



# MOUNTAIN VIEW CHRISTIAN ACADEMY PRESCHOOL HANDBOOK

2022 – 2023 School Year

**MVCA**

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[www.mvcalions.com](http://www.mvcalions.com)

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## About MVCA

### Mission Statement

Mountain View Christian Academy exists for the purpose of providing an excellent education while leading students to grow in Christ.

### Church Affiliation

Mountain View Christian Academy and its nursery / preschool (hereinafter "MVCA") is a non-denominational ministry of the Mountain View Church of God with a Board of Directors appointed by the church leadership. MVCA seeks to minister to all those that desire a Christian preschool and is pleased that all training and curriculum is from a biblically centered philosophy.

### Statement of Faith

We believe:

1. In the verbal inspiration of the Bible
2. In one God eternally existing in three persons, namely, the Father, Son, and Holy Spirit
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended into Heaven and is today at the right hand of the Father as intercessor.
4. That all have sinned and come short of the glory of God; that repentance is commanded by God for all and is necessary for the forgiveness of sins.
5. That justification, regeneration, and new birth, through faith, are wrought in the blood of Jesus.
6. In sanctification subsequent to a new birth, through faith in the blood of Christ; through the Word and by the Holy Spirit.
7. Holiness to be God's standard of living for His people.
8. In the Baptism of the Holy Ghost subsequent to a clean heart.
9. In the speaking in other tongues as the Spirit gives the utterance; it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion and all who repent should be baptized in the name of the Father, Son, and the Holy Spirit.
11. That Divine Healing is provided for all in the atonement.
12. In the Lord's supper and the washing of the saint's feet.
13. In the pre-millennial Second Coming of Jesus. First to resurrect the righteous dead and to catch away the living saints to meet Him in the air. Second to reign in the earth for a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

### Philosophy

We believe that the Great Commission still applies to the Body of Christ today. As such we take up this command to "Go Teach" and to "Make Disciples" by providing a Christ-centered education for all students of MVCA school and preschool. Children have a natural humility, are naturally teachable, have

natural faith, and naturally love easily. This makes children perfect for growth towards Christ. We believe that training up children from birth to graduation is God's calling for this school and we ask you to let us partner with you for this time of your child's life.

Deuteronomy 6:6-7 "And these words which I command you today shall be in your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up."

## State Requirements

The preschool and Academy are a ministry of the Mountain View Church of God and meet the definition of a religious non-profit preschool through grade 12 program under the terms of Act No. 81-310 and is licensed, inspected, and approved by the Alabama Department of Human Resources. To maintain state approval, the following records are being maintained by the church and/or school: Fire inspection reports, Health inspection reports, Immunization for every student, applicable medical history for all staff and students, and all additional records required by the state.

## Enrollment Procedure

Enrolling your child in MVCA Preschool: Nursery through K4 is intended to be a simple process. Here are a few helpful instructions to simplify the process. If you have any questions, please call the school at (256) 597-3467.

### **Items to Keep**

Tuition And Fees Schedule

Payment Options

Calendar

Vacation Eligibility Sheet

Nursery / Preschool Policy

### **Complete and Return These Items**

School Application

DHR Application

Signed Confirmation Form (back of this policy)

### **Other Items to Provide**

Alabama Immunization Certificate

Student's Social Security Card

Non-Refundable Registration

## Admission Policy

Students are admitted upon proof of current immunization, completion of required forms, and all fees paid. State law prohibits the attendance of any nursery/preschool student without certification of immunizations or an exemption form. MVCA does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admissions policy, or other school administered programs. Parents are expected to read this policy thoroughly. Call the office if you have any questions. Enrollment of a child in MVCA preschool will be considered acceptance of this policy.

