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# Mount Olive Christian Early Childhood Center Handbook

## Mission Statement

The mission of Mount Olive Christian School (A ministry of Mount Olive Lutheran Church) is to provide a Christ centered environment for children to grow and learn through exploration and play and to prepare them to live as loving Christians in God's world.

## Curriculum

Our basic program will focus on Child development in five areas.

- A. **Spiritual** – Daily emphasis of Christ as Savior, Creator and Lord throughout all activities, songs, stories and projects.
- B. **Physical** – Use of large and small muscles in games and play, aerobics, manipulative and non-manipulative activities, loco-motor and creative movement exercises.
- C. **Emotional** – To strengthen a child's self-image and to foster self-control.
- D. **Social** – To offer the child an opportunity to interact with other children of his or her own age in planned activities and free play. Also to begin a feeling of respect for other people and their property.
- E. **Mental** -  
Our purpose is to offer an open atmosphere for  
Exploration and learning through the use of the five senses, to stimulate a  
Child's desire to know and to leave him with a healthy outlook for future  
School experiences.

## Registration/Enrollment and Tuition Policy

Registration will begin in January for the school year starting the following September. There will be a non-refundable \$50 registration fee for Preschool and \$15 registration fee for Discovery Club. Families with more than one child attending need only pay \$15 registration fee for each additional child. When more than one child attends from a family, each additional child may receive a 10% discount in tuition. Tuition may be paid in full for the entire year or in 9 monthly payments. If you are paying tuition in full for any class that meets for 5 months or longer, you will receive a 4% discount. The first month's tuition is due Aug. 1<sup>st</sup>. Tuition paid monthly will be due on the first day of each month, August through April. If tuition is not received by the 15<sup>th</sup> of that month a late fee of \$10 will be added to your bill. Anyone who is 2 months behind in tuition payments will forfeit their child's spot at our school. Please include your payment slip with tuition EVERY month so that proper credit can be insured. If you are paying in cash, please stop in the school office so that they may give you a receipt. Simply Giving, a program where your tuition may be automatically withdrawn from your checking account, is

available to you at no cost. Please inquire at the office to use Simply Giving. Please refer to following pages for current tuition rates. Tuition may be placed in the tuition box at school or mailed to:

**Mount Olive Christian School  
700 Western St.  
Anoka, MN 55303**

Normally enrollment is expected to be for the full school year. If a child must leave our classes permanently, we do request a month written notice. We will accept new students during a school year if there are openings available. Our tuition is pro-rated over the year into 9 monthly regardless of illness or vacations.

### **School Calendar**

Preschool classes begin the week after Labor Day. Parents will receive a letter in July regarding a short orientation held the week prior to school starting and with specific start dates. Preschool classes end the week prior to Memorial Day.

Any school closings due to inclement weather will be announced via Tadpoles and, email. We are considered a school in Anoka Henn. Dist. 11. Mount Olive will close if Anoka Hennepin closes because of snow, we will NOT close if Anoka Henn. Dist 11 closes due to subzero temperatures unless the Governor of MN closes school statewide. Parents should use their own discretion. In the case of bad weather, please check your email and listen to your radio.

### **Class Offerings and Eligibility and Tuition Rates**

**Parent & 2's session** *(need to be 24 mo. of age by start of class)*  
1 day/week AM for 3 months. Offered Fall and Spring

**Young 3's Session** *(must be 3 by Jan. 1 of school year and toilet trained)* *Class limited to 14 students*

1 day/ week AM from Jan – May

**3-4 Yr. old session** *(must be 3 on or before Sept. 1 of school year and toilet trained)*  
2 Day/Week AM or Extended day

*1 adult to 7 student ratio ..... Class limited to 14 students*

**4-5 Yr. old session** *(must be 4 on or before Sept. 1 of school year)*  
2 or 3 Day/week AM  
2 or 3 Day/week extended day session

