



# Mustard Seed Christian School Handbook

Mustard Seed Christian School  
is a ministry of

The First Presbyterian Church  
of Claremore

**2022-2023 School Year**

115 E. 5<sup>th</sup> Street  
Claremore, OK 74017  
918-342-4585  
Fax: 918-923-7399

**Email: [msscclaremore@gmail.com](mailto:msscclaremore@gmail.com)**

**Facebook: Mustard Seed Christian School**

**Website: [fpcclaremore.org/mustardseed](http://fpcclaremore.org/mustardseed)**

# Mustard Seed Christian School

**Jesus told them, “I tell you the truth, if you had faith even as small as a mustard seed, you could say to this mountain, ‘move from here to there,’ and it would move. Nothing would be impossible.” Matthew 17:20**

Welcome Families!

I am so glad to have you joining us this year! Whether you have been with us before or you are new this year - we have new adventures waiting for you in the same loving and safe environment. We will learn as we play, explore and discover this world God has created. We are dedicated to helping each child become a life-long learner where the students realize learning is fun! I appreciate your help in this partnership between parent, teacher, student and school. It is a special bond that is focused on what is best for the student. Thank you and we look forward to it being a great year!

Laura Kvam, MSCS Director

At the First Presbyterian Church, Mustard Seed Christian School is our pride and joy. 2018 marked our 40<sup>th</sup> year! Started while Rev. Faris was our pastor, the school has been a blessing to hundreds of children and families throughout the years, giving them a great start to their education, introducing them to lifelong friends, and affirming their faith in Jesus Christ. We are happy that our school is a blessing to so many people. We want you to know we welcome and invite you to attend our Sunday Services. Welcome to the Mustard Seed family—you're going to love having your child with us!

First Presbyterian Church

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# Mustard Seed Christian School

## 2022 - 2023

### School Calendar

August 18	Document Drop-Off 9:00 am - 2:00 pm
August 21	Meet the Teacher 2:00 - 4:00 pm
August 25	First Day of School (T/Th and All Week)
August 26	First Day of School (MWF)
Sept 5	Labor Day - NO SCHOOL
October 3/4	Parent/Teacher Conferences
October 20 - 21	Fall Break - NO SCHOOL
November 21 - 25	Thanksgiving Break - NO SCHOOL
Dec 19 - Jan 2	Christmas Break - NO SCHOOL
January 3	Classes Resume
January 16	Martin Luther King Jr Day - NO SCHOOL
February 20	President's Day - NO SCHOOL
March 1	Enrollment Opens for current students
March 6/7	Parent/Teacher Conferences
March 10 - 17	Spring Break - NO SCHOOL
April 3	Enrollment Opens for the public
April 7	Good Friday - NO SCHOOL
May 18/19	Last Day(s) of School

# Mustard Seed Christian School

## **Promotes and Values:**

- Positive relationships to encourage each child's sense of individual worth
- A curriculum that fosters all areas of child development
- Enriched literacy, math, bible study, science, art, music, social studies, and physical education
- Teachers with educational qualifications, knowledge, and professional commitment
- Loving care and guidance in a Christian environment teaching basic bible truths
- A safe and healthy physical environment to protect from illness and injury

## **Vision**

Guided by high expectations, coupled with the knowledge that all children learn at different levels and speeds, our staff will provide students with a broad range of educational and fun opportunities which will help each child learn to the best of their abilities. We will strive to develop literacy skills as well as provide experiences which enrich each child's social, emotional, physical, cognitive, intellectual, spiritual and creative abilities.

## **Mission Statement**

The mission of Mustard Seed Christian School is to provide a loving and secure environment where children can develop socially, emotionally, physically, intellectually, and spiritually in a bible-based program run by a dedicated, professional staff. It is our mission to support children's desire to be life-long learners. We strive to provide a learning environment that supports children to develop the strengths and skills necessary for them to construct their own knowledge and prepare them for their next school experience.

## **Purpose**

Mustard Seed Christian School was established in 1978 as an outreach of First Presbyterian Church to provide quality, affordable, Early Childhood Education for children of all faiths.

## **Family Information**

Mustard Seed Christian School has been established to provide a program in which children will receive constant loving care, training and guidance in a Christian environment. Children learn from everything they experience and do. They learn most easily when they are in an atmosphere of adventure-going places, and participating in hands-on activities. Mustard Seed provides learning experiences geared to help children learn at their developmental level. We believe we can help make your child's first steps in formal learning successful and positive.

