



Longview Heights
PRESCHOOL
& MOTHER'S DAY OUT

2023-2024

Director

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Assistant Director

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www.LHBC.me

Longview Baptist Church

4501 Goodman Rd

Olive Branch, MS 38654

(662) 874-1011 (MDO office)

INFORMATION FOR PARENTS:

Days: Tuesday and Thursday

Hours: 9:00 a.m. till 2:00 p.m.

Admission Policy: A registration form must be filled out and the \$75.00 registration fee must be paid before the child(ren) can be enrolled.

Registration Fee: A non-refundable registration fee of \$75.00

Immunizations: Every child is required to have an up-to-date shot record on the Mississippi State Department of Health Form 121. If your child is on a delayed schedule, we will require a copy of the temporary compliance form.

Tuition: A monthly rate of \$250.00 is charged for our baby room, \$225.00 for our one year old rooms and \$200.00 for our twos, threes, and fours. **So that we can meet our budget needs, we will require that tuition be paid one month in advance, i.e. August tuition will be due July 1st.** Therefore, your May tuition will be paid in April, freeing you for the month of May. **Payment is due in full on the first of each month.** Checks should be made payable to Longview Preschool & MDO and sent with your child in his/her folder or paid through PayPal. Receipts are given upon request. Tuition is due whether a child attends or is absent. **An additional fee of \$35.00 will be charged after the 10th of each month if tuition has not been paid in full.** If tuition is not paid in full by the 15th your child will not be able to attend school until paid in full. There will be a charge of \$25.00 for all returned checks. We also accept PayPal through the LHBC website. **A service fee of \$5.00 must be included with each PayPal payment.**

Late Fees: A late fee of \$10.00 will be charged if a child is picked up after 2:15 p.m. An additional charge of \$20.00 will be charged after 2:30 p.m.

Absences: Children are expected to attend on a regular basis. This helps your child and the other children in their class maintain a normal routine. Please try to have children arrive at the beginning of class time. This will help from disrupting instructional time. Please call if your child(ren) is unable to attend for any reason. We do **not** make up or pro-rate tuition for sick days or absences.

Withdrawal Policy: If your child(ren) is withdrawn from the program, a two-week notice must be given to the director. If a two-week notice is **not** given, then there will be a charge of **\$40.00 per child**.

Classes

Baby room	6-8 babies to 2 adults
9-15 months	6 children to 1 adult
One-year old rooms	8 children to 1 adult
Two-year-old rooms	8–10 children to 1 adult
Three-year-old rooms	8-10 children to 1 adult
Four-year-old rooms	8-12 children to 1 adult

***There will be an assistant director and at least one other person who will support the teachers.**

Holidays: Our facilities will observe the DeSoto County School holidays during the 2023-2024 school year.

2023-2024

MDO Calendar

August 7	Open House
August 8	First Day
November 21-23	Thanksgiving Holiday
December 14	Last Day Fall Preschool & MDO
January 9	First Day Back
March 11-15	Spring Break
May (TBD)	Last day Babies and Ones & Fun Day
May (TBD)	Graduation Two-Four’s Program

Snow Days: In the case of inclement weather, the Longview Preschool & Mother’s Day-Out Program will follow the DeSoto County board of Education’s school closing policy. Please refer to the local news and radio stations. If DeSoto County Schools are closed, we are closed also. If you have questions concerning school closings, please contact the director or church office.

Arrival and Dismissal: It is requested that the following procedures be followed when dropping off and picking up your child:

1. We will have one drop-off location this year. The East entrance under the awning of the C building will be used. Staff will be available to get your child from the vehicle and to escort him/her to class. Drop off will start at 8:50 a.m. and end at 9:05 a.m. You will have to call the MDO Director or MDO office for admittance after 9:05 a.m. Pick up will be at the same East entrance and begin at 1:50 p.m. and end at 2:05 p.m.
2. We will have you sign in and out at the time of drop off and pick up for babies and ones. Teachers will sign our twos, threes, and fours in when you drop off and will sign them out when picked up. If the person picking up is not familiar to the teachers, please be prepared to show ID. The pick up sign provided by MDO will be required to pick child/children up. Please make sure your sign is visible for teachers to read. If you don't have your sign provided by MDO, you will be required to come in and pick up your child. **Remember: We must be able to reach you, or an emergency contact, at all times.**
3. Please feel free to call at any time to check on your child(ren). **Please have your child here no later than 9:05 am.**
4. If you need to pick your child(ren) up early, please let the person know in the drop off- line and text your child(ren's) teacher. We will have your child at the pick-up location at the requested time.
5. Your child will not be released to anyone other than the people listed on your registration form unless we receive a phone call or note from a parent. If someone besides a parent is to pick up your child(ren), please inform them they will have to provide identification. **NO EXCEPTIONS!** This is for the safety of your child(ren).
6. Safety is one of our biggest responsibilities. Therefore, we will have the East and North entrance open for drop off and pick up only. **If you need to gain entrance to the building during the day you will need to use the doors on the south side of the building.** Please ring the doorbell, identify yourself to the office staff, and wait to gain entrance.

