



MT. OLIVE LUTHERAN
PRESCHOOL

PARENT HANDBOOK

November 2024

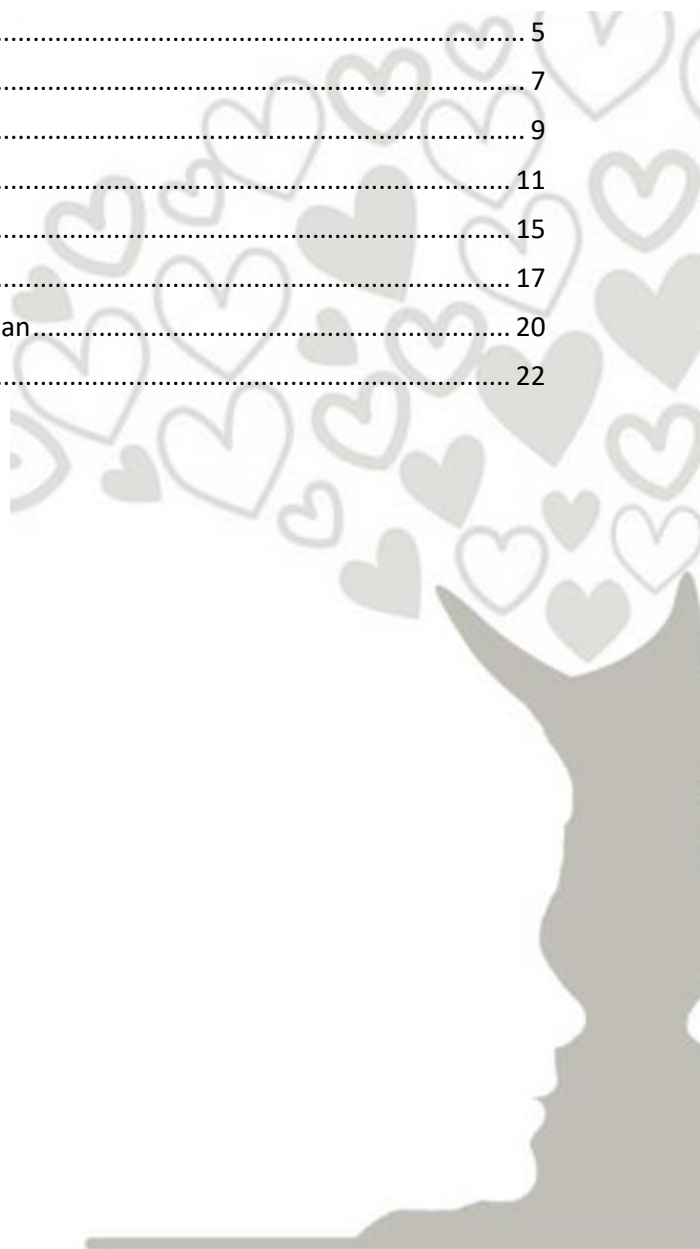
Mt. Olive Lutheran Preschool
10408 Hwy 290 West
Austin, TX 78736
Federal Tax ID #74-2025774

Preschool Director: Brandy Segó
Associate Director: Brooke Kizer
Preschool Office: 512-288-2330
Email: preschool@connectwithjesus.org
Website: <https://mtolivepreschool.org>

All forms referenced in this handbook may be found
online at <https://mtolivepreschool.org/documents/>

Table of Contents

1.	Welcome	1
2.	Mt. Olive Lutheran Preschool Vision.....	2
3.	Preschool Information	3
4.	Registration and Enrollment	4
5.	Tuition	5
6.	Attendance.....	7
7.	Health and Wellness Policies	9
8.	Communication Policies.....	11
9.	Clothing/Dress Code	15
10.	Miscellaneous Information and Policies	17
11.	Mt. Olive Lutheran Preschool Emergency Preparedness Plan.....	20
12.	Temperature/Weather Guidelines.....	22



1. Welcome

Welcome to Mt. Olive Lutheran Preschool and thank you for sharing your children with us! This handbook will provide you with important information about our preschool. Please take the time to familiarize yourself with the policies and procedures in the handbook. Feel free to contact us with any questions.

