



**2023 - 2024**

Mission Lutheran School  
24360 Yosemite Road  
Laguna Niguel, CA 92677  
(949) 643-8311

[www.missionlutheranschool.com](http://www.missionlutheranschool.com)

**DIRECTOR: CATHY ESTANISLAU**

**PASTOR: BILL SNYDER**

**FACILITY NUMBER: 300606456**

**PARENT  
HANDBOOK**

# PHILOSOPHY

1. We believe that children are heavenly gifts from God.
2. We believe that each child is unique and has special gifts and talents.
3. We know that children love to learn and learn best by "doing".
4. We know that children thrive and grow through meaningful praise.
5. We know that children like consistency and knowing what comes next.
6. We believe that the children and families who become part of our school program have been guided by God to have a mutually beneficial experience.

Our school curriculum is based on our beliefs; therefore, we commit to:

1. Cherishing each child and his or her family.
2. Getting to know each child individually and devising a curriculum plan in which each child can "shine".
3. Giving each child lots of time to explore and discover how things work through hands on experience.
4. Giving each child meaningful praise for "trying" to make good choices, and for being a good friend.
5. Having a consistent daily and weekly schedule to help your child feel safe and secure.
6. Always keeping Christ at the center of our lives, our workplace, and our interactions with our school families and allowing Christ to guide and direct our ministry here at Mission Lutheran.

# MLS PARENT COMMITTEE AND STAFF

## MLS Parent Committee

Cathy Estanislau - School Director

Bill Snyder - Pastor

Jessie Stevens - President

Kim Maag - Secretary

Jeannie Scharetg/Jessica Sweeten - Staff Relations

Raleigh Wilson/Tiffany Baird - Fundraising Coordinators

Lauren Perle/Madison Bettis - Volunteer Coordinators

Brooke Luong - Member at Large

## Staff

Cathy Estanislau - School Director

Cristin Sorenson - Administrator / Student Services

Kelly Ingling -Office Administrator / Mentor Teacher

Jodi Miele - Administrative Assistant / Behavior Analyst

Mary Lawson - Kindergarten / TK Teacher / Curriculum Coordinator

Sarah Krugh - Kindergarten / TK Teacher

Kathy Wilson - TK Teacher

Connie Meckel - TK Teacher

Lisa Bruce - Pre-K Teacher

Kathy Brown - Pre-K Teacher

Patrice Bennett - Pre-K Teacher

Ursi Munoz - Preschool Teacher

Stephanie Dodge - Preschool Teacher

Lynn Smith - Preschool Teacher

Wendy Phillips - Preschool Teacher

Cherie Crane - Motor Development / Music Teacher

Emily Spencer - Teacher Assistant

Christina Tortomasi - Teacher Assistant

Crystal Freeman - Teacher Assistant

Deb McGowan - Kindergarten Music Teacher

# HALF DAY / FULL DAY

HALF-DAY MORNING students' arrival 8:15am - 8:30am.

HALF-DAY AFTERNOON students' arrival 12:15pm - 12:30pm.

HALF-DAY STUDENTS please provide your child with one healthy snack and water each day. Also, you'll need to provide a set of extra clothes to keep here at school. Each day will begin with praise/chapel (8:30am for morning students and 12:30pm for afternoon students) in our sanctuary. Chapel is always a wonderful way to start our day together in praise and prayer. It is a time we celebrate and recognize birthdays and other special occasions.

\* \* \*

FULL-DAY STUDENTS may arrive anytime between 7:30am and 8:30am. We will have one opening classroom. Please send a nutritious lunch, water and TWO snacks daily. All full day students have a rest time. Please bring a crib sheet, small blanket, a travel pillow and (2) sets of extra clothes (1 for nap & 1 for class). We provide a nap sack to hold the bedding, which goes home weekly to be washed. Please return laundered bedding the following week.

KINDERGARTEN arrives between 8:15-8:30am and ends at 2:30pm. Please provide a nutritious lunch, water and TWO snacks daily. There is a daily rest time. Please bring a crib sheet, small blanket, and a travel pillow.

\* \* \*

HALF-DAY students need to be picked up by 11:30am (am classes), 3:30pm (pm classes).

