

Missouri Valley College  
Viking Learning Academy

# Parent Handbook



**Mission Statement:**

Missouri Valley College will work to improve the quality of life and opportunity for education in the Missouri Valley College Community by:

- Promoting and providing the Marshall Community with quality childcare for children age birth to 5 year.
- Enabling student parents to pursue higher education by providing quality, convenient, affordable childcare.
- Provide service learning, experiential learning opportunities, practicum and internship opportunities for multiple academic fields at Missouri Valley College, including but not limited to Education, Nonprofit Management, Fine Arts, Nursing, Accounting and Exercise Science.
- Provide employee benefit for Missouri Valley College Faculty and Staff.

**Registration Information:**

At registration, the family will pay a non-refundable \$35.00 registration fee per child. This fee is due at the time of registration and used to hold your child's place in our program. This fee is also used to offset the cost of consumable supplies.

**Hours:** 7:00am-5:30pm      **No Supervision before 7:00 a.m.**

**Cost:** The price is the same whether enrolled for a full or half day.  
\$22.00 Price

**Payment:**

All payments are due by the 15th of the month. Payment is required regardless of illness or absenteeism. This is consistent with all infant/toddler and Pre-Kindergarten classrooms. Payment is figured on days signed up for, not days attended. If the school is closed, payment for the day is not expected. Payment will be taken in person at the Business Office, by phone at 831-4107, in person. If payment is delinquent for more than a month's time, the student(s) could lose their spot in the program. Please contact Greg Silvey (silveyg@moval.edu) to set-up payment arrangements if necessary. All accounts overdue and/or delinquent may be turned over to collection purposes. If this should occur, attorney fees will be added to the bill.

In order to keep accurate records, please have your child's days of attendance selected at registration. The days will not change once your child is signed up, with a few rare exceptions when parties or special activities are held.

\* Electronic Funds Transfer is an option beginning March 2018.

**Admission Policy:**

We accept children 6 weeks to 6 years of age. Please complete all forms received in the registration packet. We will also need a copy of your child's immunization records. All forms will need to be returned to the center before your child's first day of attendance. Also, it is important that these forms be kept up to date. Please inform us immediately if there is any change in address, telephone number, emergency contacts, or medical information.

Children entering a preschool classroom **must** be potty trained before the first day of attendance.

**Dismissal Policy:**

Families must give a minimum of two weeks' notice when removing a child from care. Children with continuous behavior issues can be dismissed from the program.

**Holidays:**

Please see the website for all days the program will not be in session.

**Openings Available:**

Monday thru Friday

Tuesday, Thursday

Monday, Wednesday, Friday

**Children's Needs:**

Each child must have a change of clothing that includes pants, shirts, socks and underwear left at school and to be used for emergencies. Children should wear washable clothing in which they are comfortable. Please write their names in all apparel.

For children in the Toddler or Preschool rooms enrolled for the full day, a one piece **sleeping mat is required**. We have provided Nap Mat links on the website for your convenience or you may choose to purchase them wherever you would prefer.

**Food Policy:**

Children in the Toddler and Preschool classes will be provided breakfast, lunch and an afternoon snack. Lunches will include an entrée, a vegetable, fruit, and milk. Families with children in the Infant class will need to provide their own baby food, formula, etc. as needed until they are ready for table food. At that time table food will be provided.

**Illness Policy:**

We are unable to accept any child who is sick or is showing signs of illness. Any staff person may observe a child exhibiting any of the following symptoms per State Health Communicable Disease Guidelines before being accepted into the classroom. If any of the symptoms are noticed throughout the day, a family member will be contacted.

*Fever:* If 100 or above by mouth or 99 under the arm, auxiliary or accompanied by other symptoms such as committing diarrhea, behavioral change or undiagnosed rash.

*Respiratory Symptoms:* Wheezing that occurs suddenly and unexplained. Congestion that is severe.

*Vomiting:* If child vomits and has any other symptoms such as fever or behavioral change, abdominal pain, or diarrhea.

*Diarrhea:* Loose, watery stool, it is not food related (child ate too much corn or drank too much apple juice), if it is accompanied by symptoms such as fever, abdominal pain, or vomiting.

