

**SAINT MARK  
EARLY LEARNING  
CENTER**

**PARENT HANDBOOK**

**2022-2023**

Revised 07/08/22

Subject to change



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## Mission Statement

At Saint Mark Early Learning Center, we consider it a privilege to guide your child as they grow and develop through the most important formative years of their lives.

\* We are dedicated to assisting families in all areas of their child's education:

spiritual, mental, physical, social, and emotional.

\* Emphasis is placed on the whole child, and our goal is to provide experiences that will help the child develop to his/her full potential as an individual.

\* To facilitate the understanding that all people are special to God.

## Administrative Staff

Assistant Director: Amy Wykle [sm\\_amy@outlook.com](mailto:sm_amy@outlook.com)

Office Manager: Traci Bailey [sm\\_traci@outlook.com](mailto:sm_traci@outlook.com)

Senior Minister: Rev. Drew Clayton

Associate Minister: Rev. Ryan Karr

## **Enrollment:**

### **Hours of Operations:**

Saint Mark ELC is open Monday – Friday from 7:00am until 4:30pm

Mother's Day Out is 9:00am-1:00pm

Before Care is 7:00am – 9:00am

After Care is 1:00pm – 4:30pm

Kindergarten is 8:30am-3:30pm

### **Admission/Registration:**

Please call for a tour and information on registration.

- \* All payments for Saint Mark are payable online only.
- \* August tuition and first semester supply fee are due on July 1.
- \* Failure to pay by July 1 will result in loss of child's enrollment.
- \* Tuition is due on the 1<sup>st</sup> of each month and will be considered late on the 5<sup>th</sup> of the month. A late fee of \$50 will be added to your account if tuition is not paid by the 5<sup>th</sup> of the month.
- \* You can set up automatic withdrawals in Sandbox.
- \* A two-week notice is to be given in writing should you need to withdraw. All fees are nonrefundable.
- \* Saint Mark ELC welcomes all children and does not discriminate against any child based on race, color, creed, religion, or special need. The placement of a child is based on his/her age as of September 1<sup>st</sup> of the school year.
- \* 3K – 4K children will remain in the same class throughout the school year for which they are registered. They do not move up during the school year.
- \* Infants, Toddlers and 2K may change classes during the school year depending on developmental progress, class size and/or at the discretion of the Director. Parents will be notified prior to moving a child.

## Required Forms:

We are honored to be a DHR licensed facility, and we adhere to all DHR policies and procedures. DHR requires the following forms be completed for each child. (All blanks on forms must be filled in or use N/A when applicable.)

- \* Enrollment form – both sides
- \* Signed Parent Agreement – online
- \* Flu Information Sheet
- \* Hand Sanitizer Permission Form
- \* Alabama Immunization Form – this form can be downloaded on the Sandbox portal

## Fees and Tuition:

We are a self-supporting, nonprofit organization and all fees are used to provide the best teachers, equipment and supplies possible. We do not receive funding from any outside source. All Fees and Tuition are nonrefundable.

### Fees:

Registration Fee - \$175	Due upon registration
Waitlist Fee - \$175	Due upon waitlist registration
Supply Fee Semester 1 - \$225	Due July 1
Supply Fee Semester 2 - \$225	Due January 1
Late Tuition/Fees - \$50	Due upon receipt
Drop-in Day (7:00-4:20) - \$75	Request in advance for approval
Drop-in Day (9:00-1:00) - \$50	Request in advance for approval
Drop in Before or Aftercare - \$25	Request in advance for approval

**Tuition:****Infants/Toddlers:**

Full Care (7:00-4:20)	*Mother's Day Out (9:00-1:00)
\$950 – 5 days	\$750 – 5 days
\$700 – 3 days	\$600 – 3 days
\$550 – 2 days	\$425-2 days

**Two Year Olds:**

Full Care (7:00-4:20)	*Mother's Day Out (9:00-1:00)
\$850 – 5 days	\$650 – 5 days
\$650– 3 days	\$400– 3 days
\$550 – 2 days	\$300-2 days

**Three- and Four-Year Olds:**

Full Care (7:00-4:20)	*Mother's Day Out (9:00-1:00)
\$600 – 5 days	\$400 – 5 days
\$500– 3 days	\$325– 3 days

**Five Year Old Kindergarten:**

Full Care (7:00-4:20)
\$700 – 5 days

Monthly tuition is due the 1<sup>st</sup> of each month, September through May.

