

Morning Star Christian School

Parent Handbook

"Working in Partnership with families"

**"We offer
quality, developmentally appropriate learning programs
in a safe and creative environment
for children".**

Ages 6 weeks through 7 years,

Morning Star Christian School

8220 Briarwood St. Anchorage, AK 99518

Tel. (907)522-9034 Fax (907)344-3182

Revised 5/13/09

WELCOME

Dear Parents

We would like to welcome you and your child to Morning Star Christian School. We try to achieve an environment where young children can participate in activities that will help your child grow and develop physically, socially, emotionally and intellectually.

We are aware that your child will spend a large portion of their day in the care of Morning Star Christian School, so we understand how important it is for you as a parent to feel that your child is receiving the best care available, and that your child is truly in good hands.

Please take time to read this entire booklet. We want you to understand all about Morning Star Christian School and what our program has to offer.

Our staff looks forward to working with each student and their family. We are willing to answer any questions you may have about our program and also encourage you to observe for yourself, what we are about.

The Administrator is available for you to share your thoughts and concerns. We believe that if we work together we can provide the best environment for the child to develop to their fullest potential.

Morning Star Christian School has an open door policy. We encourage parents to visit any time.

Sincerely yours,

MORNING STAR CHRISTIAN SCHOOL MANAGEMENT

Mission Statement

Morning Star Christian School exists to provide an Early Childhood Education for all children to grow like Jesus and to resemble Jesus like characters. With this lofty, goal in mind, we place strong emphasis on Bible teaching and through an idealistic growth we hope to take in part producing future men and women who will make positive contributions to communities and to the world at large.

General Information

Non-Discrimination

Our center does not discriminate in admission on the basis of sex, marital status, pregnancy, parenthood, race, religion, color, national origin, age or disabilities, according to as 18.80.230 and AMC 5.20.50.

License

The Municipality of Anchorage, Department of Health and Human Services, Child/Adult Care, office is the agency responsible for licensing child care centers. This agency therefore supervises, monitors and investigates complaints involving child care centers. The Child/Adult Care Office is located at 825 L Street, 3rd floor and can be reached at 343-4758 or 343-6730.

Insurance

Our center maintains comprehensive general liability insurance, as mandated by Municipal code AMC16.55.410. Since we operate our own vehicles in transporting children, we carry the required vehicle insurance as well.

Child Abuse & Neglect Reporting

Alaska State statutes and Anchorage Child Care Center regulations require that all licensed Child Care Providers, report all incidents of suspected or actual abuse and neglect of children. These centers are obligated by law to report such incidents within 24 hours to the Alaska Office of Children's Service's

at 269-4000. We also report such cases to the Child Care Center Licensing Unit, Department of Health and Human Services, Municipality of Anchorage office when allegations of abuse or neglect happened while the center was responsible for the child.

Volunteers

Volunteers will be used on field trips. Volunteers can be used in the center to assist in the care of children, but do not count in ratio. All volunteers go through the application and screening process, just as paid employees.

Substitute Teachers

In case a caregiver is ill and unable to work, we have trained volunteers that are on call to meet the ratios. They have same requirements as of all our professional staff. They undergo the same training/education requirements, orientation, fingerprinting /background check and are certified in CPR/First Aid

Teachers after work

When a staff from the center works as a caregiver for a family who is originally our client after his/her normal working hours, the staff will be fired and the family will be excluded from our center.

Policies and Procedures

Enrollment

Morning Star Christian School has a full time enrollments, however, drop-ins may be admitted if a regularly, attending child is out sick or on vacation. Parents/guardians are required to complete a registration form and emergency medical consent form on each child. Children's records are confidential, will be kept out of view, and will not be shared with people outside of the center, except as required by law.

Policy Changes

You will be notified 15 days in advance by means of a letter of any policy changes. Also any change in policy will be posted throughout the center. If there is a **change in the Morning Star fees and charges** rate Schedule we will give a **30 day notice** in advance.

Days & Operation

Normal operation hour will be 7:00 am to 6:30 pm, Monday through Friday, for children ages 6 weeks through 7 year of age.

