



## *WEST*

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Asheville, NC 28806  
828-259-9880  
est. 1981

## *EAST*

15 Overbrook Place  
Asheville, NC 28805  
828-778-2597  
est. 2021

[www.mlcasheville.org](http://www.mlcasheville.org)  
[admin@mlcasheville.org](mailto:admin@mlcasheville.org)

# Family Handbook

*We accept children and employ staff regardless of color, creed, country of origin, abilities, or orientation.*



<http://buncombepfc.org>

**This may seem like a lot of information but please take the time to review it.  
Most of the questions you might have can be answered in this handbook.**

## **Mission Statement**

We encourage the acceptance of all creeds, religions, countries of origin, abilities and disabilities, ages, and beliefs. MLC aims to provide safe, positive, and developmentally appropriate educational experiences that reinforce a child's natural curiosity, determination, enthusiasm, and sense of self in our society and world. The Montessori method helps the child to help her or himself, to interact with a prepared learning environment, which is self-correcting, and calls to the child's natural sensitive periods.

We strive to help children become flexible and open to the new experiences ahead of them that we, as adults, have no knowledge of, nor place in... the future. Our philosophy embraces a respect and love of nature and the world around us, as well as a respect for self and others.

Montessori's philosophy also respects and understands a child's need for spirituality.

## **Program Description**

*MLC is not a daycare center, but rather a Montessori Preschool where we aim to create a program inclusive of diverse socio-economic backgrounds, religions, and ethnic origins, and with the inclusion of special needs whenever possible. Our goal is to create a prepared environment in which children's individual needs and interests guide their experiential learning*

### ***WEST***

MLC serves children from 18 months to Kindergarten.

- The Entry Toddler Program has a maximum of 12 children ages 18 months - 2 years old, with 2 Teaching Guides
- The Transitional Toddler Program has a maximum of 9 children ages 2.5 - 3 years old, with 2 Teaching Guides
- The Primary Program has a maximum of 20 children each day
  - 2 classrooms with a maximum of 10 children ages 3 - 6 years old, each with 2 Teaching Guides

### ***EAST***

MLC serves children from 18 months to Kindergarten.

- The Entry Toddler Program has a maximum of 11 children ages 18 months - 2 years old, with 2 Teaching Guides
- The Primary Program has a maximum of 45 children each day
  - 1 half-day classroom with a maximum of 10 children each day, with 1 Teaching Guide and a shared assistant
  - 2 classrooms with a maximum of 18 children ages 3 - 6 years old, each with 2 Teaching Guides and an assistant

## Beginning of New School Year

Fall semester begins around the third week of August. We loosely follow Buncombe County school's calendar. We host an Open House period the week before school starts. New families or families whose children will have new teachers will have scheduled one-on-one meetings. We also host an Open House Gathering for all returning families, with new families invited as well.

## Extra Help

Buncombe County and Asheville City Schools offer speech and physical and occupational therapists, who can screen children age three and up as well as deliver services on-site as needed and free of charge. Please let your child's teacher know if you are interested in any of these services and/or assessments.

## Outdoor Play

MLC considers our outdoor play area to be an extension of our learning environment; activities often include painting, water play, hammering, and gardening. Climbing equipment, swings, sandbox, butterfly, and vegetable gardens are all areas of changing surfaces in both sun and shade, which inspires the children's fine and gross motor skill development as well as imagination. The U.S. Health and Human Resources suggest children go outside daily for at least an hour of vigorous play. We adhere to this rule year-round unless weather conditions will not allow it. (*i.e. thunderstorms or temperatures below 35 degrees*)

Thus, be sure your child has seasonally appropriate, labeled extra clothes at all times in his or her cubby.

## Summer Program

In the months of June and July, we have historically offered summer 'camp'. Families will be notified of the available schedules for the summer program the December / January prior to summer time.