*1 adult to 9 student ratio ..... Class limited to 18 students*

**Junior Kindergarten** *(must be 5 on or before October 31 of school year)*  
3 Days/week extended day session

*1 adult to 9 student ratio ..... Class limited to 18 students*

**Discovery Club** (ages 3-5)

Monday-Friday, 7:30am-9:15am and 2:45pm-5:30pm

Visit our website [www.mtolive-anoka.org](http://www.mtolive-anoka.org) for current tuition rates

**AM class times 9:15-11:45 Full Day 9:15-2:45**

\$50 non-refundable registration fee due at the time of registration  
(\$15 registration fee for Discovery Club, additional classes or family members)

Our programs are licensed by the State of Minnesota. All teachers are experienced and hold a BA degree or Early Childhood certification.

**Non-Discriminatory/Special Needs Policy**

Mount Olive Christian Early Childhood Program admits students of any race, religion, and national or ethnic origin. While we welcome all of the above, we cannot guarantee that that we can adequately serve children with certain needs or physical impairments. The health, safety, and wellbeing of all students will be carefully considered in all decisions that are made.

If your child has existing special needs, a planning session will be held with parents or guardians, health and/or education specialists, and the Director and Staff of MOCECC to plan the child's IEP (Individualized Education Plan) or 504 plan. This committee will meet quarterly to evaluate the child's progress. If at any time the committee determines that the child's needs cannot be adequately met, we reserve the right to:

1. Provide a para professional for the child at the parents' expense *or*
2. Transition the child from our program to one that will better meet their child's needs.

If our staff determines that a student is displaying atypical cognitive, health, or emotional behaviors, we will require an assessment by school district personnel. Teachers will inform parents of their concerns and parents will contact the school district to schedule an observation. This professional assessment provides more knowledge; resources and training which helps us better serve your child.

If the assessment identifies special needs, a planning session will be held to develop an IEP (Individualized Education Plan) as described above. Steps 1 and 2 will be implemented as necessary. Decisions will be carefully made for the maximum benefit and respect for all students. Our decision will be made in the spirit of the Gospel and our service to all children in our program.

This information can be provided in another language upon request.

### **Drug and Alcohol Policy**

There shall be no drugs or alcohol on the premises of Mount Olive Christian School. No employee shall be under the influence of any illegal drugs or alcohol while working at Mount Olive. No employee may work while under the influence of a prescribed medication that impairs their judgment or ability to work with children. Any violation of this policy will result in immediate dismissal. The employee will not return until appropriate measures have been taken and the School Ministry Team deems the employee fit to return to work.

### **Visitation**

Parents of enrolled children may visit school at any time during the hours of operation. Parents are also encouraged to volunteer in the classroom. All others are asked to make an appointment for visitation.

### **Conferences**

Parent/teacher conferences for all students will be held in November for Preschool and offered again in April. Conferences are also available by request at any other time to inform parents of their child's development and to discuss any concerns that parents or teachers might have. The parents will receive a written progress report.

### **Release of Children**

Children will only be released to parents or those authorized by parents. No child will be released to a person **not authorized** by a parent to pick up their child. We must have written authorization before releasing a child. If you need to make a phone authorization to release your child, we will ask for your password indicated on your child's registration form. You may designate specific adults allowed to pick up your child on the registration form. If you suspect a certain **unauthorized** person may try to pick up your child, please notify the teacher. It is helpful to have a photograph of this person so that the staff can know whom to watch for. If it is a parent who is not allowed to pick up their child, you must show us written documentation (court order, or adoption papers) that the parent is not allowed to pick up your child. The staff reserves the right not to let your child leave the school if they feel that the child would be placed in an unsafe situation.

### **Parental Permission Release Form**

Mount Olive must obtain written parental permission before the occasion of a public relations activity, research or learning experiment involving their child.