Holidays/Observed

- NEW YEARS DAY
- GOOD FRIDAY
- MEMORIAL DAY
- 4TH OF JULY
- LABOR DAY
- THANKSGIVING DAY & FRIDAY AFTER
- CHRISTMAS EVE & CHRISTMAS DAY
- MARTIN LUTHER KING & COLUMBUS DAY (CLOSED FOR INSERVICE TRAINING)

Special Needs Children

Integrating classrooms with special needs children is an anti-bias practice. Sometimes training on practical strategies for integrating these children will help teachers. Please advise at registration, any special requirements your child may need. Morning Star Christian School will not discriminate on any basis of disabilities as accordingly to 18.80.230 and AMC 5.20.50. Once we have met with the family, and if we can make reasonable accommodations, we will enroll the child.

Vacation or Withdrawal

Two weeks of vacation credit may be used per student, per year. Any additional time absent from the Center, for illness or recreation will not be credited. Any students planning to be absent for a time longer than one month will be withdrawn from enrollment and placed on a waiting list and will be re-enrolled on a space available basis.. You are required to give 2 weeks written notice when deciding to withdraw your child from Morning Star program. If a notice is not given you will be billed for the two weeks . ***THERE ARE NO CASH REFUNDS GIVEN FOR ANY REASON.***

Arriving & Leaving the Center

Parent or guardians are required to bring the children inside the center and to a teacher in their classroom. Classroom staff will sign your child in upon arrival and out upon your departure, to allow for more accurate attendance information. Please advise staff on arrival if you child is to be picked up by someone other than yourself.

When picking up your child, please notify the teacher in your child's classroom of the child's departure. This rule is just as important when your child is on the playground. Only those persons authorized on your child's registration forms will be allowed to pick up your child. We do ask for proof of authorization by a pictured identification. This is for your child's protection and safety. Children must be picked up from the

e center by 6:30 pm. *Any child remaining after this time will be charged \$1.00 per minute, per child.*

Transportation

Our center does not provide transportation to or from the center. Only in a medical emergency will a child be transported by paramedics.

Parent's permission is obtained for all field trips outside the center. Staff are accompanied by parents and other volunteers to ensure adequate supervision. Field trips are preplanned, and emergency procedures are prepared. Specific permission from parents is required before any child will be allowed to leave the premises to participate in field trips.

Clothing

All children are required to go outside twice daily under MUNICIPALITY OF ANCHORAGE MUNICIPAL CODE, therefore, it is important for you to bring the weather appropriate clothing each day (i.e. jackets, gloves, boots, snow pants, hats, etc.) Please bring a change of clothing for your child in a labeled backpack or tote. For children's safety, they are required to use closed-toed shoes at Morning Star . Extra clothing may be left in the child's cubby.

Our philosophy is as follows :If your child is well enough to be at daycare ,your child is well enough to go outside. Staffing does not allow for sick children to remain inside.

Climatic Conditions:

It is very important for children to go outside to have fresh air and exercise daily. Going outside is always driven by the weather condition. All children are required to go outside twice a day, tolerant permitting except in inclement weather such as heavy rain, temperatures of 0 or below and a wind chill factor of "0" degrees or lower. Please dress your child appropriately.

- 1. On rainy days, please have your child bring water resistant boots and clothing to keep them dry.**
- 2. On winter days, please have your child bring warm winter clothing.**

Labeling

The center is not responsible for lost articles. Please label all your child's clothing, blankets, etc. Space will be provided for your child to store their personal belongings. *Friday is show n tell* we request your child bring only those toys that they wish to share with the others. To enable quick and easy identification of these and all other items, should be labeled (clothing, books, mittens, hats, etc)

Emergencies

In the event of natural disaster that could have an effect of a proper operation of the center, such as damaged building, we will evacuate to Henry's Restaurant Parking Lot located on 80th and Old Seward Highway. In the event of volcanic eruption, we will keep our children in the building until informed that there is no effect.

In any situation mentioned above occur during the center is closed, we will decide whether or not to open the center in the following days with the most updated information available.

In the event of an earthquake, power outage, or other disaster, the center will continue to provide care for your children to the best of our ability. We do ask that in an emergency you pick up your child from the center at your earliest opportunity.

