

# Parent Handbook

2017 - 2018 School Year

## *Afterschool Program*



**First Baptist Church**

***Mauldin Christian Academy***

150 S. Main Street  
Mauldin, SC 29662  
864-288-1917

Notice of Nondiscrimination: Mauldin Christian Academy does not discriminate on the basis of race, sex, color, religion, or national origin in its dealing with students and their families.

**Mission Statement**

To provide a quality education in a nurturing Christian environment to the Mauldin community and other surrounding areas through the support of qualified and dedicated teachers, affordable tuition, and the renowned ABeka curriculum. "Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6

**Vision Statement**

To be the most preferred and trusted Christian academy in the Mauldin area.

As a loving and compassionate ministry of the First Baptist Church, Mauldin Christian Academy seeks to develop followers of Jesus Christ by:

Loving, Sharing and Serving

It is our hope to introduce your child into a loving relationship with a loving God that may lead to sharing the good news of Jesus with others. The best way to share Jesus is by serving others and meeting their needs.

- We will commit to love and nurture your child.
- We will help your child to develop a strong, vibrant spiritual and academic foundation.

**A Glance at Mauldin Christian Academy . . .**

FBC – Mauldin Christian Academy is a ministry to young children and their families. We offer a structured elementary school, preschool, daycare, after-school and a summer camp program. Curriculums are designed to meet the spiritual, social, physical, emotional and intellectual needs of the child at his or her level of development. Our school is open from 7:30 am – 6:00 pm, Monday through Friday

Elementary school runs on the same schedule as Greenville County schools. Summer camp begins the Monday after public school dismisses for the summer and closes mid- to late August. Daycare continues all year round.

\*\*\*\*\*  
**The Academy Director and Administrative Staff DO NOT have the authority to change, alter or deviate from any policy set forth in this handbook. Only the MCA Board has the power to change and implement new policy.**  
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**\*\* Please familiarize yourself with our handbook. It will answer many of your questions concerning our school. There are updates and policies that are new to this handbook. Please disregard any and all previous Academy handbooks.**

**Mauldin Christian Academy Administrative Staff**

<b>Director:</b>	Paula Southwell <a href="mailto:psouthwell@fbcmauldin.org">psouthwell@fbcmauldin.org</a>
<b>Assistant Director – Elementary, Preschool, Afterschool:</b>	Jodi Campbell <a href="mailto:jcampbell@fbcmauldin.org">jcampbell@fbcmauldin.org</a>
<b>Assistant Director – Daycare:</b>	Pam Lollis <a href="mailto:plollis@fbcmauldin.org">plollis@fbcmauldin.org</a>
<b>Office Administrator:</b>	Carol Campbell <a href="mailto:ccampbell@fbcmauldin.org">ccampbell@fbcmauldin.org</a>

## 2017 – 2018 Mauldin Christian Academy Afterschool Calendar

August 22	Afterschool begins
September 4	Labor Day – ENTIRE Academy Closed
October 19	Teacher Workday – No Elementary/Preschool
October 20	Teacher Workday – No Elementary/Preschool
November 22-24	Thanksgiving Holiday –No Elementary/Preschool
December 21-Jan 2	Christmas Break - No Elementary/Preschool
December 25–Dec 29	Christmas Break – ENTIRE Academy Closed
January 2	Afterschool available all day
January 3	Elementary/Preschool resumes normal schedule
January 8	Elementary School Registration for 2018-2019 - Current MCA students
January 15	MLK Holiday – No Elementary/Preschool
February 1	Elementary School Registration for 2018-2019 – Open to Community
February 5	Daycare/Preschool/Afterschool Registration current MCA families
February 14	Daycare/Preschool/Afterschool Registration current MCA families
February 16	Teacher Workday – No Elementary/Preschool
February 19	Presidents Day – No Elementary/Preschool
March 19	Snow Makeup Day (#1) – No Elementary/Preschool if not needed
March 30	Good Friday-ENTIRE Academy Closed
April 2-6	Spring Break – No Elementary/Preschool
April 9	Summer Camp Registration for current MCA students
April 23	Summer Camp Registration – Open to the Public
April 27	Snow Makeup Day (#3) – No Elementary/Preschool if not needed
May 28	Memorial Day – ENTIRE Academy Closed
June 1	Last Day of Elementary School and Preschool
June 4-8	Afterschool care available all day for additional \$10 a day