Upon review of the Mt. Olive Lutheran Preschool Parent Handbook, all required forms must be completed and returned to the preschool within the specified time, or your child may be unable to return to school. The term parent includes legal parent or legal guardian, as applicable, within this Parent Handbook.

Mt. Olive Church

Mt. Olive Lutheran Preschool is part of the mission and ministry of Mt. Olive Church. Students and their families are invited and encouraged to participate in all activities, fellowship and worship opportunities provided at Mt. Olive. Children's ministry opportunities are available throughout the year.

Jason Wallingsford, Pastor
Melissa Robertson, Office Manager
Church Office: 512-288-2370
Email: info@connectwithjesus.org
Website: <https://mtoliveaustin.org>
Facebook or Instagram: @mtoliveaustin
Twitter: @MtOliveAustin

Church Worship Times

- 8:30 am Traditional Service
- 10:30 am Contemporary Service



2. Mt. Olive Lutheran Preschool Vision

Preschool Vision Statement

At Mt. Olive Lutheran Preschool we know that each child is an individual and a child of God. Our focus will be student-centered to create an environment where all can grow in faith and their love of Jesus through a Lutheran Education, while developing the tools needed to be successful, lifelong learners.

Preschool Goals

- Provide children with a Christian education.
- Bring families together.
- Help them develop a positive self-concept.
- Help children develop a sense of sharing, caring, and kindness.
- Encourage children to think, reason, question, and experiment.
- Encourage children's language and physical development.
- Encourage good health practices and safety awareness.
- Encourage creative expression through art, music, and movement.
- Play, have fun, and make friends.

Preschool Philosophy

We believe that sharing the love of Jesus with each child is the most important thing we can do each day. We will provide a safe and loving environment for students to learn and explore. Our dedicated teachers work diligently to make learning experiences engaging and fun!

Preschool Core Values

Faith

At Mt. Olive Lutheran Preschool, children learn about God's power, love, and promises that is implemented in the classroom in everyday activities, Bible stories, and illustrations.

Family

At Mt. Olive, we consider your family to be a part of our family. We strive to provide a loving and caring environment for children and families.

Friendship

At Mt. Olive, children learn to make friends and play together. Taking turns, sharing, and using kind words are important social skills that children learn and practice in preschool.

FUN-damentals

Preschool is meant to be FUN. Children learn through play and exploration and have daily opportunities for both at Mt. Olive. By focusing on social as well as academic readiness, children leave Mt. Olive prepared for the school environment ahead of them. Our program teaches literacy, math, science, social studies, social-emotional connections, STEAM, assessment, and family engagement for further academic success.

3. Preschool Information

School Session

Mt. Olive Lutheran Preschool operates its own school year [calendar](#), but is coordinated in close conjunction with the Dripping Springs ISD school calendar. A school calendar will be issued at the start of the fall semester with a summer calendar being available in February.

Family Events

Meet the Teacher Open House, Thanksgiving Feast, Christmas program, Holiday parties, End of Year Celebration

School Hours and Days of Attendance

Mt. Olive Lutheran Preschool offers Monday through Friday options

Full Time w/Before and After Care	Full Time School Day only	Half Day School Day only
M-F 7:00 - 6:00	M-F 8:00 - 3:30	M-F 8:00 - 12:30

4. Registration and Enrollment

Registration

Mt. Olive Lutheran Preschool offers classes for children ages 2 years - 5 years (PreK – Kinder Bridge). We admit children on a space available basis without regard to race, gender, national or ethnic origin or religion. New students will be interviewed prior to admittance. Priority registration is given to students who are currently enrolled, siblings of currently enrolled students, and church members. There is a NON-REFUNDABLE \$350 per student registration fee.

Enrollment

All families are asked to thoroughly read the Parent Handbook prior to enrolling their child and contact us with any questions. The following are necessary for enrollment:

- Completion of the [Enrollment Form](#) and all other applicable [forms](#);
- Completion of the [Student Information Form](#);
- Current immunization record with child's name and date of birth;
- [Medical Documentation Form](#) signed by child's physician;
- Completion of an [Allergy Alert](#), if warranted;
- Payment of Registration and Supply Fee (annual, non-refundable fee);
- Confirmation of class placement by the director or designee; and
- Prorated tuition, if applicable (start of school year only).