The center staff and children will have a practice fire drill monthly. If you are arriving or departing from the center at the time of a drill, you will be expected to participate.

Parent Involvement

Parents are welcome to visit at any time, we encourage you to come and observe or participate.

Student Promotions

Parents will be notified in advance of our interest to promote your child to the next age appropriate class. Your child's age, development and classroom space availability are factors determining when your child may be promoted. You will be notified in writing when two weeks prior to your child's being transferred to the next class.

Religious Activities

Child will take part in a daily Bible lesson. Lesson, will be geared toward the age group present. At Christmas time we will discuss the birth of Baby Jesus many times. At Easter time we will discuss the crucifixion, burial, and resurrection of Jesus. The children will be taught that Jesus is the son of God and died on the cross so that all who receive Him as their personal Savior will have eternal life with Him in Heaven. Christian values will be instilled into the children during all areas of their education.

Redirection & Guidance Strategies

The staff of Morning Star Christian School will not use corporal punishment as a method of discipline. Children are expected to follow the center's rules. The staff will use encouragement and redirection, discussion and time out to help the children control their behavior. If disciplinary problems continue, two written notices will be given to the parent. Before the 1st and 2nd noticed, parents will be asked to

meet with staff to develop a plan to correct the inappropriate behavior. The third notice will be for a suspension of three days, and possible termination of services the child may return to the center on a probational only basis. Parents are not allowed to use corporal punishment on the school premises.

Biting: Biting is considered a developmental stage that many children go through. Children may bite for a variety of reasons, such as, experimental, attention, sensory, and teething. It is most common with Children between thirteen and twenty-four months of age. The safety of our children at Morning star is our priority. The center will encourage the children to “use their words” if they become angry or frustrated. The Morning Star staff will maintain a close and constant supervision of the children at all times. If biting does occur at our center the following steps will be taken:

- Biting will be interrupted with a firm “Biting hurts.....it is not okay to bite”.
- The bitten child will be comforted and taken to wash with soap and water the bitten area.
- Staff will place the biter away from situation and given something to do that is safe.
- The parents of both children will be notified of the biting incident. Forms will be filled out (Incident report).
- Confidentiality of all children involved will be maintained.
- The bitten are will be observed by parents and staff for signs of infection.

If biting occurs frequently then conferences will be held with the Administrator of the center. In which we will work to together for a solution. If a child bites three times in one day depending on the age of the child he or she may be sent home for the day.

Television & Cassette Viewing

No more than 20 minutes of TV/Video will be shown per day, with exceptions made for special occasions. Programs will be educational and age appropriate. Other activities will be offered during TV this time for those children who are not interested in watching. Computer learning activities may not exceed 2 hours a day.

Smoking

SMOKING IS NOT PERMITTED ON THE SCHOOL GROUNDS!

Pets at the Center

The center may have small contained pet animals. Animals may be brought from home, on special occasions only, and should be pre-arranged in advance with the administrator.

Financial Responsibilities

Rates/Dues/Method of Payment

Each family will be billed at the beginning of the month services are billed in advance. Billings will be placed on the sign-in table, on the first day of each month. We request payment by the 5th of the month. Accounts that are unpaid by the 6th of each month will be assessed a \$30.00 late payment fee, and your child may be denied care.

PAST DUE ACCOUNTS

Any account over 30 days past due, with no prior arrangements for consultation with the program Administrator will be referred to a collection agency. A letter of warning will precede this procedure. Interest of 18% per year will be charged on the past due account.

ANNUAL REGISTRATION FEE

A registration fee of \$50.00 per child is due at the time of enrollment. This is an annual fee and will be billed to you yearly on your child's registration date. To withdraw your child from our program, a two week written notice is required, during which time you will continue to pay tuition.

Financial Assistance

Parents receiving financial assistance from the Municipality of Anchorage, Day Care Assistance Program/PASS II, PASS I/JOBS, CITC, OCS will be responsible for any difference between what the center charges and what is reimbursed by these programs.

Authorizations from these agencies are the parent's responsibility, and must be received by the 5th of the month.

