
Manhattan Christian

Early Learning Center

2022-2023



PARENT
HANDBOOK

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Welcome

We are grateful that God has brought us together. We are excited to share our program with you! It is our prayer that you and your child find this year to be a rewarding experience. The activities that each child experiences helps to nurture and grow their social, emotional, cognitive, language, spiritual, and physical skills. We hope each child develops a love for learning. The Manhattan Christian Early Learning Center is an equal opportunity employer and educator. We do not discriminate against students, their families, or staff members according to race, language, national origin, gender, or disability in our admissions policies, educational policies, employment policies, or practices.

Early Learning Center Goals

- Provide a secure and loving environment.
- Develop a sense of wonder and appreciation for God's creation.
- Develop an assurance of God's love for each child, and encourage a loving response to God and others.
- Strengthen each child's confidence in facing new situations and experiences.
- Establish a sense of social responsibility, encouraging cooperation and sensitivity to others.
- Enhance each child's ability to express ideas and emotions in verbal and non-verbal ways. (For example, through imaginative play and artistic activities.)
- Gradually develop readiness skills for listening and for good work habits.

History

Manhattan Christian School (MCS) is committed to serving the Gallatin Valley with an early learning program for infants through preschool. In March of 2009, MCS opened its Early Learning Center. The ELC program seeks to guide a child's curiosity and establish joy as a means to shape positive learning experiences. Its 3,360 sq. ft. facility is designed to accommodate 45 children.

Vision

Manhattan Christian School and the Early Learning Center seeks to:

- Grow together with our students in knowledge, conviction, and maturity.
- Create a dynamic vision of Christ's lordship.
- Nurture a personal relationship with Jesus Christ that develops a Christ-like love demonstrated to all people.
- Inspire each other to strive for His glory in all of life.

Mission

Manhattan Christian School, and the Early Learning Center inspires students to live God-glorifying lives by teaching Christ's lordship in faith, learning, and living.

School Publications

Connections: The school produces a monthly newsletter that is distributed to all parents/guardians and supporting community members. The Connections features school activities and opportunities. It is also available online at the school's website.

Prepare

Hours of Operation

Monday through Thursday: 7:30 AM to 5:30 PM

Friday: 7:30 AM to 4:30 PM

School Closure

The ELC will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Friday after Thanksgiving, Christmas Eve, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. We will be closed the Friday before the fall school year begins for a teacher workday. In addition to these days, the ELC reserves the right to close the center if our enrollment number for a specific day drops below 12 children building wide. Sufficient notice will be given to parents in the event this closure occurs.

*In the event of inclement weather or other emergencies outside of our control, the ELC will make every attempt to open as usual. However, to preserve the safety of our staff and children, we will close if conditions warrant such action. It is at the discretion of the center's administrator to make the decision to open later or close early due to natural disasters. ELC families will be notified of the decision prior to 6:00 AM via phone or text. We will make every effort to remain open for working parents, however, if we find it necessary to close, we will not credit or discount

Enrollment

Parents or guardians seeking to enroll their child(ren) need to contact Stacy to determine availability. If able to proceed with enrollment, a facility tour will be scheduled to allow parents to meet the staff, visit each of the classrooms, determine official start date, and begin the enrollment process. The Director will provide enrollment paperwork and address any additional questions.

If the ELC is on a waiting list or care is needed for a future date, the Director will discuss the policies regarding waiting list and future starting date. All ELC staff, MCS staff, and existing families take precedence over any family on the waiting list.

