

The Mustard Seed

PRESCHOOL & CHILD CARE CENTER

July 2026 Parent Handbook

*“.....if you have faith as small as a mustard seed, you can say to
this mountain, ‘Move from here to there’ and it will move.
Nothing will be impossible for you.”
~ Matthew 17:20-21*



The Mustard Seed Preschool & Child Care Center
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Letter from the Owner

**Nancy Koon
Owner**



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Welcome to The Mustard Seed Preschool and Child Care Center! The Mustard Seed is founded on the philosophy that young children thrive in a gentle, relaxed setting that allows them opportunities to freely explore their world. We offer families a safe, loving, positive, and Christian environment for their young children.

The Mustard Seed is designed to meet the needs of young children by providing quality care, excellence in education, and a foundation in faith through experiences consistent with Christian principles. We are dedicated to meeting the developmental needs of the total child; mental, physical, emotional, social and spiritual. Believing that each child is a unique God-created person with individual learning abilities and differences, we offer a child-oriented program with individual learning opportunities, as well as an activity-rich curriculum supplemented by enrichment activities.

Meaningful experiences are offered for your child through exploration and exposure to new concepts and materials. The children are cared for by a loving staff in a cheerful facility created specifically for children. As a mother of three, I know the importance you place in finding a preschool and child care center that you can trust with your most precious treasure – your children. I thank you for selecting The Mustard Seed and I look forward to serving you and your children.

At The Mustard Seed, we want to work closely with you to make sure that your child feels secure, loved and confident while they explore the wonders of their world.

Joyfully,

Nancy

Nancy Wielgosz Koon

About The Mustard Seed



Owner/Operator
Nancy Koon, BS, MSW

Director
Brandy Ring, BS

Assistant Director
Amanda George, CDA

Director Designee
Whitney Lyons

If an after-hour's emergency occurs, you may reach the owner at 228-697-6597.

I am often asked how the name of our Center came about and I love to share why I chose the name: The Mustard Seed. In May 2004, I resigned my position as a weekday preschool director for a local church. My family and I spoke about the possibility of opening a Christian-based facility. After much prayer and with the support of my family and friends, we felt God was calling us to step out in faith. In November of 2004, we purchased our property on Popps Ferry Road. After renovating the existing building we opened our doors on January 3, 2005, with a full enrollment of 28 children.

I was also sensitive to God wanting me to operate a Center that was a ministry to children and their families—a place of loving-kindness.

"He told them another parable: 'The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all your seeds, when it grows, it is the largest of garden plants and becomes a tree, so that the birds of the air come and perch in its branches.'" ~ Matthew 13: 31-32 21

In this parable Jesus used three features of the mustard seed to help us understand the kingdom of God: the size of the seed, the size of plant it produces, and the rapid growth rate it experiences. In the same way, the smallest of children come to us and as we partner together with their parents, we see them grow, change, and mature at tremendous rates. We also see in Scripture that the seed produces a tree that provides a place of protection, provision, and love. Every day, we strive to provide that kind of place for our parents and the children in our care.

Eight months after we opened Hurricane Katrina hit the Gulf Coast. The Center sustained little damage, and we reopened in two weeks. The need for us to expand leading to a 1200 sq. ft. addition in June 2006, allowing us to increase our enrollment to 57 children. Then, in July 2010, we added another 600 sq. ft. to our facility providing reception, office, and storage space. We are blessed!

In 2022 we unveiled a refreshed corporate identity that included a new logo, marketing materials, and branding throughout The Mustard Seed. Our logo, featuring a tree with colorful hands, reflects our passion for providing the highest quality early childhood education and nurturing each child's growth from infancy through preschool. Just as a tree grows strong roots before reaching great heights, we believe children thrive when they are given a strong foundation during their earliest years.

Each colorful hand represents one of the programs offered at The Mustard Seed—from our infant program through our four-year-old preschool class. Together, the hands form a vibrant tree that symbolizes learning, growth, individuality, and the supportive community that surrounds every child. Our goal is to equip Mustard Seed children with the academic, social, emotional, and spiritual foundations needed to launch into their elementary years with confidence and success.

At The Mustard Seed, we are committed to helping every child grow, learn, and flourish while discovering the unique gifts God has given them

Our Philosophy

The Mustard Seed is a unique child care experience for families who want:

- ✓ **A cheerful facility designed especially for children**
- ✓ **Nutritious meals and snacks prepared in our kitchen**
- ✓ **Parent involvement opportunities**
- ✓ **A Christian based and developmentally appropriate curriculum**
- ✓ **Safe, clean environment**
- ✓ **Infant care to Pre-K 4**

Why Choose The Mustard Seed?

The Mustard Seed DIFFERENCE is our commitment to your child's future and that our program is based on the knowledge that children are a gift from God. We recognize that you are extending the gift given to you by God to our care. We are truly humbled by such an act. We understand that you want to be certain you have made the best choice for your child and therefore, it's important to us to create a joyful, warm, and safe environment for your child.

In addition to programs that are catered to each individual learning level, we offer a child-oriented program that focuses on the whole child with individual learning opportunities, an activity-rich curriculum, and fun-filled Bible activities. Your child will discover that learning is *fun*, while making new friends and building strong relationships with teachers who partner with you in your child's education.