All completed forms and records must be turned in prior to attendance at Mt. Olive Lutheran Preschool and must be updated annually. Enrollment is not considered final until notification is received by the preschool's director or designee that all paperwork and fees have been collected, the [Enrollment Agreement](#) has been signed. Mt. Olive Lutheran Preschool does NOT accept drop-in enrollment.

Classroom Placement

Children are placed in classes based on their age as of September 1. *While each classroom had been designed with a specific age group in mind, each child will be placed in the class that best meets the needs of the child.*

5. Tuition

Tuition Policies

- **Tuition Structure**
 - Tuition is calculated on an annual basis and divided into 12 equal monthly payments.
 - This 12-month period includes the academic year and any additional summer sessions or breaks.
- **Payment Schedule**
 - Tuition payments are due on the 1st of each month.
 - Payments can be made via BrightWheel direct bank transfer, check, or cash.
 - A late fee of \$50 will be applied to payments received more than 5 days after the due date and \$5 for every day it's late unless other arrangements have been made with the office.
 - Tuition payments returned for insufficient funds will be assessed a \$50 fee plus daily late fees of \$5 a day.
- **Enrollment and Commitment**
 - By enrolling your child, you are committing to the **full 12-month program**.
- **Refunds and Credits**
 - Tuition is non-refundable.
 - No refunds or credits will be issued for absences, holidays, or school closures due to inclement weather or other unforeseen circumstances.
- **Additional Fees**
 - Additional fees for materials, field trips, or extracurricular activities are not included in the monthly tuition and will be billed separately.
- **Changes to Tuition Policy**
 - The institution reserves the right to adjust the tuition rates and policies annually.
 - Parents will be notified of any changes at least 60 days in advance.
- **Communication**
 - For any questions or concerns regarding tuition, please contact the office at (512) 288-2330.
 - [A copy of this policy](#) can be found on the Preschool website.

Tuition Rates

2024-2025 Monthly Tuition			
	7am-6pm	8am-3:30am	8am-12:30pm
M-F	\$1,365	\$1,103	\$840

Tuition Payment Options

There are several options for making tuition payments. Tuition payments are due on the 1st of the month and considered late after the 5th of the month.

- **Payment by Check**
Checks may be made payable to Mt. Olive Lutheran Preschool and placed in the tuition drop box outside of the director's office.
- **Payment by Cash**
Cash payments should be in a sealed envelope labeled with the child or family's name and place in the tuition drop box outside of the director's office.
- **Online Bill Pay**
Payments may be sent via your bank's online bill payment system payable to Mt. Olive Lutheran Preschool (not church) so that payments get posted correctly.
- **Automatic Tuition Withdrawal**
Payments may be set up to automatically draft from your bank account. Payments draw from accounts on the 5th of each month. An [automated tuition withdrawal authorization form](#) must be completed and returned with a voided check from the account to be drafted. Changes or additions to your draft will require signed authorization.

6. Attendance

Absence

If a student will be absent from school, notification to the teacher or director is required in advance to the extent possible for planning purposes. If a student is absent on a particular day due to illness, etc., please notify the office or your student's teacher through Brightwheel.

Notification of Changes in Enrollment

Thirty-day written notification is required for changes in student enrollment (i.e., increase or decrease in days per week or length of days attended). A late notice change fee of \$50 will be charged for changes made without prior 30-day notice.

Late Drop Offs

We know there may be an occasional reason in which late drop off must occur (e.g., morning appointments), however, it is important to maintain routine in the classroom and the school, so we ask that you arrive **no later than 8:30am**.

If there are extenuating circumstances, please contact the Director.

Late Pick-Ups

For the preservation of naptime and for maintaining proper student/teacher ratios, picking up on time is of the utmost importance. Each child is to be picked up no later than the agreed upon pick-up time for which the child is registered (i.e., 12:30pm, 3:30pm, or 6:00pm).

A fee for late pick up will be assessed for pick up after these times. On inclement weather days, or when the child becomes ill at school, the child must be picked up **within one hour of notification**. Time is recorded from the atomic clock in the foyer.