KINDERGARTEN students need to be picked up by 2:30pm.

FULL-DAY students need to be picked up no later than 4:55pm.

A late fee of \$1.00 will be charged for each minute after the assigned pick-up times.

# DAILY SCHEDULE

~ This is an example only. Each classroom will vary in times and activities.

## Preschool / Pre-K / TK

**AM Class** (Arrival time 8:15-8:30)

- 7:30 Indoor Activities (Full Day Students)
- 8:30 Chapel, Praise Time
- 8:45 Circle Time (Calendar, Story and Theme)
- 9:00 Motor Development or Music
- 9:30 Snack
- 9:45 Outside Play (Time to explore, create, & socialize)
- 10:15 Curriculum Time / Centers  
(Thematic, Dramatic Play & Art)
- 11:00 Clean-up
- 11:10 Closing Time (Sharing, Recall and Prayer)
- 11:30 Dismissal
- \* **Half-Day Program Ends \***
- 11:30-12:30 Lunch Bunch (OPTIONAL)
- 12:30 Story / Nap and Quiet Time
- 2:30 Wakeup / Snack
- 3:30 Outside Playtime / Circle Time / Songs / Stories
- 4:55 \* **Full-Day Program Ends \***

**PM Class** (Arrival time 12:15-12:30)

- 11:30 Lunch Bunch (OPTIONAL)
- 12:30 Chapel, Praise Time
- 12:45 Circle Time (Calendar, Story and Theme)
- 1:00 Motor Development or Music
- 1:30 Snack
- 2:15 Curriculum Time / Centers
- 1:45 Outside Play (Time to explore, create, & socialize)
- 2:15 Curriculum Time / Centers  
(Thematic, Dramatic Play & Art)
- 3:00 Clean-up
- 3:10 Closing Time (Sharing, Recall and Prayer)
- 3:30 \* **Half-Day Program Ends \***

### Enrichment Programs:

Monday + Tuesday: *Motor Development* with Ms. Cherie  
Thursday + Friday: *Music* with Ms. Cherie

## Kindergarten

- 8:15 Arrival
- 8:30 Chapel / Praise
- 8:45 Morning Meeting / Calendar / Daily Warm-up
- 9:15 Listen and Learn (Language Arts)
- 9:50 Brain Break
- 10:00 Snack
- 10:15 Choose and Do Activity
- 10:35 Listen and Learn (Mathematics)
- 11:00 Brain Break
- 11:10 Small Group Activities
- 11:30 Listen and Learn (Science / Art)
- 12:00 Lunch
- 12:30 Recess
- 1:10 Quiet Time / Book Club
- 1:45 Listen and Learn (Social Studies)
- 1:50 Intentional Movement
- 2:15 Daily Wrap-up / Classroom Clean Up
- 2:30 Dismissal

### Kindergarten Enrichment Programs:

Monday: *Motor Development* with Ms. Cherie  
Thursday: *Music* with Ms. Debbie

# TUITION POLICIES

## Registration/Processing Fees:

Annual Fall Processing Fee for Continuing Students is \$200 for the first child and \$150 for the second child in the same family and is required at the time a child is accepted into the school program. Annual Fall Processing Fee for New Students is \$250 for the first child and \$200 for the second child in the same family. Processing and Materials Fee for Kindergarten is \$300 per child. Our Summer Processing/Materials Fee is a separate fee of \$125 per child and \$100 for second child. *All Processing Fees Are Non-Refundable.* Mission Lutheran Church Members receive a 5% discount on tuition.

## Payment Procedure:

Tuition payments are due on the first of each month. Please bring all monies for tuition to the school office. A receipt will be given only upon request. The school tuition is a yearly rate divided into ten equal payments (September–June). There are no tuition adjustments for holidays and vacations as they are already removed from the yearly rate. A 10% discount will be given on the lower tuition for the second child in the same family when attending together. A late fee of \$20.00 will be charged for any tuition paid after the 10<sup>th</sup> of the month. Failure to pay tuition for a one-month period without explanation will result in termination from the program.

The first tuition installment was due and payable June 1, 2023, or upon enrollment, if school enrollment occurred after that date. This installment is applied to the June 2024 tuition.