The following forms must be received by Manhattan Christian ELC for each child:

- Emergency contact and parent consent
- Non-Ingestible over-the-counter authorization form
- Certificate of Immunization
- Medication Administration Policy
- Signed Admission Agreement
- CACFP Income Eligibility Form
- Under Age Two: Pediatric state of Health, Feeding Schedule, and safe Sleep Policy

Medical Information

By law, your child's file with us needs to include immunization records. Please return a completed medical information form to the ELC Director. Immunizations required for attendance at the ELC:

- Polio Vaccine
- Varicella
- DTap Vaccine
- MMR Vaccine
- HIB

- HEP B
- PCV

In addition to these vaccines, we also highly recommend that your child receives an influenza vaccine. *The ELC is a state licensed facility. Religious and other medical exemptions are not permitted.*

Tuition

Monthly Fees

Monthly fees include all sick days and vacation time - these are paid days. Fees are based on booked days, not attendance. **Refunds or credits will not be given for days where your child does not attend.**

Infant (Birth to 23 months)

5 Days	\$823.00/month
4 Days	\$695.00/month
3 Days	\$562.00/month
2 Days	\$392.00/month

24 Months - 10 Years of Age

5 Days	\$793.00/month
4 Days	\$660.00/month
3 Days	\$522.00/month
2 Days	\$350.00/month

After School Rate

\$15.00 per child per day (all ages)

Drop-in Rate

Full day: \$45.00

*Multiple child discount available of full time only (4+ days)

The ELC reserves the right to implement a 2-3% cost of living increase to our monthly tuition. This increase would take effect as of September 1st of each calendar year.

Payment Policy

Parents/Guardians agree that all monthly fees (full and part-time attendance) will be paid on the 15th of each month. Drop-in fees are payable per occurrence. Unpaid fees, after 30 days, are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Full time and part time fees are based on booked days, not attendance, therefore parents/guardians are responsible for fees whether the child attends or not.

Due to the high demand and a limit on how many children can attend the ELC, we will not hold any spots unless the monthly fees or your reservation fees are paid in full. Open spots will be filled with children from our waiting list. If you choose to remove your child from the ELC for the summer months, during maternity leave, or any other extended period longer than three weeks, you will be required to pay 50% of each child's fee to ensure that their spot will be available when they return. This fee is non-refundable in the event your child does not return to the ELC on the agreed upon date. The 50% you are required to pay will be based off of the number of days we are holding for your child. You will receive a monthly bill for this hold fee, and it will be due by the 15th of the month.

If your fee is not received by this date, the ELC will make one contact attempt. If no response is received, we will proceed with filling the vacancy with an individual on our waiting list.

Subsidy

Parents/Guardians who qualify for child care subsidy must contact Child Care Connections, (406)587-7786, and have paperwork filled out and submitted within five days of attending the ELC. Any fees not covered by the subsidy are the parent/guardian responsibility and must be paid on the 15th of the

following month. Proof of qualification must be presented to the provider. You will receive an invoice reflecting a shortage if one exists. Those fees will be due upon receipt of the invoice.

Absences

If your child will not be attending class or arriving late on a particular day, please notify the ELC at (406)282-7062.

Illness Policy

Please advise the ELC by 9:00 AM if a child will not be attending due to illness. See Parent Handbook under Child's Health for the guidelines regarding when your child is unable to attend the ELC due to certain illnesses.

Withdrawal

In the event that you need to withdraw your child from the ELC, a two-week notice is appreciated so that we can be sensitive to your child, and prepare peer students for their farewells.

Termination

Manhattan Christian ELC reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of the caregivers and other children in the ELC. Parents/Guardians will be given two weeks notice.

Late Pick Up Policy

Parents/Guardians are responsible for picking up their child no later than 5:30 PM. **Please allow enough time to get your child's belongings packed up and be ready to leave before the center's closing time of 5:30 PM.** If you are not able to pick your child up before 5:30 PM, alternate arrangements must be made.

Please notify the ELC if an unauthorized person will be picking up your child. This individual must provide a photo ID for verification. Verbal or written permission must be received before we will release your child to anyone not listed on the emergency contact/parental consent form we have on record.

In the event a child is picked up after 5:30 PM, parents/guardians agree to pay \$10.00 for the first five minutes your child remains in our care after 5:30 PM and \$1.00 for each additional minute after the first five minutes. **This fee will be assessed per child.** We will consider waiving the fee only in severe weather conditions or situations outside of your control (i.e. road closure due to accident). Consistent tardiness may result in termination of care, or an increase in the late fee you will be assessed. Please notify the ELC in the event you are going to be late so we can ensure the staff member working in your child's class has the ability to wait with your child until your arrival.