Each family will be given one "grace day" per month. A grace day will be afforded as long as the parent arrives within five minutes of the scheduled pick-up time. Parents will be notified when the grace day has been used.

A late fee will be assessed when:

- A Grace Day for the month has been used, or
- The parent is 5 minutes late or later.

Late Pick-Up Fees will be invoiced as follows:

- First 5 minutes = \$10
- Each additional minute = \$1

Inclement Weather

Mt Olive reserves the right to make their own decisions concerning weather related cancellations and delays but will, in general, follow these guidelines.

Mt. Olive Lutheran Preschool will follow Dripping Springs ISD for inclement weather (i.e., ice, snow, flooding, or other severe weather conditions) closures or delays. Parents are encouraged to monitor local media outlets for DSISD inclement weather announcements; however, parents will be notified through Brightwheel of closures or delays.

Procedures for Release of Children

Mt. Olive Lutheran Preschool will not release a student to anyone who is not listed on the enrollment paperwork on file. If someone other than the routine person(s) should need to pick up a student, the parent must provide notice in writing to the preschool, stating the person's name. The person will be asked to present his/her driver's license for identification before the child is released. If an emergency situation should occur during the day, and prior written notice was not given, a parent should call the school office and give notice to the director or teacher.

7. Health and Wellness Policies

Medication

Medication may be administered to a student under the following conditions:

- The parent completes the medication chart in the office, including signature.
- Medication must be in the original container, labeled with child's name, date and physician's name (if prescription), and directions to administer.
- Over-the-counter medication that states "UNDER PHYSICIAN'S DIRECTION" for specific ages cannot be administered without a note from the child's physician.
- Over-the-counter medication that states "DO NOT ADMINISTER" for certain ages cannot be administered by preschool staff even with a physician's note. Parents may come to the school to administer such medication to their child, if necessary.

TB Tests

Students of the preschool are NOT required to have a TB test for admittance; however, it is recommended for children whose families travel extensively abroad.

Immunizations

Mt. Olive Lutheran Preschool requires students to be fully immunized according to the Texas Department of State Health Services schedule. The state requires all records be on file with our preschool within one week of the admission date and must be signed by a healthcare professional who has examined the child within the past year. Please visit <https://www.dshs.texas.gov/immunize/> for current immunization requirements for Texas child care centers.

Hearing/Vision Screening

All children 4 years and older are required by the state to complete a vision and hearing screening with numeric results. Please obtain a copy of these screenings from your physician. Parents must submit the report from this screening to the preschool within one week of the child's start date, or the child will not be admitted to school. For children that will turn 4 after their initial start date, it is the parent's responsibility to make sure this screening is completed, and that the preschool has a report on file within one week of the child's 4th birthday.

Illness and Exclusion

In accordance with the Texas Health and Human Services Commission Minimum Standards for Child Care Centers, Mt. Olive Lutheran Preschool observes and enforces the following [Illness and Exclusion Policy](#). A child will be excluded from care in the following circumstances:

1. The illness prevents the child from participating comfortably in the classroom activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. The child has any of the following:

- a. Oral temperature of 100 degrees Fahrenheit (F) or greater or forehead temperature of 100 degrees F or greater.
- b. Uncontrollable diarrhea or two or more episodes of vomiting in 24 hours.
- c. Any other symptoms of serious illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, or behavior changes.
- d. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is not contagious.

In the event a child becomes ill at school, the child will be excluded from the classroom. The parent will be contacted and should come immediately to pick up the child. When called to pick up a child due to illness that occurs during the school day, parents must pick up their sick child **within one hour of notification** or be subject to late pick-up policy and fees. COVID protocols enacted by federal, state, or local officials, or Mt. Olive's governance board supersede policies/timelines and symptoms listed in this policy.

The student is not permitted to return to school until he/she is free of fever, diarrhea, or vomiting for 24 hours WITHOUT medications.

The best way to prevent the spread of illness at the preschool is for sick children to stay home until they are completely well. Full cooperation of all parents is required for the preschool to maintain a healthy environment.

Procedures for Medical Emergencies

In the event of a medical emergency, Mt. Olive staff will seek to ensure the safety of the child first. Should the emergency require professional attention, 911 will be called. Parents will be contacted immediately in the event of an emergency. If neither parent can be reached the emergency contacts listed in the [Enrollment Form](#) will be contacted.

