



# MT. JULIET PRESCHOOL

A MINISTRY OF  
THE MT. JULIET  
CHURCH OF CHRIST

## Policies & Guidelines



# MISSION STATEMENT:

To Provide a safe and loving environment for preschool children to learn and to know God and his love for each of us.

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## Hours of Operation:

Monday-Wednesday

09:00am-1:30pm

Tuesday-Thursday

09:00am-1:30pm

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Annual Registration Fee:

\$50.00

Annual Supply Fee: \$50.00

Tuition: \$145.00

Late Fee: \$20.00

Telephone: 615-758-0555

Fax: 615-754-2351

## **APPLICATION:**

Applications are accepted on a first-come, first serve basis. An application for entrance is not complete until a non-refundable registration fee, supply fee and first month tuition has been paid.

Tuition is collected one month in advance and payment is due the first day of each month. IF you choose to pay online, then it needs to be paid on the 15th when the invoice is received to be considered "on-time". There may be an additional late charge of \$20.00 added to any payments made after the 2nd day of the month. If there are "special circumstances", please feel free to discuss them with the director immediately. Please realize the payments are only equal divisions of the year's tuition and they do not reflect how many school days are offered each month. Any absence of the child for part of the month does not reduce the tuition rate and it does not change the payment method.

In order for your child to complete the program or to register for the next year, accounts must be kept current. If payment becomes a week overdue, we reserve the right to replace your child with someone on our waitlist.

## **ATTENDANCE:**

For the safety of the children and staff, the door will be unlocked at 09:00am and locked up around 09:15am. The actual school day begins at 09:15am and children should be in the classroom by that time. Attendance is important. Children not present in the school building by 09:15am, will be considered absent for the day. After 09:15am, the doors will only be opened for parents/guardians that must pick up their child due to an appointment.

## **SNACK:**

The school will provide snacks. For special occasions the teacher may assign each family a day to bring in snacks for the class. If a class has a food allergy it will be posted outside the classroom. The teacher will inform you what food items will not be allowed in the classroom for snack. Due to choking hazard, popcorn and grapes are not allowed for a snack.

## **LUNCH:**

Each child will need to bring in a lunch from home with a cooler pack inside it. If necessary, families are asked to provide a utensil for their child's meal. Please be sure to label your child's lunch box and any containers. Do not send glass drink bottles, aluminum cans, carbonated beverages, or hotdogs. Due to a number of students that need to be fed within one-half hour, we ask that you limit meals that need to be warmed up. Meals that need to be warmed up must be done so within one-minute or less. (no frozen meals)

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## **CLOTHING:**

Loose and comfortable play clothes are best. The clothing should be durable to stand hard play, paint, glue, markers, and lunch. Please allow your child to wear clothes that will be easy to manage in a bathroom. (no bib overalls) Children that wear dresses should wear shorts with it. Accidents will happen, every child should have a change of clothing in their backpack. Which should include a shirt, long pants, underwear and socks.

## **SOCIAL MEDIA:**

Please do not share pictures that you receive from Mt Juliet Church of Christ Preschool that contain other students on social media. We have families in our program who have requested their children's pictures not be used on social media.

## **HEALTH & SAFETY:**

A current shot record signed by the child's physician should be uploaded to the ProCare app under documents. When a child has an abnormal temperature, they should not come to school until a normal temperature without medicine has been experienced for at least 24 hours. In no case, should a child be sent to school that has an abnormal temperature, diarrhea, vomiting or any other signs of illness OR if a sibling or family member is sick with a contagious illness. In order to prevent any communicable diseases, parents will be contacted immediately when their child displays any signs of illness. Staff members may not administer any general medicine to children. Parents may come in and give medicine to their child.

## **CHECK IN PROCESS:**

Parents/guardians are to answer the 4 questions during the Check In Process. If parents are unable to answer no to all the questions, then the student is unable to stay at the preschool for the day.

## **INCLEMENT WEATHER/SICKNESS CLOSINGS:**

If the preschool is closed due to inclement weather or sickness, parents/guardians will be notified via the ProCare App. Please sign up for the ProCare app to ensure you are aware of any closures. Each program has been allocated two inclement days. If more than two days are used, a make up day may be scheduled throughout the school year the children and staff may participate in fire and inclement weather drills.

## **GRIEVANCES:**

Periodically, situations may arise which are of concern to parents. In such situations, parents are encouraged to discuss these developments with the child's teacher first. If a satisfactory solution cannot be achieved, the parent may then discuss the situation with the director. All staff members are dedicated Christians who have made a commitment to serve and this program has an "open door policy".

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## **BEHAVIOR AND CONFERENCES:**

Each child is expected to co-operate and behave properly during class so that a pleasant learning atmosphere can be maintained. Good behavior is strongly rewarded. Throughout the year we use stickers to reward desirable behavior. Often a child is given hugs and words of praise to help them establish a positive self-image. When necessary, we use time-outs for calming and thinking about behavior choices. The 3, 4, and 5 year-old classes will use a behavioral chart system. Starting with a warning, then to time out, a trip to the director's office, and ending with a phone call or note home to parent/guardian. Please help us work out an effective solution to undesirable behavior. If disruptive behavior becomes a problem, and if after consultation with the parents the behavior does not improve, we reserve the right to ask a child be removed from the program. Although we care deeply for the welfare of a child, it is our task to see that the rights of every student are protected. Open communication between the parent and teacher is always encouraged. The parent or teacher may initiate conferences at any time to discuss the progress of your child. Conferences should only occur before or after classroom time.

## **WITHDRAWALS:**

If you plan to withdraw your child from this program, a two-week notice in writing is required. Due to the payment plan, you may be required to pay a balance due according to the date of withdrawal from school. (see payment plan for further details) If a child has to withdraw before the closing program, the child will not be able to participate in the program.

## **DISMISSAL:**

Dismissal begins at 1:00pm and every child should be picked up by 1:30pm. For the safety and security of our students, MJCoC Preschool has a car line. A car tag will be provided to parents/guardian for each child at the beginning of the year. Please hang it from your rear view mirror during the dismissal process. Staff members will walk students out to the vehicles in the carline. Parents/guardians will buckle their child into the vehicle. We ask parents to complete this task in a timely manner to ensure we can keep the carline moving quickly. When exiting the parking lot, everyone needs to turn right only. **In the event when a child is picked up after 1:30 a late charge of \$15.00 for every 15 minutes may occur.**

Please advise us in advance if someone else will be picking up your child. If someone shows up to pick up your child and they do not have a car tag, they will need to present a photo ID.

When weather is unstable (i.e. lightning or heavy downpour), parents/guardians will be notified via Remind Me to park your car and come into the building to pick up your child.

## **Special Note:**

Parents/Guardians are not to come to the front door during the dismissal process between 01:00- 01:25.

# THANK YOU



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## CONTACT INFORMATION:

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