

## OUR VISION

Miracles Learning Center wants to constantly strive to honor our Lord by offering families the very best in Early Childhood Education.

## OUR MISSION

The mission of Miracles Learning Center is to provide the children in our community with the best possible faith-based education in a loving and nurturing environment. With this in mind, MLC is dedicated to equipping our children with the skills needed to develop spiritually, mentally, emotionally, physically, and socially to become the leaders of our future.

## OUR GOAL

The goal of Miracles Learning Center is to create a fun, loving, learning environment full of the love of Jesus, which will encourage His children to become lifelong learners.

## Biting Policy

We are concerned about the health and safety of every child in our program, and biting is not acceptable. If a child bites, we will remove him/her from their class for a brief time. If he/she bites a second time in the same day, we will call a parent to pick up the child at that time. If any child exhibits persistent biting behavior while attending MLC, the Director may ask that the child be removed from the program until such behavior ceases. We recommend that the parent speak with the child's physician to be sure there is no physical problem that might be related to the child's behavior (such as hearing, vision problems, etc...).

## Absences and Sickness

There will be no deductions in weekly tuition fees for absences. If your child is sick for an entire week, no tuition will be required for that week **with a doctors note**. However, **each child will only be allowed two weeks (sickness or vacation) without being charged. In the case of strep throat, pink eye, and/or flu, a doctor's excuse is required before they can return to Miracles.**

## Nap Time

Each child will be provided a cot or mat for nap time. Some children may not require naps. They will, however, participate in quiet time while other children are napping.

## Birthdays & Holidays

We would love for you to come celebrate your child's birthday during snack time. Please prearrange this with your child's teacher. Please feel free to bring treats, napkins, plates, etc. to celebrate your child's SPECIAL day!

We will have class parties for the following occasions: Halloween, Christmas, Valentine's, Easter, and End of the Year. We would love for you to join us for these class parties. We will let you know the specific dates well in advance so you can mark them on your calendar.

## Fun Days & Field Trips

We will have at least one FUN DAY each month. Fun Days have special themes and will be held inside the MLC facility.

We are also planning several field trips. We will be wearing our MLC t-shirts on all field trips. We encourage a parent or other adult to accompany your child(ren) on all MLC field trips.

You will receive plenty of notice about fun days and field trips so that you can plan accordingly for your child.

## Show & Tell

Show and Tell will be every Friday. We would love for your child to bring a toy or another item each Friday. Please refrain from bringing any toy or item that may promote violence (ie.. Toy guns, knives, etc...).

## Hours & Pricing

Monday - Friday

7:00am - 6:00pm

3K -5K - \$500/Monthly or \$125/Weekly

\*\*\*FULL TIME PRESCHOOL STUDENTS WILL RECEIVE \$10 OFF PER WEEK FOR EACH ADDITIONAL REGISTERED SIBLING\*\*\*

**After School** 10:30 pick-up (\$95) 2:30 pick-up (\$55)

\*\*\*FULL TIME AFTER SCHOOL STUDENTS WILL RECEIVE \$5 OFF PER WEEK FOR EACH ADDITIONAL REGISTERED SIBLING\*\*\*

**Our academic day begins at 9:00 a.m. Please make every effort to have your child here by this time, unless accompanied by a doctor's note. If not brought by 9:00 am, then your child must wait until 1:30pm, after nap time. Thank you for understanding the importance of having a consistent schedule.**

## Forms of Payment

MLC accepts **AUTOMATIC DRAFT ONLY** with the exception of field trip fees which may be payed by cash or check. If paying for the entire semester, a personal check will be accepted. If an automatic draft payment declines, the balance must be paid in full within two days to continue childcare services. **If a declined payment is not paid within a week, MLC may choose to give that child's spot to a child on our waiting list.**

Please DO NOT include any payments in your child's bag. Payments are to be made at the MLC office.

**Tax statements will be provided by January 31st.**

Automatic draft information should be entered on the on-line registration form. All draft information, as well as ALL child records, are kept completely confidential and are not shared with anyone outside the MLC administration.

# MLC Rules

## 1. Listen to instructions.

Let every person be quick to hear, slow to speak, slow to anger.

James 1:19

## 2. Be kind and use good manners.

Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God. Hebrews 13:16

## 3. Keep hands, feet, and objects to yourself.

Make sure that nobody pays back wrong for wrong but always try to be kind to each other. 1 Thessalonians 5:15

## 4. Show respect for yourself, others, and the facility.

And as you wish that others would do so to you, do so to them. Luke 6:31

# MLC Electronic Device Rules

Electronic devices can be sent with your child to be use during quiet time but all apps must be preschool aged appropriate and please make sure all parental control block-ups are activated. If the device is found with unappropriated material, the device will be taken and given to the parent at time of pick-up and will not be allowed back at Miracles with the child until the material has been deleted from device.