8. Communication Policies

Parent Notification/Communication

It is the desire of the preschool to keep in close communication with the parents and families of their students. The following avenues will be used to keep parents aware of events, needs, policy changes, classroom updates, etc. within the preschool.

- Brightwheel
- Go Home Folders
- Parent-teacher conferences
- Special programs and events

Parent-Teacher Conferences

Formal conferences are offered bi-annually during the preschool's academic calendar to allow teachers and parents to discuss the child's developmental progress in the classroom. Formal conference dates are posted on the annual calendar. Parents will be notified to sign up for a specific meeting time with their child's teacher. Parents and teachers may request conferences throughout the school year should concerns arise.

Discipline and Guidance

Discipline and guidance will always focus on the love and forgiveness we share toward one another as children of God. Each teacher will have their own classroom behavior system within their class. Teachers will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

A parent will be asked to cooperate with the teacher in reinforcing appropriate behavior. If the inappropriate behavior continues (e.g., biting, hitting, hurting others, persistent non-compliance with rules, etc.), the parent may be asked to pick up the child from preschool. Mt. Olive Lutheran Preschool reserves the right to dismiss from its program any child who is a threat to the safety of him or herself, another child, or staff member. Parents must sign the [Discipline and Guidance Policy Form](#) acknowledging this policy.

Biting Policy

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child, "We do not bite," And ask them to check in with the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.

Moving forward:

The child will be shadowed to help prevent any biting incidents. The child will be observed by the teachers to determine what is causing the child to bite (teething, communication, frustration, etc.) The child will be given positive attention and approval for positive behavior.

When biting continues:

1. If a child inflicts 2 bites in a one-week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.
3. If the child again inflicts 2 bites in a one-week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting, we will go back to step one if the child bites again. If a child bites twice in a 1-hour period, the child will be required to be picked up from preschool for the remainder of the day.

Suspension / Dismissal

Verbal and physical aggression, excessive biting, or continued misconduct will not be tolerated at Mt Olive. When necessary, the parents of the child will be contacted, and a meeting will be held with teachers/parents/director(s) to plan how to best meet the needs of the child in the school environment. If a problem persists, termination of enrollment may be necessary after all other efforts have been exhausted.

In the event of any major or continuing conflict with a family or child, Mt. Olive reserves the right to suspend enrollment for the current year and/or refuse registration for any subsequent year.

If Mt. Olive is unable to serve your family as intended, a meeting will be held to determine the best way we can come alongside your family and determine a solution; however, if deemed necessary, Mt Olive reserves the right to terminate enrollment for any reason. In this instance, Mt. Olive would refund a prorated amount of the refundable tuition. Registration and deposit are not refundable.

Adjustment / Adaptation Period

It is reasonable and expected that children may have difficulty adjusting to a new environment at the beginning of the school year, thus displaying increased negative behavior. However, students will be expected to acclimate and comply with age-appropriate Mt Olive guidelines as established in the classroom/school policies. Students with notable needs and/or additional behavior concerns will be evaluated on a case-by-case basis. While our staff are trained in child development and how to educate each child in a successful and professional manner, certain needs require more stringent care and expertise than our resources allow for. These needs can be better addressed by private or public school personnel who are experts in their field.

Lunches and Snacks

All students should bring their own lunch and drink from home. The lunch and drink should be kept in a container that does not require refrigeration. Lunch items can be kept cold with an ice pack in the child's lunch box. **Students should bring a water bottle each day.** Students may bring items that need to be warmed up in a microwave. We ask that the items be kept to those that only need warming for one minute or less. Please include your child's name on all lunch boxes and water bottles.

The preschool provides morning and afternoon snacks daily for all students.

The preschool will have Pizza Day every Friday.

Parent Volunteers

Our teachers enjoy and appreciate parent volunteers and involvement. A sign-up sheet will be available during the Meet the Teacher event at the beginning of the school year and throughout the year prior to scheduled events (e.g., holiday parties, egg hunt, Thanksgiving feast, etc.). If you would like to bring a special treat for your child's birthday, please let the teacher know in advance. Check with your child's teacher to ensure that there are no allergies in the classroom that prevent serving certain foods. Birthday invitations may only be sent out in the classroom if the entire class gets invited.