Daily Sign-In/Out Policy

The Manhattan Christian ELC requires that all children who attend the ELC must be signed in and out daily by a parent or other authorized individual listed on the emergency contact/parental consent form. This procedure is extremely important for attendance tracking and safety measures in the event of an emergency that requires us to evacuate the building. If a parent has multiple children, each child must be signed in and out daily using the Child-care Manager software system provided by the ELC. In the event that a child is not signed in or out by a parent or authorized individual, the Attendance Release Form must be completed by the parent by the end of the day, or on the child's next attendance day. Once the parent has completed and signed the form, the director can create an override and enter the correct information into the system. The release form will be kept on file for future reference and made available

to authorized service agencies. If you are arriving after 5:30, please make sure you sign your child out after you have picked them up from their classroom so the appropriate late fee can be assessed.

Drop off and Pick up Policy

The ELC opens at 7:30 AM every morning. Routinely, staff will come in prior to 7:30 to prep for the day and complete daily tasks. **Please do not attempt to leave your child prior to 7:30 AM.** If you arrive before 7:30 AM, you must remain in your child's classroom until the teacher acknowledges they are ready to take over care of your child.

Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to sneak away or slip out as this action creates anxiety for your child. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends mixed messages to your child and can increase anxiety. A teacher will be happy to assist you if necessary, and help settle your child into an activity.

At pick up time, for the safety of everyone, we ask that once your child has been released to your care, your child is not permitted to run in the hallways, roam unattended, or enter into the other classrooms or kitchen. Please also know that while you are in the classroom with your child, all classroom rules that encourage appropriate behavior still apply for your child. For the health and safety of the infants, we ask that you please do not allow your older child to touch any of the equipment or toys in the infant room. Your older child must be mindful of their surroundings and use extreme caution around the babies. Remember, Pick Up time provides the opportunity for you and your child's teacher to discuss the day's events. **Please allow enough time to get your child's belongings packed up and be ready to leave before the center's closing time of 5:30 p.m.**

Please do not allow older children to enter the building or classroom alone, or play on any of the outdoor equipment.

Provide Curriculum

Manhattan Christian ELC offers a Christ-centered learning program. We try to glorify and worship God in everything we do. We believe in celebrating and respecting the uniqueness of each child. We use a carefully supervised and balanced program to assist each child's learning process:

- **Varied Activities of Play:** We design activities to provide active learning experiences and opportunities for social growth.
- **Creative Media:** We provide various experiences through play dough, painting, pasting, collage, chalk, crayon, and other media.
- **Scientific Investigation:** we share about the creation and the Creator using living things and their activities, as well as other parts of nature.
- **Music Appreciation:** We encourage singing, rhythms, and varied forms of music.
- **Readiness Program:** We introduce shapes, colors, letters, and numbers to our children to build foundations in language arts, math, and literature.
- **Motor Development Skills:** We provide various indoor and outdoor games to help children develop large and small muscular coordination.
- **Bible:** We tell simple Bible stories, share a daily devotion, and pray with the children each day.

Assessments

Our center utilizes the Ages and Stages Questionnaire (ASQ-3 and ASQ-SE) to assist in tracking each child's development. The assessments focus on the areas of communication, motor skills, social skills, problem solving, and social and emotional development. The assessments will be performed yearly for children ages two years and older, and every six months for children under the age of two.

Other Learning Activities

At first glance, preschool activities may look like fun and games, but look closer! Here are some of the valuable skills that children practice every day through routines, activities, and play.