## Preschool Program Options

The center is open from mid-August - May  
Monday-Friday 7:30 AM - 5:30 PM (East)  
5:00 PM (West)

*If needed, extended care is offered for an extra fee discussed on page 6.*

Early Care is from 7:30 AM – 8:30 AM  
After Care is from 3:30 PM – 5:30 PM (East)  
5:00 PM (West)

### **The school day is from 8:30 AM – 3:30 PM**

\*\* These are the hours your monthly tuition covers \*\*

### **We offer part-time and full-time options**

2 - 5 half days/week, 8:30 – 12:30  
2 - 5 full days/week, 8:30 – 3:30

### ***We close for the following holidays/events:***

- Labor Day
- Fall Parent/Teacher Conference Day
- Thanksgiving Break (3 days)
- Winter Break (approx. 2 weeks)
- Martin Luther King Jr. Day
- Spring Break (1 week)
- Spring Parent/Teacher Conference Day
- Memorial Day
- Independence Day
- 1-3 week(s) off before or after the summer program
- 4-5 Half Day Teacher Workdays w/ pick up at 12:30
- 4-5 Full Teacher Workday

## Daily Schedule

<b>7:30 AM</b>	MLC opens- Early Care begins
<b>8:30 AM</b>	Early care is over and children make their way to their classrooms
<b>8:30 AM</b>	All teachers have arrived and are in classrooms beginning the day
<b>8:30-11 AM</b>	Children are with their primary teacher(s). Each classroom has an individual program: e.g. Circle Time followed by children pursuing individual works and teacher-directed lessons. Curriculum areas include Practical Life, Sensorial, Language, Mathematics, Sciences, and the Arts. When a teacher feels a child has completed all activities in 'homeroom', the child can ask to visit/trade with a child in another classroom
<b>10:30 AM</b>	Toddlers go outside
<b>11:15-11:30 AM</b>	Toddlers return indoors for hand washing and lunch preparation. 3-6 children rotate outside.
<b>11:30 AM</b>	3-6 Children return inside for hand washing and school-wide lunch.
<b>12:30 PM</b>	Dismissal for ½ day students
<b>12:45-1:00 PM</b>	Toddlers begin nap time, Primary do indoor works or go back outside for play
<b>1:00-1:30 PM</b>	Primary begins rest/nap time
<b>2:30 PM</b>	Rest ends, students pack up and get ready for pick-up
<b>2:30-3:30 PM</b>	Outdoor play until pick-up
<b>3:31-5:15 PM</b>	After Care activities: art, gardening, puppets, plays, stories, music, dress-up, etc.
<b>5:30 PM</b>	MLC closes

## Tuition, Fees, & Payment Policy

The Montessori Learning Community is a 501 (c) (3) non-profit organization, therefore we have no other major source of funding other than tuition and fundraising. We also have highly qualified teachers and love to keep them - retention can be difficult in the early childhood education field, which is why 95% of our revenue goes directly to staff compensation and benefits. MLC is a certified Living Wage Organization and provides health and wellness benefits as well as retirement plans. We support teacher training, continuing education, and maintaining quality materials for our children to work and play with, while also paying all the bills of an ongoing business. Thus, we need a commitment from our parents to be responsible and timely with tuition payments.

### ***The following are part of that commitment:***

- The annual registration fee is \$40
- The annual materials fee is equivalent to one month's tuition and is due each summer before attending. This fee provides for necessary materials throughout the school year and reserves your child's place at MLC. This fee is also non-refundable as it protects the school in the event of last-minute withdrawals.
- Tuition is due by the **FIFTH** of each month. August tuition is prorated based on the start date.
- Returned check fee is \$35.
- A late fee of \$50 will be charged on tuition that is not paid by the 5<sup>th</sup> of the month. An additional late fee of \$100 will be charged for tuition that is 2 weeks late. Any tuition debts accrued past the 20th of the month will result in the family being unable to attend MLC until the account has been cleared.