Kids with Character: Creating Well-Rounded Children of Character

As part of our philosophy, The Mustard Seed education incorporates our "Kids of Character" program, which explores positive character traits. Each month, the program highlights one of the pillars of character such as trustworthiness, responsibility, caring, respect, fairness, and citizenship. We bring the concepts alive through the characters in children's books and *Bible* stories. We then ask questions and discuss how each child can emulate the positive traits in their own lives. The result is a fun and meaningful way to develop "Kids of Character," providing our future leaders with the strong moral foundation needed in life, elementary school, and beyond.

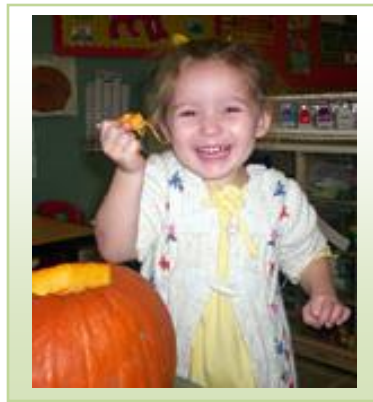
At The Mustard Seed, the goal of discipline is to help children recognize the good sense in acting a certain way and to want to be children of character. We are committed to maintaining realistic expectations when dealing with the behavior of each child.

When a child is found to not follow the rules, all Center staff utilize positive reinforcement and guidance based on individual needs and development. Common measures include offering choices, using redirection, and giving praise for good choices. Discipline is never associated with food, rest, or toileting. Children will never be subjected to discipline that is severe, humiliating, or frightening, and corporal punishment is never used under any circumstance.

We will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or with us as a provider, please discuss them with us. It is important that we maintain an open and honest relationship. Comments and suggestions are always welcome. Parents will be called in for a conference about a child who consistently disobeys the teacher, disrupts the classroom, is aggressive toward other children, or a combination of these behaviors.

Mustard Seed Rules:

1. Listen and follow directions
2. Be kind to friends
3. Talk with an inside voice
4. Always clean up your mess
5. Use walking feet indoors
6. Take care of toys
7. Always tell the truth
8. Always use good manners



Admission | Rates | Hours

Admission and Registration

The Mustard Seed is open Monday - Friday, 7:15AM – 5:15 PM. We provide care for children Infants to age Five. We do retain the right to deny admission if slots are filled. Parents are requested to visit the center before or upon enrollment to meet staff members and tour the facility. To complete your child's initial enrollment each child will need to pay a \$175 non-refundable initial registration fee/Activity/Curriculum fee, complete the enrollment forms, provide and maintain a current 121 form of immunization, provide custody papers if such papers exist. This applies to all students whether attending full or part time basis.

All children enrolled at The Mustard Seed must pay the full rate of tuition or fees, regardless of the days absent, holidays, or extreme weather closings. This includes all illnesses including Covid-19. If your child will be absent, please notify the Center, however, there will be no deduction in fees.

Parents that apply for "The Certificate Program" will be expected to make payments to the Center until The Certificate program begins to make payments. Any difference in what The Certificate pays and what the Center charges will be due from the parent. We realize that The Certificate Program makes payment in arrears, at times resulting in an overlap in payment. Once your child is withdrawn from the Center and all final payments have been made, you will be refunded any balance on your account. This is the only way our Center can accept The Certificate as payment.

Fees (Effective January 1, 2026)

Parents will be assessed a biannual \$175 Activity/Supply/Curriculum Fee. The fees will be broken into payments due as follow:

December 1st for Jan. - June

June 1st for July - December

Activity/Supply/Curriculum Fee: This fee will be assessed on the first of the month for the upcoming period and is nonrefundable.

The fees will over cost such as but not limited to: curriculum material, Music and Spanish teachers, packets, daily notes, site visits from the Hattiesburg Zoo, Santa, Mickey Mouse, the Snow Cone and Ice Cream Truck, Petting Zoos, reading center books, playground toys and balls, craft supplies such as construction paper, paint, channel sticks, glitter, wiggle eyes, sequence, chalk, straws, markers, crayons, glue, pencils, paper plates and bags, sensory items and all types of classroom material for art and education.

Rate Structure (Effective July 1, 2026)

Tuition is due the first of the month and is considered late after the third of the month. A \$5.00 late fee will be assessed for each day your payment is late (invoices go out three days prior to being due). Beginning February 1, 2022 all payments will be submitted through the Brightwheel App., or by cash or check in the office. The ACH, Debit & Credit Card fees associated with the payments will be paid by the parents. If you want to change the program you will need to complete a form in the office and it must be submitted 10 days prior to the next billing cycle.

___ \$490/Mo. (\$115/Wk) Half Day Program (7:30 – 12:15 M-F)

___ \$695/Mo (\$4.0/Hr. or \$160/Wk) (8 hr. day 7:30 – 3:30 M-F)

___ \$760/Mo. (\$3.90/Hr. or \$175/Wk) (9 hr. day 7:30 – 4:30 M-F)

___ \$845/Mo. (\$3.90/Hr. or \$195/Wk) (10 hr. day 7:15 – 5:15 M-F)

___ Gilbert Mason After Care: ___\$50 (4:30 pickup) ___\$60 (5:15 Pickup).

This will be billed every two weeks. Payment due on Friday before care is provided or we will not pick up.



Burt and I would like to thank you for taking such great care of our little boy Augie. It was good to know that he was in good hands when we were not around. We can never thank you enough for the peace of mind you all gave us.

