

Parent Handbook

2019 - 2020 School Year

MORNING PRESCHOOL



*First Baptist Church
Mauldin Christian Academy*

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

www.mauldinchristian.org

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.

Mauldin Christian Academy is a ministry of the First Baptist Church of Mauldin, South Carolina.

MCA exists to provide a Christ-entered, high quality education that promotes spiritual, intellectual, emotional, and social growth in our students. We will partner with parents to develop strong character, a solid work ethic, and Christ-like conduct that bring glory to God.

MCA offers daycare, preschool, elementary school, afterschool care, and a summer camp program, all designed to meet the needs of the child at his or her level of development.

****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 all previous MCA handbooks.**

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/implement new policy.

Website: Pertinent school information (i.e. school and lunch calendars, events, classroom webpages, and financial information) can be found on the Mauldin Christian Academy website: mauldinchristian.org.

Mauldin Christian Academy Administrative Staff

Director:	Julie Brown jbrown@fbcmaldin.org
Assistant Director – Daycare:	Pam Lollis plollis@fbcmaldin.org
Assistant Director – Preschool, Elementary, Afterschool:	Gwen Johnson gjohnson@fbcmaldin.org
Finance Manager:	Ann Parlier aparlier@fbcmaldin.org
Office Manager:	Taylor Odom todom@fbcmaldin.org

2019-2020 Mauldin Christian Academy Preschool Calendar

Aug. 29	Parent Orientation
30	Meet the Teacher! Open House Drop in – 9AM – 12PM
Sept. 3	1 st Day of School
9-13	Book Fair in C120, 8AM-6PM Daily
12	Grandparents' Day (Muffin Drop-in 7:30-9:00AM Daycare & Preschool)
Oct. 15 – 17	School Pictures
28 – 29	Fall Break
Nov. 27-29	Thanksgiving Break
Dec. 6	Christmas Program ~ 6:30PM (Preschool/Daycare/Elementary)
23 – Jan. 3	Christmas Break
Jan. 6	Resume Normal Schedule (Preschool/Elementary)
13-17	Parent/Teacher Conferences ~ K4 Only
20	MLK Holiday ~ No School (Preschool/Elementary)
23	Open House for Rising K5 – 5 th Grade Students
Feb. 3 – 11	Daycare/Preschool Registration for Current Students
17	President's Day ~ No Preschool/Elementary
12 – 14	Daycare/Preschool Registration Open to Public (Lottery)
March 23	Snow Makeup Day (if no previous snow days have been used)
24	Snow Makeup Day (if no previous snow days have been used)
April 10	Good Friday ~ Entire Academy Closed
13 – 17	Spring Break ~ Preschool/Elementary
28	Spring Program ~ Preschool/Daycare 6:30
27 – May 1	Scholastic Book Fair in C120 8AM – 6PM Daily
May 4 – 8	Teacher Appreciation Week
8	Muffins for Moms 7:30 – 9AM
20	Field Day for 4s
22	Last Day of School!

Operating Hours

Daycare:	7:30 am – 6:00 pm	Monday – Friday
Elementary School:	8:30 am – 2:30 pm	Monday – Friday
Preschool:	8:30 am – 12:00 pm	Monday – Friday
Preschool Early Stay:	7:30 am – 8:30 am	Monday – Friday
Preschool Late Stay:	12:00 pm – 2:00 pm	Monday - Friday

MCA Financial Policies

Morning Only Preschool 2's-4's Monthly tuition \$245

Elementary Monthly Tuition

Kindergarten	\$335.00 per month
First Grade	\$385.00 per month
Second Grade	\$425.00 per month
Third Grade	\$425.00 per month
Fourth Grade	\$425.00 per month
Fifth Grade	\$425.00 per month

Elementary Book Fees

Kindergarten	\$160
1st Grade	\$215
2nd Grade	\$220
3rd Grade	\$230
4th Grade	\$235
5th Grade	\$240

<u>Daycare Fees</u>	<u>Age</u>	<u>Fees</u>
Infants	1-6 months old	\$159 per week
Creeper	7-12 months old	\$158 per week
Toddlers	1 year olds	\$153 per week
Twos	2 year olds	\$143 per week
Threes	3 year olds	\$141 per week
Fours	4 year olds	\$140 per week

DISCOUNTS - MCA Multiple Student

We do offer tuition discount to families who have multiple children enrolled in our elementary school.