August tuition is due July 1<sup>st</sup>. Failure to pay will result in loss of enrollment.

\*Monthly Mother's Day Out – Before Care \$100, Aftercare \$125.



All children who are not picked up from care by 4:30pm will incur a \$1.00 per minute charge. We ask respectfully that you arrive by 4:20pm. The ELC closes promptly at 4:30pm.

When space is available, we will accommodate drop-in days. It is important that these days be scheduled in advance. We have full classes and may not be able to readily accommodate drop-in days. To schedule a drop-in day message us in the Sandbox portal at least 24 hours in advance. Do not text or ask the teachers. We will not have any drop-in days in the months of August or May.

### **Supplies:**

All supplies are covered in the supply fee, except for diapers, nap mats, backpacks, lunches, and water bottles.

### **Closures:**

If we must be closed for random inclement weather, medical reasons, facility reasons or any other unscheduled or scheduled days there will be NO CHANGE IN TUITION AND DAYS WILL NOT BE MADE UP. For example: we must be closed on a Monday and that is your regularly scheduled day you can not send your child on Tuesday to make up that day.

If for any reason any federal, state, or local entities require the closure of Saint Mark, parents will be informed of the protocol of charges and payments due to closure. One set policy cannot be made for every scenario that could or might occur. In all things we try to be fair and equitable in all situations to our families and staff.

### **Program:**

#### **Curriculum:**

Our goal is to provide young children with a program that is developmentally appropriate. Children learn best through exploration and at their own pace. The program is designed to meet their cognitive, physical, social, emotional, and spiritual needs through a balance of structure and discovery. Children need opportunities to explore their environment and to be guided by teachers who understand child development.

Along with letter and number recognition, literacy, colors, and shapes, our program also considers mealtime, outside time and rest time as parts of the curriculum. Opportunities for learning happen when children interact with each other, use their imaginations, complete a task, follow directions, and use good manners. Learning happens all day, every day in many ways. We want the children to be fully engaged in their world by asking questions and sharing their thoughts and ideas in a safe nurturing environment.

Saint Mark incorporates a balance of planned activities designed to help children progress toward meeting developmentally appropriate goals, as well as improvised activities that emerge from the children's interest or from unexpected experiences. Throughout the day, our teachers observe and document the children's learning to create plans that will continue to meet each individual child's needs and encourage them to explore and meet new goals. Our goal is to give children a foundation that will foster a love of God and learning.

### **Assessment:**

All children are assessed through observations of peer interactions and play, developmental checklist, and portfolios of their work. Areas of assessment include socio-emotional, physical, language, cognitive, literacy, math, science, technology, social studies, creative expression, and health and safety. This information is shared formally twice a year during parent/teacher's conferences. This process encourages parents and teachers to develop a plan that will best meet the needs of the child. It will be sensitive to the family's values, culture, identity, and home language.

If, through the above-mentioned process, teachers suspect a developmental delay or other special need, the teacher will communicate the concern to the Director. The Director will observe the child, document the findings, and meet with the teachers to discuss the concern. A meeting will then be scheduled with the family to share the concern in an honest and supportive manner. We will suggest future steps and assist the family by providing information and resources for further assessments. If we feel that we do not have the best environment for the child's learning, we will work with the family in providing resources and information of other centers in our area that will best fit the needs of the child.

### **Discipline Policy:**

Child guidance has an important place in the program at Saint Mark. Parents and teachers will work together to be consistent and effective in training children to make appropriate choices in a classroom setting. We have developed a formula that is appropriate in

shaping and encouraging responsible behavior. First we will communicate to the child, by name and about the choice they made, and try to redirect their focus. Secondly, a hand on the shoulder is a gentle reminder of choices. If needed time out will be either in the class or if the behavior has warranted the child may be in time out in the office. If needed the parents will be called for a conference.

### **Dismissal:**

Saint Mark reserves the right at any time to suspend or permanently expel a child from enrollment.

## **Parent/Staff Relations:**

### **Confidentiality:**

All children's records shall be kept confidential and not be discussed with anyone other than the parent or administration.

### **Smoking Policy:**

Saint Mark United Methodist Church is a non-smoking campus. Smoking is never permitted on the grounds or in the building.

### **Firearms Policy:**

No firearms are allowed on the campus of Saint Mark unless you are a member of the police department.

### **Communication:**

Daily reports are available online through the Sandbox portal.