### OPERATING HOURS

<b>Afterschool</b>	7:30 am to 6:00 pm	Days Greenville County schools are <b>NOT</b> in session but our Daycare is still open
<b>Daycare:</b>	7:30 am to 6:00 pm	Monday through Friday
<b>Elementary School:</b>	8:30 am to 2:30 pm	Monday through Friday
<b>Afterschool</b>	2:30 pm to 6:00 pm	Days Greenville County schools are in Session

#### MCA Financial Information

**Afterschool Tuition: \$65 a week**

**\*\*Additional Fee of \$10 a day if child is in attendance when Greenville County schools are closed but the Academy is still open**

### OTHER FEES

**Registration Fee:** Registration begins in February for the following school year. The payment of registration fees (\$65) reserves a space for your child on a first-come, first-served basis. These fees are **non-refundable and must be paid at the time of registration.**

**Fee/Payment Policy:** The Academy tuition fee will be automatically drafted from the parent/guardian account that is on file.

**Auto Draft:** All tuition payments MUST be made through an automatic draft. We will only accept cash or checks for book fees and other incidental fees. The auto draft form signed and returned to our office. A fee of \$30.00 will be charged if there are insufficient funds to cover the debit. Should the debit be returned without payment twice, the account will be considered delinquent.

If an account becomes delinquent these steps will be taken in order.

- 1) Invoices sent home.
- 2) Contact from the Academy Director to arrange a payment.
- 3) If payment arrangements are not made and followed, the child will be released from MCA.

**DISCOUNTS – MCA Multiple Student**

<b>Program</b>	<b>Fee Discount</b>		<b>Program</b>	<b>Fee Discount</b>
Daycare – 1 <sup>st</sup> student	No discount		Afterschool – 1 <sup>st</sup> student	No discount
Daycare – 2 <sup>nd</sup> student	\$5 off per week		Afterschool – 2 <sup>nd</sup> student	\$5 off per week
Daycare – 1 <sup>st</sup> student	No discount		Elementary – 1 <sup>st</sup> student	No discount
Afterschool – 2 <sup>nd</sup> student	\$5 off per week		Elementary – 2 <sup>nd</sup> student	10% off highest grade per month
Daycare – 1 <sup>st</sup> student	\$5 off per week		Elementary – 1 <sup>st</sup> student	No discount
Elementary – 2 <sup>nd</sup> student			Preschool – 2 <sup>nd</sup> student	\$10 off per month
Daycare – 1 <sup>st</sup> student	\$5 off per week		Elementary – 1 <sup>st</sup> student	No discount
Preschool – 2 <sup>nd</sup> student			Afterschool – 2 <sup>nd</sup> student	\$5 off per week
Preschool – 1 <sup>st</sup> student	No discount			
Preschool – 2 <sup>nd</sup> student	\$5 off per month			

*Please contact the MCA office for more than 2 children enrolled.*

**Withdrawal from Program:** A two (2) week notification in writing must be given to the office when a child is being withdrawn from the program otherwise tuition is expected.

**Key Fobs:** We pride ourselves on our security system to protect our children. We use a key fob for parents to be able to access the building during normal operating hours. It is mandatory that parents purchase a key fob, the cost is \$10. If both parents pick up on a regular basis, they will each need to purchase a fob. If there is another regular pick up person, they will need to purchase a fob as well.

**Late Departure Fee:** The Academy closes at precisely 6:00 p.m. A “late pick up” charge is assessed to each parent whose child is picked up after 6:00pm.

**\$15.00 fee per child from 6:01pm-6:15pm**

**\$1.00 per minute per child after 6:15pm until the child(ren) is picked up**

**\*\*\*This fee is to be paid directly to the employee who is staying with the child at the time of pick-up.\*\*\***

**Academy Closings:** The Academy will be closed for one week during Christmas and select major holidays throughout the year. There will not be any fee charged for the week of Christmas closing. We do not prorate tuition during holidays, full tuition is expected. The Academy will not reimburse or credit accounts for emergency closings.