~ The Trammels

Holiday Closings

Martin Luther King Day, Presidents Day, Mardi Gras Three Days, Easter Good Friday and the Monday after Easter, Memorial Day Week, June 19th (Juneteenth), 4th of July Two days, In July we will close three days for Teacher Work Days, Labor Day, Fall Break the Friday before and the Monday of Columbus Day, Thanksgiving Three Days Wed, Thurs, & Fri. of that week, Christmas Break is generally the week of Christmas and again for New Years Eve and New Years Day. The center reserves the right to make additions or changes as necessary due to inclement weather, unforeseen illnesses, utility issues, or other unexpected crisis.



Thank you for four wonderful years! We can't believe our baby is going to "big boy school." We feel so blessed to have had so many loving people to watch over and teach him so much. Like we have said before, it means so much to drop your child off and go to work and not worry about the care your child is receiving. Thank you all for the love and care you have shown to Adam.

~ The Bienvenue Family

Music with Mrs. Cherie (Included in Tuition and Activity Fee)

The Mustard Seed is proud to enrich its curriculum with an engaging music program led by Cherie Prentiss. Ms. Prentiss is a licensed Kindermusik educator, a mother of four,

and holds a bachelor's degree in music education. She has been teaching Kindermusik classes along the Gulf Coast for over 15 years.

Music plays a vital role in the development of a young child's brain, and this program provides an excellent opportunity for children to grow their love of learning through music. During class, children are introduced to the basic elements of music, encouraged in appropriate vocal development, and guided in building strong listening skills. Movement activities are also incorporated to expand both listening and physical coordination.

Children will have hands-on experiences playing a variety of rhythm instruments such as bells, shakers, sticks, and sand blocks. They will explore basic rhythm and vocal patterns while participating in songs and activities that also support speech and language development, reinforcing traditional preschool concepts taught in the classroom.

Classes are offered for children ages 1 through 5 years and are held once per week for 30 minutes.

Monthly Specials (Included in Tuition and Activity Fee)

At The Mustard Seed, we believe learning should be lively, hands-on, and full of wonder. Our center offers a wide variety of on-site experiences designed to spark curiosity and encourage children to explore the world around them. From meeting friendly animals at the petting zoo to discovering science through slime making or pumpkin exploration, every activity invites children to learn through play.

Special themed days—such as Pajama Day, Water Day, and Foam Day—add excitement to the week, while Krafts with Karla gives children a chance to express their creativity. Seasonal surprises like visits from the Kona Ice truck or even making real snow help create joyful memories that children look forward to year after year.

In addition to our regular curriculum, The Mustard Seed enhances learning with thoughtfully planned themed activities. This approach blends structure with fun, keeping children engaged, motivated, and eager to participate.

One example is our annual Fire Safety Month. During this time, the D'Iberville Fire Department visits the center to teach children essential safety skills. Firefighters give a guided tour of the fire engine and equipment, explain fire prevention, and demonstrate the "stop, drop, and roll" technique. They also show children what firefighters look and sound like in full gear, helping reduce fear and building confidence in case of an emergency.

Every experience at The Mustard Seed is designed to inspire exploration, creativity, and a lifelong love of learning.

Our Goals

We Strive

...to honor your role as a parent and to partner with you in the care and development of your child.

...to value your child as a unique individual to be nurtured, protected, and, loved as a child of God, and respected at all times.

...to employ committed, dedicated educators are caring for your child.

...to enable you to watch your child develop a love of learning and a rich imagination.

...for your child develop strong bonds with our teachers and other children.

...for you to share in the joy of your child's experiences in our Center through regular communication.

...to treat you as an important member of our family.

...to listen carefully and respond quickly to any questions or concerns.

...to show you that it is our privilege to serve your family.

Health



Immunizations

Each child must be current on their immunizations in order to be admitted to and attend The Mustard Seed. The Mississippi State Health Department requires that each child maintain an up-to-date 121 Form recording the child's immunizations. For more information about immunizations visit the Mississippi State Health Department website.

Insurance

The center will maintain general liability insurance for accidents that occur at the center once a child is in our care.

Tobacco & Other Substances

Smoking (the use of tobacco products in any form), alcohol, or illegal drugs are prohibited on the premises at The Mustard Seed, including staff, parents, and visitors. For the health and safety of the children we ask that you, as the parent(s), honor this policy

When to Keep Your Child at Home

In the interest of every child's well-being; only healthy children will be cared for at The Mustard Seed. Please keep your child at home if he/she has vomited and/or run a fever within the last 24 hours. **Our Center will determine if a child is well enough to return despite a doctor's note.** We ask if your child is diagnosed with a contagious illness or not you contact the center immediately so that we can let you know when your child may return to our care. The time frame to keep your child is important to the safety and wellbeing of all the children in our care.

RSV, Flu, Strep Throat and Upper Respiratory disease:

A time frame of 48 – 72 hours is required to ensure that medication is in the child's system and to reduce the spread of illness within the center. In addition, the child must be free of any symptoms and free of fever reduction medication for at least 24 hours prior to returning.

Covid 19 & SARS:

Any child diagnosed with Covid 19 will need to remain out for 7 days. Children may return on day 8. If they are symptom free and fever free for 24 hours.