7. Please have your child go potty and make sure diapers have been changed before dropping off.

Allergies: Please be aware that some children are highly allergic to peanuts and peanut products. Our goal is to make sure that each child can participate in all that we do. Because of this, do not send any product to school that contains peanuts, peanut butter, or anything cooked or made with peanut oil. Please notify your child's teacher of any other allergies your child may have so we can make the appropriate arrangements. If there is a child in a room with other food allergies, parents in that room will be asked to observe additional precautions.

Snacks: Please make sure to send a labeled snack and sippy cup **daily** for your child. We will provide water. Please label your child's snack. Each teacher will provide a designated place for the child to place his or her snack. Please feel free to provide snacks for your child's birthday and other special occasions. This makes the child feel special. It is a great time to allow your child to "choose" a snack for their special day! If your child's birthday comes during a time the program is closed, please bring it to your teacher's attention so that an "un" birthday celebration can be planned. We want ALL children to have a chance to participate! When choosing these snacks, please remember our **no peanut policy!**

Lunches: Be sure to send a labeled spill-proof* cup filled with beverage. This will be refilled with water as needed and sent home daily for cleaning. We ask that you **do not send red or purple drink** because they will stain. Please **do not send carbonated beverages in a thermos or the child(ren)'s spill-proof cup** because they tend to explode. Also, send a lunch consisting of easy-to-feed finger foods such as, lunchables. Pudding and yogurt need to be in pouches. Please do not send foods that need utensils. **We do not have the provisions to heat lunches.**

Bottles & Food: All ones will have to be off the bottle before they can start MDO. All food needs to be easy to eat finger foods. Food or drinks cannot be heated or put in the refrigerator to keep cold. Drinks and food must be labeled. Rooms do not have refrigerators or microwaves in them. If you need to keep something cold, please put a cold pack in with the lunch.

***Change of Clothes:** Each child needs to bring a **complete** change of clothing (including socks and underwear) in a large zip-loc bag labeled with their name. This can be left at school or you may opt to bring it daily with your child(ren)'s things.

Do not forget to exchange these clothes during season changes.

Dress: Outdoor play is an important part of our program. Please see that your child(ren) is/are suitably dressed to play outside. In cooler weather be sure to send a jacket* (preferably one with a hood). We go outside weather permitting, and we want the children to stay healthy. When weather is not permitting, we will play in the gym or the inside play area. Please make sure that your child(ren) wear comfortable shoes to play in. **Also, please dress your child in clothes easy to get up and down during bathroom time and diaper changes.**

Rest Time: Babies through twos will have rest time after lunch. **We will be providing all mat covers.** Your child(ren) may also want to have a pillow* and/or special toy* for rest time. We will send these items home weekly. Although, all children do not require naps, we do ask that you prepare your child(ren) for rest time. Children are required to rest quietly to respect those that do nap. **If your child does not rest quietly and is repeatedly loud and disruptive at naptime your child may be subject to permanent dismissal if all attempts to correct the situation fail.** Teachers are responsible for all children in their care and will not be able to devote their attention to the child that cannot rest.

Potty Procedures: Each four year old in our program needs to be potty trained completely upon starting in the Fall. We ask that three year olds are potty trained as well when they return from Christmas break in January.

Diapers: Please send **at least 5 diapers a day in a disposable bag.** A note will be sent home when more wipes are needed. If your child(ren) is/are **not** fully potty-trained, then they will need to wear a pull-up until completely potty trained. **Please dress your child(ren) in clothes that are easy to get up and down during bathroom time and diaper changes.**

Candy and Toys: Please refrain from sending your child with gum or candy. These are messy, and some children do not understand why they do not have treats. **All toys should be left at home unless they are needed for rest time.** Children tend not to share their toys as easily as they do our toys, and their toys could get mixed up with our toys.

Special Needs: The Preschool & MDO staff are not licensed or formerly educated to teach special needs children. We accept special needs children into our program on a very limited basis. Special needs children accepted into Preschool & MDO must be able to function within the parameters of our group. This may include but not limited to the following: complete toilet training(age appropriate), self feeding and washing, the ability to function in a group setting either during class and recreational time, basic communication skills, respect for teachers and other students, understanding of rules, and non-violent. Parents need to be up front about any disabilities or tendencies in their child at the time of enrollment. Parents will meet with director monthly to determine if we are meeting the needs of your child or they are able to function within the parameters of the group.