Each child is to bring their full-size backpack to school each day along with their folder to carry art papers, notes, etc.

The teachers will send home a weekly newsletter containing specific class information for each class.

One of the most important forms of communication is through the Sandbox portal. You may send messages to the teachers or Director.

If you send a message after 3:00pm it will not be answered until after 9:00am on the next school day. If you send a message on the weekends, it will not be answered until after 9:00am on Monday.

The best way to communicate with the administration is through the parent portal. You may also call during program hours with any questions or concerns. If you leave a message after hours, it will be returned the next school day after 9:00am.

## **Children's Information:**

### **Foods and Snacks:**

We ask that you try to make lunches as healthy as possible. No fast-food deliveries are allowed. **Saint Mark is a nut free facility.** This includes tree nuts, peanuts, and hazelnuts. Some of our children have severe allergies, and it is our policy that we do not permit the use of peanut butter or nuts of any kind for lunches, snacks, crafts or in class cooking. If sending Lunchables for your child, be sure to remove any peanut butter candy/cookies that may be included. If you use a peanut butter substitute, it must be labeled otherwise it will be assumed it is peanut butter and a substitute lunch will be provided. **If your child has a food allergy you must have a written report from their pediatrician with a written plan of action in case of an allergic reaction.** The school provides mid afternoon snacks and water for children that are in aftercare.

\* If your child arrives prior to 7:30am you may send your child's breakfast to school in a labeled paper bag. Breakfast ends at 7:45am.

\*Jefferson County Department of Health requires that potentially hazardous foods be refrigerated until lunch. These foods will not be refrigerated after lunch. There is a refrigerator in each classroom.

\* Please send only one dessert in your child's lunch. Dessert is eaten last after a healthy lunch.

\*Under direction of the Fire Marshal we are not allowed to heat food for children.

\* When sending a sandwich please cut in fourths or half so they can handle it easily.

\*All foods need to be cut prior to sending them to school. (Veggies, fruit, etc.)

\* We do not allow carbonated drinks of any kind. If your child has a Lunchable please remove any carbonated drinks. According to the USDA food guidelines a child must have milk with lunch. We will place your child's milk box or sippy cup of milk in the refrigerator.

\* Please practice with your child what goes back home and what is ok to throw away. For 3K and up, we encourage them to clean up after themselves.

\* Please plan for your child's lunch to be as convenient, neat, and easily opened by your child. Please supply all needed utensils, bowls, etc. No glass containers.

\* Opportunity for drinking water is provided throughout the day.

\* No candy, gum, popcorn, or medications should be in a child's lunch box or backpack.

\* Please label everything. Make sure your child's name is clearly marked on their lunch box and each container. Saint Mark is not responsible for any lost items.

\* Cooking for instructional purposes is allowed and will be conducted as part of Saint Mark's curriculum and activities.

### **Nap/Rest Time:**

DHR requires the center to have a designated nap or rest time, the child does not have to sleep, however they are required to rest.

Toddlers – 4K are required to provide a nap mat. Nap Mats will be sent home on Fridays to be washed. Please return on Mondays. Nap mats should have pillow and blanket attached. They may also bring a special lovey for nap time. Children are required to keep their shoes on during nap for quick exit if an emergency arises. These must fit in the bag provided by the ELC (24"x32")

Nap Times:    Toddlers and 2K – 1:15 – 3:30                    3K & 4K – 2:00-3:30

### **Clothing:**

Children are required to wear play clothes to school. We are not responsible for any damage to children's clothing during the day.

We encourage independence in the children and a child can better attend to their own bathroom needs in garments that are easy for them to handle alone. Children that are toilet training should wear bottoms that can easily be pulled up and down by the child. (No bubble suits, overalls, belts, long dresses, or tights). When toilet training, we require pullups with the side access Velcro. We do not wash any soiled clothing.

Label all clothing, coats, and other belongings to help ensure their safe return. All children will play outside each day that weather permits, so dress them accordingly.

\* Parents are required to furnish the school with a change of clothes, including socks, underwear, shirt, and pants. These also need to be upgraded as they grow throughout the year. All clothing will be returned at the end of the year.

\* Extra shoes would be nice if they are toilet training

\* It is recommended that girls wear shorts underneath their dresses.

\* Children must wear athletic shoes.

\* Children are not allowed to wear jewelry, scarves, sunglasses, or other accessories.

\* We are not responsible for children's hair bows, personal items, or face mask.