## Returned Check Fee:

A check returned for non-payment will result in a \$25.00 charge. Payment by money order or cash will be requested if checks are returned for two consecutive payments.

## Withdrawal Notice and Reinstatement Fee:

*A 30-day written notice must be given to the school if it is necessary to withdraw a child from the program. The last month's tuition will be taken out of the June 2024 installment. In most cases, it is refundable, with a thirty-day written notice of withdrawal and the class vacancy filled before January 1, 2024. In addition, those withdrawing after May 2024 or those not giving a thirty-day written notice, will forfeit any refund or credit of the first installment. A month's tuition will be collected if a child is withdrawn without prior notice. Children who are absent for four consecutive weeks *without* any school contact will be dropped from the program and their space will be filled. Families wishing to withdraw a child for any length of time (week, month, etc.) but plan to return cannot utilize their June prepayment for the time away. You are required to continue to pay for tuition to hold your classroom space.*

# TUITION RATES

## August 2023 - JUNE 2024

### KINDERGARTEN PROGRAM

(M-F) 8:30am - 2:30pm

(M-F) Full Day

### Monthly Rates

\$950

\$1170

### TK/PRE-K/ PRESCHOOL:

#### FULL DAY PROGRAM

5 days per week (M-F)

3 days per week (M/W/F)

2 days per week (T/TH)

### Monthly Rates

\$1145

\$795

\$575

### Hours

7:30am - 5:00pm

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"

#### HALF DAY PROGRAM (AM)

5 days per week (M-F)

3 days per week (M/W/F)

2 days per week (T/TH) Preschool

### Monthly Rates

\$815

\$525

\$375

### Hours

8:30am - 11:30am

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#### AFTERNOON PROGRAM (PM)

3 days per week (T/W/TH) Pre-K, TK

2 days per week (T/TH) Preschool

### Monthly Rates

\$525

\$375

### Hours

12:30pm - 3:30pm

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#### LUNCH BUNCH & EXTRA HOUR PROGRAM Hourly Rates

5 days per week

5 days per week

5 days per week

\$10

\$10

\$10

### Hours (Starting Oct 1, 2023):

7:30am - 8:30am (Extra Hour)

11:30am - 12:30pm (Lunch Bunch)

2:30pm - 3:30pm (Extra Hour - Kindergarten ONLY)

### PROCESSING FEES (non-refundable)

Annual Processing Fee for New Students

Annual Processing Fee for Continuing Students

Kindergarten Readiness Assessment / Application Fee

Kindergarten Processing/Materials Fee

Summer Fee

\$250.00 1<sup>st</sup> child / \$200.00 2<sup>nd</sup> child

\$200.00 1<sup>st</sup> child / \$150.00 2<sup>nd</sup> child

\$55.00

\$300.00

\$125.00 1<sup>st</sup> child / \$100.00 2<sup>nd</sup> child

### LATE & RETURN CHECK FEES

Late Fee

Returned Check

Changing Classroom, Days or Times

\$20.00

\$25.00

\$25.00

*Tuition is due on the first of each month. There are no tuition adjustments for school holidays and vacations. Tuition is a yearly rate divided into ten equal payments. A 10% discount is given on the lower tuition for the second child in the same family. Church members receive a 5% discount on tuition.*

# CURRICULUM / CHAPEL THEMES

Our curriculum reflects our beliefs and truths of how children grow. We offer hands on experience daily in small and large motor activities. Also included are activities to enhance socialization, dramatic play, math, science, and reading readiness. Each teacher prepares curriculum for their classroom. The curriculum or lesson plan is a guide for the teachers and is based on a weekly or monthly theme. The lesson plans will be posted on their outside bulletin boards. Monthly newsletters and calendars will be available on our website, and monthly scripture cards will be available in the office on the first of every month.