### **Health Regulations and Policies**

A health examination is required of all students. We prefer that the exam be within 6 months previous to the start of school. All immunizations must be up to date. A record of immunizations must be in turned to the office by the 1<sup>st</sup> day of school. **All Health forms must be in before school starts.** These are state requirements and are designed to protect your child. Any medications that need to be administered must be accompanied with a doctor's note, parent permission slip and instructions. If your child becomes ill during class we will remove him/her from the group and have them rest (while being supervised) while we make arrangements for you to pick them up. If your child received a minor cut, the teacher will wash the cut with soap and water and apply a bandage. Any further treatment must be done at home. If the teacher feels that it needs medical attention you will be notified. At least one staff will have current CPR and First Aid training. All staff will have Bloodborne Pathogens training. If there is an emergency situation and we cannot reach you or your emergency numbers list on your emergency card, we will call Riverway Clinic or 911 and follow their recommendations. If recommended we will have the child taken to Mercy Medical Center in the company of staff member or by way of emergency vehicle. We will continue to try to make contact with you. Any expenses incurred would be borne by the child's family.

**Please notify you child's teacher if they will be absent** from school that day. If your child has been exposed to or contacted a contagious illness, please let the teacher know within 24 hours. The teacher will make all parents aware of any contagious illness that they may have been exposed to.

Parents should keep their child home if he/she shows signs of a fresh cold, temperature, upset stomach, rash, cough, diarrhea, pinkeye, strep throat, paleness or irritability. If a child has a fever of 100 degrees or more, they should stay home for 24 hours after the temperature returns to normal (without the use of acetaminophen). If a child has vomited or had diarrhea, they should stay home for 24 hours past the last episode. If a child has a rash that may be disease-related or the cause is unknown, check with the family physician before sending the child to school. Children must be free of symptoms or on medication at least 24 hours before returning to school. If your child has any food or other allergies, be sure the teachers are aware of them.

If a child becomes ill while at school he/she will be isolated from the other children while the parent is called to pick up the child. The child will be kept under adult supervision. Staff should follow the same guidelines for illness.

**HANDWASHING** – All children and staff shall wash their hands after using the bathroom and before snack time.

**Lice Policy** – If a parent discovers lice on their child, we ask that you notify school so that we may take necessary precautions in the classroom as well as notify parents so that they may check their own children to minimize the spread of Lice. A child may

return to school after they have been treated for lice. Staff will conduct periodic checks on the student to prevent infestation. For more information on Lice, prevention and treatment options, please check in at the school office.

### **Accident Prevention Procedures**

While setting up the room, teachers will daily inspect the equipment and classroom for anything that might cause injury. The teacher will either repair or remove the harmful item.

Candles and cooking equipment are kept a safe distance from the children.

Poisonous materials are placed out of reach of children.

Small items and plastic bags are removed from the area to avoid suffocation and choking.

Classroom rules are designed to minimize injuries; “no running in the room, hallways or bathrooms” and “no pushing or shoving”, etc.....

To avoid traffic and pedestrian accidents, parents must accompany their children to and from the classroom. Children will be under constant supervision while outdoors.

### **Behavior Guidance Policy**

In guiding young children, our goal is to foster a positive self-image and develop respect for others and their property using Jesus Christ as our role model. In order to achieve this goal:

- a. We will state the rules of school as clearly as possible. If a child misbehaves, we tell them what they should do rather than dwell on the negative.
- b. We will redirect a child to another activity if they are having difficulties with a certain rule. We will explain to them why they may not behave in this manner. If necessary, to provide for the safety and well-being of the children and staff, we will remove a child from a situation. If your child needs to be separated from the group, it will be noted in a logbook. If they need to be separated more than 2 times in a day, you will be notified and parental notification will be documented in the logbook.
- c. Cooperation is encouraged at all times. We encourage children to work out their differences with each other rather than run to the teacher whenever possible. We do not encourage “Tattling” unless someone is about to get hurt or something damaged.
- d. We will recognize that children have both positive and negative feelings. We will help them identify those feelings and direct the child in dealing with them. We will teach the children acceptable alternatives to unacceptable behavior.
- e. Consequences for undesired behavior shall be immediate and directly related.
- f. Staff will insure a positive model of acceptable behavior.
- g. All behavior guidance will be tailored to children’s developmental level.