## Payment Options

Tuition fees will be charged to your account at the beginning of each week at the rates listed below:

Class level	Full Time	Part Time
Nursery	\$145/wk	\$115/wk
K2	\$130/wk	\$105/wk
K3 (Not Potty Trained)	\$130/wk	\$105/wk
K3 (Potty Trained)	\$105/wk	\$85/wk
K4	\$105/wk	\$85/wk

You may pay your tuition on a weekly, bi-monthly, or monthly basis. A late fee of \$10 per week per child will be added to each account that is late. Regardless of your payment plan, the entire month's tuition must be paid in full by the last day of the month. Accounts that are more than 30 days overdue will result in dismissal of the student(s). Tuition may be paid with cash, checks, credit/debit cards but the best payment process is setting up a payment plan in the RenWeb system. A \$30 NSF fee will be charged for any returned checks. MVCA reserves the right to refuse a check if previous checks have been returned with insufficient funds.

## Reservation of Enrollment Spot

Tuition and fees reserve the space of your student regardless of how often they attend. A student must be officially withdrawn with at least two weeks' notice in order to stop tuition or fee payments.

## Registration Fees

A registration fee of \$100 per child is due upon initial registration and every August 1st to hold the child's position in the next school year. The registration fee is a recurring, annual fee.

## Elements of Student Enrollment

### Absences and Sickness

A child that is absent for any portion of a week will not reduce the tuition for that week unless a doctor's note and/or positive diagnosis for a communicable disease is communicated to the school. If a doctor's note or positive diagnosis of a communicable disease is communicated to the school a half price discount will be awarded to the student and siblings for the proper time period. If the illness

results in hospitalization a full day discount will be given for those days. Holidays are not exempt from tuition charges except for the Christmas holidays when the preschool is closed for an extended period of time.

## Vacations

A student is eligible for a two-week vacation, tuition free, after he or she has attended for one full year. A student re-enrolling after attending MVCA for the full prior school year will also be eligible for two weeks of vacation.

## Open Times and Pickup Requirements

Preschool opens at 6:30 am and closes at 6:00 pm (All times Eastern). A \$10 late fee is assessed for each 15 minute interval that the child is not picked up after 6:00 pm. If you are going to be late you need to make arrangements for pickup from someone you designate as an approved pick up on your application.

## Full Time / Part Time Classification

Any child attending more than three days per week will be classified as full-time. MVCA does not charge on a per day basis. Days not attended in any given week or month do not roll over to the next time period. Regular charges apply for all weeks unless otherwise noted in this handbook.

## Holidays and School Closings

MVCA's preschool is closed for all federal holidays and other selected holidays including, but not limited to:

- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- August First Week (Work Days)
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas

Should any of these holidays occur on the weekend the holiday will be observed on a Friday or Monday instead. MVCA reserves the right to close for other purposes, such as maintenance or training, and will make every effort to provide at least two weeks' notice of closure. Other closures may happen because of emergencies like weather, natural disasters, building maintenance issues, etc. that are outside the control of MVCA.

## Withdrawal

A two-week notice is required should a parent decide to withdraw their child from MVCA. This allows arrangements to be made with another child on the waiting list. MVCA reserves the right to charge for this two-week time period even if the child does not attend.

Should the Preschool Director or Head of Schools determine that a child is not adjusting to the preschool program a two-week notice will be given to the parent for the child to be withdrawn. However, if a child should prove to be dangerous to other students or teachers, or if the child develops

or is diagnosed with a medical condition which the Preschool is not equipped to handle, immediate withdrawal will be requested. In these circumstances, no penalty or further charges will be incurred.

### Waiting List

There may be a waiting list for student enrollment. A student is only added to the waiting list when all documents are turned in and the registration fee is paid. For enrollment preference is given to siblings of currently enrolled students.

### Nap Time

All MVCA preschool children have a nap time. If a child does not normally take a nap in the afternoon, he or she will be expected to rest quietly so that others may sleep.

### Potty Training

The three-year-old class includes price options for potty-trained and not potty-trained children. Our teachers will work with you to potty train a child. The child must wear pull ups during this training time. A child must wear pull ups and make it through one full week without an accident before changing to regular underwear. If a child has more than two accidents in one day, they must go back to pullups for another week. This process must be complete with a minimum of one week in underwear without an accident before the tuition cost is changed to potty trained costs.