## *CURRICULUM THEMES*

August/September	Getting Acquainted / Healthy Habits / God Made Me Special - Feelings and Emotions / My Family & Pets / Community Helpers Keep Us Safe
October	Colors & Shapes / Farm Fun / Farm Animals / Pumpkins / Noah's Ark
November	Noah's Ark cont. / A Thankful Nation of MANY / A World of Thanks / Preparing for Jesus "Advent"
December	Preparing for Jesus "Advent" cont. / Give from Your Heart / Christmas Traditions / Jesus is the Reason
January	Winter Wonderland / My 5 Senses (2) / Healthy Bodies Healthy Mind
February	Healthy Bodies Healthy Mind cont. / Friendship / Be My Valentine / Fruits of the Spirit / Space
March	Space cont. / Dino's & Reptiles / Dino-Mite Dad's / All of God's Creatures / Easter Story
April	Walking with Jesus / Week of the Young Child / Love Our Earth / Spring Planting
May	Spring Planting cont. / Moms Are Special / Oceans (2) / Celebrating Our Year
June	Celebrating Our Year cont.

## *CHAPEL THEMES & SCRIPTURE*

September	<b>The Bible is God's Special Book:</b> "God is Love."   John 4:7
October	<b>God Made Everything:</b> "God made Heaven and Earth." Genesis 1:1
November	<b>Thank You Lord:</b> "Give thanks to the Lord for He is good." Psalm 107:1
December	<b>Jesus is God's Gift:</b> "God loves me and sent His only Son." John 3:16
January	<b>Jesus is my Good Shepherd:</b> "The Lord is my shepherd, there is nothing I need." Psalm 23:1
February	<b>Jesus Loves Me:</b> "Trust in the Lord with all your heart." Proverbs 3:5
March	<b>Jesus Performs Miracles:</b> "The Lord is good to all." Psalm 145:9
April	<b>Jesus is Alive Today:</b> "Love one another like Jesus loves you." John 13:34
May	<b>Talking with Jesus:</b> "Be joyful and pray always."   Thessalonians 5:16-17



# POLICIES AND PROCEDURES

## **ADMISSION:**

Mission Lutheran operates on a non-discriminatory basis, where all children are welcome without regard to race, religion, or national origin, keeping in mind the inclusion of children with special needs. Enrollment is open to children 2 years 9 months through 6 years 11 months and must be potty-trained prior to attending school. Our program begins August 21st, 2023, hence, requirements must be met by the first day of school. Potty training needs to be completed by August 1<sup>st</sup> or before. All immunizations required by the State of California must be up to date including a T.B. test. Children with special needs will be observed in a classroom setting for a given amount of time to determine the appropriateness of our program to meet the child's needs. Mission Lutheran Church members, current families and returning families, receive priority registration.

## **ARRIVAL:**

For FULL DAY students, school opens at 7:30am. For HALF DAY students, school begins at 8:30am for morning classes and 12:30pm for afternoon classes. Upon arrival, your child may have their temperature taken, along with a visual health check. They will wash their hands once they enter the classroom. HALF DAY STUDENTS, please arrive at school with your child at least 10 minutes early. This will give you and your child a few minutes to interact with his/her teacher before class/chapel begins along with completing the arrival procedures. We want your child's experience to be a positive one. Arriving late is stressful for your child, is disruptive to the class, and deprives your child of the "whole" experience.

## **ATTENDANCE:**

Please notify the school if your child is going to be absent for any reason. **IF arriving late, please check in with the school office prior to taking them to class.** We appreciate knowing whether your child is sick or absent for another explanation. Notify us **immediately** if your child has a contagious disease (Covid-19, Chicken Pox, Measles, Head Lice, 5<sup>th</sup> Disease, Hand Foot Mouth). We need to inform the parents of other children who may have been exposed. Your child will not be identified. Children who are absent for four consecutive weeks *without* any school contact will be dropped from the program and their space will be filled. *A 30-day written notice must be given to the school if it is necessary to withdraw a child from the program.*

**WHEN TO KEEP YOUR CHILD HOME.** It is our intention to keep the school environment as healthy as possible and, therefore, we have established the following guidelines:

PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE EXHIBITS:

- \*Elevated temperature
- \*Colored discharge from nose
- \*Fussy, cranky or tired
- \*Flushed Cheeks
- \*Reddened eyes, sore throat, headache, or abdominal pain
- \*Coughing (wet productive cough)
- \*Nits or head lice
- \*Rash
- \*Severe Allergies (colored discharge from nose, lingering cough/congestion)
- \*Discharge from eyes (i.e., pink eye / conjunctivitis)
- \*Symptoms of possible communicable disease