	Coat/Backpack Area	
Pre-reading skills	Weather Awareness	Small Motor Skills
Language Development	Following Directions	Listening Skills
	Table Time/Small Manipulative Area	
Creativity	Fine Motor Skills	Spatial Awareness
Eye-Hand Coordination	Language Development	Pre-math Skills
Pre-writing Skills	Sorting/Classifying	Pre-reading skills
	Circle Time Activities	
Spiritual Development	Language Development	Listening Skills
Social Skills	Self-concept	Role-playing
Pre-reading Skills	Rhythm	Pre-math Skills
Spatial Awareness	Problem Solving	Following Directions
	Restroom	
Personal Hygiene	Independence	Taking Turns
	Snack Time	
Language Development	Social Skills	Cooperation
Fine Motor	Nutrition Habits	Eye-hand Coordination
	Clean Up Activities	
Organizational Skills	Classifying/Sorting	Following Directions
	Dramatic Play	
Role Playing	Social Skills	Taking Turns
	Construction Activities- Blocks, Trains, Etc.	
Pre-math Skills	Science Investigation	Eye-hand Coordination
	Cooperation	Social Skills

Outdoor Time

Health experts are unanimous on the importance of outside play and fresh air, citing a correlation of negative health consequences to children who spend too much time in closed, indoor settings. If a child is well enough to be at school, the child is assumed well enough to go outside. Staffing restrictions do not allow for ill children to remain inside while the rest of their class is outside.

Except in extreme weather, children are expected to go outside every day, so please send them with appropriate gear for outdoor play. Outdoor clothing includes hats, gloves, boots, warm jackets, and snow pants. All clothing **MUST** be labeled with your child's name to eliminate confusion and loss of items.

Quiet Time

Each day, all rooms have a quiet time to help the children catch their breath and relax during the day. Lights are turned off, shades are pulled down, and relaxing music is played. Children are not required to sleep but must remain quiet to allow other children to sleep if desired. Children may bring a blanket, and/or small pillow for quiet time. The blankets will be sent home every Friday to be laundered.

Meals and Snacks

The ELC participates in the Child and Adult Care Food Program (CACFP) and provides breakfast, lunch, and an afternoon snack. Our meals are prepared on-site by our food service manager. The center receives reimbursements for meals served which meet certain nutritional requirements. Parents must complete the CACFP Meal Benefit Income Eligibility Form is included with your enrollment packet. A two-week menu is posted in each classroom and is copied if you would like to take one home. Breakfast is served between 8:00 and 8:30, if your child comes after 8:30, please feed them breakfast at home. Our participation in CACFP requires the ELC to provide one brand of formula for your child. We supply the Kirkland Brand formula to infants up to one year of age. If you choose to use this brand, complete the CACFP Meal Benefit Income Eligibility Form included in your enrollment packet.

If your child has any allergies, please tell the director so you may discuss alternatives. Please fill out a food allergy plan found in your welcome packet. We will work with you to make meal experiences positive. When we take field trips, we will pack sack lunches if needed.

Birthday Treats

We welcome parents/guardians to bring a special snack to celebrate their child's birthday. This can be a sweet treat, such as cupcakes or cookies. Children with summer birthdays may celebrate their half-year birthday with us. **We are a peanut free facility.** Please check product labels for peanut content. If you are planning a birthday party for your child, invitations may only be distributed at preschool if all the children in the class are invited to the event. If only a few classmates will be invited, please mail your invitations to avoid hurt feelings.

Clothing and Shoes

When dressing your child, please remember that we plan a variety of activities that may be messy, such as painting and outdoor play. While we try to use materials that are washable, sometimes even paint shirts can't keep clothes from getting dirty. Please select clothing for your child that is comfortable and washable. In case of an accident or spill, we ask that your child keep a complete set of extra clothing (shirt, pants, underwear, and socks) at school. Please place these clothes in a large zip-lock bag, and store them in your child's cubby. As the seasons change and your child grows, please swap out the extra clothing accordingly. To avoid losing personal items, remember to label all of your child's belongings, including snow pants, boots, and extra clothes. It is not uncommon for young children to have an occasional bathroom accident. Any child that has an accident is not disciplined or shamed, but assisted in a kind and loving manner. If your child comes home with "replacement clothes," please wash them and send them back to school for the next session. **Because playing outside is an important part of our day, we strongly encourage that you send your child to school in close-toed shoes. Flip flops and crocs are highly discouraged due to the possibility of foot and toe injury, the difficulty children have keeping the shoes on their feet, and it is virtually impossible for the children to clean the sand off of their sweaty feet. If your child chooses to come to school with flip flops or crocs, the children MUST wear socks inside of their crocs. It is a very unpleasant job to physically clean sand out from between the toes of multiple children after each outside time, and over time, the sand starts to irritate their feet causing rub marks and blisters.** When your child wears winter boots to school, it is necessary to have a pair of indoor shoes to wear in the classroom. **NO SLIPPERS.** It is important for your child to wear shoes in the classroom so that they do not have to go outside barefoot during a fire drill, or walk the halls with unprotected feet. We require shoes for the sanitary use of bathrooms.