## **Licensing**

We endeavor to meet, and exceed the requirements of the Oklahoma Child Care Facilities Act. Mustard Seed Christian School is licensed as a part time program (operating less than 30 hours per week) through the Oklahoma Department of Human Services. You can find our licensing information on the bulletin board in the hall with our Child Abuse policy.

## **Teacher/Student Ratio**

	Ratios	Maximum Group Size
Infants	1:4	2:8
1 year olds	1:6	2:12
2 year olds	1:8	2:16
3 year olds	1:12	
4 and 5 year olds	1:15	
Kindergarten	1:15	

Mustard Seed operates on a school calendar year of August – May.

### **Enrollment**

A child attending Mustard Seed must be 8 weeks - 5 years old on/or before September 1<sup>st</sup>.

All children who attend **must** be toilet trained in our PreK3, PreK4 and K programs.

A family member must be able to be reached by phone, Facebook or Class DoJo at all times in case of emergency.

To be considered fully enrolled, families will need to provide the following:

- Completed enrollment forms
- Current Immunization Records (which can be faxed or emailed)
- All listed non-refundable fees
- Tuition

### **Immunizations**

Immunization records must be presented at the time of enrollment and a copy kept on file in the school office at all times. Your child will not be allowed to start school without current records on file. If your child receives new vaccinations during the school year a new immunization record must be given to the school. If your child is unvaccinated you must fill out an exemption form.

### **Registration**

There is an annual NON-REFUNDABLE fee of \$100. In the event that a class has to be canceled due to a lack of enrollment, the registration fee will be refunded in full. Tuition will not be refunded if the school closes due to COVID-19.

## **Programs and Tuition**

Program	Babies (0-12 months)	PreK1 (1 year olds)	PreK 2 (2 year olds)	PreK 3 (3 year olds)	PreK 4 (4 year olds)	Kindergarten
Monday-Friday	\$440	\$440	\$440	\$440	\$440	\$440
M, W, F	\$264	\$264	\$264	\$264	\$264	
T, TH	\$176	\$176	\$176	\$176		

Enrollment Fee	\$100
Supply Fee Babies - PreK4	\$50
Supply Fee Kindergarten	\$100 includes curriculum fee

Enrollment Fee and August tuition must be paid by May 1st or at the time of enrollment. Enrollment fee must be paid separately from tuition. Tuition is non-refundable after June 1st. Enrollment fee is non-refundable. Every tuition payment will be a monthly ACH bank draft. The first payment will be withdrawn on September 10, 2022 with the last payment being withdrawn on April 10, 2023. Start dates after Sept 1 will require a ½ month tuition ACH payment in May. There is not a discount for paying in full for the year, or for multiple children in the program. Martial Arts, Ballet, Art and Soccer are also offered at additional fees.

## **Payment**

August tuition may be paid by check or cash. All students will be on our automatic bank draft from September to April. There is a form given upon enrollment. Bank drafts must be authorized and are deducted for the 10<sup>th</sup> business day of each month. This is a free service.

## **Returned Checks**

A fee of \$20.00 will be assessed for a bounced automatic bank draft where there was insufficient funds. If more than one check is returned, future payments must be paid by money order.

## **Late Pick-Up**

Please be on time as fees will be charged when picking up your child late. We recognize emergency situations arise and we will exclude any emergency from charge. If you are later than 2:15pm for pickup, you will be charged \$10.00 for each 10 minute increment you are late.



## **Arrival Procedure**

The doors open at 8:30 am. Please try to arrive on time to continue the routine in the classroom and avoid disruptions in the classes.

For the classrooms located in our school building: Enter the parking lot from 5<sup>th</sup> Street forming 3 rows of cars in front of the school. You will walk your child to the sidewalk in front of either door on the west side of the building. We ask that you allow your student to enter the building alone. Exit the parking lot by turning left or right from your lane, as appropriate, into the alley leading to either Chickasaw or Florence Avenue. The doors will close and lock at 8:40 am. If you are late, you must go to the office to check in.

For the classrooms located at the church building: Park on 4<sup>th</sup> Street and walk your child into the church parlor entrance. Each teacher will be there to greet the students. Once all the students have arrived they will go upstairs. The doors will close and lock at 8:40 am. If you are late, you must go to the office to check in. Starting after Labor Day, they will be dropped off at the main school building on Thursdays and Fridays for our Rise and Shine assemblies.