If we observe any of these symptoms, your child will be isolated, and you will be notified. Please have your child picked up within 30 minutes. It is imperative that each family keep their emergency contact list updated and on file in the office. Children may only return to school if they are symptom free for 24-hours without fever reducing medication. Upon returning to school, children must first check in with the school office for a health check. Also, we need to be notified if any **immediate family member** is currently exhibiting any Covid-19 symptoms (temperature of 100.4 or greater, cough, shortness of breath/difficulty breathing, loss of taste/smell etc.) - or has been exposed to the Covid-19 virus. A 5-day "stay at home" order from symptom onset is **mandatory**. Your child may return to school on day 6 with a mask for the following 5 days or return without a mask after the 10-day "stay at home" order. Those underlined symptoms above will require a doctor's note to return after a 24-hour period if they are symptom free.

## **BIRTHDAYS:**

Birthdays are special days at school. We will celebrate your child in chapel with a birthday crown and song. You may also send in a healthy birthday snack. Please adhere to our no sugar policy & no peanut guidelines. No birthday parties please.

## **CAMPUS RULES AND GUIDELINES:**

The sanctuary, parking lots, slopes and hillsides are OFF LIMITS to students. **The courtyard is to be used for quiet gatherings.** Running, biking, skating, walking on benches and hanging from trees and railings is NOT permitted. Safety of our children is our #1 priority.

## CHAPEL:

We will begin each day with chapel/praise (8:30am for the morning students & 12:30pm for afternoon students). It is a special time for our staff, parents, and the children to share in praise/worship, Bible stories, & special events such as birthdays. Parents & siblings are welcome to join us!

## CLOSED CAMPUS:

Mission Lutheran School is a closed campus. Campus is open only during drop-off and pick-up times. **If you are arriving to school late or picking up your child early, you will need to check in with the school office.** Parent volunteers and visitors must check in with the school office and obtain a visitors' badge before entering any of the classrooms. Visitors must always be accompanied by a staff member. The office staff is here to unlock gates & classrooms to all visitors and volunteers.

## DISCIPLINE:

When a child is disruptive or causing a problem, they will be redirected. If more encouragement is needed, a time away from the group will be given. As childcare providers, we are a mandated agency for reporting any suspected child abuse.

## DRESS:

School is fun and often messy! Children should wear WASHABLE PLAYCLOTHES that will not inhibit play. Each child needs to bring an extra set of clothes in a zip lock bag. All items brought to school need to be labeled with your child's name. Open-toed shoes, sandals, and cowboy boots are not allowed. Rubber soled shoes are the safest. We love velcro fasteners!

## EMERGENCY AND DISASTER READINESS:

All children will be provided emergency supplies at no cost by the school in case it is needed in an emergency. The school does monthly fire and earthquake drills and an annual lock down drill. All staff members are CPR, First Aid, and Health & Safety certified.

**ENRICHMENT PROGRAMS:** We offer various extra-curricular fee-based programs before and after class. These programs are maintained through the individual company for registration and program fees.

## LATE PICK UP:

The school opens at 7:30am and closes at 5:00pm sharp. Half-Day students should be picked up by 11:30am (am classes), 3:30pm (pm classes), 2:30pm (Kindergarten) or 4:55pm (Full-Day), whichever hour applies. A late fee of \$1.00 will be charged for each minute after the assigned pick-up time. **It is imperative that each family keep their emergency contact list updated and on file in the office in case of emergencies.**

## LUNCH:

Full-Day children will need to bring their lunch, water and TWO snacks from home. Please provide nutritional snacks and lunch. Please omit sweets, soda, items that contain peanuts or peanut products or items that need to be refrigerated or heated-up. Lunch is from 11:30am to 12:30pm.