**Bad Weather:** If weather conditions are such that staff cannot get to the church, an announcement will be on WYFF-TV (channel 4). **We close the daycare only when roads and streets are extremely dangerous.** We do not prorate or refund tuition on days shortened or missed due to inclement weather. Our Afterschool program will not automatically follow Greenville County schools in regards to closings for inclement weather. If our Academy is able to remain open, we will offer care for Afterschool children for the additional \$10 a day fee.

**ARRIVING AND LEAVING SAFELY  
(VERY IMPORTANT INFORMATION...Please read carefully)**

Afterschool students enrolled in MCA will be taken immediately to Afterschool care upon dismissal of school. Students from other elementary schools will be picked up by bus and taken to the Academy by 3:00. If your child will not be attending Afterschool please contact the office so we know whether or not to expect your child to be on the bus.

**When picking up or dropping your child off at the Academy, please do not park under the overhang, regardless of the time. Please use a designated parking space.**

**\*\*All Afterschool parents must sign their child out on the form provided. (Required by DSS)**

Under no circumstances should a child be left when a member of the staff is not present. Please do not drop your child off at the door and let them walk in unattended.

**AUTHORIZATION TO PICK UP CHILD**

Only persons authorized by the parents may pick up a child. We must have notification when someone other than a parent will be picking up a child. In the event of divorce, separation, etc. a court order must be provided specifying who the custodial parent is. The custodial parent is the only person from whom MCA will accept a list of authorized persons to pick up a child. We do not allow non-custodial parents to pick up a child unless authorized to do so, in writing, by the custodial parent. We require identification (e.g., driver's license) even when the person's name is on the authorized list. If a parent plans to have someone not on the list pick up a child, the Academy must be **notified in advance**; otherwise, no access to the child shall be given. Verbal permission will be accepted in **emergency situations only**. If notification has not been given, no child will be released until the parents have been contacted. People authorized on the Emergency Form are for emergency contacts only when the parents cannot be reached.

**RECORDS**

MCA will keep records of attendance, health and fees of each child. A "South Carolina Certificate of Immunization for Daycare Attendance Form 2740A" will be required for each child in the program. These forms need to be updated each time your child has an immunization. New addresses and telephone numbers, both work and home, **must** be provided so that we can reach parents immediately if needed.

**MESSAGES TO PARENTS/TEACHERS/OFFICE**

**Teachers are not allowed to receive/place phone calls, text messages, IM messaging, etc while working with your children. If you have immediate questions concerning your child, please call the Academy office at 864-288-1917 and a staff member will contact the teacher/student.**

**All messages from the parents to the teacher or office should be handwritten or through email.**

**Personal Property/School Property**

Students are to respect the property of teachers and other students. Students are not to enter a teacher's desk or office unsupervised. Students are urged to label all personal items. Electronic

devices (phones, tablets, etc) are not to be brought to school. These may be confiscated and returned only to the parent. Fake guns, water guns, knives or weapons (simulated or real) are not allowed under any circumstances.

Students are to respect the appearance and care of the facilities by not defacing the property and by keeping the grounds litter free. Damaging property may incur disciplinary consequences and financial liability.

### Student Code of Conduct

Recognizing that the process of education is enhanced by a safe and orderly environment, and to govern the behavior of students when they are in our care, the Staff and Administration have adopted the following code of conduct for our students. Please discuss these with your child and make sure he/she understands how they apply to everyday life at Mauldin Christian Academy.

1. Take care of yourself
2. Respect the rights and feelings of others.
3. Respect the property of others and our environment.

Within this framework, each class, with guidance from the teacher, has their specific rules to meet the needs of the particular classroom environment.

### **SCHOOL SUSPENSION/EXPULSION**

If a child has been suspended or expelled from their regularly attended elementary school, they will **NOT** be allowed to attend MCA until the school suspension has ended.

### Discipline

Mauldin Christian Academy is an orderly, disciplined school where students are responsible and accountable for their behavior. Students are expected to respect themselves, each other and their teachers.

**We will not put an entire class of children at risk for the behavior of one.** A student who refuses to respond to our disciplinary measures and continues to be a disruption may be asked to withdraw. The school will not administer corporal punishment. The staff of the school will use a “positive” form of discipline. Every effort will be made to have the disciplinary measure “fit” the offense.