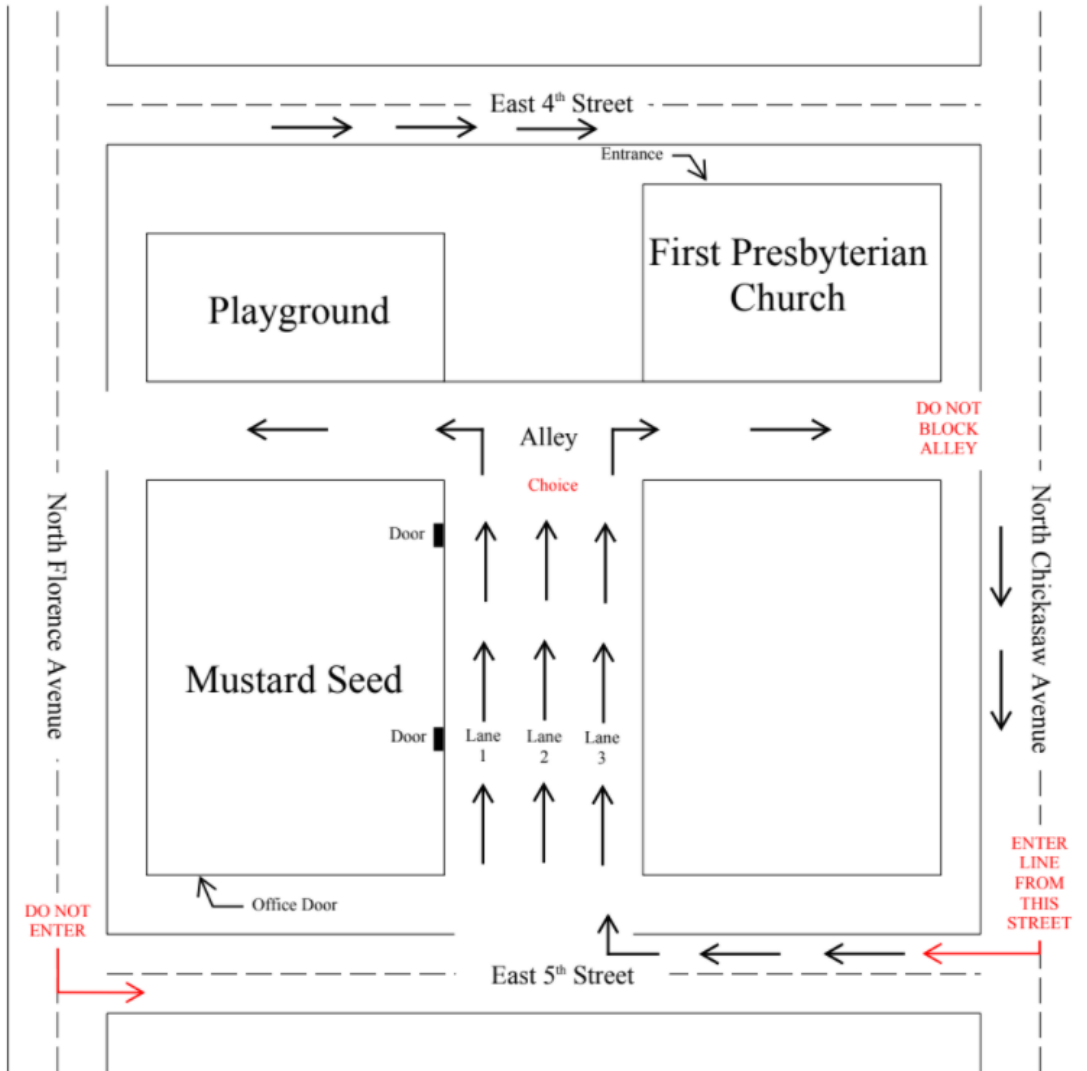
## **Dismissal Procedure**

We will release from school at 2:00 pm. **Your child will be released only to those persons you have designated on the enrollment form pickup list.** If there is a change, we must receive a message on Class DoJo to authorize someone not already designated to pick up your child. Persons not known to Mustard Seed staff will be required to show a driver's license or photo ID to verify identification. Due to safety reasons, Mustard Seed staff is unable to buckle your child into their restraining device.