Toys from Home

Your child may need to bring a blanket or another kind of "lovey" with them to school to ease the pain of separation. Please leave other toys at home except for when they are brought for Show and Tell. Toys that are brought to school risk being broken or lost.

We do not allow toy guns or violent toys of any kind. If you have concerns about the appropriateness of a particular item, please talk with your child's teacher.

Parent/Guardian Communication & Visits

Communication is key to a successful child care arrangement. Parents and provider need to exchange pertinent information in the child's life such as changes in routine, special events or activities, as well as significant life events such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behaviors, and well being. A conference may be requested at any time by a parent if there are questions concerning your child's progress, or a specific concern.

Because we want you to be as involved as possible, we encourage you to visit at any time during our center hours. We have many opportunities throughout the year for you and your family to volunteer at the ELC, including chaperoning on field trips, reading to your child's class, or helping out with a special craft or project. Please contact us if you have special interests or resources that you would like to share with the children. Please call us if you have any concerns or questions regarding your child's progress.

In The Classroom

Our rooms offer your child the environment they need to reach their full potential because we know your child learns and develops in his or her own way.

Infant Room.

Our infant program serves children from the age of four weeks until the age of 24-months. The program is designed to promote feelings of belonging and the loving care which helps infants to grow and develop to their full potential. Children eat, sleep and play according to his or her own schedule. Every infant is an individual with unique abilities, desires, and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our classrooms, we provide a creative and stimulating environment which encourages visual, language, large gross motor and small motor experiences to enhance learning through their own natural curiosity. Our caregivers understand the importance of building a trusting relationship with your child and you. We firmly believe in the need for open communication between parents and teachers to ensure the needs of each child is met.

2/3 Preschool Room

The 2/3 classroom is separated into dramatic play, gross motor area, fine motor area and a book area. The activities in the room include circle time, which includes a Bible story and devotion, calendar and weather for the day, daily jobs, art projects and a lot of learning through play. This room encourages socializations as well as growth. Your child will spend quiet time on a mat which is sanitized daily. Please bring a small blanket or something special to sleep with and a supply of diapers to store in the changing area. Water bottles may be left in the room, labeled with your child's name.

4 Year Old Preschool Room

Our preschool room is designed to provide a stimulating environment where they can learn and play, and prepare for kindergarten. Our teachers are state certified and do lesson plans daily in order to help your child achieve. We have a kindergarten enrichment program for those children that are attending kindergarten, or are ready for more advanced learning. They are taught life skills through positive reinforcement and how to socialize with others. Our day consists of fine motor play, circle time which includes a Bible story and devotion, calendar and weather for the day, and daily jobs. Learning centers are created around the room in order for the children to learn in all core areas. Quiet time is spent on a mat or

a cot and they are sanitized daily. Please bring in a blanket, or something special to help your child rest or lay quietly. **Our 4 year old preschool program has a 2-day minimum attendance requirement.**

Transitioning

We generally move children according to the school year and their age, but there have been situations that have required us to move a child in the middle of the school year. We strive to make these transitions as stress-free as possible for both your children and you. You will be notified in advance if your child will be transitioning to another room. Classrooms work together to devise a visitation schedule for your child so that they are familiar with the new classroom before they officially move. You will also receive a welcome packet from your child's new classroom in advance of the transition. If your child is not developmentally ready to move, then they will remain in their current classroom until the transition seems appropriate for them. In addition to your child's comfort level, state licensing ratios for ages may affect transitioning. Children will not be allowed to move into the 4 year old preschool class until they are fully potty trained.