Health Rules:

Your child(ren)'s health and well-being are of major importance to us. For this reason, if your child(ren) has had any of the following symptoms within 24 hours of school time, please keep your child(ren) at home: **fever, diarrhea, vomiting, severe cough, sore throat, earache, severe runny nose with color, eye infection or rash.** Children should be fever/symptom free **without** medication for 24 hours before returning to school. Please let us know if your child(ren) has/have a communicable disease (**chicken pox, fifth disease, strep, etc.**). You will be notified if a child in your child(ren)'s class has a communicable disease. We will make every effort to observe good health practices in the program. This is for the protection of your child(ren) and that of the other children in the program.

Molluscum Contagiosum is a common skin rash in kids that many parents have never heard of. For most children, this rash is no big deal and will go away on its own. The rash looks like one or more small growths or wart-like bumps that are usually pink, white, or skin-colored. They are usually soft and smooth and may have a soft center. If you think your child has molluscum we ask that you take him/her to the doctor for a diagnosis. If your child is diagnosed with molluscum we ask that you treat your child according to your doctor's instructions and make sure to keep the area covered up. We also ask that you let the director know.

COVID-19: We will continue to follow recommended CDC guidelines for quarantine of children or adults who test positive for COVID.

Please note: If a child has been given medication to suppress symptoms to come to school, that could result in immediate dismissal from Longview Preschool & MDO.

With any illness we follow the CDC guidelines on whether a child should attend school when having any of the above-mentioned illnesses. We take the health and well-being of your child(ren) very seriously. With any illness we may contact other daycares or schools to see how they are handling a particular illness. As with any question you may have concerning an illness or anything else, please remember my door is always open.

Medication: If your child(ren) needs medication during the day, a written permission form (see the director) must be signed with the exact dosage and time written on the form. The medicine must be in the original container. If your child(ren) develops a fever during the day, we will call the parent or emergency contact. If we cannot reach anyone, we will attempt to bring the fever down by cooling the child down with a wet cloth. **Acetaminophen can only be given with a written consent from the parent. Please include any allergies on your child(ren)'s registration form.** The child(ren) will then be left in the care of the director or assistant director until someone is reached to pick the child(ren) up.

Emergency Medical Attention: If your child(ren) becomes ill or is injured during the day and medical attention is necessary, we will attempt to reach the parent or emergency contact. If the child(ren)'s condition is serious, the child(ren) will be transported by ambulance (at the parent's expense) to the nearest hospital. A staff member will accompany your child(ren) and take along the medical release form. Attempts to reach the parent will continue. **Up-to-date phone numbers and medical forms are very important!** It makes a child more at ease if he/she knows a parent or familiar contact has been notified and is on the way.

Discipline: The term discipline refers to teaching or guiding. Our main goal is preventing situations that may lead to misbehavior instead of implementing shame and punishment. The children are taught acceptable behavior through positive guidance and reinforcement. Our first technique is being positive role models. Re-direction is used to channel excess energy or inappropriate behavior

into more constructive purposes. We offer acceptable age-appropriate choices to the children to help encourage independence and show respect for the children. Conflict resolution is also encouraged. We start with even the youngest child to role model and teach them to talk out problems. They are shown how to express feelings through words not actions. Positive time out is determined by the child as this time is used to give the child time to regain control. Explanations are always given on which certain behavior is acceptable or unacceptable. Our role in child guidance is in developing children's independence and self-esteem. After inappropriate behavior is addressed, teachers will express trust and confidence in the child's ability to control behavior. Learning self-control is more difficult than learning colors or numbers but just as important.

Biting: We recognize that biting is a developmental behavior issue for children infant through 2 years of age. If you have children in this age group, you should expect that they may be bit or will bite other children. We understand that as a parent you will be upset if your child is bitten by another child or has bitten. We ask that you remember this is a developmental behavior issue and the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. We expect cooperation from parents in helping to identify ways to curb this behavior. We will try every way possible to resolve the biting issue with the help of the parents. Please understand if it cannot be resolved we do have the right to expel any child from our program as deemed necessary. Because of this we have implemented the following warning system:

- **First Time:** Verbal warning to the child. Verbally inform the parent.
- **Second Time:** Write up/ parent must sign form to verify the reoccurrence of biting. Meet with parent to discuss ways to curb this behavior.
- **Third Time:** Write up/parent must sign form to verify the reoccurrence of biting. Meet with parent to discuss things that have been done to curb this behavior.
- **Fourth Time:** Write up/ parent must sign form to verify the reoccurrence of biting and a one-week suspension will be given. This will be the final write up before dismissal from Preschool or MDO.
- **Fifth Time:** Dismissal write up/ parent must sign the final dismissal form. Child will be dismissed from Preschool or MDO.