Water Activities

Children will have the opportunity to participate in water activities throughout the year. These activities include sprinklers and squirt bottles, among other activities. The activities do not include wading pools, pools, or any type of activity where the child will be submerged in water. Parents will always be notified of water activity days in advance and have the option to keep their child at home on these designated days.

Animals and Pets

For safety and health reasons, Mt. Olive Lutheran Preschool will not have classroom pets, with the exception of fish tanks. If a child wishes to bring his/her pet to class to show to classmates, the parent should seek prior approval from the director.

9. Clothing/Dress Code

Mt. Olive Lutheran Preschool has implemented a uniform dress code. Each student will be required to wear a uniform every day. ****Only the Mt Olive Lutheran Preschool logo is permitted. No other logos are acceptable on shirts, sweatshirts, or vests.**

Our Dress Code General Guidelines are as follows:

Girls

On Bottom

- Khaki shorts, skorts, pants, jumper
- Plaid skirts, skorts, and jumpers (French Toast/Land's End)
- Girls should wear sport shorts under jumpers and skirts and tights must be worn when the weather turns cold.

On Top

- Maroon, gray or white short/long sleeve Mt. Olive Lutheran Preschool polo
- Plaid (French Toast/Land's End) Maroon or gray vest
- Maroon or gray Mt. Olive Lutheran Preschool crewneck sweatshirt
- Maroon, gray, or white button up sweater
- Hair must be clean, brushed, and out of the child's face

Boys

On Bottom

- Khaki shorts or pants

On Top

- Maroon, gray, or white short/long sleeve Mt. Olive Lutheran Preschool polo
- Plaid (French Toast/Land's End) maroon or gray vest
- Maroon or gray Mt. Olive Lutheran Preschool crewneck sweatshirt
- Hair must be neat and clean. The hair must be cut so as to not extend below the top of the shirt collar or the top of the eyebrows and side burns and/or hair style may not extend below the bottom of the earlobe. No rubber bands, headbands, or other items to hold hair are to be worn in the hair

Shoes

Closed toe shoes and socks are required every day. No sandals, crocks, or flip-flops

Gym shirts

Students will participate in gym class once a week and will wear a Mt. Olive gym shirt with gray gym shorts and tennis shoes. Gym shirts will be provided by the school.

Extra Clothing

Each student is required to keep a complete uniform, including underwear and socks, in a labeled Zip-lock bag in their backpack. All uniforms should be labeled with your child's last name including sweatshirts, jackets, and coats.

Outside Play

Outside play is offered daily, weather permitting, and encouraged to develop gross motor skills. On rainy days, alternative physical activities will be provided indoors. Please send your child with a coat, hat, and gloves for cold weather. Sunscreen and/or insect repellent should be applied by the parent before arrival to the preschool at the discretion of the parent.

Potty Training

For all children aged 3 or over by September 1, being potty trained is required. All children at this age should recognize and communicate with their teacher when they need to use the restroom. Children must also be able to manipulate their clothing, unfasten and remove clothing to use the restroom and clean themselves with little to no assistance. Belts are not recommended since they can be hard for students to manipulate. We encourage parents to continue practicing appropriate toilet training at home.

10. Miscellaneous Information and Policies

Recess and Playground Safety Guidelines

As required by the Texas Health and Human Services Commission, it is necessary to inform parents of our [Playground Safety Guidelines](#) for transporting children to our outdoor playground. The playground is located on the east side of the building and is a fenced area. Our playground meets all safety guidelines as required by state guidelines. Entrance to the playground from Classrooms 1 and 2 (2s classrooms) is obtained directly from those rooms. Entrance from all other rooms is obtained by exiting the school building. The 3s classes exit from their classroom's exterior doors at the front and rear of the building and walk on the sidewalks in front and in back of the building to reach the playground. The Pre-K classes exit from their exterior doors on the south side of the building and walk along the sidewalk to the south entrance of the playground. The gates to the playground are kept closed while children are present. The children are not required to walk in the street or parking area in order to reach the playground. Children are supervised by staff members at all times while moving to and from the playground area.