*We understand the financial strain that early childhood education is on our families. We accept vouchers and want to work with any families who may be experiencing acute financial strife. With preemptive communication, late fees can be avoided, but we must be notified before payments are due.*

**If for any reason you feel there is a discrepancy in your invoice - this must be communicated via phone call to Caitlin (828) 216-6974 or Ella (828) 774-0608**

We are a large community now, and therefore administrators receive a vast amount of emails per day from families and multiple governing agencies. Emailing, though effective for some communication, can not always be relied upon to be answered promptly for time-sensitive things such as invoicing. This is not out of neglect of duty, it is simply out of an overwhelming amount of work.

*Please note: If for some reason your invoice is inaccurate, MLC will always reimburse or credit (per request of the family) for mistakes.*

- Two months' written notice is required for a child leaving mid-year, or tuition for the two months must be paid.
- We do not discount tuition when children are absent due to illness or vacation as we have a tight budget and wish to flourish for years to come. *You are not paying for the number of days physically attended but to secure your child's position at MLC.*
- Invoices are sent out via email before the first of the month. Make sure we have your primary email address on file.
  - *Automated notifications may be sent out for upcoming and past-due payments, but it is the family's responsibility for keeping track of our monthly payment schedule*
- The preferred methods of payment are cash, check, or through our secure online site accessible through your invoice link.
- MLC **does** accept NC child care subsidies during the regular school year
- Any account questions can be emailed to [director.mlcashville@gmail.com](mailto:director.mlcashville@gmail.com)
- Tuition rates are subject to annual change

## Early Care and After Care Policy

Early Care and After Care Fees are calculated based on the following model.

### Monthly Extended Care Rates

Schedule	Early Care	After Care
<b>5 Full Days</b>	\$215.00	\$430.00
<b>4 Full Days</b>	\$170.00	\$345.00
<b>3 Full Days</b>	\$130.00	\$260.00
<b>2 Full Days</b>	\$85.00	\$170.00

### Dedicated Extended Care Rates 2022-2023:

These are monthly rates for a committed 6-month period of extended care, which break down to a cost of 10\$/hour of care

If a child is using less than 5 days of extended care, the days they choose to attend may fluctuate week-to-week based on family need

Dedicated extended care is included on your regular monthly tuition bill.

### Drop-In After Care Rates 2022-2023:

Drop-In After Care can be utilized as needed at a flat rate of 35\$

Drop-In After Care fees are calculated at the end of each month and are included on the following month's regular tuition bill. *(ex. Feb. invoice will have Feb. tuition + Jan. EC/SL fees)*

To attend After Care, the child must have been present for normal school day hours. After Care is not a drop-in service for days a child is not scheduled to attend MLC during the regular school day.

## Current Tuition Fees

*(Subject to annual change)*

*The following rates are monthly*

### Toddler Program:

5 half days/week, 8:30 am – 12:30 pm	\$780
5 full days/week, 8:30 am – 3:30 pm	\$925
4 half days/week, 8:30 am – 12:30 pm	\$705
4 full days/week, 8:30 am – 3:30 pm	\$855
3 half days/ week, 8:30f – 12:30	\$660
3 full days/week, 8:30 – 3:30	\$780
2 half days/week, 8:30 – 12:30	\$570
2 full days/week, 8:30 – 3:30	\$670

### 3-6 Program:

5 half days/week, 8:30 – 12:30	\$740
5 full days/week, 8:30 – 3:30	\$880
4 half days/week, 8:30 - 12:30	\$675
4 full days/week, 8:30 – 3:30	\$815
3 half days/week, 8:30 – 12:30	\$615
3 full days/week, 8:30 - 3:30	\$740
2 half days/week, 8:30 12:30	\$530
2 full days/week, 8:30 - 3:30	\$630

**Drop-in Days:** We do offer a “drop-in” option for families that need additional days of care if they do not have a Monday-Friday schedule. However, utilizing a drop-in day must be communicated to both teachers and administration. We can only allow drop-ins if the classroom has enough space for additional children.