\* Each child should have a full-size backpack to hold all items including folders, art, lunch, etc.

### **Potty Training:**

Children in 3K and 4K must be potty trained before the start of school.

\*3K & 4K children are never allowed to wear pull-ups or diapers.

\* Any preschooler can regress for a short time because of life changes, emotional concerns, or physical problems.

\* If a child that we know has been successfully potty trained begins to have accidents we will work with the parents to help the child find success again.

\* If a child must return home to potty train, monthly tuition must continue to be paid, if a parent wishes to hold a place for the child at Saint Mark while he/she is not in school.

\* A child may be asked to leave Saint Mark if they are not fully potty trained. Every effort will be made on our part to ensure success.

\* Our 3K & 4K rooms are not set up with proper equipment or staff to accommodate changing of diapers.

### **Physical Activity:**

Children will have an opportunity for appropriate amounts of active play each day. Children who are here for 4 hours will have at least 30 minutes of active outdoor or gym play daily. Those who are here from 7:00-4:30 will have at least 60 minutes of active play daily.

### **Hitting/Rough Play:**

No child should ever be afraid to come to school because he/she fears another child. During the day if a child has been corrected 3 times for hitting or playing roughly, they will then be removed from class and taken to the office. After the child returns to class if the behavior continues the parents will be contacted.

### **Biting:**

In the case of biting, every effort is made to ensure the safety of every child. Biting is typical for toddlers and children who are not yet verbal. When biting occurs, the following steps will be implemented:

\* When a child bites they will be isolated. The bitten child will be given first aid. Also, a report of what action was taken will be provided to the parent of the biter and to the parent of the child that was bitten. If the bite breaks the skin, the parents will be notified. A report will be given to the biter and child that was bit.

\* If the biting persists, we will then have a mandatory conference with the parents and a prevention plan will be set in place.

\* If the biting persists the parents will be required to attend a parenting class on biting. (The fee for this class is \$50)

\* If the biting persists, it will be at the discretion of the Director but may result in dismissal of the child.

**Infants:**

Because breast milk is recommended as the best source of nourishment for infants, breast feeding is encouraged and supported by Saint Mark. It is highly advised that infants receive their first feeding of the day at home before arriving at the center. According to the Health Department regulations bottles must be labeled with the child's name. Stored breast milk must also include the date of storage and the child's name. All bottles must be pre-made at home. We do not mix bottles. We warm all bottles in a crock pot, not a microwave. Infants will be held for bottle feeding. Once they can hold their own bottles, they may be put in a seat to hold their own bottle. If not consumed, formula will be discarded within one hour unless refrigerated. Any leftover formula will be discarded at the end of the day. If baby food is provided by the parent, all containers must be labeled with the child's name. No previously opened containers will be accepted. All opened containers will be sent home or discarded at the end of the day. No glass containers allowed.

Each infant has their own crib for nap time. Sheets are changed weekly or when soiled. Infants will be feed and given naps based on each infant's individual schedule.

**Adjustment Period:**

Starting school for the first time often causes anxiety for children. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the early education experience. It is usually the parent who has the hardest time adjusting. Please be assured that we will notify you if your child can not be consoled.

If there is a major life event, please let us know, it does affect your child. They listen and hear more than you think they do. Examples of things we need to know: Parent traveling for work, a family member is ill, a recent death, a recent move, divorce. All these things can cause potty issues, behavior issues and mood swings. Please let us know if anything is amiss so that we can care for your child when they are experiencing these situations.

**Safety:****Staff:**

All Saint Mark employees have been FBI/ABI background/fingerprint checked.



Saint Mark requires that all staff be fully vaccinated including Covid 19.

All staff at Saint Mark are required by law to report any suspected child abuse to DHR.

### **Staff to Child Ratio:**

Infants: 1 to 4

Toddlers: 1 to 6

2K: 1 to 7

3K: 1 to 11

4K: 1 to 12

### **Center Security:**

The Early Learning Center is in the Children's building of Saint Mark United Methodist Church. Doors into the ELC require a code for access. At the present time you must call the office for access. Our present protocol is that no one is allowed to enter the building other than students and staff of Saint Mark.

### **Arrival and Departure:**

\* Children must be signed in/out daily on the school app.

\* We ask that you have your cell phone ready to check in/out.

\* Everyone authorized to pick up a child must be entered in the Sandbox portal with phone number and email address.

