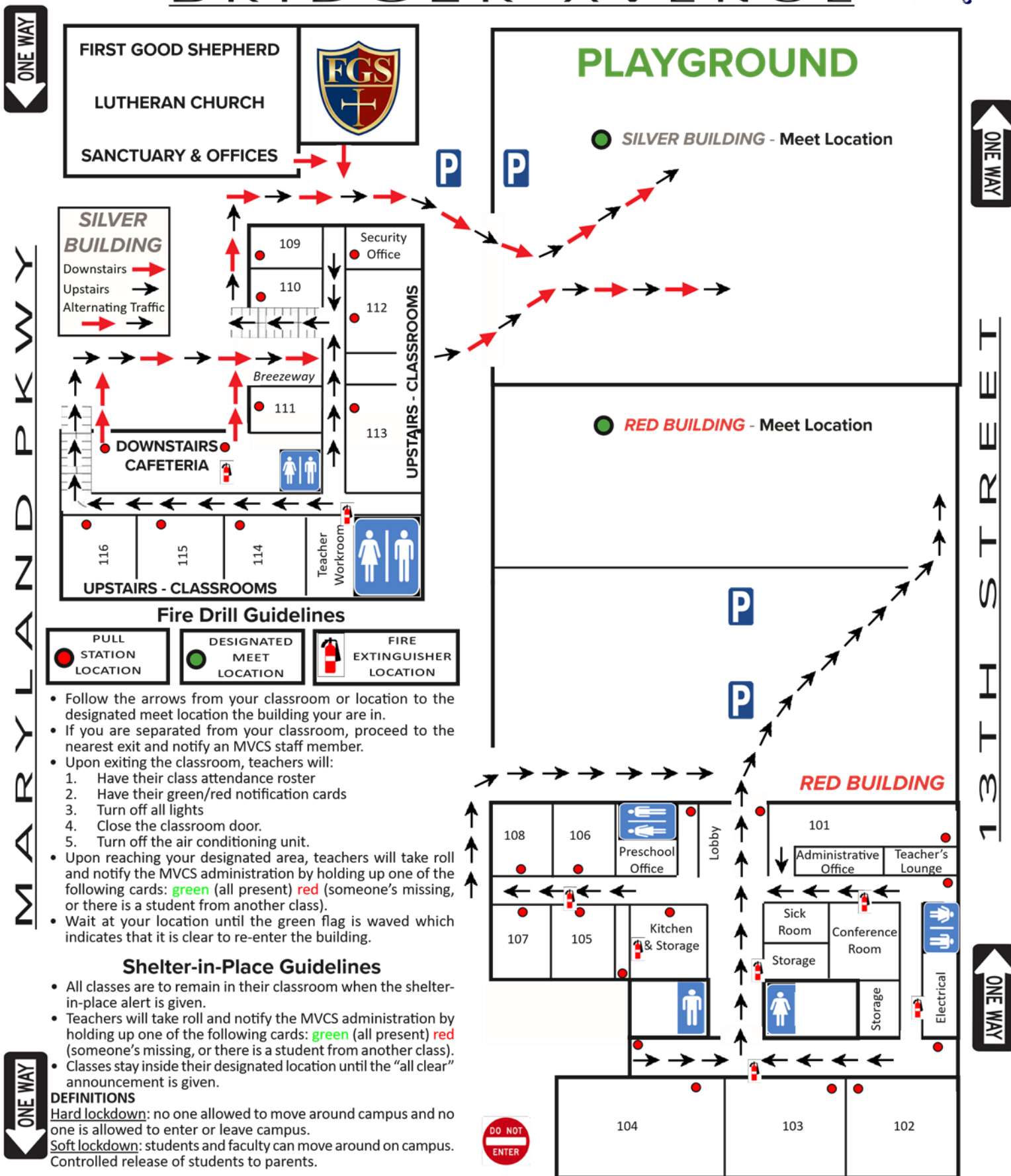
*Smoking of tobacco in any form is prohibited in the facility and on our property at all times.

POLICIES AND PROCEDURES

FIRE DRILL / SHELTER IN PLACE



BRIDGER AVENUE



POLICIES AND PROCEDURES

PICK-UP / DROP OFF