Teachers are responsible for classroom discipline. The following violations are subject to disciplinary action:

1. Teasing or making fun of another child
2. Bullying or threatening others
3. Vulgar or unwholesome language
4. Showing disrespect to teacher or other students
5. Fighting, stealing, cheating or lying
6. Defacing or destroying school/classroom property
7. Unspecified issues that may arise during the school year.

*Demerits will be issued on extreme or continuous cases at the discretion of the teacher.*

**In extenuating circumstances the following procedures will be used:**

1. Both parents must attend a parent/teacher/Director conference to discuss the student's behavior and to develop a corrective measure to deal with such behavior. **-after 1 Demerit**
2. After corrective measure has been put into place, should the behavior occur again, we will call the parent immediately and the student must be picked up for the remainder of that day. **-after 2 Demerits**
3. If all these measures fail, we will have no choice but to ask that the student withdraw. **-after 3 Demerits**

**\*\*\*The school reserves the right to dismiss a child for extreme behavior.\*\*\***

For Example: If a child becomes physically aggressive with a teacher or administrative staff member, the child will be dismissed from the program immediately.

**ALL cases of discipline will be looked at on a case by case basis**

#### **DISMISSAL OF A CHILD**

MCA reserves the right to dismiss any child if, after entering, he/she seems unable to participate in group experiences, parent or guardian does not abide by the policies and procedures of the program or fees have not been paid.

#### **FIELD TRIPS**

Children in Afterschool may occasionally take field trips throughout the year, typically during times when elementary schools are closed.

Because our teachers lead the field trips for their classes, care for children not attending field trips is not available. You may bring your child to school once the children have returned from the field trip.

#### **LUNCH - SNACKS**

Children will be given snack upon arrival to the Afterschool program on normal school days. On days that Greenville County schools are closed but the Academy is open, Afterschool children will be served a hot, well-balanced lunch. The cost for the lunches is covered in the additional \$10 per day fee. The school will allow children the opportunity to bring in a sack lunch.

#### **ADMINISTERING MEDICATION**

MCA will only administer prescribed medications from a doctor, this includes prescription and over the counter medication. The medicine must also have explicit written directions. All medication must be brought to the Office and a form filled out with instructions for administering medication.

**We will not apply sunscreen to children. During summer months, please apply sunscreen at home for the full day. They do make 8-12 hour sunscreen.**

#### **CHILDREN'S ILLNESS**

**\*\*\*VERY IMPORTANT\*\*\***

***When a parent is called to pick up a sick child a 1 ½ hour window will be given for parent to arrive. After that time frame, DSS will be called.***

If a child becomes ill at school, we will keep the child in a quiet and comfortable place until a parent or emergency person arrives.

We will monitor each illness individually and for the protection of the children and staff, we do reserve the right to exclude a child when necessary.

We will not admit children with signs of communicable diseases until a physician sends **WRITTEN** notification that the symptoms have been treated and the child is no longer contagious.

A child must be free of fever, nausea, symptoms, etc. for at least 24 hours **WITHOUT** the assistance of over the counter medicines before being admitted to the program.

**Children must be fully able to participate in classroom activities before being readmitted to the program.**

### **Allergies**

All allergies to foods or medication must be stated on the registration forms. Please discuss your child's allergies with his/her teacher. If an Epi-pen, Benadryl or other life-saving medication needs to be administered in the event of an allergic reaction please see Office personnel prior to your child starting in our program.

Please note that if you send your child to the Afterschool Program they will be required to play outside if the group participates in outdoor play. DSS requires children have outdoor play time every day unless the weather is extreme. We realize seasonal allergies can be a struggle but we do not often have the ability to keep children indoors all day. Exceptions to limiting outdoor time will only be made with a doctor's note.

### **INCLUSION AND EXCLUSION OF MILDLY ILL CHILDREN**

**A child shall not attend with the following conditions:**

#### **Abdominal Pain**

Persistent or intermittent – until physician states that child can return to school.

#### **Chicken Pox**

Until six days after onset of rash or until all lesions have dried and crusted.

**Uncontrolled Diarrhea - According to DHEC policy**, any child who has three occurrences of diarrhea in a 24 hour period, must go home and may not return to school until diarrhea **stops for a full 24 hours**. If your child has three or more while at home, please keep them at home.