Sibling Discounts

See rate Sheet

Health Policies

Immunizations & Physicals

Alaska state law requires each child to have immunization. The MOA requires each child to have a current physical exam prior to enrollment at Morning Star Christian School. Exams must be done by a certified nurse practitioner, physician's assistant or a physician. Regulations require a current shot record at the time of enrollment.

Illness Policy

We are concerned with the health and well being of all children and adults who have contact with your child throughout the day. Please keep children who are possibly infectious at home. The center will notify parents of all occurrences of communicable diseases or condition in the center.

Health policies and exclusion criteria are necessary to:

1. Decrease the risk of transmission of infection to other children or adults involved in the program.
2. Ensure that the ill child is cared for without neglecting the care of other in the group.

Illness / Exclusion Policy

The concern of the Center encompasses all areas of development: physical, social, emotional and intellectual. In an attempt to maintain the highest possible standards relating to the health and safety of the children enrolled at the Center, the following have been formulated to the staff and parents.

In the event a child becomes ill, he / she will be kept in the office, designated as the Sick Child Area and the parents will be called to pick up child . A cot will be provided for the child so that he / she can rest quietly and as comfortably as possible until the parents arrives. The child is closely monitored and appropriately supervised.

If the parents are not able to pick up the child, it is the parent's responsibility to identify to the Center of other person(s) who may pick up the child.

Temperatures

The Center's guidelines for sending children home with fever are based on an auxiliary temperature of 101.5 degrees F or more. If a child exhibits a temperature, they must be excluded from the center for a 24 hour period, or have a doctors not to return to the center.

Exclusion from the Center

Children will be excluded from the Center they exhibit the following symptoms:

1. Severe pain or discomfort particularly in joints, ears, or abdomen;
2. Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within 24 hours;
4. Severe coughing or sore throat;
5. Auxiliary temperature of 101.5 degrees F or more;

6. Yellow skin or eyes;
7. Red eyes with discharge;
8. Infected, untreated skin patches or lesions;
9. Difficult or rapid breathing;
10. Severe itching of body or scalp;
11. Skin rashes, excluding diaper rash, lasting more than one day;
12. Swollen joints;
13. Stiff neck;
14. Blood or puss from ear, skin,, urine or stool;
15. Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
16. Loss of appetite characterized by refusing all solids;
18. Symptoms which indicate any of the following:
 - A. Chicken Pox
 - B. Impetigo
 - C. Lice
 - D. Scabies
 - E. Step throat
19. Reportable communicable diseases.

The following must be reported to the Department of Health and Human Services, Child and Adult Program:

<u>RESPIRATORY</u>	<u>GASTROINTESTINAL</u>
Diphtheria	Giardiasis
German measles (rubella)	Hepatitis A
Haemophilus Influenza	Salmonellosis
Measles (rubeola)	Shigellosis
Bacterial meningitis	
Mumps	
Pertussis (whooping cough)	
Tuberculosis	
Meningococcal infection	

Children who have symptoms of an illness may be admitted to or remain in the Center only when there is written documentation from a licensed (or verbal with written follow- up) , stating that the child has been diagnosed and poses no serious health risk to the child or to the other children.

The Center will notify parents of all occurrences of, or exposure to, communicable diseases or conditions in the Center

by posting a written notice.

Symptoms for Exclusion of Staff from Centers and Homes

1. Gastrointestinal infections
2. Skin infections
3. Other communicable diseases
4. Temperature greater than 101 degrees F
5. Reportable communicable diseases as follows : Meningococcal Infection

Accident / Injury

In the event of an accident or injury that warrants the child home, the administrator or designee will perform the following procedures:

- The parents /guardian will be called at work.
- The parents / guardian will be called at home.
- Every effort will be made to locate the parents / guardian.
- The (2) two emergency numbers reported on the child's emergency card would be called.
- In the event the staff is unable to locate a parent / guardian or the two (2) emergency persons, they will use their discretion in contacting the child's doctor / clinic / hospital as listed in the enrollment information.
- The administrator or designee will obtain emergency medical treatment without specific parental consent in those cases where the illness / symptoms or injuries are such that there must not be delay in treatment.