### **Insurance Coverage**

Mount Olive Christian Early Childhood is covered under Mount Olive Lutheran Church's insurance policy through Guide One, Helland Agency Inc.

### **Field Trips**

We ask that you sign a permission slip for each field trip. You will be notified ahead of time as to the purpose, destination, and cost of the field trip. If at the time you do not wish your child to participate in that particular trip, let the teacher know and arrangements will be made.

### **Parent Chaperone Policy**

Our goal for our students is to experience the world in the safest manner possible. When traveling on a field trip away from our school, it is our goal to have a minimum of 1 adult per 2 children in the 3-4 year old classes, 1 adult per 3-4 children in the 4-5 year old classes whenever possible (except when adult tickets are restricted by theatre or agency). When signing up to chaperone one of our field trips, you can expect to be responsible for several other children besides your own. We expect that these children should be monitored at all times with in sight and sound, holding hands whenever appropriate moving from one location to another. If a parent has repeated difficulty monitoring a child, we ask that they bring it to the immediate attention of a staff member. If you feel that you are unable to fulfill these responsibilities, we ask that you bring it to the immediate attention of your child's teacher. All parent volunteers will fill out a background study form.

### **Clothing**

For the wellbeing of all concerned, we stress comfortable, washable play clothes. Tennis shoes or rubber-soled shoes are preferred for class. Please mark all coats, boots etc. for easy identification. Also remember to send shoes when boots are worn to school.

Parents are encouraged to have girls wear shorts under dresses or skirts to protect the upper legs and buttocks from slides that may heat up in warm months.

### **Rest Time/Screen Time**

The extended day classes have a short rest time in the afternoon. During rest time, the children are encouraged to read a book, or are being read to, or on special occasions when appropriate may watch a DVD that coincides with the unit they are working on. Parents provide a blanket or beach towel which will be kept in a separate bin for that child. Parents are encouraged to take them home on a regular basis for washing.

3-4 yr extended day classes will have nap/rest time. Cots are provided.

### Pets

Pets are welcome during Show and Tell time after making prior arrangements with the teacher. Pets and their cages that are kept in the classroom on a regular basis will be kept clean at all times.

### Newsletters

You will receive regular newsletters for your child's class. It tells about the things that we are working on, snack list and important things you need to know about your class. Please check your child's mailbox daily for important notes or newsletters. If someone else picks up your child, please instruct him or her to check the mailbox and then check their school bag when they get home.

### Grievance Policy

If anyone should have a grievance about our program or one of the staff, we ask that you would take the following steps to resolve the matter. First, bring the matter to the attention of the person directly involved (Matthew 18 tells us to speak directly to our brother or sister.) If that does not resolve the matter to your satisfaction, please notify the Director. If we are still not able to resolve the matter, you may take your grievance in writing to the Chairman of the School Ministry Team who meets quarterly at Mount Olive Lutheran Church. We ask that you submit your grievance in a timely manner (either immediately or within one month's time). You may call the church at (763) 421-3223.

### Snacks

In effort to serve healthy snacks and healthy portions, we are encouraging snacks that do not have sugar in the first 2 ingredients, or high in fat content. Some of our classes have a snack fee and the teachers will make every effort to serve healthy foods with recommended portions for young children. Some classes have parents taking turns bringing snack and we ask that the parents follow the same guidelines. Occasionally special cooking projects may include a "treat" food however we will always keep it in moderation.

**SNACKS MUST BE STORE BOUGHT AND NOT PREPARED AT HOME!** However they may be prepared at school. We do have a microwave, oven, pizza oven, refrigerator, and freezer at church. For example you may want to send celery, cheese spread, and raisins. You cannot prepare this snack at home, however you can send all the ingredients to school with you child and we can either prepare it at school or involve the children in preparing the snack as a fun thing to do. Parents are welcome to come and use our kitchen to prepare snacks also. We do encourage healthy snacks and ask that candy not be sent for snack. Below are some suggestions for healthy or favorite snacks at school.