*Impetigo:* If infected sores or lesions are oozing and/or crusting. It is contagious and must be treated for twenty-four hours before child may return.

*Lice:* If lice or nits are found in a child's hair. The child may return after they have been treated and are free of lice and nits.

*Scabies:* If a child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.

*Measles:* If a child has a rash accompanied by flu symptoms.

*Pinworm or Ringworm:* If a child is itching in rectal area, especially at night (pinworm). If the child has a raised, itchy spot resembling a hoop (ringworm).

*Congestion and/or Excessive Coughing:* Excessive mucus from ears, eyes, nose, or mouth. If the child's mucus is green in color.

*Rash:* If the cause of the rash is unknown.

*Chicken Pox:* If a child has skin eruptions that are not yet scabbed over and without fever, please let us know immediately if your child comes down with chicken pox so that we may inform other parents to watch their children for symptoms.

*Conjunctivitis (Pink Eye):* If the eye is red and swollen and has drainage or oozing.

*Behavior:* If your child wants to sleep most of the time, does not eat, cries and generally acts miserable, your child may be coming down with something. Please check your child for these symptoms: fever, rash, swollen glands, vomiting, or stomachache sometimes accompanies a sore throat or possible strep throat.

We have a 24 hour rule. The child must be free of the above symptoms for 24 hours without medication before returning to school. Physician's recommendation and written authorization are required for the return of the child who has been diagnosed with a communicable disease.

## **Immunizations and Allergies**

The child's health/immunization record must be signed by a physician and returned to the office before starting preschool. A copy of your child's record must be kept on file. Any allergies should be noted on the health form.

**Pick-Up and Drop-Off Procedures:**

Parents are expected to bring their child into the building to the classroom and see that he/she is under supervision of his/her teacher before leaving the premises. Sign-in/sign-out is required daily.

If anyone other than the parent is picking up the child, our office and the teacher must be notified in writing. We cannot allow children to go with anyone without specific instruction and identification.

**Outside Play Policy:**

All children will have the opportunity to play outside in the play yard daily except in inclement weather. Please see that your child is dressed appropriately and has a coat, hat and gloves when needed. Flip-flops or backless shoes are a tripping hazard and are **not** to be worn to school.

**Parent Communication:**

Newsletters will be sent home on a regular basis. They will contain up-coming events and special activity information. Please read them and keep for referral. These are also available by e-mail. If you would like to have them sent via email, please give your email address to the school.

We have an Open Door policy, which allows you, as parents, to enter the classroom anytime with prior notification. If you would like a conference, please set up a time by contacting your child's teacher.

**Discipline:**

Every child is expected to abide by the rules of the school, respect staff members, other students and all property. If a child violates the standard, he/she will be asked to stop or change the behavior. If the child does not respond and the problem persists we will remove the child from the group and he/she must sit on a chair for a minute for every year they are old. Severe cases of disruption can result in removal from the infant/toddler or preschool program. *Love & Logic* is the overall approach Missouri Valley College Early Childhood Center uses in regard to discipline.

**Biting Policy:**

If biting occurs, all efforts will be made to prevent further incidences. A child with one or more incidents of biting could be placed on a behavior plan. If the child continues to hurt others, they will be dismissed at the discretion of the program.

**Curriculum:**

Creative curriculum is the chosen curriculum for the program.

Please return the following signature page with your child's registration forms. Thank you.

**SIGNATURE PAGE**

**Policy Agreements-please initial the next three statements.**

\_\_\_\_\_ I have read and agree to the illness policy.

\_\_\_\_\_ I have read and agree to the payment policy.

\_\_\_\_\_ I have read and agree to the admission and dismissal policies.

**Photo Release Form**

You have my permission to make films, videos, and/or audio tape, recordings, slides, or print/digital photographs of my child during classroom activities or other school-related functions. I hereby waive any right that I may have to inspect or approve the finished product in which a photograph or video image of my child may be used including the advertising copy or other matter that may be used in connection or the use to which it may be applied.

Yes, I give permission.                       No, I do not give permission.

If you checked yes, please complete the following section:

The media may be used on the school website and our Facebook page.

Yes                       No

The media may be used in official business, including but not limited to: newsletters, brochures, and advertisements.

Yes                       No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date