Please see the chart below or feel free to ask in the main school office for details

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

***Please contact the MCA office for more than 2 children enrolled or for a year paid in full discount.*

OTHER FEES

Registration Fee: Registration begins in February for the following school year. The payment of registration fees (\$195) reserves a space for your child chosen by lottery. These fees are **non-refundable and must be paid at the time of registration**. If at the time of registration there is a balance on the student's account, the registration fee will go towards the balance and not towards registration. The registration fee will apply and secure classroom placement only if the account balance is current and paid in full. The child must have reached the age of the class by September 1st.

Early/Late Fees: We offer an early and late stay program to preschool parents on an "as needed basis".

***** We do ask that if your child is staying in late stay that you let us know before 9:30am for lunch count.**

Early Arrival (7:30am – 8:30am)	\$5/day
Late Stay (12:00pm – 2:00pm)	\$15/day

Auto Draft: All tuition payments MUST be made through an automatic draft. We accept cash, checks, Visa or MasterCard for incidental fees, such as early arrival and late stay. The auto draft form is included in the packet of paperwork for each child and it must be 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) Invoice sent home.
- 2) Contact from the Academy Director to arrange a payment.
- 3) If payment arrangements are not followed, the child will be released from MCA until the account is paid in full.

Withdrawal from Program: A one month notification in writing must be given to the Director when a child is being withdrawn from the program. In the event a one month notice is not given, the parents will be charged one-month tuition.

Late Departure Fee: A "late pick up" charge is assessed to each parent whose child is picked up after 12:00 noon for preschool or 2:00 p.m. for late stay children.

- **\$15.00 fee from 12:01-12:15 for regular Preschool or 2:01-2:15 for children in Late Stay**
- **\$1.00 per minute after 12:15 or 2:15 until the child is picked up**
- **This money is to be drafted from your account. Children who are consistently late may be dismissed from the program.**

Academy Closings: The Academy **Morning Only Preschool** (8:30 a.m.-12 p.m. program) will be closed for two weeks during Christmas and one week for Spring Break. The Academy will not reimburse or credit accounts for emergency closings or prorate monthly tuition for days closed.

Inclement Weather: MCA does not necessarily follow Greenville County Schools' closings or delays during inclement weather.

If weather conditions are such that staff cannot get to the Academy, an announcement will be made on **WYFF-TV (Channel 4)**. Please look specifically for **Mauldin Christian Academy Preschool**. Information will also be posted on the school website: mauldinchristian.org. Please be sure to watch for information regarding icy conditions and delays. We will not risk the lives of our students and faculty if we feel conditions are unsafe for travel. The policy of news stations is they **will not** air school openings, only delays or cancellations.

In the event of a school delay, there will be no early arrival available. We do not prorate or refund tuition on days shortened or missed due to inclement weather.

Policies for Mauldin Christian Academy

Pick up and Dismissal

For children who attend morning only preschool, the school day is 8:30 a.m. until 12:00 p.m. Parents are urged to bring the children at this time and to pick them up promptly at dismissal.

For our preschool students, we provide a car circle for parents to utilize both in the morning and in the afternoon. Morning “drop-off” car circle begins at 8:30 am and ends promptly at 8:45 am. This car line is at the main Academy office entrance under the brick awning. Parents need to remain in their vehicles and allow staff to unbuckle your student from the car. This is for the safety of both you and your child.

Dismissal car circle begins at 11:50 a.m. and ends promptly at 12:00 p.m. There are two pick up locations for this car line. 2's and 3's will be in the back parking lot under the large brick awning. The 4 year old car line will be at the main church office entrance under the metal awning. The “late-stay” car circle begins at 1:50 p.m. and ends at 2:00 p.m. for students. The late stay car line is at the main Academy entrance under the brick awning. At car circle “pick-up”, we will bring your child to the car, but we ask that you, as the parent, please buckle your own child. Car tags will be issued so the teachers know which child belongs with which car.