Popcorn

Frozen fruit Bars

Crackers and cheese

Pretzels  
Muffins

Apples  
Yogurt

Vegetables and hummus  
Granola or cereal bars  
Fruit or fruit and dip

### **Lunch for Extended Day**

Since this class will be attending over the lunch hour, each child should bring their own lunch from home. We will provide the milk and water. We encourage the same guidelines for healthy lunches as stated in our snack policy. There are not refrigerators in each classroom so please make sure to include an ice pack if needed.

### **Food Allergies**

Please bring any food allergies to the attention of your child's teacher. You will be asked to fill out an Allergy Action Plan. Staff will watch labels to make sure your child is not served a snack that includes ingredients that your child is allergic to. We ask that you send some non-perishable alternative snacks that can be substituted for your child. We will make every effort to include a student with allergies with planned snacks but when necessary may require a substitute snack from home.

### **When School Begins**

Your child should have some type of school bag, backpack etc. to bring to school each day. Important notes, projects and artwork will be put in their mailboxes located near the classroom. Parents should check the mailbox each day. We ask that you bring your child to the coatroom and help them hang up their coat and school bag. Then bring them to the classroom. Please do not arrive more than 5 minutes before school starts. At the end of class, they must be picked up at the classroom door. Please try to be prompt in the pickup time.

Children become anxious if Mom or Dad is late. In case of an emergency situation, where you would be more than 10 minutes late, please notify the school so that the teacher can reassure your child and possibly assist in making other arrangements if necessary.

### **Check- In and Pick-up of Child**

When bringing your child to school, parent (or car pool person) shall "sign" them in with time on the sheet by the classroom door. If there are any special instructions (ex. will pick up child early or Grandma Mary will pick up today, or any recent injuries or illness) please note them to the right in the notation box. Parents will also sign when they pick up. We will require anyone who is not your usual person for pick up to sign your child out and show ID. When calling school to authorize someone else to pick up your child on a particular day, we will ask you to verify your password as a safety precaution.

### **Late Pick-up and Early Drop off Policy**

If your child has not been picked up from school within 10 minutes from the end of the class, we will try to notify you. If we cannot reach you, we will try those who are listed as

your emergency contacts to pick up your child. If more than 15 minutes late, you will be charged a late fee of \$5 for every 10 minutes you are late. If after one hour, no one can be contacted and we have not heard from you, we will call the police to enlist their help and best ascertain how to reach family and care for your child. If you need to authorize someone other than yourself or designated driver to pick up your child, we will ask you for your password (indicated on your registration form) to verify your identity before releasing your child to someone else. We will also ask for a driver's license from the person designated to pick up your child as an extra safety precaution.

### **Discovery Club**

This will be led by our qualified childcare staff and includes projects (art, cooking, and science), indoor and outdoor physical activities, snack and quiet time (reading and educational videos.) It will be held in our new Discovery Room near the school entrance. We will also utilize our large motor room and playground.

### **Rates and Hours**

Before school care will open from 7:30 AM until 9:15AM and after school care will run from 2:45PM-5:30PM. There is a one-time yearly \$15 non-refundable registration fee. The cost is \$8 per hour for families that choose their days at least one month in advance. Billing will occur in 15 min increments (Example – Child dropped off at 8 AM would pay 1hr 15 minutes = \$10)

**Drop in rate** of \$9 per hour for all others. Drop in will be subject to availability and staffing.

Pick up time is no later than 5:30 PM and for every 10 minutes after 5:30 PM there will be a \$5.00 late fee per child. Late fees will be added on to the following month's bill.

**Cancellations** must be made 24 hours prior in order to receive refund. Cancellations under 24 hours or no shows will still be billed for that day.

### **Parent/Grandparent Volunteers**

At orientation you will receive a volunteer sign up form. Please fill this out and return it to your child's teacher. We will be needing volunteers throughout the school year for special events, projects, and also for ongoing help in the classroom and in the office. Volunteers working directly with children will be asked to fill out a background study. There are also opportunities for parents/grandparents to do some volunteering from home. When you come to school to volunteer we ask that you please fill out and wear a name tag.