### Arrival and Departure

All children should be accompanied by an adult and signed in on the appropriate sheet and left in the presence of a preschool staff member. Sign in and out is required every day. All children arriving before 8:00 should be accompanied by an adult to the nursery. After 8:00 children should be accompanied to their classroom by an adult.

All children leaving MVCA must be picked up by an adult and signed out on the appropriate sheet each day. Children should be picked up by a parent/guardian or an adult listed as an approved pick up. Someone approved to pick up your child should be listed by name and telephone number. We may request to see the ID of anyone coming to pick up a student.

## Discipline

MVCA regards discipline as a part of the total relationship between staff members and a group of children. Discipline is a necessary action from time to time. We prefer to use time-out, standing in the corner, a visit to the office for a conference with the administrator. Parents will be notified if a child had to be disciplined and the reason for disciplinary action. Parents are a vital part of teaching a child how to act at school. If discipline continuously fails and/or parents do not support preparing a child for success at school, the child may be dismissed from the preschool.

The discipline plan follows these steps but may be adjusted because of severity of the offense:

- Warning
- Timeout (1 minute per age of child)
- Sent to Office to talk with Principal

- Parent called to pick up child if sent to office more than 3 times
- If a parent must be called three times to pick up a child the child will be not be allowed to return.

## Biting Policy

Although biting is a normal part of child development children must be taught that this is not acceptable behavior. If a child is biting on a regular basis the parent will be called to discuss a plan of action to prevent further biting. If biting continues a child may be dismissed from school.

If a child leaves a mark such as bruise, teeth mark, or breaks skin on another child they will be sent to the office and the parent will be called to discuss discipline. If a child leaves a mark a second time the parent will be called to pick them up for the day. If the child leaves a mark a third time they may be dismissed from the preschool. Dismissal of a child will be determined by the Preschool Director and Head of Schools. They will consider the nature of the offense and safety of other children.

## Dismissal

MVCA reserves the right to permanently remove a child from the preschool program for these reasons:

- Not paying tuition and fees
- If the director and teachers feel that the program is not meeting the needs of the child.
- If the parents display behavior that is disruptive, detrimental, or damaging to the school, staff, or students. This includes use of profanity, physical aggressiveness, publicly slandering the school or staff, or other such behaviors.
- If parents fail to follow the policies or act in disagreement with the statement of faith of MVCA.
- Excessive behavioral problems persist with the child.

In case of any litigation or threat of litigation against MVCA or its employees, attendance will be suspended until the matter is resolved.

## Illness, Injuries, and Communicable Diseases

### Illnesses

Any child that seems to be ill will not be admitted to the preschool class. If a child should become ill, or appear to become ill, while in our care he/she will be separated from the other children, and you will be contacted to pick up your child. A child should not attend if they have any of the following conditions:

- Has a fever of 100.0 or higher in the past 24 hours
- Has vomiting or diarrhea in the past 24 hours
- Has constant green or yellow runny nose, constant cough, or coughing up mucus for two days or more.

- Has any symptom of pink eye, strep throat, hand foot and mouth, etc (see communicable diseases below).
- Has any infestation: lice, scabies, fleas. In the case of lice a child cannot return until all signs of lice are gone.
- Has a new or ongoing rash. Because rashes are symptoms of so many communicable diseases, a doctor's note should be provided stating that the child is safe to return.
- Has an open or oozing wound. Wounds that can be covered completely are acceptable if there is no continuous oozing or bleeding.

MVCA reserves the right to require a doctor's note stating that a child is safe to return for any reason whatsoever.

In an instance where a child needs medical attention MVCA staff can provide only emergency medical attention. State law prevents staff from administering medication that is not considered emergency medication. Staff cannot administer medication without the written consent and instructions from a parent.