Potty Training

Once your child transitions into the Butterfly classroom, one of the major milestones for them is potty training. Potty training should not be started until a child shows signs of readiness; such as recognizing and verbalizing the need to use the toilet, staying dry between diaper changes, and being able to undress and dress independently. Potty training should be a positive natural experience that is incorporated into the daily routine. Our teachers will communicate with you when they begin to see signs that indicate your child may be ready to start potty training. At that time, we will provide you with our potty training policy.

Trial Period

There is a trial period of four weeks from the date child care begins. If the child care arrangement is not mutually satisfactory, either party may terminate this agreement. Parents will be given two weeks to arrange alternate care for your child.

After School Care

After school care will be offered to children ages 5-12 if our preschool classroom has availability. Due to changing enrollment numbers each year, we can not guarantee after school care will be available until we finalize our fall schedule for the upcoming school year. Our after school program offers a nutritious snack, time for children to complete their homework, and provides a fun and safe place for children to play and further learn.

In the event your child does attend our after school program, but due to school closure your child requires full-day care, you will need to contact the ELC to see if there is an open spot. Please know that our classroom functions at the same level all year long, so your school age child must be able to function in that environment, and not cause disruptions to the school day.

Protect

Release

The ELC staff will only release your child to you or those listed on your emergency sheet. Parents/Guardians must call if a change or addition is made to the emergency contact list. Picture ID is mandatory. This policy is strictly enforced for the safety of the children.

Child's Health

In accordance with Montana's licensing policy, your child can not attend the ELC with symptoms of illness as specified below; unless written documentation from a licensed physician states that the child

has been diagnosed and poses no serious health risk to the other children or staff. Please make other arrangements if your child is sick, and respect our decision if we feel your child is too sick to be at the ELC. We are sympathetic to the difficulties of taking time off, so discretion will be used. If your child has any of the illnesses/symptoms below, they must remain at home until the symptoms are non-apparent for 24-hours before they are able to return. The symptoms of illness for possible exclusion shall include, but are not limited to any of the following:

- **Colds with symptoms of excessive coughing, sneezing, nose drainage that is yellow or green in color, and symptoms that interfere with a child's ability to eat, sleep, or play are reasons for exclusion. Yellow or green drainage from the nose, or a cough that persists for five attendance days will require a doctor's note explaining the cause for the symptoms, treatment plan, written confirmation that the child is not contagious, and the date that care may be resumed. There must also be a plan in place to re-evaluate if symptoms continue for an additional 10 days after the initial doctor visit.**
- The illness prevents your child from participating comfortably in the childcare environment, and the illness results in a greater need for care that we are unable to provide without compromising the health and safety of the other children in our care.
- The child has any of the following symptoms:
 1. Oral temperature of 101 or higher
 2. Symptoms or signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs)
 3. Uncontrolled diarrhea (child will be sent home after five diarrhea episodes in five hours)
 4. Vomiting
 5. Mouth sores with drooling, unless a healthcare provider determines condition is non-infectious
 6. Rash with a fever or behavior change
 7. Conjunctivitis/Pink Eye/Yellow discharge- Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep and including a child with eye pain or redness in or around the eye is reason for exclusion. A child may return to the center 24-hour after medication is begun, or with a doctor's note stating discharge is not a symptom of contagious illness.
 8. Strep throat or other streptococcal infection
 9. Chicken pox
 10. Head lice
 11. Hand, Foot, and Mouth Disease- Children with hand, foot, and mouth disease will be excluded from childcare until their blisters have dried-up, and any rash (if present) has gone and they are fever free with medicinal assistance.
 12. Any infectious illness that poses a risk to the other children or caregivers. Teething is not a reason for exclusion. Teething may cause a low-grade fever (under 100F), crankiness, loose bowel movements, and clear drainage from the nose. Teething typically does not cause any of the exclusionary conditions listed above.
- Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare
- If your child had an immunization update, please provide the ELC with an updated record of immunization so that it can be updated on your child's account.