For the classrooms located in our school building: Form the same three rows in the parking lot as done in Drop-Off. Have your car tag in the driver's side window to identify the child you are picking up. Please remain in your car and a staff member will escort your child to the car. Parking and walking up to pick up your child can cause safety concerns, so we ask that you follow the car line and wait for your child to be brought to your vehicle.

For the classrooms located at the church building: Park on 4<sup>th</sup> Street and walk into the church building. Each class will be waiting with the teacher and you will check your child out with his/her teacher.

## Traffic Flow for Arrival and Dismissal



## Snow Days

We will be closed should Claremore Public Schools close due to inclement weather. Tune in to local television stations for closings. Mustard Seed will post on our Facebook page and on Class DoJo. Tuition will not be reimbursed for missed days.

## Injuries

Simple bumps, cuts, and scrapes will be cared for in the office and an injury report form will be sent home. If an injury seems to be more serious the family will be notified immediately. **Please keep your phone numbers current with the school office.**

## Screenings

Every child, ages 3 and older who live in the Claremore Public School district, will have the opportunity to be screened for speech/language development for free. A notice and permission slip will be sent home before any screening will occur. This service is through Starr Speech Therapy.

## Daily Schedule

<b>Drop-Off</b>	8:30 am daily Students are tardy at 8:40 am
<b>Recess</b>	PreK1: 9:00-9:30 PreK2: 10:25-10:55 PreK3: 10:55-11:25 PreK4: 12:15-12:45 Kindergarten: 12:45-1:15
<b>Lunch</b>	11:30-12:05 All classes, with the exception of PreK1. Lunch begins later on Elective days.
<b>Electives</b>	Offered every other week during school hours.
<b>Nap</b>	12:10 - 1:30 pm
<b>Pick-Up</b>	2:00 pm

## Assessments of Learning and Personal Growth

Mustard Seed uses assessments to monitor the children's progress throughout the school year. These ongoing observations include, but are not limited to:

<b>Fine Motor Skills</b>	Achieved through tearing, cutting, writing, use of large tweezers
<b>Gross Motor Skills</b>	Running, hopping on one foot, jumping, skipping
<b>Social Skills</b>	Documented on assessment sheets and based on teacher observation
<b>Language Skills</b>	Based on language activities used daily
<b>Cognitive Ability</b>	Observed during calendar time and one-on-one activities with their teacher
<b>Self-Help Skills</b>	Toileting, putting on jacket, helping at clean-up time
<b>Academics</b>	Vertically aligned throughout the program with specific age appropriate objectives
<b>Christian Education</b>	Vertically aligned throughout the program with specific age appropriate objectives

At Mustard Seed we teach children to:

- Show love and kindness to others
- Work alone and with others
- Share and take turns
- Explore and expand abilities and interests
- Express thoughts and ideas
- Develop feelings of security and success

### **Reports:**

Assessment reports will be given for your child. This is a documented way we can show growth. The students are formally assessed once each semester. Each class's assessments are aligned with our curriculum objectives. We do ask for volunteers during assessment week in order to quickly and efficiently assess. We ask that your child eats a healthy breakfast and gets plenty of sleep during this week.

### **Family/Teacher Conferences**

We have family/teacher conferences twice a year. Families will meet individually with the teacher in 15 minute increments. It is an opportunity for you to ask questions regarding your child, as well as an opportunity for the teacher to provide feedback to you regarding how your child is functioning in his/her classroom.

The spring conference will allow your child's teacher to give you a general assessment of your child's progress at Mustard Seed. This is an informal assessment based on classroom observations by the teacher, reporting on your child's progress and growth from the beginning of the school year up to this time.

Our teachers are available for conferences any time you feel the need. If you feel there is something special we should know about your child or family, please be sure to let your child's teacher or the Director know. Any change in a child's life will have an impact at school and it is very helpful for a teacher to know if something has changed in their home life. We have many resources at our disposal that can assist you in finding programs to develop the physical, emotional or mental needs of your child.

## **Communication**

Contact information can be found on page 1 or on our website:

<https://fpclaremore.org/contact-us>

Please follow us on our Facebook Page at Mustard Seed Christian School for reminders and school updates.