Rest Time/Nap Time

In compliance with State Licensing requirements, all students in our care for 5 or more hours must rest/nap for one hour after lunch. All classes will participate in a quiet activity time after lunch. Licensing does not permit children to sleep more than three hours. Parents will be asked to provide a resting mat for their student. Lovies, stuffed animals, blankets, and other cuddle items are not to be brought to school.

Toys and Personal Belongings

Toys and stuffed animals should not be brought to school. These items can get lost or broken, and often cause a disagreement among the children. Classroom show-and-tell days will be scheduled periodically so children can bring toys from home. All belongings from home should be labeled with your child's name.

Child Abuse and Neglect

Keeping children safe is of the utmost priority. All employees are required to obtain annual training in the following areas:

- Recognizing the signs of child abuse and neglect.
- Shaken Baby Syndrome, SIDS, and Understanding Early Childhood Brain Development (for teachers of children aged 24 months or younger).

In accordance with Texas Family Code Section 261, preschool staff are required to report any suspected cases of child abuse or neglect to the Texas Department of Family and Protective Service and local or state law enforcement.

Information for parents to increase awareness of issues regarding child abuse and neglect as well as warning signs is posted on the bulletin board in the Preschool foyer. As a parent, you may report a case of child abuse by calling 1-800-252-5400 or reporting online at txabusehotline.org.

Open Door Policy

At Mt. Olive Lutheran Preschool, we believe that offering the best environment for children requires a team effort between administration, teachers, and parents. Parents should feel welcome to address any issues or concerns about the preschool with the director, teacher, or member of the Mt. Olive governance board. This can be done by phone, email or in person. Parents are welcome to observe their child at any time during the hours of preschool operation unless health and safety protocols temporarily prevent the observation. We ask parents to do so in a manner that provides the least amount of distraction and disruption to the regular class routine and the students. If parents know in advance they would like to observe, it is always helpful to let the teacher know. Parents are encouraged to be a part of their child's classroom. There are numerous ways parents can be of assistance and get involved. Parents are encouraged to check with their child's teacher to find the most convenient and effective ways to be a part of the classroom activities.

Parents can contact their child's teacher through the Brightwheel app. Teachers may not be able to answer right away, so any immediate questions, concerns, or messages should be directed to the preschool office.

Parents are also welcome to review a copy of the Minimum Standards Requirements for Licensed Child Care Facilities at any time. A copy of this document is available in the preschool office. The most recent copy of the school's Licensing Inspection Report is always available for review and can be found on the bulletin board in the hallway.

For information of child care licensing call 1-800-862-5252 or visit the website at dfps.state.tx.us/child_care/.

Assumption of Risk, Waiver of Liability

Injuries can and may occur in any activity involving height and/or motion. Being fully aware of these dangers, the parent voluntarily consent to the persons participating in all programs at Mt. Olive Lutheran Preschool. Parents on their own behalf, and the behalf of the child and respective heirs, administrators, executors, and successors hereby covenant to sue and forever release Mt. Olive Lutheran Preschool, its officers, directors, employees, or other representatives, whether paid or volunteer, from all liability for any and all damages or injuries suffered the student/ child/participant while under the instruction, supervision or control of Mt. Olive Lutheran Preschool.

Staff Training and Professional Development

Each staff member receives training annually following the State Licensing & Regulation Guidelines and Requirements. All staff are certified in CPR and first aid and have completed an FBI background check.

Gang-Free Zone

Pursuant to House Bill 2086 and Chapter 42 of the Texas Human Resources Code which includes Section 42.064, the preschool is required to inform parents that a gang-free zone exists within 1000 feet of our facility. Any gang-related or criminal activity or engaging in organized criminal activity within 1000 feet of our facility is a violation of law and is subject to increased penalty under state law.

Firearms and Weapons

At no time is any person permitted to carry any type of firearm, ammunition and/or weapons in the preschool wing of the church campus for any reason, other than law enforcement officers commissioned by the state of Texas. If required, persons will be asked to secure any weapons before entering the facility, regardless of a valid permit to carry such weapon.