Stomach Bug/Diarrhea/Fevers:

Children sent home from the center with any of these conditions will need to remain out for 36 to 48 hours and may not return until they are symptom free and no medication that could mask any symptoms.

Hand Foot Mouth:

Any child that has hand foot mouth will be out for a minimum of 3 days. However, they will not be allowed to return until all the sores are scabbed over or healed. The average healing time is 3-5 days, but some cases have lingered longer.

Medication Policy

No medication of any kind will be administered at the Center by staff. If When there is a life-threatening circumstance that involves a child who is enrolled at the center we will utilize the following policy:

- The medication will be in the original container with the child's name, the name of the drug or medication, the dosage of the drug or medication and the written instructions for storage and administration outlined by the attending physician.
- The administrative staff and the staff directly working with the child will be informed of the proper procedure for administering the medication.
- At the time the medication is administered, the details will be documented in a log located in the Center's office.

SIDS: Sudden Infant Death Syndrome

The Mustard Seed utilizes safe sleep practices to help reduce the risk of SIDS. The basics of Back to Sleep is following the following practices of ABC: A- Alone: Baby sleeps alone, no pillows, blankets, toys, or pets in the crib, B- Back: Always place baby on their back to sleep for naps and nighttime, C- Crib: Baby should sleep in a safety-approved crib, bassinet or mattress and fitted sheet. We place baby on their backs until they can roll over on their own. You may provide babies with an approved sleeper but we do not use any blankets until they can roll over on their own. We have brochures available to you in the parent resource area.

Shaken Baby Syndrome

Shaken Baby Syndrome/Abusive Head Trauma is a serious brain injury from enduring blunt impact to the head or being forcefully shaken. When the child is shaken, the brain is at serious risk for trauma caused by movement in the skull. The most common trigger for caregivers is inconsolable crying. We here at The Mustard Seed want to partner with you to prevent Shaken Baby Syndrome. We have a brochure available to parents with tips and suggestions and ask that you reach out to us if you are feeling overwhelmed. Some key points are to check and tend to physical needs of baby such as: eating/burping, diapering, something causing pain, or are they hot or cold. Some soothing techniques are: Swaddling and laying your baby on it's back, Side or stomach position while holding your child, Sounds like your voice, soft music or white noise can be soothing to your baby, swinging your baby gently in your arms or a rocker, sucking on a pacifier or feeding can help calm your baby.

Child Safety



Our two oldest children attended preschool at the Mustard Seed when it first opened, and continued until their graduation. We could not have asked for a more caring, safe, educational environment for our children, and feel that they were more than prepared to start Kindergarten. Each teacher treated the children as if they were their own and there was an abundance of one-on-one learning time. We were so pleased with the quality of care and the educational experience with The Mustard Seed provided that we did not even consider anywhere else for our third child, who is currently attending the Center. The staff is warm and welcoming everyday, and is always available to discuss questions and concerns. We are EXTREMELY happy with every aspect of the care and education provided, and because of that, would not have considered any other option. Thank you!

~ Heather N. Krivanec

Providing a safe and secure childcare environment is our number one priority. It's as simple as that. Whether it's the little details like wearing gloves during diaper changes to prevent germs in our classrooms, or the big ones like our electronic touch pad system — they all add up to a safe and clean environment in which you can feel every effort is being made to keep your child safe, happy, and healthy.

Secure Lobby and Classrooms.

The entrance to The Mustard Seed is equipped with a security touch pad for parents and family entry into the facility. All parents must know the PIN number to enter, while all visitors are greeted at the door to sign in and be assisted.

Visitor Precautions.

Photo identification is required from all unfamiliar visitors. A visitor listed as an authorized person to pick up a child must still show photo identification if the school director and/or associate do not know him/her. Persons designated by the parents may only pick up children.

Food & Birthdays.

Do not send children to the center with food or sippy cups. Menus are posted in the hallway of the center. If your child has a food allergy please have your physician complete an allergy form and we will provide a food supplement or you may be asked to provide the appropriate foods. When your child has a birthday parents may bring refreshments as prearranged with the office staff. Gifts may not be presented at the center. Party invitations should not be delivered at the center unless every child in the class is invited.

Equipment Safety.

Some of the many equipment precautions we take include child-sized tables that are "non-tippable" and regular monitoring of equipment, toys, and playground equipment to ensure everything remains in safe working order. Since we provide a variety of age appropriate toys we ask that no toys be brought from home unless requested by the teacher for special days such as show-n-tell. The center will not be responsible for any toys brought from home that are lost or broken while at school. The center is not responsible for injuries due to defects in toy manufacturing. At this time the center does not provide transportation for field trips but brings field trip type activities to the center.

Parental Access

Parents will be granted access to the areas that their child is in as long as it is not disruptive to the center activities and to the child's ability to resume normal daily activities. Parents can make appointments to meet with the staff to address your concerns. Tours for the center are conducted between the hours of 9:30 – 11:00 am and 1:00 – 4:00 pm Monday thru Friday.

Brightwheel, Media & Photography Consent

I understand that photographs, video recordings, and digital images may be taken of my child during participation in activities at the center. I further understand that the use of these materials may be for educational documentation, classroom displays, parent communication platforms, marketing materials, brochures, websites, and social media associated with the center. Children's names will not be publicly shared. To protect the privacy and identity of all children enrolled at the center, I agree not to download, copy, screenshot, post, or share any photos or videos received. If I find an image posted on social media that I would like to have taken down. I am to contact the office and request for it to be removed and the office will make every effort to have it removed in 24 hours.