If the child has a requires *EMERGENCY MEDICAL ATTENTION*, they will be taken to Providence Alaska Medical Center Emergency Room and the child's parents will be notified immediately.

An emergency requiring transportation of a child will be conducted according to the following procedure:

1. A call will be placed to 911.
2. Upon arrival at EMS, the child will be released to their care.
3. A teacher / director will accompany the child.
4. Emergency contact card will be taken with the child.
5. Parents will be notified of emergency procedure.

It is the responsibility of the parent / guardian to reimburse the Center for any expenses incurred as a result of emergency health / medical procedures undertaken on behalf of the child.

Allergies

The Center supports children's allergies and adjusts to special needs or requirements when possible as an advocate for children. Allergy Lists are being posted in every classroom so that teachers are aware of those children with allergies , and what they are.

Medication

Morning Star Christian School does not provide medications of any kind. Signed parental medical authorization forms are required for all medication, including over – the counter – meds. Staff will not administer any medication without specific authorization from the parents including times and doses to administered.

All medication are stored in safety latched – cabinets out of the reach of the children. Medications requiring refrigeration are stored in the baby room refrigerator, younger toddlers, refrigerator, and toddler's refrigerator. Only designated staff will be allowed to administer meds. All medications should be labeled according to child's name.

Non – prescription medications shall be in the original container with the original manufacturer's label intact. Over the counter medication such as Tylenol, shall be labeled with the child 's name and shall be given only at the dose , duration and method of administration specified on the manufacturer's label . Over – the- counter medication requires a written request by the parents in person, including the dosage and dosage intervals. Parent permission shall be submitted daily. Over –the –counter medication requires a physician's written order or verbal order with the follow – up if given for more than four consecutive days. Staff must never keep medication in their room without a current signed medication authorization form from the parent. If the parent permission has expired, put a note on the medication for the parent to take home.

All prescription medications must be in the original container with a prescription label including the child's name , name of the medication, dosage, dosage intervals, name of physician, and date the prescription was filled. A medication form must be completed for each medication. Medication will not be administered "as needed".

Nap Time: no admittance between 11: AM and 2:00PM

ONE blanket is to be provided for each child for nap time, if you child requires a pillow please a small one.

These will be sent home on Friday to be washed and returned the following Monday. Infants will sleep in cribs. Toddlers and older children will sleep on approved mats or cots. We ask that children do not come and/or go during nap time or lunch time (11:00 AM to 2:00 PM). These movements are disruptive to other children , and often cause staffing problems. Circumstances such as doctor's appointments are understood.

Nutrition/Meal Services

Morning time breakfast will be served from 8:30 to 9:15 AM. If you decide bring your child after 9:15AM make sure she/he already had breakfast. Lunch is serve 11:30-12:00p.m. Snack time is 2:00-3:00p.m. All meals are well planned and nutritiously balanced. Menus are posted weekly special treats may be brought in for snack time only.. If parents wish to celebrate a special events, please advise the staff in advance.

Meals are prepared on site by a qualified cook. Whole milk is provided with each meal for children up to 1 year of age. For children 2 years and older, fat free milk will be served with each meal, and is required by the food program to be served twice daily.

Morning Star has recently joined the Child Nutrition Services Program (CNS) in order to provide better food for your child's daily needs. We ask that no outside food be brought to the center, as all meals served meet the USDA Food Service nutritional requirements for your child. Outside food causes problems in the classrooms for staff and other children they often want what the other child has been allowed to bring , this may also create allergy issues. Thank you for your understanding regarding this issue. This program will be a great help in providing nutritious meals/snacks for our children. Every year we will give you a good program form to fill out to declare your family income eligibility.

Program

The first years of a child's life are the most formative. Children must be provided environments that foster healthy growth and development in all domains including social, emotional, cognitive, physical, and language development.

Supervision Plan

The Center enrolls children ranging in age from six weeks to seven years. MSCS is licensed for 79 children. During summer we have summer class with the age group of 6-7 years old.

All caregivers will know the location in their care at all times. MSCS complies with the MOA code AMC 16.55.320 in regards to supervision of children.