\* Saint Mark will not release children to a person who is visibility impaired due to a suspected medical condition, alcohol consumption, substance abuse, prescription drugs or other causes. In the event the parent or legal guardian is impaired, the Director will call someone designated on the release form.

\* All Saint Mark students are required to be dropped off and picked up through carpool. Please be mindful of delays that the constant starting and stopping of vehicles causes during carpool. Our objective is Safety first, not speed, so please be patient and realize that families have multiple children to load/unload.

\* Please refer to Carpool Etiquette letter for more information on rules and procedures for carpool.

### **Authorization for Pick Up:**

Parents must list those persons that have permission to pick up their child from Saint Mark. They must be listed on the registration form along with a telephone number and email address. Any person not recognized will be asked to show their driver's license for identification. Please notify us if someone other than parents will be picking up your child. We also need to know if anyone is not allowed to pick up your child for any reason such as the other parent. If this is the case, we must have a copy of the divorce decree or custody letter stating that they are not allowed to pick up. This must contain a judge's signature and time stamp. Legally we cannot keep a parent from picking up a child unless we have documentation on site.

### **Emergency Procedures:**

\* Utility Failure – Utility failure is the loss or interruption of electrical power, natural gas, water or sewage services to the school. If power or other utilities cannot be restored in a timely manner and a level of care cannot be achieved, then the parents will be informed via Sandbox to pick up their child.

\* Emergency Evacuation – If we need to evacuate Saint Mark, we will notify parents of our location via the Sandbox portal. It is your responsibility to make sure that your phone numbers and contact information stay up to date.

\* Inclement Weather – In case of inclement weather, Saint Mark will make the decision to close. Parents will be notified via the Sandbox portal. Please do not call the office during inclement weather.

**Additional Safety Protocols:**

\* If anyone is found to be positive for any communicable disease you will be informed via the Sandbox portal. If a person knows that have been exposed to any communicable disease, please inform the school at once.

\* The building will be totally cleaned and sanitized prior to the start of school, and deep cleaned every three months. Carpets have been professionally cleaned. Rooms are cleaned daily in addition to the protocol followed by the teachers.

\* All toys and learning/teaching items will be rotated and cleaned at the end of each day.

\* Each child should bring a labeled water bottle that your child can easily open. (no more that 7.5 inches tall) Water bottles will be refilled by the staff as needed.

**Health:****Personal Hygiene:**

All possible provisions have been made to ensure that children and teachers follow appropriate rules of personal hygiene. Teachers will always use gloves when changing diapers or assisting older children in the restroom. Antibacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands. Saint Mark is a smoke free and fragrance-free environment/campus.

**Medication Administration:**

It is not our policy to administer medicine, however if a child has a chronic condition and requires medicine, please notify the Director for the correct procedure. Medicines, bug repellent, hand sanitizer, sunscreen, chap stick, etc. should never be sent in a child's bag or lunch box. DHR prohibits us from applying sunscreen, bug repellent, chap stick or hand sanitizer. If diaper cream is required a DHR medical form must be filled out completely each week.

## Medical Emergency:

If your child becomes ill at school, we will call a parent or designated caregiver. If you cannot be reached, we will move down the child's emergency list. Please make immediate arrangements to pick up your child within one hour.

If you will be unavailable while your child is at school have a backup plan that includes someone on your emergency list and send a message through the Sandbox portal. If a parent can not be reached in an emergency, it can be frightening for your child.

In the event of an accident or illness requiring immediate emergency care, we will call 911, followed by the child's parents. If the child requires ambulance transportation an ELC staff member will accompany the child. Accidents and emergencies will be documented with an incident report. A copy will be sent home to the parent and an additional copy will be placed in the child's file.

For minor scrapes and bruises we will send home an ouch report.

## Illness/Covid Policy:

DHR states that a child who is ill should not attend school. "Determination of illness may be based on the child's inability to participate in school activities, signs of serious or contagious disease or condition, such as but not limited to fever, diarrhea, vomiting, unexplained rash, scabies, head lice. Saint Mark reserves the right to send a child home for any reason when illness is suspected. If your child is sent home at any time during a school day, they may not return the entire next day. **Please do not ask to make an exception to this rule!**

In addition, we have these guidelines for parents:

- \* Fever is considered 100.4 or higher.
- \* Do not give your children medication for fever and then send them to school.
- \* Children should be fever free 24 hours without medication before returning to school.
- \* Any child who has vomited or had diarrhea within 24 hours of school time should not attend school. They must be symptom free without medication for 48 hours prior to returning.
- \* Any child with a suspected concussion should not attend.
- \* Any child treated for head lice must have no evidence of nits in his/her hair to return to school.