Please download the Class DoJo app. You will be sent a code to join your child's class. This is where information and pictures regarding your child's class will be posted. If you need to let us know your child will be ill or have questions regarding a party etc, please personal message us on Class DoJo.

Your questions or concerns can be addressed to the teacher or Director by calling the school, messaging on Class DoJo or discussing it at Parent/Teacher Conference time.

If you need assistance during the day, please call or message the office.

## **Grievance Procedure**

Please contact your child's teacher about any matter concerning your child. In the event that a family member cannot resolve a matter with the teacher, the Director should be notified. If the issue remains unresolved, the family may request a meeting with the Mustard Seed Christian School Board. This will be coordinated by the Director and/or the Presbyterian Church pastor, Josh Kerr.

## **Family Involvement**

Occasionally, we will send home homework (frequency is dependent upon age/class). These are short extensions of an activity that your child has been exposed to in class. They also may be used to prepare for an upcoming lesson, so home participation is important.

## **Assemblies**

Every Thursday and Friday we will have our "Rise and Shine" Assembly. All the students meet in the gym for praise and worship songs. Each week we sing worship songs, say the school creed, pray, and monthly learn character words and memory verses, presented by Pastor Josh Kerr. Each month a class is in charge of helping lead the assembly with a class presentation at the end of the month. It is an excellent way to celebrate what we have learned that week in school!

## **Illness Policy**

It is in the best interest of your child and others at Mustard Seed to keep your student home when he or she is not feeling well. Often children may ask to come to school even though they are ill. Although your child may be disappointed, please keep him/her home if sick. No child is allowed to attend school with a communicable disease.

If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly. We will not call unless the child needs to be at home. We will send your child home for the following:

- Fever at or above 100.0
- Vomiting or Diarrhea
- Rash that is draining and cannot be covered or contained
- Suspected pink eye
- Any known infectious disease
- Lice

**If your child misses 3 consecutive days of school due to illness we require a doctor's note clearing them for school. Any illness which can be spread also requires a doctor's note in order to return to school.**

**A child should be symptom- free for 24 hours without medication to return to school from the following illnesses:**

- Diarrhea
- Vomiting
- Fever

## **Covid-19**

We will follow the most current CDC guidelines regarding Covid-19 protocols and guidelines.

## **Head Lice**

If your child is sent home with head lice, they may return following the appropriate treatment. Please bring your child to the office to be checked before sending them to class.

## **Medications**

Any child who needs medication on hand needs to notify the Director/Office Assistant and fill out a Medication Permission Form. Each medication will need a separate form. Each dosage administered will have documentation sent home that day. Medicine may not be sent in the student's bag.

## **Absences**

Tuition is not reduced due to a child's absence for illness or personal vacations. We appreciate a phone call, email, or personal message on Class DoJo to let us know if your child will be absent. If you have any indication that your child is not feeling well, please keep them home for the day. Kindergarten records are official school records and will be reported to the next school. Three tardies is equal to one absence. It is considered a tardy when your student is 10 minutes late to class.

## **Parking**

If you need to park, please do so along 5<sup>th</sup> Street. For the safety of our staff and children, please do not park in the spaces on the west side of the building where drop-off and pick-up take place, at those designated hours. Parking and walking up to pick up your child can cause safety concerns, so we ask that you follow the car line and wait for your child to be brought to your vehicle.

## **Security**

For the safety and security of the children and staff, all doors to the building are locked at all times. To enter, please ring the bell at the north door on the 5<sup>th</sup> street side, where the office sign is located. Each time at the door, you will be addressed via the monitor to establish identity and purpose. All classroom doors are locked at all times. There is no smoking/vaping allowed on campus.

If someone that is not on your child's authorized pick up list is picking up your child, you must send a Class DoJo message to the office with the full name of the person. They will need to have their ID out and ready at Pick-Up.

## **Dress**

Children should wear casual, comfortable clothing. For playground safety, we prefer shoes with a closed toe that Velcro or lace. Please wear these with socks. Please no flip flops, or open toed shoes; as accidents occur easily with these types of shoes. Girls need to wear shorts under their dresses and/or skirts. Be sure to dress your child in weather appropriate clothing. If the temperature is above 30 degrees and below 95 degrees Fahrenheit, we will go outside, please dress your child accordingly.