Important

As a parent, if you need to speak with your child’s teacher regarding a personal matter, or a subject that may take a little time, please schedule a conference time by contacting the office to schedule a meeting after school hours. Drop off and pick up is very busy and the teachers are required to be supervising their students at this time.

ARRIVING AND LEAVING SAFELY (VERY IMPORTANT INFORMATION. PLEASE READ CAREFULLY.)

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. **In the event of divorce, separation, etc., a court order must be provided specifying the custodial parent.** The custodial parent is the only person from whom the Academy will accept a list of authorized persons to pick up a student. 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 writing**. 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.

DISMISSAL OF A CHILD

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

DISCIPLINE

Our discipline policies are to the benefit of all students within our Academy. As such, we expect our parents to support and reinforce the disciplinary decisions of our staff. **We will not put an entire class of children at risk for the behavior of one.** We will always look to the good of the whole. While looking to the good of the whole, yet not neglect the needs of the individual.

No corporal punishment will be used. The staff of the school will use a “positive” form of discipline by verbally redirecting the child to an acceptable behavior pattern. A “time out” chair will be used for age appropriate time limits (generally 1 minute per year of child’s age). Every effort will be made to have the disciplinary measure “fit” the offense.

In extenuating circumstances the following procedures will be used:

1. Both parents must attend a parent/teacher conference to discuss your child’s behavior and to develop a corrective measure to deal with their child’s behavior.
2. After corrective measure has been put into place, should the behavior occur again, we will send the child home after each occurrence.
3. If all these measures fail, we will have no choice but to dismiss the child.

*****In extreme circumstances,** parents will be called immediately to pick up their child. This may occur prior to beginning the above procedure.*** The school reserves the right to dismiss a child for extreme physical behavior. If a child becomes physically aggressive with a teacher, the child will be dismissed immediately.

RECORDS

Mauldin Christian Academy will keep records of attendance, health and fees of each child. A “South Carolina Certificate of Immunization for School 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.

CLOTHING AND SUPPLIES

Let your child wear simple, comfortable **PLAY CLOTHES** with as few buttons as possible. It is suggested that children wear tennis shoes. **Flip flops are NOT permitted.** Sandals with straps are cool in the warmer months but sometimes bend under the toes and cause accidents. Boots and dress shoes are not appropriate for playing, climbing and jumping.

****VERY IMPORTANT****

A change of clothing, marked with your child’s name, and all adequate supplies (diapers, wipes, etc.) needs be kept in reserve in your child’s backpack or cubby at all times. We do not have an abundance of spare clothing or supplies available. If your child needs clothing or supplies that you are responsible for, we will call you to come to the Academy immediately.

BACKPACKS OR BOOK BAGS

Please send a backpack or book bag with your child each day for his/her papers, extra clothing, etc. Please label the bag with your child’s name on the outside. Please check your child’s bag **DAILY** for information from your child’s teacher.

TOYS

Classrooms have suitable toys and equipment. Please do not allow your child to bring toys. Favorite books, CD’s and suitable DVDs may be shared. Teachers will give instructions about “show and tell” days. No toy guns or war toys will be allowed.

BREAKFAST – SNACKS

The Academy does not provide breakfast; therefore all children must be fed prior to arriving at school.

****Please Note****

Morning snacks are provided with the help of parents. Each teacher will prepare a snack calendar indicating times when each child will be responsible for providing a snack. The school will provide snacks at times not covered by the snack calendar.

****DSS Policy (Rule 114-508#4) ALL food in child care centers shall be from a source approved by the Health authority and shall be clean, wholesome, unspoiled, free from contamination, properly labeled, and safe for human consumption.**** This means no homemade snacks or treats can be brought in, all items must have a label listing ingredients and potential allergens.

FIELD TRIPS

****Due to space on the bus and length and location of some field trips, siblings will NOT be permitted to attend field trips. Additionally, parents may not meet a group at a field trip location with siblings. Thank you for your understanding****

Students in our K4 program will take field trips to various educational locations throughout the year. Payments for these field trips need to be made **in cash only, the exact amount, to your child's teacher.**

Parents must sign permission slips for their child to participate. Notes will be sent home before making the trip so that you will be informed of all details. Parents will be called upon from time to time to assist with trips.