**LUNCH BUNCH & EXTRA HOUR:** MLS is happy to offer a "Lunch Bunch hour" starting Monday October 2<sup>nd</sup>. Lunch Bunch/Extra Hour Coupons are sold in books of 10 for **\$100.00**. *Books are available for purchase in the school office.*

Extra Hour: 7:30am-8:30am // Lunch Bunch: 11:30am-12:30pm // Extra Hour: 2:30pm-3:30pm (Kinder ONLY)

Hourly Rates: \$10.00

1. Sign up in the "Lunch Bunch/Extra Hour Book" (located on the table outside the school office)
2. Specify who will be picking up your child (be prepared to show identification)
3. Place coupon in the appropriate coupon holder on the table
4. Sign the message board located on the parent table at your child's classroom to notify the teacher that he/she will be staying. We recommend advance notice since there is a limited number of student openings each day.

## MEDICATION POLICY:

Only PRESCRIPTION medication will be given to a child during school hours. Medication needs to be provided in the original prescription box/container with written instructions along with the child's name. This includes the use of Epi Pens. We require a consent form filled out with written instructions and a parent's signature before we can dispense the medication. Forms are available in the office. Please put the completed form and medication in a plastic bag and give it to the school office. We also appreciate knowing if your child is on medication since behavior may be affected.

## OUCH REPORT:

Minor injuries sustained at school will be handled by the school staff. The teacher or assistant will fill out an "Ouch Report" explaining what happened and what treatment the child received. ***In the event of a serious injury or illness, the parent will be notified immediately.*** If the parent cannot be reached, the Director will determine the next step depending on the circumstances and the seriousness of the situation. The Director may do one or more of the following:

1. Contact the person authorized by the parent on the Emergency Card.
2. Contact the doctor or dentist authorized by the parent on the Emergency Card.
3. Call emergency rescue service.

## PARENT CONFERENCES:

Parent Conferences are available to discuss results of our developmental assessments each year. All parents are welcome to make an appointment with their child's teacher, mentor teacher, or the director at any time to discuss any concerns. We request that you address your concerns without your child present.

## PLAYGROUND SAFETY:

Each classroom has a specific time for recess and use of the playground. For the safety & consideration of all our students, we request that all families exit the playground no later than 10 minutes after class is dismissed. The safety of our children is our highest priority.

## REST TIME:

**Kindergarten** students are required to have a 20-30 min rest period in the afternoon. Please bring a **light blanket** and **travel size pillow** to rest with that will fit in their personal cubby. All **Full Day Students** are also required to have a rest time. Rest time is between 12:30pm and 2:30pm at which time children are read stories, soft music is played, and children practice quiet yoga stretches. Nappers need to bring a **crib-size sheet, travel pillow & blanket & extra set of clothes** from home. (Please **label** all items). A nap-sack will be provided to hold all bedding. Items are required to go home at the end of each week (Thursday/Friday) to be laundered and then returned at the beginning of the following week (Monday/Tuesday).

## SHARE DAY:

Each class will have their own share day schedule. Your child's teacher will inform you of your child's day. Sharing is important to the children, and we ask that the items brought pertain to the theme of the week. We ask that toys be brought **ONLY** on share days. **NO PRETEND WEAPONS OF ANY KIND PLEASE.**

## SIGN IN AND OUT:

California State Law requires that your child be signed in and out each day with the following information:

•Time of day and •Signature (first and last) of guardian or authorized persons (must be 18).

**IMPORTANT:** If there is anyone else who will be dropping off or picking up your child from school this Fall, parents must include these persons on your emergency card. We will not release a child to anyone that is not on your emergency card. Mission Lutheran School has the right to request identification of the pick-up person before releasing the child. Please keep your child's emergency card up to date.

## SNACKS:

Please provide your child with one healthy snack and water each day. Full day students provide **TWO** healthy snacks, water, and a nutritional lunch each day. We implement a "no sugar" policy as often as possible.

## TERMINATION:

Mission Lutheran School reserves the right to terminate a child's enrollment at any time, for any reason.

## TOILET TRAINED:

Our license requires all students to be fully toilet trained before they enter school (by August 1<sup>st</sup>). Parents will be called when there is a B.M. accident and are required to come to school to change your child. Frequent potty accidents will be discussed in a conference with the parents, teacher, and director in attendance. A plan of action will determine the next steps taken. Pull-ups are not allowed.