# Lunch

MLC provides daily breakfast, snacks, and drinks, but lunch is to be brought by the student. Please label all food containers with your child's name and date. Please place in plastic containers, no glass please. There is a microwave and refrigerator in each room.

# Consequences

1. **Warning**
2. **Time Out**
3. **Loss of Privilege**
4. **Note Home**
5. **Parent Conference**

**An incident report is required if an injury occurs.**

# Items Needed for Children

Each child will need a change of clothes, and a blanket. Please put your child's name on each of these items. Please put their change of clothes in a gallon size zip-lock bag with their name on it. We will keep all of your child's belongings in their cubby. Your child's blanket must be taken home each week (on Fridays) and laundered to keep down communicable diseases. If your child is not potty trained, you will need to provide diapers, pull-ups, and wipes.

# Curriculum

MLC primarily uses the ABC Jesus Loves Me Preschool Curriculum. We also incorporate other faith based curriculum at times to go along with our monthly thematic bible memory verse units. The ABCJLM curriculum is designed to enhance all areas of your child's learning. Please visit our website, [miracleslc.com](http://miracleslc.com), to view our curriculum. After clicking on the appropriate age, you can visit the "Extra Ideas" tab at the top for additional fun learning ideas for all areas (Academic, Bible, Reading, and Crafts).

# Clothing

We suggest you do not send your child to MLC in their best clothing. We paint, use markers, etc. Please label your child's coats and jackets.

# Potty Training

MLC teachers will assist in potty training. If a child has many accidents during this transitional period, we will require them to be in a pull-up. All soiled clothing will be returned in a plastic bag.

## Sick Policy

If our staff observes symptoms of illness, you may receive a call from MLC to come pick up your child. Per DHEC regulations & for the safety and wellness of our children and staff, any child exhibiting any of the following symptoms of illness must be sent home:

- Fever – 100 or greater axillary temp (underarm) or 101 oral Child must be fever-free without the use of fever reducing medication for at least 24 hours in order to return to Miracles.
- Diarrheal/Vomiting – two episodes together or separate Child must have had 0 episodes for 24 hours prior to returning to Miracles.
- Rash – must have a doctor note to return to Miracles that indicates the rash is not contagious.
- Head Lice – must be treated before allowed to return to Miracles with no live bugs or nits in the hair.
- Nasal drainage that is thick and yellow/green.
- Pink eye – if suspected; must be treated with antibiotic drops for 24 hours or a note indicating it's not contagious before returning to Miracles.
- Irritability beyond the staff's ability to comfort or control.

If your doctor will provide a statement stating that the illness your child has is not contagious, your child may return to Miracles prior to the 24-hour timeline.

## Administration of Medications

All prescription medications or over-the-counter medications must be documented on an MLC medication form completed by the parent or guardian in order to be administered. MLC must have a signed and dated statement from the prescribing physician giving specific information concerning how the medication is to be administered. Bring all medicines in the original containers with labels. All medications must be given to the MLC staff at the office. Medications will be kept in a locked cabinet in the MLC office.

## Late Pick-up Fees

If your child has not been picked up by 6:05 pm, a late fee of \$1 per minute will be assessed thereafter until they are picked up.

## Discipline

We will work together as a team to improve inappropriate behavior. Discipline methods are to help each child to develop self-control and assume responsibility for their actions. MLC practices the Time-Out method. Corporal punishment will not be used. If your child demonstrates major discipline problems towards another child or his/ her teacher, you may be called to either speak to your child or pick them up from the center. An incident report is required for all situations where a child hurts another person.

# Our Policies

**\*\*\*A CURRENT COPY OF YOUR CHILD'S IMMUNIZATION FORM MUST BE ON FILE IN THE OFFICE. IT ALSO MUST BE ON AN OFFICIAL SOUTH CAROLINA FORM, (Form DHEC-2740A) \*\*\***

## Registration

Registration forms are available in the MLC office or on our website at [www.miracleslc.com](http://www.miracleslc.com).

**Preschool - (New) \$100, (Returning) \$75**

**After School - (New) \$40, (Returning) \$25**

This fee secures your child's place, as well as covers everything they need for the year (accident insurance, curriculum, T-shirt, materials, memory books, fun days, snacks, etc.) The registration fee is a non-returnable fee that cannot be used toward tuition.

## Authorization to Pick Up

**No child will be released to a person who has not already been authorized by a parent / guardian on the registration form.** You may add a person to your pick-up list by submitting an authorization form which you may obtain in the MLC office or on our website. If an unauthorized person comes to pick up your child, we will not release your child without the permission of a parent / guardian and a photo ID. We will call you to confirm the pick-up arrangement. Thank you for understanding the strict enforcement of this policy. Your child's safety is our #1 priority. **\*\*\*Please notify MLC of any changes to phone numbers, email, allergies, doctors, and pick up authorizations.\*\*\***

# Holidays & Closings

MLC recognizes certain holidays and will be closed for: Memorial Day; July 4<sup>th</sup>; Labor Day; Wednesday before, Thanksgiving and the day after; the week of Christmas; and New Year's Day. We will be open for teacher work days. THERE WILL BE NO TUITION ASSESSED WHEN MLC IS CLOSED THE WEEK OF CHRISTMAS.