#### **Fever**

Temperature for children is greater than or equal to 101 degrees until medical evaluation indicates inclusion. The child should have a normal temperature without fever-reducing medication for 24 hours before returning to school. No student with a temperature of 101 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school. We will follow all DHEC guidelines and regulations concerning contagious disease.

#### **Hand, Foot and Mouth Disease (HFMD)**

Your child may return to school with a doctor's note when the fever is gone and the red blisters should be dry and crusted over.

#### **Head Lice**

Until 48 hours after treatment has been initiated. **Your child MUST be nit free and checked by Office Personnel before returning to class. NO EXCEPTIONS.**

#### **Hepatitis A Virus (Liver disease that has flu like symptoms)**

Until one week after onset or as directed by the health department; and after the passive antibody preparation has been administered to appropriate children and staff in the program.

#### **Impetigo/Infantigo (Skin infection)**

Until 24 hours after initial treatment.

#### **Mouth Sores**

With drooling until a physician or health official determines the condition as non-infectious.



### **Mumps**

Until nine days after onset of parotid gland swelling.

### **Pertussis (Whooping cough)**

Until five days of appropriate antibiotic medication has been completed.

### **Pinworm/Ringworm Infection**

Until 24 hours after initial treatment. Any pinworm/ringworm infection must be covered until treatment is concluded and skin rash has disappeared.

### **Purulent Conjunctivitis (pink eye)**

Defined as pink or red conjunctiva with white or yellow discharge, until evaluated and treated by a physician for 24 hours before returning to the Academy.

### **Rash**

With fever or behavior change; until a physician determines that it is not a communicable disease.

### **Streptococcal Pharyngitis (Strep throat)**

Until 24 hours after initial treatment and must be fever free without the aid of over the counter medications.

**Surgery:** Students who have **ANY type of "out-patient" surgery**, must stay out of school the day following surgery. The student **MUST** have a written doctor's note stating that they are permitted to return to school.

### **Symptoms of possible severe illness**

Such as lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs until medical evaluation indicates inclusion.

### **Tuberculosis (Lunge disease)**

Until a health physician or other health official states child can attend school.

### **Vomiting Illness**

One or more episodes of vomiting in the previous 24 hours; until vomiting has been resolved for 24 hours prior to returning to school.

A child will be excluded from the school if it has been determined by local health officials or physicians that the child is contributing to the transmission of the illness during an identified outbreak of any communicable illness at school.

A child may attend with respiratory illness symptoms of mild or moderate severity without fever associated with the common cold, croup, bronchitis, pneumonia, and ear infection as long as they are not contagious, are fever free without the aid of over the counter medication and can participate in class activities.

## **ACCIDENT/INJURY ROUTINE**

It is the general policy of the MCA to report all injuries to the parent. If the child has a scratch, we will write a note to the parent to be sure they understand that we know how the scratch occurred. If it is anything other than a scratch or bump, it is our policy to call the parent and let them know what has happened. Our procedure is this:

1. We take care of the child's immediate medical need.
2. We call the parent listed on the emergency form in the child's folder and explain what has happened. We then inform that parent of our opinion, and allow that individual to decide whether or not he/she needs to come to examine the child.
3. We fill out an Accident/Incident Form. These are on file with other forms for teachers. Completed forms are to be filed in the folder of the injured child.

## PROCEDURE FOR HANDLING ABUSE

It is the responsibility of the parents to investigate allegations of child abuse or neglect on the part of the Academy. However, it should be done with an open mind and in a professional manner. If the allegation is proven to be true, the parents have an obligation to the child and they should take whatever action they deem necessary. However, unless or until an allegation is proven to be true, the parents and staff have an obligation to themselves, the child and the Academy to refrain from idle gossip, spreading rumors by telephone or otherwise, and adding to the fears and apprehensions of children who also see and hear the gossip and rumors being spread.

**The MCA and church staff are required by law to immediately report all cases of suspected child abuse.** This will be done in a professional manner using the following steps:

1. Teacher verbally reports suspicions to the Director.
2. Teacher fills out a written report to be placed in a confidential file by the Director.
3. Director will report to the
  - a. Police
  - b. Child Protective Services
  - c. DSS
  - d. Child Abuse Hotline for further instruction.