"He replied, 'Because you have so little faith. I tell you the truth, if you have faith as small as a mustard seed, you can say to this mountain, 'Move from here to there' and it will move. Nothing will be impossible for you.'"

~ Matthew 17: 20-21

Safety Procedures



Bill and I would like to sincerely thank you for providing child care to Collin for the past 2½ years. We never had to worry and we know he loved it. He still talks about his buddies he met while at The Mustard Seed. The teachers have been loving and supportive during his many stages. We wish the business the best and hopefully will be back in the future with more children.. ~The Snyders

Arrival and Departure

The main entrance and parking is located in the rear of the building. **Upon arriving you will use one of our iPads to sign your child in and out of the center through Brightwheel. If no one is present to escort your child to their classroom then it is the responsibility of the parent or caregiver dropping off to escort their child to their classroom and let the teacher know their child is being left in their care.** We are not responsible for a child who has not been left in the custody of an authorized staff member. If you need to speak to your child's caregiver we ask that you schedule an appointment. All children's belongings ready to go home will be located in their cubby. Once you have received your child, we ask that you please keep complete control of your child and assist them all the way to your vehicle. An authorized person must bring and pick up your child. Children must be accompanied by an adult (18 and older) into and out of the building. **If a child is not picked up within 5 minutes of their elected program a late fee of \$5 will be added to your account and then a \$5 per minute will be assessed and must be paid before drop off the next day.** Every effort will be made to reach an emergency contact to pick up a child in our care. If we are not able to contact anyone to receive your child, the police or child protective services will be contacted.

The absolute deadline for dropping a child off is 8:30 A.M. we will lock the door and sanitize the entryway. This policy has been put into place for several reasons and will be strictly enforced. Our Preschool day begins at 7:45 A.M. It ensures that our classes do not get interrupted during the morning hours which can be a challenge for the teachers and children to get back on track once the interruptions are made. Please make sure you make arrangements to have your child here early.

Permission will be granted by the director for late admission for a "well check up" and dental appointment if the office was notified ahead of time about the appointment and a well excuse is given. This late admission policy will only be accepted if the child can be here by 10:30 A.M. No exceptions to this policy will be made.

Children who leave early for an appointment may not return that day. It is best to make appointments for well checkups, dental, and vision in the afternoons. While you may mention appointments to the teacher you must inform the office.

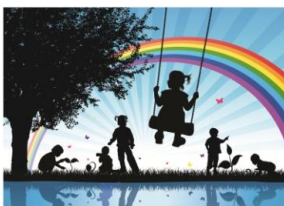
If your child is out we ask that you call and let us know along with any illness they may have this allows us to alert all staff as to what illness children have and what signs and symptoms to look for.

It is normal for children to have some difficulty separating from their parents or not wanting to leave when it is time to go home. Please be brief during these transition times. A smile and cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. It is our experience that once we get your child involved in the classroom activities the shorter the "cry" time.

ENROLLMENT, TRIAL PERIOD, AND TERMINATION POLICY 30-Day Notice to End Care

At The Mustard Seed, parents or guardians are required to provide a 30-day written notice prior to withdrawing a child from our program. We understand that transitioning into a preschool or childcare environment can take time, especially for children who are new to group care settings. In many cases, children need several weeks to fully adjust to new routines, teachers, and classmates. If at any point during this adjustment period you feel our program may not be the best fit for your family, you may submit your 30-day notice. During the initial enrollment period, our staff is also evaluating whether we can provide the best educational support, developmental encouragement, and care environment for your child, or if an alternate setting may better meet their individual needs. Our goal is always to do what is best for your child as well as the other children in our care.

To ensure the safety and well-being of all children, staff, and the center, there are rare and extreme situations where immediate termination may be necessary. The center reserves the right to dismiss a child without notice at the discretion of the director and owner. Reasons for immediate termination may include, but are not limited to destructive, uncontrollable, or violent behavior; habitual late pickup; and repeated late payments or nonpayment. Any decision to terminate care under these circumstances will be made thoughtfully, carefully, and with the best interests of all involved in mind.



Inclement Weather

The Civil Defense Alert System calls The Mustard Seed in the event of a severe weather warning. During a hurricane or other severe weather conditions, parents are asked to check the Brightwheel App. for information.

The Center will follow the local City | County school closings for severe weather. If they are closed, we will also be closed

Emergency Procedures & Response

We are concerned and aware of our role in correctly managing situations that require first aid or emergency care. Select staff is certified in CPR and basic first aid and are trained in emergency and safety procedures. In the event of critical illness or injury that requires immediate medical attention, the following procedures will be followed:

1. EMS will be contacted to take the child to the nearest emergency room.
2. The child will be given first aid or CPR as required.
3. The parent will be contacted.

If an injury occurs that does not require immediate medical attention, (i.e., scrapes, bruises, bites, etc.) appropriate care and attention will be administered to the child and the parents will be called or provided an accident report when picking up their child. Fire drills are conducted monthly. The drills will make quite an impression on your child the first time they are held. As time goes by, your child will become accustomed to the drills and will know what is expected of him/her.