*****Because our teachers lead the field trips for their classes, care for children not attending field trips is not available.*****

CLASSROOM VISITS

Parents and other family members are welcome to visit the classroom. If you have special skills in storytelling, music, art, crafts, or information about your occupation that you are willing to share, please contact your child's teacher.

If your child becomes distressed due to being away from a parent and cannot be consoled, we reserve the right to call and ask you to come and pick your child up.

MESSAGES TO PARENTS/TEACHERS/OFFICE

Special information for parents will be distributed throughout the year. Please check your child's book bag for information **DAILY**.

All messages from the parents to the teacher or office should be handwritten or via email. Teachers are not allowed to receive or make phone calls, text messages, IM messaging, etc., while supervising your child. If you have immediate questions, please call the Academy office at 864-288-1917 and a staff member will contact the teacher.

Early Stay and Late Stay: If you have a message regarding early stay or late stay, please call the office directly. Lunch count is taken by **9:30 am** if your child is staying for Late Stay, please notify the office by this time. Please do not send messages in with your child or leave messages with our car-circle teacher. Morning car circle is **VERY** busy and it is difficult to remember names, dates and times.

CONFERENCES

Contact your child's teacher through the Academy office when concerned about an occurrence at school. You will be informed with occasional notes concerning your child's progress. If at any time you have a question, we will be happy to arrange a conference. Your involvement means a great deal to your child. **Parent/Teacher conferences will be held for all four year olds after the first of the year. Please see the Preschool calendar for dates.**

POTTY TRAINING

Children **must** be completely potty trained before entering our 3 year old program. If a child enters the 3 year program with the assumption that they are potty trained and they are not, we reserve the right to dismiss that child. However, we do allow a grace period at the beginning of the year to allow your child time to adjust to a new classroom, new teachers as well as to accommodate those children with late birthdays. **Our grace period runs from the start of school through the end of September. This period is strictly enforced.**

PARENT TEACHER PARTNERSHIP

The true measure of a healthy school won't be found among standardized test scores, demographics, or faculty experience. It is measured by the level of community involvement and financial commitment by its members. The Parent Teacher Partnership (PTP) is a vital element of the community experience of Mauldin Christian Academy. Headed by parent volunteers, the MCA PTP works to increase participation and awareness within our school community throughout the academic year. As a service-oriented organization, the PTP supports our Academy through exciting events and fundraisers. For information regarding our PTP and many opportunities to get involved, refer to our website, mauldinchristian.org or contact the office at 288-1917. Your support makes all the difference.

ADMINISTERING MEDICATION

MCA will only administer prescribed medications from a doctor. The medicine must also have explicit written directions. Medication must be brought to the office and a form filled out with instructions for administering.

We will not administer any over the counter medication unless written instructions from a physician have been included.

We will not apply sunscreen or insect repellent on children.

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 a parent to arrive. After this time frame, DSS will be notified.

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 back to school. If a child is sent home sick they **MUST** stay out of the school the following day.

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

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. In any event, when a child has a fever or other symptoms of illness, we will notify the parent(s) to come and pick up the child immediately. The child will not be allowed to return to the Academy for **24 hours** without written notification by a physician that he/she is not contagious.

However, 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 needed.

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. Children will not be allowed to carry any medication in their book bag, either prescribed or over the counter. A medication form must be filled out in the office.

Please note that if you send your child to preschool, they will be required to play outside if their class participates in outdoor play. DSS requires children to have outdoor play time every day unless the weather is extreme. We realize seasonal allergies can be a struggle, but we do not 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 pain – 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** without the aid of medication. **If your child has three or more while at home, please keep them at home.**

Fever

If your child has a temperature greater than or equal to 101 degrees, a medical evaluation is needed to indicate 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 are dry and crusted over.

Head Lice

Until 48 hours after treatment has been initiated. **Your child MUST be nit free and checked by the 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 school.

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: Children, who have **ANY type of “out-patient” surgery**, must stay out of school the day following surgery, including ear tubes. 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 (Lung 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 an 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.

CENTER 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 Academy 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.

ACCIDENT/INJURY PROCEDURES

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

1. Take care of the child's immediate medical need.
2. 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. Fill out an Accident/Incident Form. Completed forms are to be filed in the folder of the injured child.