## VOLUNTEERS:

We encourage parents to be part of their child's school experience by being a parent volunteer. Please see your child's teacher for volunteer opportunities. Any special talents or career demonstrations are always welcome! There is a "volunteer" information meeting in September explaining how you can help. Volunteers are required, by the state, to have on file proof of being immunized against influenza (flu), pertussis (DTAP), and measles (MMR) to work in the classroom. •Parents who drive students off campus, for field trips, are required to have a copy of their CDL & Insurance Card on file in the school office.

### \* 5 for \$50

Our "5 for \$50" policy is an incentive for parents to volunteer in their child's classroom: When a parent fulfills 5 hours of volunteering time, a one-time credit of \$50.00 will be given towards tuition (hours must be completed by May 1<sup>st</sup>). Everyone who volunteers in a classroom must sign-in and out with the office, log their hours in the volunteer book and get a volunteer name badge. Working parents are encouraged to help out too and can take a small project home to complete.

## YOU OUGHT TO KNOW:

These reports are filled out by staff when an "out of ordinary" behavior is exhibited from a student. These reports are to inform the parent of an "unusual behavior" and what action(s) was taken. These behaviors can be, but not limited to excessive crying, a conflict with a peer, sleepy, or just "out of sorts."

## LET'S TALK:

It is our belief that communication is vital for your child's success here at M.L.S. You are encouraged to take your concerns, comments, questions and/or ideas to your child's teacher, or Ms. Cathy, the School Director, at any time. We feel truly blessed to be a part of your family's life. Thank you for selecting our school and sharing with us your most precious gift.