Evacuation Plan

In the event that we need to evacuate the Center and move to a safe location other than the Center grounds, we will implement the following plan:

1. Protect the children by removing them from harm's way.
2. Call 911 as soon as possible.
3. Relocate to a safe area on the grounds. Should it become necessary to leave the premises, we will go the D'Iberville Public Library located on Automall Parkway. Should a further distance be required we will go to the Margaret Sherry Library on Popps Ferry Road. Caregiver and Sheriff Department vehicles will be utilized in these very extreme emergency conditions.
4. Place name tags on the children or write their names on their person with marker so emergency personnel can easily identify the children, if the children are hurt, or separated from adults who know them.
5. Notify Parent or emergency contact about the need for emergency pick-up.
6. Parents go to the designated area as soon as possible to pick up their child.
7. Staff will remain with the children until all children have been picked up.

Shelter-In Place Procedures (Tornado/Severe Weather)

1. An emergency radio is located: Resource Room by the front desk.
2. If a severe weather watch is issued staff will be notified and they will gather children at the circle time carpet and await any further instructions. For Tornado move children as far away from any windows. The older one year old room will move into the staff resource room.
3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. If possible, the Director will contact all parents to let them know of the situation.
7. **No children are allowed to leave the center while a severe weather watch is in effect without the legal parent or guardian.** If necessary, 911 will be called to report any injuries, damages, closings, etc.
8. When the threat has passed, staff may continue with the daily schedule.





At our preschool, the safety and well-being of every child in our care is our highest priority. While we hope to never face an emergency, it is essential that we are fully prepared to respond quickly and appropriately if one were to occur.

Emergency procedures such as *shelter-in-place* and *lockdown* are in place to protect children and staff from a variety of potential situations, including severe weather, environmental hazards, or unexpected safety concerns in the surrounding area.

Having clear, practiced plans allows our staff to act calmly, confidently, and effectively to keep children safe.



Loss of Water

1. Bottled water will be provided to wash hands, flush toilets and for drinking.
2. The Director or designated person in charge will contact the water company for assistance if applicable. The provider for the center is The City of D'Iberville.
3. Parents will be contacted (i.e. brightwheel, phone, text) to be made aware of the situation.
4. For children that were received prior to the loss of water the center will continue care however, If the water is not restored within 1 hour, all parents will be contacted via brightwheel, phone, or text to arrange for pick up. If the center loses water no further children will be accepted until water is restored. If the center is without water prior to opening no children will be accepted until water is restored.
5. The program will remain closed until water is restored.
6. Licensing will be notified with-in 24 hours by the Director or designated person in charge for long term water outage issues.

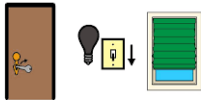
Loss of Electricity

1. Flashlights are kept in the supply closet for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. The provider for the center is Coast Electric.
4. Parents will be contacted (i.e. brightwheel, phone, text) to be made aware of the situation.
5. For children that were received prior to the loss of power the center will continue care however, If the power is not restored within 1 hour, all parents will be contacted via brightwheel, phone, or text to arrange for pick up. If the center loses power no further children will be accepted until power is restored. If the center is without power prior to opening no children will be accepted until power is restored.
6. The program will remain closed until Power is restored.
7. Licensing will be notified within 24 hours by the Director or designated person in charge for long term power outage issues.

Loss of Heat or Cooling System

1. Children will be kept comfortable by putting on coats and outer garments or removing excess clothing.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. Brightwheel, phone, text) to be made aware of the situation.
4. If the temperature of the building drops to below 65 or goes above 78 degrees Fahrenheit, the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone, email, or text to arrange pick up. In the past we have used fans and window units to cool the buildings and space heaters to help warm the center but that does not always work.
5. If the program is closed for an extended time, licensing will be notified within 24 hours by the Director or designated person in charge.

Lockdown Drill



Young children rely on adults to guide and protect them, especially during unfamiliar situations. By establishing these policies and routinely training our staff, we ensure that everyone knows exactly what to do, reducing confusion and helping maintain a secure and reassuring environment for the children.

We understand that these topics can feel concerning; however, preparation is a key part of prevention and safety. Our goal is always to provide a nurturing, safe, and responsive environment where your children can learn and grow with confidence.

If you have any questions about our emergency procedures, we are always happy to discuss them with you.

Lockdown

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. Phones are available in classrooms, Director or designated person in charge will call 911 to ensure emergency personnel have been notified. Any staff may contact 911 do not worry if others already have.
8. Remain in lockdown until situation resolved and police give the "all clear".

No children are allowed to leave the center while in lockdown.

*Notify parents/guardians about any lockdown, whether practice or real.

Dangerous Person

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

1. Immediately let staff know of dangerous or potentially dangerous person.
2. Initiate LOCKDOWN. (See lockdown procedures)
3. Call 911 from a safe place.

We try to isolate the person from the children and staff and initiate Lockdown. If the children are outside the staff outside will be contacted to quickly gather children and return to a safe location in the facility.

Chemical or Radiation Exposure

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to SHELTER-IN-PLACE or EVACUATE, as per instructions.

If inside:

- stay inside (unless directed otherwise).

If exposed to chemical or radiation outside:

- Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about the bag so it can be removed).
- Take shelter indoors.
- If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with **plenty of water**.

LICENSING AND SAFETY POLICIES

A complete copy of the *Regulations Governing Licensure of Child Care Facilities* is available in the office for your review at any time. A summary of these licensing standards is also posted in the hallway for your convenience.