## **Belongings**

Your child's belongings will be kept in their backpack in the classroom cubbies. Do not send valuable objects to school. We cannot be responsible for your child's personal items. Unless it is show and tell, **please do not send toys to school**. Label all items: hats, gloves, etc. Please do not send excessive jewelry, purses, germ-ex etc.

## **Backpacks**

Your child will need a labeled **regular size** backpack. This bag will hold the student's folder, and chill time equipment for appropriate classes.

## **Chill Time**

Every day we have a "chill time" for all classes except Prek 4 and Kindergarten. Please send a **small blanket (towel sized)**. Please do not send the roll-up mat blankets. These do not fit into your child's backpack. The blanket will be returned each day for washing. The nap mat covers will go home with your child every Thursday/Friday. We ask that you wash this over the weekend and return it to school on Monday/Tuesday. The nap mats that you purchased at the beginning of the year will be kept at school and returned at the end of the school year. Please be mindful that all chill time equipment **must fit** in your child's backpack.

## **Safe Sleep**

In our Baby class we make sure our students are sleeping soundly and safely. We follow the DHS practices for safe sleep. This means that students will not be allowed to go to sleep with a blanket, but they will be allowed to sleep in a sleep sack. You may provide a sleep sack for your child. We will send it home on Thursday/Friday to be washed over the weekend and returned on Monday/Tuesday.

## **Birthdays**

Every child is a gift and we celebrate each child's birthday. Those who have a summer birthday, we celebrate by hosting a summer party in May. Otherwise when it is your child's birthday you may bring a special treat. The start of the day (donuts, fruit etc) or right after lunch at 12:05 are great times to have your student's party.

Please do not send party invitations unless every student in the class is invited. You may send all girls, or all boys invitations for your child's party. If necessary, we can provide a list of classmate's names. *Please, no gifts exchanged at school for students.*



## **Lunch**

Please provide any utensils necessary for your child to eat their lunches. We ask that any fruit cups etc be pre-drained at home. Please include a drink for your child. **Please label any and all containers and cups.** Ice packs frequently get lost, so please do not send one if it is valuable. We teach independence and encourage students to open their lunches, so please be mindful of this when sending containers.

## **Family Participation**

We welcome and value family involvement in any of our activities. If you have a hobby or interest that you would like to share, please visit with your child's teacher and we will try to include it in our planning.

Mustard Seed has several activities that we ask for and **need** family support. Examples are teacher luncheons, and assessment weeks. During assessment weeks we need volunteers to run activities with the classes in order to quickly and effectively assess students. If you are interested in this please let your child's teacher know.

Each class also hosts a homeroom parent. This person is in charge of contacting other parents and organizing and coordinating parties and school events for their child's classroom.

## **Discipline Policy**

Many parents have inquired about “what we do” with a child who displays behavior that is out-of-control, aggressive or disruptive.

The staff shall under no circumstances use abusive, neglectful, corporal, humiliating or frightening punishment. Our first method will always be to redirect again and again. If redirection is not working, removal of a child from the group for disciplinary or health reasons shall be to a location where visual supervision by the staff shall be maintained. This gives the child a brief moment to reflect and to think about making better choices before returning to the group.

If there is a need for an out of class timeout, the office staff will stay with the child at all times. We will send a letter home with a brief explanation of events. If you have further questions you may always call the office or message the teacher on Class DoJo. Any behavior that continues after these measures or has a high degree of intensity/causes injury to other children is cause for concern and intervention. If a child has had two timeouts and continues to be disruptive, a family member will be called to pick up the student for that day. In some cases, outside professional help is recommended.

If a child’s behavior is at a point where the teacher and Director feel he/she is out of control, it may be deemed necessary to call the family to take the child home for the remainder of the day. The child could be dismissed from the program if the health, safety and welfare of this child, and/or that of another child or children of the group become at risk.

Our staff is qualified by experience, education and training to identify behavior that causes unhappiness, lower levels of participation in class, or stress. These “symptoms” ask for patience, understanding and guidance rather than punishment. It is always imperative that home and school cooperate with mutual goals for the benefit of the child.

## **Finally**

Mustard Seed Christian School reserves the right to dismiss from school any child or family who demonstrates inability to participate in, or benefit from the school, or whose presence is detrimental to the other students, or for any reason deemed appropriate by the Director. No student or employee will be subject to discriminatory treatment or be excluded from participation in any program or activity on the basis of race, religion, gender, age, or national origin.