## Accidents and Injuries

In the event of an accident or injury, the child will be given first aid immediately; the parent will then be contacted. Enrollment of a child is considered to grant permission for first aid treatment from an accident, injury, or emergency. In the event of a critical accident, if the parents cannot be reached, the physician named on the medical form will be contacted. If necessary, the child will be taken to the Primary Health Center or an ambulance may be called.

## Communicable Diseases

A communicable disease is highly contagious and easily transferred. Many are critically dangerous, but some are mild. Even a mild disease or condition that is highly contagious is a high risk to our school's students. If a child is exposed to a communicable disease while in our facility, you will be notified. We also request that you report to us when your child has been exposed outside of our care. Alabama Department of Human Resources and Health Department requires that a child that has been exposed, even if they show no symptoms, must be excluded from a childcare facility for a period of time designated by the Health Department or Center for Disease Control (CDC). This means that students exposed to sick family members may be required to stay out of school for a certain period of time. If your student must miss time at school the tuition will be discounted by 50%. The Preschool Director or Head of Schools can evaluate or increase the tuition discount for a student that must miss more than two weeks of school because of a communicable disease exposure. A student who contracts a communicable disease must provide a doctor's note before being allowed to return to school.

The CDC communicable disease / highly contagious list is provided online at the CDC website. The list includes Athlete's Foot or Ring Worm, Whooping Cough, Hand Foot and Mouth Disease Diphtheria, Meningitis, Chicken Pox, Influenza, Pink Eye, Head Lice, Mumps, Infectious Hepatitis, Impetigo, Polio, HIV / AIDS, Fifth's Disease, Tuberculosis, Rocky Mtn Spotted Fever, Measles, Rubella, RSV, Adeno Virus, COVID 19, or any STD. In the interest of protecting our students and staff MVCA reserves the right to add any highly contagious illness or disease to this list without prior notice.

Any student exposed to any illness or disease listed here, or any illness designated by the Preschool Director or Head of Schools, must provide a doctor's note before returning to school. The student may be required to miss a certain required number of school days even if a doctor's note allows for earlier return. The intent of this policy is to protect students and staff from an outbreak. For this reason, MVCA reserves the right to be stricter than CDC or doctor guidelines.

### **Inclement Weather and Drills**

In the event of inclement weather, the preschool will follow the Academy school concerning closures. Emergency closures will be communicated through the school text message system. The school and preschool practice drills for weather, fire, and lock-down procedures.

### **Elastic Clause**

MVCA's school Board and Administration reserves the right to make changes to this policy or the entire handbook without prior notice. Parents will be notified if any changes are made.

MVCA reserves the right to dismiss or otherwise remove any student from enrollment for any reason.

**Confirmation of Receipt and Agreement**

Content Section	Initial to confirm agreement
Statement of Faith	
Enrollment Procedure and Admission Policy	
Payments and Fees	
Absences, Sickness, Vacations	
Open and Closing times and procedures	
Holidays and School Closings	
Withdrawal	
Potty Training, Discipline and Biting Policies	
Dismissal	
Illness, Accidents & Injuries, Communicable Diseases	
Elastic Clause	

I agree that I have received, read, and understood this Preschool Policy for Mountain View Christian Academy. I confirm my agreement to this policy. I recognize the right of MVCA to enforce this policy up to and including dismissal of my child(ren) from the preschool.

\_\_\_\_\_  
 Parent / Guardian Printed Name                      Parent / Guardian Signature                      Date                      Relationship to Child(ren)

\_\_\_\_\_  
 Parent / Guardian Printed Name                      Parent / Guardian Signature                      Date                      Relationship to Child(ren)

Child(ren) Printed Name(s): \_\_\_\_\_

\_\_\_\_\_



## Vacation Request Form

Parent / Guardian Printed Name

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Child's Name

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Child's Teacher

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Vacation Week Requested Off

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Date Submitted

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Parent / Guardian Signature

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Please be advised that vacation is only available after being enrolled for one full year.