RATIOS: CHILDREN TO STAFF

PROGRAMS

APPROXIMATE AGES

STAFF/ CHILD RATIO

Infants	6 weeks -12 months	1:4
Younger Toddlers	12 months – 18 months	1:5
Toddlers	19 months – 35 months	1:6
Pre- school	36 months – 7 years	1:10

CONFIDENTIALITY POLICY

The professional staff at our Center maintains confidentiality of information about our children and our children's families. However, the Department of Health and Human Services, Child Care Licensing, may examine our children's files for determining compliance of the childcare licensing regulations.

The children's records, family situations, medical records, etc., are private confidential information. Our staff share this trust and should NEVER reveal such information to any authorized persons.

Infant Program

Parent's Reports

Parents have the opportunity to be informed daily about their infant's activities and to inform the staff of their child's needs. Each day, a report of you child's eating, sleeping, play and diapering activities will be

recorded. A copy can be made upon request.

Daily Schedule

In our infant program, we follow the schedule to sleep when they are tired & eat when they are hungry. Their diapers and clothing are changed when wet or soiled. Infants are also checked when they wake up and are removed from their crib.

Diapers and wipes are to be furnished by parents/guardians. If you choose not to use the centers brand of formula you will need to provide your own. After your child has advanced to the INFANT II area **bottles and pacifiers** are not allowed, please leave these and tippy cups in your car. Staff in INFANT I will do their best with your help to make this a smooth transition. Parents/guardians are then required to furnish an adequate amount of diapers / pull ups (per day 8 diapers).

Infant Daily Schedule

7:00 AM – Morning welcome/ breakfast
9:30 AM – Snack
10:30 AM – Outside Time/weather permitting
11:30 AM – Lunch
1:00 PM – Nap time
2:00 PM – Outside Time/weather permitting
3:00 PM – Snack
5:00 PM – Play Activities
6:30 PM – Closing

TODDLER PROGRAM

Infant II (young toddlers) Toddler I and Toddler II are not allowed ***bottles or pacifiers***. Children in these areas are very mobile and enjoy sharing things, this can cause much more illness for your child, please leave pacifiers and tippy cups in your care, under the food program we are not allowed outside containers in our refrigerators to prevent cross contamination.

Toddlers are routinely checked every two hours. Please bring an adequate of diapers/pull ups for your child. (average amount needed 8). The center will now charge \$2.00 for every diaper or pull up we have to provide. Training your Toddler, please advise your child's teacher when you want to start this process, however your child's teacher may also suggest to you that they think your child is ready for this process. Ask your child's teacher for suggestions at home, if you have not gone through this process before. All children must be potty trained prior to moving into the Pre School room.

The toddler years are a time when children challenge their own independence. They learn to dress themselves, use the bathroom, feed themselves, get along with others, and play independently.

Our program is designed to allow toddlers to develop their language, to practice small and large motor development skills, and to sample a wide variety of experiences and materials. Experiences will be provided through the use of play centers where age- appropriate materials that toddlers enjoy using will be placed, Example of this centers include the block center, manipulative center, art center, quiet area, book area, sensory play spaces, gross motor skills and the outdoor environment.

Parent's Report

Parents are informed of the activity patterns of their toddler through written reports and conversations with the teacher. Parents are encouraged to call the center at any time for an update on their child's day.

Toddlers Daily Schedule

7:00 AM – 8:15 AM - Morning welcome/ free choice
8:15 AM – 8:30 AM – Physical activity (running, exercising etc)
8:30 AM – 8:40 AM – Clean up, wash up, diapering, potty training
8:30 AM – 9:30 AM - Breakfast
9:30 AM – 9:40 AM – Circle time (Bible reading, books, singing and dance)
9:40 AM – 10:15 AM – Free Choice
10:15 AM – 10:45 AM – Outside play