**Fee for drop-ins:**

- Toddler Half-Day: \$60
- Toddler Full-Day: \$80
- Primary Half-Day: 50
- Primary Full-Day: \$70

## **Enrollment Procedures**

***For admission:***

- We recommend all families tour the school before confirming enrollment.
- Paperwork for student files: An Application, Emergency Contacts Form and Taking Care of Business/Travel/Discipline, Compliance Form, Nutrition Form, and Photo Release Form must be completed and on file before the child's first day.
- You have 30 days following enrollment to submit a Medical Report including current vaccination records or exemption letter.
- \$40 Registration *Fee (must accompany initial reg. form)* + non-refundable Materials Fee

***The First Few Days at MLC:***

- Start dates are staggered to assist with the child’s transition into the classroom.
- Children can experience separation anxiety and transitions into the school setting can be difficult for both child and parent. Developmentally, children can take days or weeks to get acclimated to the new setting. Please be patient and supportive during this time, and your child’s teacher will be in close contact with you about the progress of this transition.

## **Parent Communication and Participation**

Our school is called Montessori Learning *Community* because our goal is to foster and develop strong, long-lasting bonds with our children and families. It is our duty as educators to bring patience and grace to our work, and we extend this to our interactions with families. Here at MLC, we expect the same grace, courtesy, and respect from families as they receive from us. We do not believe in transactional relationships - we put authentic love and effort into every interaction. We are dedicated to being lifelong learners and humans, therefore we are fallible. We ask for empathy in times of error and promise to extend the same to families and their children. We believe in conflict resolution, giving people the benefit of the doubt, and admitting our part in things. We hold families to this same standard and *reserve the right to kindly ask families to find placement elsewhere if we feel our community’s dignity and/or our staff’s humanity is being harmed.*

A regular school-wide newsletter is sent out via email with a few hard copies posted in the school with information on upcoming events, closures, and general reminders. It also gives insight into what each classroom is up to and shares photos of the children at work and play. Parents are encouraged to submit upcoming special events, photos or announcements to be added to the newsletters. We also try to have at least one parent workday (On Saturdays) each school year to help maintain and stay involved with our outdoor learning environment’s development.

MLC has two scheduled Parent Conference days per school year, in the fall and spring. We also have two school picnics in the early Fall and at the end of the school year. The final picnic includes performances by the children and a graduation ceremony. The Open House Gathering is our first opportunity to meet one another and enjoy some social time before the school year begins.

If parents need information, have suggestions, or concerns please write a note, send an email, make a phone call or ask for an appointment with the appropriate person (teacher or director). Communication is highly valued in our community, without it, we cannot thrive. Never hesitate to reach out with feedback or wonders.

Parents are also encouraged to volunteer at MLC. Please let Ella know if you have any talents, hobbies, interests, cultural traditions, or knowledge you would like to share in your child's classroom or with the great MLC community. She would be happy to arrange a visit with you. Email [office.mlcasheville@gmail.com](mailto:office.mlcasheville@gmail.com)

***Volunteering opportunities may include but are not restricted to:***

- Reading to the children or having them read to you.
- Sharing fun and interesting projects within areas of special interest and expertise.
- Assisting with preparation of materials for use in classrooms. We often need materials that are inexpensive but difficult to collect (fabric and paper scraps, buttons, yarn, and old magazines)
- Sharing a special cultural or religious background. We wish to expose children to a variety of cultures and events in order to encourage open-mindedness and tolerance for others in the world.

### **Everyday Celebrations**

- Birthdays are a rite of passage. We celebrate with photos of the child from birth on, a special song, and the circling of a candle that represents the sun and the passage of the years.
- Losing teeth is also celebrated, as well as the arrival of a sibling and other family events.
- We welcome educational items for Show & Tell on designated days, but discourage toys from home unless needed for security and/or nap time.

## **Safe Arrival & Departure Policy**

For your child's safety, please deliver him or her to their teacher or appropriate Early Care room. Children must not walk into the school alone and siblings may NOT be left in the car unattended.