Medication Administration

If your child needs medication while at school, you must fill out the medication administration authorization form. Give medications to the teacher for safe-keeping. Please do not put medicine in your child's cubby or leave it where other children may be able to reach it. Please see the medicine administration policy included in your welcome packet. Medication will not be administered without a

known health concern. Children under two years of age require a doctor's note to administer an OTC medication.

Emergencies and Injuries

When a teacher believes that a student has been involved in a serious accident or injury, the following procedure will be followed:

- We will determine the appropriate medical attention, seeking advice when needed. Appropriate medical attention may include cleansing and bandaging wounds, or applying a cold pack.
- If we have any questions about whether or not the child should be seen by a physician, we will call you. Of course, if it is necessary to call 911, we will do so and then notify you.
- If you cannot be reached and we must seek emergency medical treatment, we will contact one of the individuals listed on the emergency contact/parental consent form. Please adhere to the following requirements on emergency contacts
 - 1) Two contacts that live in a 40 mile radius of the ELC
 - 2) Your contacts need to know that they have been listed as a contact, and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

Discipline

“Christian Nature” characterizes the relationship we desire between our teachers and students. Children can expect that the environment will be warm, caring, loving and safe. We believe that creating a pleasant environment, routine, and age-appropriate activities for all learning styles will ensure an excellent program for children and help minimize behavioral problems. If necessary, teachers will use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. We do not yell or use corporal punishment in our discipline practice.

We are intentional and thoughtful about how we use discipline to nurture a child's faith walk. Examples of the technique commonly used to bring students back into appropriate behavior include: distraction, redirection, simple eye contact, gently calling the student's first name, touching of the shoulder while giving specific instructions regarding behavior, and teaching age appropriate conflict resolution skills. At times, teachers must rely on natural or logical consequences to teach a child acceptable behavior. For example, if a child writes on the wall, the logical consequence would be for the child to wash off the wall.

Exterior Door Security

Our front doors are open during business hours. Back and side doors are locked at all times.

Field Trips

Field trips will be planned for various educational purposes. Parents/Guardians will be informed of times, dates, costs, etc., by the teachers.

Fire and Earthquake Drills, and Warning Signals

- A prolonged alarm will sound throughout the ELC indicating fire, earthquake, or a drill procedure.
- Students are to take their designated route from the building in an orderly manner.
- Fire and Earthquake drills will be conducted regularly throughout the school year.

Campus Evacuation Procedures

In the event of an emergency that requires the evacuation of students to an off-site location, all ELC and MCS students will be evacuated to Bethel Christian Reformed Church, 7693 Churchill Drive, Manhattan, MT. Parents/Guardians will be contacted in such an event. Students will need to be picked up from that off site location.

Confidentiality

The only information teachers may share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, and supervisors are unprofessional, and a violation of our staff handbook policy.

Human Dignity Policy

Manhattan Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. MCS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent/guardian by any other student, employee, or parent/guardian is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students, employees, or parents/guardians found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subject to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities, as well as through misuse of email, social websites, and text messaging. It is the student's, employee's, and parent/guardian's responsibility to:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Inform anyone engaging in discrimination of harassment that their behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal.
- If an individual is notified that their words or actions are discriminatory, intimidating, harassing, or constitute unwelcome conduct, they must immediately discontinue any such words or actions.

Child Abuse

All staff of the Manhattan Christian ELC are mandated reporters, and are required by law to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding food, rest, or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the State Child Abuse Hotline at 1-866-820-5437.

Justice Policy

“And Justice for all...”

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint fo discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the for. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: US Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; (2) Fax: (202)690-7442; or (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Contact Us

Early Learning Center

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