### **Outdoor Play Policy**

We try to make every effort to take the children outdoors to play when the weather permits in the spring and fall. We also take the children outdoors in the winter and your child's teacher will notify you so that you can send the appropriate clothing. There will be no outdoor play when the temperature or wind chill is below 0 degrees. We

recommend that girls wear shorts underneath dresses for outdoor play in warm weather as slides may become very warm.

Parents should apply sunscreen on their child before bringing them to school. If they want it applied more often, they must send sunscreen and a permission note to do so. If students will be exposed to the sun more than 15-20 minutes on any particular day (outdoor field trip), parents will be asked to supply sunscreen and a permission slip.

### **Personal Items from Home**

We do not recommend that personal items be brought from home other than Show'n'Tell time or specified by the teacher. We provide ample toys and learning items for the children to play with during school. When toys from home are brought to play with, it is difficult to ensure that the toy will not be lost or broken. We also ask that you try to discourage your child from bringing toy guns, war toys, or toys of destruction.

### **Reporting Policy for the Maltreatment of Students**

#### **Who should report Child abuse and neglect?**

Any person may voluntarily report abuse or neglect

Those who work with children in a licensed facility, are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else in the facility. If you know or have reason to believe a child is being or has been neglected, or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency as follows:

- If a child is in immediate danger call 9-1-1
- If suspected abuse occurred at licensed facility call the Dept. of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600
- If suspected abuse occurs within a family or in the community, call the local county social services; Anoka co. 763-422-7125, Hennepin Co. 763-348-3552, Sherburne Co. 763-241-2600.
- If your report does not involve abuse or neglect, but does involve possible violations of Minnesota Statutes or rules that govern the facility, you should call the Dept. of Human Services, Licensing division at 651-431-6500.

#### **What to Report**

- Definitions of maltreatment are contained in the reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A copy of this statute is available in the Child Program Plan located in the school office.
- A report of the above definitions should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature or extent of the maltreatment or violations. For reports concerning suspected abuse within the facility, the report should include any action taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of holidays and weekends.

### **Retaliation Prohibited**

An employer of a mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fail to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious and reoccurring may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Dept. of Human Services and by the MN Dept. of Health, and unlicensed Personal Care Providers Organizations.

### **Internal Review**

When the facility has reason to know that an internal or external report or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- Related policies and procedures were followed
- The policies and procedures were adequate
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved
- There is need for corrective action by the license holder to protect the health and safety of children in care

### **Data Privacy**

Records concerning your child: enrollment forms, health records, observation records, and written parent-teacher conference reports and all other information about your child is confidential information and will only be accessible to you, the director, your child's teacher, a person designated by the state licensing department to review our records for licensing purposes and the valuator for accreditation.

### **Licensing**

Mount Olive Preschool is licensed by the Minnesota Department of Human Services. We are required to renew this license every two years. If parents wish to call the Department, the number is 651-431-6500. We are required by the Department of Human Services to maintain and keep record of our Child Care Program Plan. It is available in the school office for review by parents upon request.

*For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast. For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.  
Ephesians 2:8-9.*

We believe that a Christian learning center for children can be a great blessing to them. The Lord said “Godliness is of profit for everything, having a promise of life. That which is now and that which is to come.”

May your child be blessed among us.

**Phone Numbers**

School .....	763-421-9048
Fax .....	763-576-9626
Church Office .....	763-421-3223
Web site .....	<a href="http://www.mtolive-anoka.org">www.mtolive-anoka.org</a>
Email .....	<a href="mailto:Linda@mtolive-anoka.org">Linda@mtolive-anoka.org</a>

**Phone and Answering Machine**

The school phone # is 763-421-9048. If we are not in the office, please leave a message on the answering machine. We will return your call shortly.

***Office hours of operation are 9am-3:30pm Monday – Friday.***