# SCHOOL CALENDAR

# 2023-2024

DATE	EVENT	DAY & TIME	LOCATION
Aug 18 <sup>th</sup>	Meet & Greet	Friday 10:30am -11:30am	Classroom // Courtyard
Aug 21 <sup>st</sup> + 22 <sup>nd</sup>	First Days of School	Monday + Tuesday	
Sept 4 <sup>th</sup>	Labor Day (School Closed)	Monday	<b>SCHOOL CLOSED</b>
Sept 7 <sup>th</sup>	Volunteer Information Meeting	Thursday 8:45am	Sanctuary
Sept 20 <sup>th</sup>	Family Fellowship Day	Wednesday	TBD
Sept 27 <sup>th</sup>	Mom's Night Out	Wednesday	TBD
Oct 4 <sup>th</sup> + 5 <sup>th</sup>	School Pictures	Wed 9am // Thurs 9am & 1pm	Mission Hall B
Oct 16 <sup>th</sup> – 19 <sup>th</sup>	Book Fair	Monday – Thursday 8am – 4pm	Mission Hall B
Oct 18 <sup>th</sup>	PJ Story Night	Wednesday 6:30pm	ZOOM
Oct 23 <sup>rd</sup> - 27 <sup>th</sup>	Pumpkin Patch	All Week	Backyard
Oct 23 <sup>rd</sup> - Nov 17 <sup>th</sup>	Monarch Fundraiser		Classrooms // Courtyard
Nov 3 <sup>rd</sup>	Photo Fundraiser	Friday	TBD
Nov 8 <sup>th</sup>	Dad's Night Out	Wednesday	TBD
Nov 10 <sup>th</sup>	Veterans' Day (School Closed)	Friday	<b>SCHOOL CLOSED</b>
Nov 15 <sup>th</sup> + 16 <sup>th</sup>	A Celebration of Thanks & Giving	Wednesday + Thursday	Courtyard
Nov 20 <sup>th</sup> - 24 <sup>th</sup>	Thanksgiving Holiday Recess (School Closed)	All Week	<b>SCHOOL CLOSED</b>
Dec 14 <sup>th</sup> + 15 <sup>th</sup>	Christmas Celebration	Thurs 11:00am // Fri 11:00am	Sanctuary
Dec 25 <sup>th</sup> – Jan 5 <sup>th</sup>	Christmas Break (School Closed)	Two Weeks	<b>SCHOOL CLOSED</b>
Jan 15 <sup>th</sup>	Martin Luther King Jr. (School Closed)	Monday	<b>SCHOOL CLOSED</b>
Jan 18 <sup>th</sup> + 19 <sup>th</sup>	Sensory Screening	Thursday + Friday	Youth Room
Jan 19 <sup>th</sup>	Kindergarten Conferences	Friday	Fireside Room
Jan 22 <sup>nd</sup> + 23 <sup>rd</sup>	Kindergarten Readiness Assessments	Monday + Tuesday (9am -12pm)	Mission Hall B
Jan 24 <sup>th</sup>	Registration Packets Out	Wednesday	
Jan 26 <sup>th</sup>	Kindergarten Round-Up	Friday 10:30am – 11:30am	Kindergarten Room
Jan 29 <sup>th</sup> - Feb 2 <sup>nd</sup>	Parent/Teacher Conferences (Pre-K & TK only)	All Week	Fireside Rm / Holy Grounds Coffee Shop
Feb 2 <sup>nd</sup>	Registration Packets Due Back	Friday	School Office
Feb 7 <sup>th</sup>	Sweethearts Dance	Wednesday: Time TBD	Mission Hall A + B
Feb 12 <sup>th</sup> – 15 <sup>th</sup>	Fall 2024 Open Registration Begins – New Families	Call for Details	School Office
Feb 13 <sup>th</sup> + 14 <sup>th</sup>	Valentine Parties	Tuesday + Wednesday	Classrooms
Feb 16 <sup>th</sup> + 19 <sup>th</sup>	Presidents' Birthdays (School Closed)	Friday + Monday	<b>SCHOOL CLOSED</b>
Feb 20 <sup>th</sup>	Registration Lottery for New Families	Tuesday 9:00am	School Office
Feb 21 <sup>st</sup>	Family Fellowship	Wednesday	TBD
March 6 <sup>th</sup>	Mom's Night Out	Wednesday 6:30pm	TBD
March 7 <sup>th</sup> + 8 <sup>th</sup>	Lizard Wizard	Thursday + Friday	Mission Hall B
March 11 <sup>th</sup>	Staff In-Service (School Closed)	Monday	<b>SCHOOL CLOSED</b>
March 13 <sup>th</sup> + 14 <sup>th</sup>	Dad's & Donuts Special Chapel	Wednesday 8:30 am + Thursday 8:30 + 12:30am	Sanctuary / Courtyard
March 18 <sup>th</sup> – 22 <sup>nd</sup>	Staff Appreciation Week	All Week	
March 29 <sup>th</sup>	Good Friday (School Closed)	Friday	<b>SCHOOL CLOSED</b>
April 1 <sup>st</sup> – 5 <sup>th</sup>	Spring Break (School Closed)	All Week	<b>SCHOOL CLOSED</b>
April 15 <sup>th</sup> – 19 <sup>th</sup>	Week of the Young Child	Special events all week	Sanctuary / Courtyard
April 18 <sup>th</sup> + 19 <sup>th</sup>	Spring Sing	Thursday 11:00am // Friday 11:00am	Sanctuary
May 2 <sup>nd</sup>	National Day of Prayer – Wear red, white & blue	Thursday 8:30am + 12:30pm	Sanctuary / Courtyard
May 8 <sup>th</sup> + 9 <sup>th</sup>	Mother's Day Teas	Wednesday + Thursday	Courtyard
May 24 <sup>th</sup>	Jana Alayra Concert / Open House / Habit Truck	Friday 4:00pm – 6:30pm	Sanctuary / Courtyard
May 24 <sup>th</sup>	Minimum Day (to allow for set-up - Open House)	Friday SCHOOL CLOSES @ 2:30pm	MINIMUM DAY (2:30pm)
May 27 <sup>th</sup>	Memorial Day (School Closed)	Monday	<b>SCHOOL CLOSED</b>
May 29 <sup>th</sup>	Raffle Basket Drawing	Wednesday	Courtyard
May 31 <sup>st</sup>	Kindergarten Graduation	Friday – Time: 10:30am	Sanctuary
June 3 <sup>rd</sup> + 4 <sup>th</sup>	Last Days of Instruction	Monday + Tuesday	
June 5 <sup>th</sup> – 21 <sup>st</sup>	School Closed		<b>SCHOOL CLOSED</b>
June 24 <sup>th</sup> – August 2 <sup>nd</sup>	Summer Camp 2024 @ MLS	6 Weeks	

\*All Dates and times subject to change and Available on our website

Plan Ahead