### **Drop Off Times and Policies:**

- Children must be dropped off by 8:50 am to be considered "on time".
  - *A child may be dropped off after 9:00 for a morning health-related appointment - however, the latest a child can be dropped off is 10:30 am. When you arrive please respect the other students already at work by quickly and quietly dropping off.*
- Children picked up early from school may not return unless they arrive before 10:30 am.
- Our school day begins at 8:30 AM, with 9:00 AM being the intended time for work cycles to begin. Therefore, prompt drop-off allows children an appropriate amount of time to unpack and prepare for their day. Later drop-offs are disruptive for the classroom and difficult on the tardy child who is playing catch-up to their peers.
- We also have the red line policy, which is at the base of the classroom doors. This is where you drop your child off and say goodbyes.
  - Parents are asked not to enter the classroom once the school day has begun so as not to confuse or upset the classroom's activities.
- If you will need assistance in separating, please arrive earlier so a teacher can assist you.
- Note about independence: it is among our primary goals to promote as much independence as possible. Please allow your child to put their things away, wash their hands and enter their classroom unaided.
- **Pick up Times and Policies:**
  - Between 2:45pm - 3:30pm MLC-West provides a pick up line. You will be given instructions per location as to where the line begins. Please remain in your vehicle during pick-up line and the staff will escort and load up your child.

- MLC-East pick-up occurs on the Playground, unless weather prohibits safe outdoor play. In which case, families must walk to their child's classroom door attached to the playground.
- 12:15 pm - 12:30 pm is the Half Day pick-up time
- Children's belongings will be on the playground/classroom ready for pick up. We ask that you do not enter the building unless there is a bathroom emergency etc.

**3:30pm is the latest pick up time before After Care rates begin. Pick-up at 3:31 still results in a 35\$ charge as if you were drop-in for After Care.**

**Saying "Goodbye"**- New children can be reluctant at first, so please be cheerful, firm, and positive when saying your "goodbyes". Usually, the longer a families hesitates and lingers, the more unsure a child becomes. Tears usually go away quickly; rest assured if a child is upset for longer we will call. Please make sure all phone numbers are correct and on file.

**"Work"**- will be placed in your child's cubby to be collected at the end of each day. Please take time to go through it with your child, however primitive it may be. Also, remember the *process* is more important at this age than the *product*. Many parents keep work throughout the year to measure progress.

**Cubbies**- Please check your child's cubby daily! Your child's LABELED belongings can be stored in their cubbies. Please send a nap bag with a fitted crib sheet and blanket (or a sleeping bag) which needs to go home weekly for washing. Also, a bag with "extra clothes" and a pair of slippers for children to wear inside (this is optional but recommended). Again, please label all clothing, bags, lunchboxes, water bottles, etc.

**Reminders for Toddler Parents**- Please remember that you will be responsible to keep ample diapers (no cloth diapers please) for your child at school. We encourage potty training as soon as a child seems ready by group trips to the bathroom, (See Toddler Supplemental Handbook on our website for further details). A general goal is that children moving up from the Toddler room should be well on their way, if not fully potty trained before entering the three-year-old classrooms.

## **Illness Policy**

Our primary concern is the health and safety of your children. Under the guidance of our MAHEC Health Consultants and with a staff-wide, collective conversation about what feels safe and sustainable for our community, we will be utilizing an illness prevention- and-control model.

Please remember, we are an early childhood facility. Many of our population have never been exposed to the amount or variety of germs that they come into contact with as they begin school. This means many children, particularly at the beginning of the year, will get sick. Please be prepared and have a contingency plan for your child getting sick.

## **Medication**

**Any medications must be given directly to the teacher in the original container so that the teacher may lock them in our medicine box.**

- Parents must also fill out a form that will be signed by the administering teacher.
- This policy applies to herbal remedies, prescription medications, and over-the-counter medicine, including sunscreen and diaper cream.
- Please DO NOT add medication to your child's drink, as another child may mistakenly consume it.
- An administration plan may need to be created in the circumstance of certain medication, i.e. epi-pens or inhalers



**Per the MAHEC Health Care guidance, children are considered sick when any single or combination of the following symptoms exist:**

- 1. Fever of 100 degrees Fahrenheit or more**
- 2. 1 or more episodes of vomiting in a 12 hour period**
- 3. 2 or more episodes of loose stool/diarrhea in a 12 hour period**
- 4. unidentified rash**
- 5. persistent, disruptive cough**
- 6. discolored nasal discharge**
- 7. oozing, open sores of any kind**
- 8. abnormal behavior:** this symptom in conjunction with one from above, may be used as a determining factor in MLC's decision to send a child home, i.e. excessive lethargy, inability/abnormal lack of desire to participate, etc.