\* If your child can not participate in their daily routine of activities such as going outside, they must stay home. There can be no special accommodations of sitting indoors or with another class. The ELC reserves the right to send any child home at our discretion based on inability to participate in school activities.

\* A child may not attend the day after any surgery. We require a return to school form from their doctor after surgery.

\* A doctor's excuse with a diagnosis is required for return to school.

\* Please inform us if your child contracts an illness so that we may inform other parents. The name of the sick child will be confidential.

\* Please notify us if your child is taking any medication, prescription or over the counter.

\* If a child needs to be placed on a laxative or stool softener parents are to notify the center before it is administered. We ask that if these types of medications are to be used, please give on a Friday afternoon due to not knowing how it will affect your child.

\* If during the school day your child has a temperature of 100.4 (taken in both ears and averaged) or higher they will be sent home.

\* If your child has three diarrhea incidents, they will be sent home.

\* If your child vomits once they will be sent home.

\* Due to the changing nature of Covid-19 and its variants, we appreciate your understanding and flexibility as we navigate this illness. We will update you via the Sandbox portal of any Covid policy changes.

## **Head Lice:**

The Jefferson County Department of Health has issued the following advisory concerning treatment for headlice:

“Even though it is sometimes difficult and time consuming, all nits must be removed to insure complete treatment. Lice products do not kill all the nits (do not be fooled by manufacturers claims to the contrary) and survivors will hatch into crawling lice within 7 to 10 days. This causes a continuing cycle of lice infestations”

If your child needs head lice treatment, he/she may not return to school with nits evidence in his/her hair. Following nit removal, a daily check is advisable for at least 10 days following treatment. We will work with parents to keep all children lice free.

If a child is found to have head lice, we will send a letter home to each parent in the child's class.

## **Additional Information:**

### **Babysitting:**

Saint Mark hires employees based on their education and expertise within a supervised and managed environment. Center management is not responsible or held liable if parents hire employees for privately arranged childcare outside the scope of their employment.

### **Birthdays:**

All the children enjoy sharing their birthdays with the class. Please discuss with your child's teacher an appropriate time to celebrate. Please keep refreshments simple. Small cupcakes or cookies are best. No homemade items are allowed. All food items must be store bought. No gifts are allowed. Also, no parents are allowed to attend.

Children can not go to another class party for any reason during the school year. This includes sibling birthday parties.

Please do not bring or send party assistants to the school (i.e., clowns, impersonators, etc.). These disrupt the class schedule and often frighten young children.

### **Visitation:**

Saint Mark will allow visitors this year. All visitors will be required to wear a mask. Please call the office to make an appointment if you would like to visit Saint Mark.

### **Volunteers:**

Saint Mark will allow volunteers this year. All volunteers are required to wear a mask. Please call the office to ask about volunteering.

## **Solicitation:**

Saint Mark ELC may not be used as a setting for solicitation.

## **Personal Belongings:**

Many young children have an object of special attachment, such as a blanket or stuffed toy. This can help to ease the transition from home to school. Teachers will help other children to understand and respect such feelings, and once a child is settled the item will be placed in their cubby. Teachers will do their best to keep up with children's belongings but cannot accept responsibility for loss or damage of personal possessions. Labeling of all personal belongings helps to avoid loss.

Children must leave toys, gum, candy, money, or other valuables at home. We also ask that you refrain from sending your child with special jewelry except those of religious purposes. These are a potential choking hazard to them and the other children. Please discourage your child from bringing toys or other "prized" possessions to school except on special occasions planned by the teachers. Such highly valued items are often difficult to keep up with, may get broken and are very hard to share. We cannot be held responsible for any personal items that are lost or damaged.

## **Non-Discrimination Policy:**

Our program complies with non-discrimination laws covering hiring of staff, enrollment of children and termination of staff or children.

**If anything in this handbook is unclear to you or if any of your questions have not been covered, please call, or send a Sandbox portal message to the Director. We want to make sure that you feel comfortable about your child's safety and wellbeing while he/she is at school.**





**Signature Page:**

Please sign below and return to the ELC.

**I have read and understand all the above policies and procedures of Saint Mark ELC and will abide by those items listed therein.**

**Mother:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_