In accordance with state law, the center is required to report any suspected incidents of child abuse or domestic violence. Our first priority is the safety and well-being of your child. If we have reason to believe a child has been subjected to abuse or neglect, we are legally obligated to file a report with the appropriate authorities.

For the protection of all children in our care, we also reserve the right to refuse to release a child to a parent or any authorized individual listed on the pickup form if we believe that person may be under the influence of alcohol or drugs.

Programs



Nurturing the Whole Child

Our program is designed to support the whole child—academically, spiritually, socially, and emotionally. Learning experiences are thoughtfully tailored to each child's developmental level through an activity-rich, child-centered curriculum.

Children engage in hands-on learning through science exploration, early math concepts, phonics, creative arts, and fun-filled Bible activities. At The Mustard Seed, children discover that learning is joyful as they build friendships and form meaningful relationships with teachers who partner with you in your child's care and education

Please label all items clearly with your child's name!!!!

Infant & Toddler Program: Learning Through Love & Play

At The Mustard Seed, we lovingly guide each infant and toddler as they explore, discover, and grow, trusting God's plan for their development. Our program emphasizes hands-on learning, sensory-rich experiences, and active exploration, helping children gain independence, build confidence, and develop a love for learning in a nurturing, faith-filled environment.

Our experienced, caring teachers recognize that every child is uniquely and wonderfully made by God. From infants beginning to communicate their needs to toddlers expressing growing independence, we support early language development, social skills, and self-expression. Children are encouraged to grow at their own pace while learning through play, guided group experiences, and thoughtful, developmentally appropriate activities. Our program combines the **ABEKA And Frog Street Curriculum**, offering rich, engaging learning experiences through monthly themes. In this loving, faith-centered setting, children develop not only cognitive, language, motor, and social skills but also an understanding of kindness, cooperation, and God's love. Every step of their early years is celebrated as we lay a strong foundation for their future growth—rooted in faith, love, and encouragement.

Preschool Program: Hands-On Learning Rooted in Faith

At The Mustard Seed, our preschool program nurtures the natural curiosity and growing independence of three- and four-year-olds, guiding them as they explore, discover, and connect with the world around them. Using the **ABEKA And Frog Street Curriculum**, we provide a strong foundation for success in school and beyond through engaging, hands-on learning experiences.

Three-year-olds thrive as they explore how things work, create original stories, engage in imaginative play, and develop language, motor, and social skills. Monthly themes introduce new concepts and activities, from building with blocks to exploring other countries and cultures, all designed to meet each child's individual interests and needs. Bible stories and character development are woven into daily activities, helping children understand they are fearfully and wonderfully made by God.

Four-year-olds build on this foundation as they prepare for "Big School." Play areas are transformed into exciting, hands-on learning spaces—such as a veterinary office, train station, or restaurant—where children grow in language, math, critical thinking, and social skills. Daily Circle and Bible Time instill a love of God's Word and set the tone for joyful, purposeful learning, while our partnership with parents ensures a smooth transition to the next stage of their educational journey.

Every day, our preschoolers are encouraged to explore, imagine, and grow in a nurturing, faith-filled environment that celebrates their curiosity, creativity, and individuality.

What to Bring!!!

Infants

- Daily Bottles Premade and labeled
- Extra clothing (2–3 changes)
- A pack of diapers and two packs of wipes
- Sleep suit or sleep sack for crib

Toddlers & Preschoolers

- Change of clothes (3 outfits weather-appropriate)
- A pack of diapers (1's) or pull ups (2's Velcro only on sides)
- Two packs of wipes
- Blanket or Roll Up mat if napping
- If your child is potty trained, please send in 2 packs of wipes for art & playground clean up.

Our Learning Environment

Classrooms Designed for Learning & Growth

As you make your way to your child's classroom, you will be welcomed by their teacher. Each classroom is thoughtfully arranged with a wide variety of learning materials organized into engaging learning centers. This intentional design provides more than just a place to play—it is a place to learn, grow, and thrive.



At The Mustard Seed Preschool & Child Care Center, we believe children learn best through hands-on experiences and purposeful play. Our classrooms are thoughtfully designed to create a warm, welcoming, and engaging environment where children feel safe, valued, and encouraged to explore.

Each classroom is arranged into learning centers that promote discovery, creativity, problem-solving, and social interaction. Centers may include areas for blocks, dramatic play, art, literacy, science, sensory exploration, manipulatives, and fine motor activities. Materials are organized and accessible to encourage independence and allow children to make meaningful choices throughout the day.

Our classrooms are intentionally designed to support all areas of development, including social-emotional, physical, cognitive, language, and spiritual growth. Teachers regularly rotate materials and activities to maintain children's interest, support current themes, and provide new learning opportunities.

Beyond the classroom, children have access to outdoor learning and play spaces that encourage active movement, exploration, and interaction with the natural world. Outdoor play is considered an extension of the classroom and provides valuable opportunities for physical development, social engagement, and hands-on learning.

We believe that play is the work of childhood. Through carefully planned environments and intentional teacher guidance, children develop the skills, confidence, and curiosity needed to become lifelong learners.

High Standards Make the Difference!