**Returning to School:**

Children must be free of fever, diarrhea, and vomit for 24 hours without the aid of medication before they may return to school. Nasal discharge of any kind should be clear and reasonably controlled without excessive drainage. Coughs should be inconsistent, non-disruptive, and should not prevent the child from participating in regular school activities. Rashes and sores should be either identified as no longer contagious by a doctor - or dry, unopened, and no longer bothering the child. The child should be behaving in a way that is consistent with their typical temperament.

**Exclusion Factors:**

Because of MLC's commitment to maintaining a safe and healthy environment, we reserve the right to ask your child to stay home or be picked up early from school if we deem them unwell. This helps to control the spread of illness within the classroom to other students and staff.

If your child is exhibiting behaviors and/or symptoms that require excessive adult support, we will send your child home where they can receive the proper, individualized care that they require.

**Household Members:**

Due to children's developing immune systems and propensity to catch and spread illness - if a member of your household has one of the following illnesses, **the child must remain home from school until all family members are healthy:**

- any gastrointestinal illness: vomit, diarrhea
- diagnosed chicken pox
- diagnosed strep throat
- diagnosed flu

For other illnesses amongst the household, a case-by-base basis will be evaluated to determine whether a child may still attend school *contingent upon being asymptomatic*. This decision will be made by the first available director.

**Outbreaks:**

Due to our larger population we reserve the right to reevaluate our wellness policy and adopt more stringent exclusion policies in the event of an outbreak of illness among our community. MLC has deemed an outbreak to be multiple children with consistent symptoms of sickness.

**Doctor's Notes:**

MLC has chosen to not require doctor's notes for returning to school in an effort to be accessible. However, this also means that we reserve the right to have a child picked up early from school based on the above mentioned symptoms of sickness regardless of medical status based on our inability to provide individualized, medical support - i.e., a child's doctor may deem them fit to return to school due to no longer being contagious, however the child may still be unable to participate fully as they recover, and therefore will be asked to be picked up.

Based on the illness, a child's exclusionary period may be shortened via a doctor's note i.e. a diagnosis of hand, foot, mouth with no open, oozing sores or other symptoms, *may return* to school.

## Feeding & Mealtime

**MLC East is a nut-free campus! Please do not attempt to send any products containing tree or ground nuts to school.**

Due to NC regulations, MLC cannot provide meals for children, as we do not have a restaurant-grade kitchen. Parents must provide lunch, snacks, and drinks for their child(ren) daily. The advantages of this are parents can send foods their children enjoy and provide for the eating philosophy of their family (Kosher, vegetarian, vegan, gluten-free, macro-biotic, etc.) Please send a nutritious meal including protein, fruit, vegetable, grains, and dairy (or dairy substitute). Please remember to submit the Nutrition Opt Out form to the school for your child's file, which releases the school from providing milk for children.

- **Please make sure we are aware of any allergies your child might have so we can post this for teachers and parents who may bring in snacks to share. This is another reason that labeling name/date is vital!**

***The following should be brought to school daily:***

1. Labeled (name & date) Water bottle for water use only...please refrain from sending juice or sugary beverages
2. Labeled (name & date) Lunchbox and subsequent containers
3. Labeled (name & date) Healthy snacks (AM and PM if needed for After Care)
4. Labeled (name & date) Heat up, please make sure your child and/or his or her teacher knows to look for the heat up the container so it can be placed in the correct place.

**Labeling is VERY important.** Children with allergies can mistakenly consume other's food if not properly labeled. Please save sweets, soda, and heavy in sugar desserts for special treats at home. Teachers will remove and send home any sweet items.

Over the years, we notice that children with nutritious lunches and snacks do, indeed, experience less illness.