10:45 AM – 11:30 AM - Clean up, wash up, diapering, potty training
11:30 AM – 12:00 PM – Lunch
12:00 PM – 12:30 PM - Clean up, wash up, diapering, potty training
12:30 PM – 1:45 PM – Nap time
1:45 PM – 2:10 PM – Wake, Clean up, wash up, diapering, potty training
2:10 PM – 2:30 PM – Snack time
2:30 PM – 3:00 PM – Outside time
3:00 PM – 3:20 PM - Clean up, wash up, diapering, potty training
3:20 PM – 3:50 PM – Free choice
3:50 PM – 4:30 PM – Physical activity
4:30 PM – 5:00 PM - Clean up, wash up, diapering, potty training
5:00 PM – 5:30 PM – Self-directed activities in play center
5:30 PM – 6:00 PM – Quiet activities
6:00 PM – 6:30 PM – Closing

Preschool Schedule

7:00 AM – 8:00 AM - Morning welcome/ free choice
8:00 AM – 8:45 AM – Sand/ water, music/ movement, story time, fine motor, art center, blocks, dramatic play, nature/ science, math
8:45 AM – 9:15 AM – Clean up, breakfast
9:15 AM – 9:30 AM – Reading center
9:30 AM – 9:45 AM – Circle time (Bible reading, books, singing and dance)

9:45 AM – 10:45 AM – Sand/ water, music/ movement, story time, fine motor, art center, blocks, dramatic play, nature/ science, math
10:45 AM – 11:20 AM – Outside play
11:20 AM – 11:30 AM - Clean up, wash up
11:30 AM – 12:00 PM – Lunch
12:00 PM – 1:45 PM - Nap time
1:45 PM – 2:30 PM – Story time, fine motor, art center, blocks, dramatic play
2:30 PM – 3:00 PM – Snack time
3:00 PM – 3:30 PM – Outside play
3:30 PM – 4:15 PM – Story time, music, finger play
4:15 PM – 5:00 PM – Free choice
5:00 PM – 5:45 PM – Quiet activities
5:45 PM – 6:30 PM – Closing

Parent Report

The Preschool Program will provide learning activities that are appropriate for each age group. We will encourage the children to develop language skill through conversation, stories, word games, visual aids, as well as through seeing written works, numbers, charts and books.

We will help the children to develop practical understanding of math through counting, measuring, comparing size, weight, shape, grouping, estimating, etc.

We will help the children to develop large and small muscle coordination and physical skills through using games, puzzles, tools, paint, clay, crayons and other manipulative equipment; such as through building, carrying, climbing, lifting pushing, balancing, swinging, running, jump.

We will teach the children about living things, through observation, caring for and talking about plants and animals, "God saw all that He had made, and it was good..."

We will help the children discover how things work - floating, sinking, balancing, friction, wheels, inclined planes, pulleys, magnets, evaporation, boiling, melting, freezing, weighting, and condensation.

We will make a variety of art experiences available, such as rhythms and music, color and pictures, and dramatic play.

We will model and discuss appropriate, safe, and healthy ways of living.

Our day will be broken into four types of learning: Free Play, Structured, Activities, Large Group and Small Activities.

I acknowledge that I have received, understand and agree to the Morning Star Parent Policies and Procedures

Parent Signature _____ Date _____

Morning Star Christian School
8220 Briarwood Street
Anchorage, Alaska 99518
Tel. (907) 522-9034, Fax (907) 344-3182

Fees and Charges

Effective September 1, 2008

Registration Fee..... \$50.00

Age of children	Full-time Monthly	Part time Monthly	Full-time Daily	Part-time Daily	Hourly
6 weeks to 18 month	\$ 774.00	\$ 465.00	\$ 46.00	\$ 28.00	\$ 5.75
19 months to 36 months	\$ 710.00	\$ 426.00	\$ 43.00	\$ 26.00	\$ 5.25
37 months to 5 years	\$ 645.00	\$ 387.00	\$ 39.00	\$ 23.00	\$ 4.75
School Age	\$ 594.00	\$ 356.00	\$ 36.00	\$ 21.00	\$ 4.50

- **Payments are due by the 5th of each month. If not paid by the 6th, a \$30.00 late payment will be added to your account.**
- **There is a \$30.00 charge for all NSF checks.**
- **If your child is in our child care for more than 10 hours a day, we will charge an overtime fee of \$10.00 per hour.**
- **If your child is picked up after 6:30pm, there is a charge of \$1.00 per minute.**