Are you looking for a place where teachers have PASSION for education and truly care about your child? You'll find them here at The Mustard Seed Preschool & Child Care Center! Our Center is staffed by dedicated professionals who are skilled, trained, and enthusiastic about creating engaging learning environments that help children reach their highest potential. We want our students to be challenged with the most current learning environments. To do this we provide our teachers with continuing training and educational assistance. Feel free to drop by the Center or schedule an appointment to meet your child's teacher. Our staff love what they do and welcome the opportunity to answer any questions you might have.

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A Day in the Life at The Mustard Seed



MEALS AND SNACKS

Meals and snacks are served in a family-style setting and are both nutritious and enjoyable.

This time fosters valuable learning opportunities as children build social skills through conversation with peers and teachers. Discussions about food and nutrition help promote healthy habits, while mealtimes also give children a chance to share about their day and express their feelings.

REST TIME

Afternoon rest time allows children to relax and recharge for the remainder of the day.

Teachers are always present, and children who wake early may engage in quiet activities such as reading, drawing, or puzzles.

After this quiet time, children are refreshed and ready to continue learning.

Parent Communication

We believe that strong communication between home and school is essential to a child's success. Each classroom has a Parent Information Board that provides important information regarding classroom activities, lesson plans, special events, and daily routines.

Families receive daily communication about their child's experiences, activities, meals, naps, and developmental milestones through the Brightwheel app. Brightwheel allows us to share updates, photos, and important reminders while keeping parents connected to their child's day.

In addition, a monthly calendar is distributed to all families outlining center-wide activities, special events, celebrations, and important dates. A copy of the calendar is also posted on the Parent Information Board for easy reference.

Whole Group Time

Whole Group Time provides opportunities for children to come together as a class to build social skills, participate in discussions, and engage in shared learning experiences. During group activities, children learn to listen, take turns, express their thoughts, follow directions, and respect the ideas of others.

Through consistent group experiences, children develop a sense of belonging, community, and cooperation while strengthening language, communication, and social-emotional skills.

Small Group Time

Small Group Time allows teachers to work with a few children at a time in a more focused and individualized setting. These activities are intentionally planned to support children's developmental needs, interests, and learning goals.

By working in smaller groups, teachers can provide personalized instruction, encourage participation, assess progress, and help children develop specific skills while fostering confidence and independence.

Child-Directed Learning

Child-directed learning is a vital component of our daily program. During center time, children are encouraged to choose activities and learning experiences that interest them, allowing them to explore, discover, create, and learn at their own pace.

Learning centers are thoughtfully designed to promote hands-on experiences in areas such as dramatic play, blocks, art, science, sensory exploration, literacy, and fine motor development. As children engage in purposeful play, teachers observe, support, and guide learning by asking questions, extending activities, and encouraging problem-solving.

Through child-directed learning, children develop independence, creativity, decision-making skills, self-confidence, and a lifelong love of learning.

Outdoor Play, Clothing, and Sun Protection



Outdoor play is an essential part of a child's physical health, social development, and overall well-being. It provides opportunities for active play, exploration, and interaction with the natural world. By extending learning beyond the classroom walls, children gain valuable experiences that support growth, creativity, and development.



When bringing your child for school, please remember that we participate in a variety of hands-on and sensory activities each day, including painting, outdoor play, water activities, art projects, and sensory experiences involving materials such as glue, shaving cream, paint, markers, and other creative mediums. While staff make every effort to protect children's clothing, accidents and spills are a normal part of the learning process. We encourage families to send children in comfortable, play-friendly clothing that can withstand active participation and occasional messes.



Children go outdoors daily, weather permitting. For the safety of all children, appropriate footwear is required. Closed-toe tennis shoes or athletic shoes must be worn each day. Flip-flops, Crocs, sandals, cowboy boots, dress shoes, and other open-toed or unsafe footwear are not permitted, as they can increase the risk of trips, falls, and injuries during active play.

Parents who wish for their child to wear sunscreen or insect repellent should apply these products before arriving at the center. The Mustard Seed Preschool & Child Care Center does not apply sunscreen, insect repellent, or other topical chemical products to children while in our care. There are no exceptions to this policy.

Pull-Up Policy

Because we are a group childcare setting, all training pants or Pull-Ups must have easy-open Velcro or re-fasten able side panels to allow teachers to change children quickly, safely, and hygienically when needed.

Pull-Ups with re-fasten able sides still provide children with the opportunity to practice important self-help skills, such as pulling their training pants up and down independently during the toilet learning process.

This policy helps us maintain proper sanitation procedures while supporting each child's growing independence and success with potty training.

Thank you for choosing The Mustard Seed Preschool & Child Care Center to be a part of your child's early learning journey. We consider it a privilege and a blessing to partner with you during these important years of growth and development. Our commitment is to provide a safe, nurturing, Christ-centered environment where children are loved, encouraged, and challenged to reach their fullest potential.

We believe that the strongest foundation for a child is built when parents and teachers work together as a team. Through open communication, mutual respect, and a shared commitment to each child's success, we can create meaningful experiences that foster a lifelong love of learning and a strong sense of faith, character, and confidence.

As your child grows with us, we pray that The Mustard Seed will be a place where they feel valued, supported, and inspired to discover the unique gifts God has given them. Thank you for entrusting us with the care and education of your child. We look forward to building lasting relationships with your family and creating many wonderful memories together.

Nancy Koon, Owner

"Train up a child in the way he should go, and when he is old he will not depart from it."

— Proverbs 22:6



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