Please use containers that your child is capable of using with minimal assistance. Once again independence is key.

- Place lunch boxes and milk (if sending) in the refrigerator and snacks in their teacher's designated snack bin.
  - To be as eco-friendly as possible, please send reusable containers (no plastic baggies please)
  - Please refrain from sending thermos of food to school. It's a complicated Health and Safety rule.
- If something requires heating, please have your previously prepared food in a microwave-friendly labeled container and make sure your child and/or his or her teacher knows to place it in the appropriate bin.
- Note: any extra preparation needs to happen at home, containers should be ready to heat and serve directly (i.e. no easy mac packages, etc.) We only have a short window for heating.

## Clothing & Belongings

- Children should be sent to school wearing comfortable clothing in which they can work and play.
- Dress for Success! Clothing should also be easy for the child to remove and put on independently. **i.e. no tie shoes, skinny jeans, overalls, onesies, etc.**
- Please provide two bags/backpacks for your child:
  - One full-sized backpack for daily transportation of materials and lunch items between home to school.
  - One bag (reusable grocery bags work great) for nap materials, which go home weekly.
- On the first day, please send your child with a pair of "inside shoes" these could be slippers or ballet shoes, etc.

- Although we wear smocks for messy activities, accidents do happen so please make sure a change of clothes (including seasonal wear, socks, and underwear) is in your child’s cubby.
  - Any soiled clothes will be sent home and a new set of extra clothes will be needed.
  - Nap items must be taken and washed weekly!
- Children should be properly prepared for outdoor activities.
- Flip-flops, cowboy boots, crocs, and rubber-toed shoes are cute but not the best for our daily vigorous activity indoors and out. Please refrain from sending your child to school in such shoes.
- MLC no longer can keep extra clothes on hand. If your child doesn’t have the extra clothes on hand when needed you will be called to bring clothing.
- Please keep all personal toys at home. Show and Tell items need to be kept in children's bags until the event. Security items are allowed during naps and transitions into the classroom at the beginning of the year but we actively work towards keeping them at home or in cubbies.

## **Transportation**

*MLC is unable to provide transportation at this time.*

- MLC is on the public transportation bus route.
- MLC occasionally has educational field trips. In most cases, we need help with transportation.
  - Prior to a trip, a permission and informational form will go out to parents and if needed will request that parents volunteer to help with transportation if possible.

## **Weather Policy**

In the event of inclement weather that makes roads impassible and/or dangerous, we follow the ***Buncombe County Schools’ decision\**** as our guide and close, delay, or early release on their schedule. News of these decisions will be sent via email to inform parents, as well as posted on the WLOS Closure site.

<https://wlos.com/weather/closings>

We recommend you sign up for the text alert through WLOS so you get the message as soon as it’s made. We only consider ‘make-up’ days in years of excessive closures totaling 5 school days or more, which will be taken from teacher workdays. However, the school can only provide a maximum of 3 make-up days per school year and certain TWD are not eligible for make-up days. Delays and Early Releases do not count in these days.

- In the case of a 2-hour delay: MLC opens at 10:00 am, 3-hour delay: 11:00 am
- In the case of a bus-only delay: MLC opens at the normal time but please travel with care!
- In the case of a district-only delay or closing:
  - MLC West follows Enka District
  - MLC East follows Reynolds District

\*We know this policy has been a point of contention over the years since the school campuses are located in city limits however, a good portion of the school’s population is located in the county and most of the staff and their children live in the surrounding counties. Therefore, this is our policy and we would appreciate the respect of everyone’s safety.

***\*ie. Please do not give staff a hard time about it!***

## **Child Abuse & Neglect Obligations**

It is our legal obligation to report to Social Services any evidence of abuse or neglect we observe or suspect. We will be prosecuted if we do not. Please tell us if your child has had an accident involving cuts, bruises, etc. We can also help obtain professional help for any families in need of support.

## **School Grounds Policies**

Both MLC campuses are smoke-free. Use of any form of tobacco products is prohibited a minimum of 50 feet from any school building or outdoor learning space.