Photo and Video Policy

Mt. Olive may take photos or videos of the children during their daily activities. These photos or videos are used for student portfolios, parent education, for classroom and hall displays, to provide the parents with memorabilia highlighting the child's year or other such instances as described in the [Photography and Video Release Form](#). In some instances, photos or videos may be used for promotional purposes on the Mt. Olive website or social media platforms. If you prefer that your child's picture NOT be used, you must indicate that you do not give permission in writing on the aforementioned release form which you receive as part of your enrollment. Children will never be identified by name in photos or videos used on the website or in marketing materials. Contact the preschool office if you are unsure what photo permissions you have provided for your child.

Breastfeeding

Mothers have the right to breastfeed and may bring breast milk for their children while in care. Mt. Olive offers comfortable options for mothers to breastfeed. Please contact the director or your child's teacher for additional information.

Exceptions to Preschool Policies

Any exceptions to the policies within this handbook must be approved by the Mt. Olive governance board.

11. Mt. Olive Lutheran Preschool Emergency Preparedness Plan

Evacuation Plan

1. Fire alarm sounds or notification of need to evacuate is given.
2. Immediately exit the building through the primary exit route from classroom.
3. Teachers check to see all students are gathered and count the number of students.
4. Proceed outside to front parking lot or grassy area behind building
5. Teachers count students to ensure all students are still gathered together.
6. Everyone remains in parking lot or in grassy area until notified that it is safe to return to building.

Guidelines for Staff

1. Learn the escape routes to the exits.
2. Follow instructions of the designated staff in charge (director or designee).
3. Count children in your supervision.
4. Leave immediately. Do not stop for any reason.
5. Count children in your supervision again after reaching evacuation area.
6. Stay at the assembly point until released.
7. Treat any fire alarm as the real thing.

Accounting for Children

1. Count children present before and after evacuation.
2. Bring the attendance sheet for that day and parent contact information.
3. Check off those present.
4. If someone is missing, inform the fire department.

Responsibilities for Designated Staff in Charge

1. Survey area carefully ensure all staff and children have evacuated.
2. Be the last one to leave your area.
3. Director will be in charge. In the absence of a director, an administrator will be designated. Any teacher may serve in the role of an administrator in the event of an emergency in the absence or inability of the director or their designee.

Severe Weather

When a Tornado Warning is issued

1. Go immediately to the hallway by the restrooms.
2. Take a flashlight.
3. Sit facing the wall with small children on the inside.
4. If you are outside, go immediately into the building to the assigned area.

After the Tornado passes

1. Watch for debris and fallen power lines. Stay away from damaged areas. Use a flashlight if needed.
2. Listen for information/instructions from designated school officials.

Alternate Shelter

- In the event that children and staff must relocate to an alternate shelter, Stonebridge Health Center, 11127 Circle Dr., Austin, TX 78736, 512-288-8844, will be the alternate shelter.
- Children and staff will walk on the path between Mt. Olive and Stonebridge to get to the alternate shelter.

Communication

- In the event of an emergency, staff will **call 911 for Police, Fire or EMS.**
- The telephone number for Austin/Travis County Health and Human Services Department is 512-972-5600.
- The telephone number at **Mt. Olive Lutheran Preschool is 512-288-2330.**
- Parents will be immediately and without undue delay notified by Brightwheel of early school closures due to inclement weather or another emergency.

12. Temperature/Weather Guidelines

Cold Weather Guidelines

On school days when there is excessively cold weather, the following procedure will be used for determining whether students can participate in outdoor activities, including recess and physical education.

- The wind chill factor is considered when determining whether outdoor activities are appropriate.
- The recommended temperature to allow students to be outside for recess and physical education is 40 degrees Fahrenheit or above, including the wind chill factor.
- If campus staff determine a student does not have sufficient warm clothing for outdoor activities, the student should be excused from the activity

Hot Weather Guidelines

On school days when there is excessively hot weather, the following procedure will be used for determining whether students can participate in outdoor activities, including recess and physical education.

- The heat index is considered when determining whether outdoor activities are appropriate.
- Students will not have outdoor recess or physical education classes when the temperature or heat index is greater than 100 degrees Fahrenheit.
- On days when the temperature is 85 degrees or greater, the Director or designee will determine whether outdoor activities will take place based on the heat index.