## Inclement Weather

**MLC follows most of Spartanburg School District 5 inclement weather delays and closings.** All delays and closings will be communicated in every way possible through our Facebook page, Remind 101 texting, email, and News Channel 7. We open at 6:30am, so if school is delayed 2 hours, we will open at 8:30am **No tuition credits will be given due to inclement weather.**

## Communication Methods

We understand the importance of keeping you informed of special happenings at MLC. In order to keep you updated, we will use the following methods of communication:

1. Signs on Lobby Doors
2. Facebook
3. Remind 101
4. Email

## Security Precautions

Providing a safe environment for your child and our staff is our main priority. The outside doors will be unlocked all day, however, all inside doors will remain locked. Please ring the doorbell and someone will promptly let you in. **Every child must be signed in and out by a teacher. Security Camera are now being utilized in all classrooms and outside play areas.**

# Donations

Donations of snacks and materials are always appreciated. Each day we have a morning and afternoon snack. Below is a list of some items that would be a blessing to us. Thank you in advance for your generosity.

## Materials

Kleenex  
Coffee filters to hold snacks  
Zip-lock bags (all sizes)  
Paper Plates  
Glue Sticks  
Small toys for prize box  
Wipes  
Hand Sanitizer

## Snacks Suggestions

**\*Please make sure they are peanut free\***

Goldfish  
Cheez-its  
Cookies  
Animal Crackers  
Vanilla Wafers  
Teddy Grahams  
Gummy Bears (or other fruit snacks)  
Wrapped candy (peanut free)  
Pop-tarts  
Cereals  
Apple Juice (or other juices)

# WHAT WE BELIEVE

THE STAFF AT MIRACLES LEARNING CENTER ARE UNITED IN THEIR BELIEF THAT ALL CHILDREN:

- **Are a gift from God:**  
Children are a gift from the Lord. Psalm 127:3
- **Can achieve great things:**  
I can do all things through Christ who strengthens me.  
Philippians 4:13
- **Love to learn and have fun:**  
Teach me Your ways, O Lord; make them known to me.  
Psalm 25:4

No two students have exactly the same skills or learning style. Miracles Learning Center combines direct instruction, small-group work, and one on one tutoring in a way that works best for your child.

Dear Parents and Caregivers,

Welcome to Miracles Learning Center (MLC)! It is our hope that in choosing us, you will feel like a part of our family. Everyone at MLC is committed to providing your child with the very best, Christ-centered educational opportunities possible. We trust that you know our door is always open should you have any questions or concerns. We welcome our parents at all times to observe or just check on their child. Our staff is committed to providing a learning environment that will help our preschoolers grow in our Lord and Savior Jesus Christ.

Sincerely,  
Laura

**Train up a child in the way he should go; even when he is old he will not depart from it (Proverbs 22:6).**



I

**Believe**

**In**

**MIRACLES**

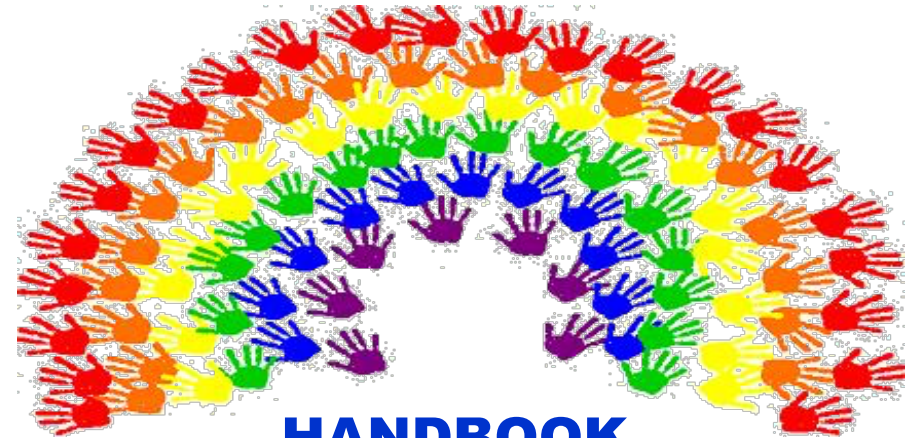
I am **fearfully** and **wonderfully** made

**Psalm 139:14**

**MIRACLES**

**LEARNING CENTER**

**& After School**



**HANDBOOK**

Faith-Based Preschool

Ages 3 yr – 5 yr

Faith-Based After School

4K – 6<sup>th</sup> Grade

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