While Longview Preschool & MDO will attempt to protect the identity of a biter, realize that if the skin of a bitten child is broken, the identity of the biter will be revealed so that proper health care may be given to the bitten child.

All dismissals are left up to the discretion of the director.

Conferences: Open communication is highly encouraged between parents and teachers. This enables both sides to best benefit the child(ren). Should you feel the need to speak with your child(ren)'s teacher, please feel free to schedule a time that you can both sit down and talk. We ask that you **plan a conference either before or after class time**. Should any changes occur at home that might change the behavior of your child(ren), please inform us that we might be sensitive to your child(ren)'s needs. Our open communication policy also includes any complaints or concerns you may have about our program or staff. We ask that you direct any such concerns directly to our director. We ask that you try to refrain from talking among others about a problem that you might have. Problems can usually be solved easily once you have talked to the director. Talking among others usually creates a bigger problem that can result in children getting labeled or teachers getting a bad reputation for something that is easily solved. The director will investigate these concerns until a solution is found. Our goal is to resolve all concerns or complaints as quickly as possible with the benefit of the child(ren) involved.

Daily Reports: All children will receive a daily report. Please review this report with your child so that he/she will understand the benefits of good behavior and accomplishments. The reports may also contain vital information about upcoming events in your child(ren)'s classroom.

Curriculum: We use the *Pocket of Preschool* curriculum for our 2's, 3's and 4's. This curriculum uses play-based activities, themed centers and supports that nurture and challenge little learners. Social skills are also developed throughout the day. Children learn by doing, getting messy, investigating their questions and problem solving with their friends. They learn by playing games, using their imaginations, expressing their emotions, creating and exploring the world around them. We will incorporate Bible lessons and scripture for each unit.

Security Measures: The safety of each child at Longview Preschool and MDO is our highest priority. Each teacher, director and floater will have a hand-held walkie talkie to communicate back and forth. Also, our church has closed circuit video cameras installed throughout the building and parking lot. These cameras are monitored upstairs by our office personnel and are not accessible from the internet.

Longview Preschool & MDO reserves the right to dismiss any child from our program as deemed necessary.

Updated: January 2023

Help your child(ren) to have a happy first day at Longview
Preschool & Mother's Day Out by reinforcing the following
suggestions:

- Talk with your child(ren) in a positive way about “their school”.
- Do not let older children frighten younger children.
- Plan your schedule so the child(ren) can be rested, unhurried, and relaxed on the first morning.
- Provide a nutritious breakfast on the first day and every day
- Expect your child(ren) to come to the program happily and to have a good time. If not, your own insecurity will be sensed quickly.



Longview Heights
PRESCHOOL
& **MOTHER'S DAY OUT**

Welcome to Longview Preschool & MDO. We are excited about having your child in our program and look forward to a year of excellence in 2023-2024. **The Policies and Procedures page should be signed and returned to your child's teacher by the first day of Preschool & MDO.**

You will need to send these items with your child daily:

- Lunch (finger foods, lunchables or pouches)
- Snack (quick, easy to eat items that are nutritious)
- Sippy cup
- Extra clothes, including socks and underwear, that are in season (labeled and sealed in a Ziploc bag)
- Vinyl folder (to be checked daily)
- Nap Mat and cover will be provided by Longview Preschool and MDO (Please make sure your child understands that there will be "rest time" at school each day. Your child does not have to sleep but must rest quietly on his/her mat.)
- Extra diapers/pull-ups (for potty training)

**Longview Preschool & MDO IS A TREE/ PEANUT FREE PLACE!
DO NOT SEND ANY PEANUT PRODUCTS TO SCHOOL WITH YOUR
CHILD!**

Please **label everything** you send with your child (coat, cup, etc.)

If you have any questions, please call Donna at (662) 874-1011.

Parent Communication

Longview Preschool and Mother's Day Out now has a Facebook page for communication. Please follow us on Facebook at ...

Longview MDO & Pre-K Parents



longviewheights
BAPTIST CHURCH



Longview Preschool & MDO Policies and Procedures

I have read, understand, and agree to abide by the policies and procedures set forth in the Longview Preschool & Mother's Day Out Handbook.

Child or Children's Name(s)

Date

Parent's Name(printed)

Parent's Signature