

Parent Handbook

2020 – 2021 School Year

*INFANTS THROUGH 4K
ALL-DAY CHILDCARE*



Mauldin Christian Academy

First Baptist Church

150 S. Main Street

Mauldin, SC 29662

864-288-1917

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.

*****Important Note: MCA Daycare runs on an annual schedule. Children are assigned to a classroom in August, and will remain there for the entire year, unless an earlier move is deemed necessary by the school administration.
Parents will be notified in advance.*****

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

OPERATING HOURS

Daycare:	7:30 am - 6:00 pm	Monday - Friday
Elementary School:	8:15 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 Information

<u>Daycare Fees</u>	<u>Age</u>	<u>Fees</u>
Infants	1-6 months old	\$164 per week
Creepers	7-12 months old	\$163 per week
Toddlers	1 year olds	\$158 per week
Twos	2 year olds	\$147 per week
Threes	3 year olds	\$145 per week
Fours	4 year olds	\$144 per week

DISCOUNTS – MCA Multiple Student*

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

*Financial office will discuss discounts for three or more children.

OTHER FEES

Registration Fees

An annual registration fee is required for all students in each department. Since MCA is one school with multiple departments, if you choose to withdraw your child from any department, your child will be withdrawn from the entire school, and you will forfeit any registration fees paid.

Effective as of January 1, 2020, tuition in our infant's room will be full price beginning the first week of the 2020-2021 school year. No reductions will be made for children not yet in attendance.

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, check, Visa or MasterCard for incidental fees. 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 draft. Should the draft 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 followed, the child will be released from MCA until the account is paid in full.

*****MCA reserves the right to increase fees as necessary.
When an increase is necessary, parents will be notified in advance.*****

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: Your child's safety is our highest priority. We use a key fob system for parents to access the building during normal operating hours. It is mandatory that parents purchase a key fob at the cost is \$10 each. If both parents pick up on a regular basis, each parent must purchase a fob. If there is another regular pick up person, they will need to purchase a fob as well.

Late Departure Fee: A "late pick-up" charge is assessed to each parent whose child is picked up after 6:00pm for all daycare children. The following fee schedule will apply for up to 3 late pick-ups. After more than 3 late pick-ups the fee will increase (noted in parentheses below)

\$15.00 fee from 6:01pm-6:15pm (after 3 instances - \$20)

\$1.00 per minute after 6:15pm until the child is picked up (after 3 instances - \$3 a minute)

*****This fee is to be drafted from your account. Children who are picked up late on a consistent basis, may be dismissed from the program.*****

Vacation Allowance: **Vacation allowance DOES NOT apply to elementary, preschool, and summer camp programs.** After 52 consecutive weeks in the daycare program, children shall receive one week of vacation. These vacation days must be **5 consecutive days** without the child in attendance. Vacation time only applies to those children enrolled 52 consecutive weeks a year at full tuition. A vacation week **must** be requested prior to the week of vacation and the office **must** be notified **in writing** that your child will be absent. Your account must be current before taking an eligible vacation week.

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.

Inclement Weather If weather conditions are such that staff cannot get to school, an announcement will be on WYFF-TV (channel 4). Please look specifically for Mauldin Christian Academy Daycare. **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.**

Summer Reservation: Our daycare operates on a 12 month basis. Therefore, by enrolling your child into our program you are reserving a spot for 12 months of childcare. Tuition is expected to be paid for 12 months. However, we do realize that summer months often bring a change in employment status, particularly for school teachers. **Information regarding this program will be released in March 2020.**

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

Because our primary learning time takes place from 9:00 am to 12:00 pm and we must get an accurate lunch count to the kitchen, it is encouraged that children arrive no later than 9:30am each day. A parent **must contact the school office** if their child will be arriving after 9:30am to insure that the child will be counted for lunch.

****All daycare parents must sign their child in and 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.
Do not drop your child off at the door and let them walk in unattended.**

Guidelines for Parking Lot Safety

1. Our parking lot is monitored by Mauldin Police Department.
2. Please watch your speed in the parking lot, maximum of 10 miles an hour.
3. When dropping your child off at the Academy, please do not park under the overhang, regardless of the time. **(THIS AREA IS FOR EMERGENCY VEHICLES)**
4. Please use a designated parking space.

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. 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.

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 the custodial parent. 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" (DHEC 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

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

Teachers will check their phones periodically, when they are not supervising children. If you need immediate contact with your child's teacher, call the school office at 864-288-1917 and a staff member will reach the teacher.

All messages from parent to teacher or office should be written or by email.

Social Media/Electronic Communication

People have a right to expect that they, their ideas, and their work will be treated respectfully by others. We, therefore, have the responsibility to help foster and maintain attitudes and behaviors which promote mutual

respect and integrity. In general, this means communication between all parties should include fairness, honesty and sensitivity. We will not tolerate electronic communication (email, social media, etc.) that is unfair, dishonest, offensive or blatantly insensitive.

Our code of conduct for our students also applies to all staff, administration and parents. When users have doubts about whether a particular electronic communication is or is not appropriate, they are urged to consider whether it would be acceptable to say or present the same material face to face.

TEACHER REQUEST

Many factors are considered in the placement of students in the classroom. The administration **will NOT** accept requests for specific teachers. If you have specific concerns regarding your child's placement, please contact the school administration.

CONFERENCES

Your cooperation means a great deal. You will be informed through occasional notes regarding your child's progress. If at any time you have a question, we will be happy to arrange a conference. If you have questions about an occurrence at school, please contact your child's teacher or the school office. **Mandatory Parent/Teacher conferences will occur after the first of the year with parents in our 4 year old program.**

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.

DISCIPLINE

Our discipline policies are to the benefit of all children within our school. 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 yet, we will 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 (usually 1 minute per year of age). Privileges may be denied, but not food or the use of the restroom. 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 from the program.

*****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.**

BITE POLICY – Creepers, Toddlers & 2's

Our biting policy is to the benefit of all the children in the class. As such, we expect our parents to support and reinforce the disciplinary decisions of our staff. We will not put an entire class at risk for the behavior of one. While looking to the needs of the entire class, we will not neglect the needs of the individual. Biting at the toddler and twos age is very common.

Our rules are as follows:

1. During one day: **1st Bite** – warning to the child, time out
2nd Bite – warning call to the parent
3rd Bite – child will be sent home for the remainder of the day
2. If a child bites and draws blood, the child will be sent home immediately. A bite or an attempted bite to the face will be an immediate phone call to the parent. If a child attempts to bite the face again, the child will be sent home immediately.
3. If a child bites three consecutive days and the bites are not in self-defense, we will use the rules stated in the typical day policy above – a call to the parent on the second bite and send the child home on the third bite.
4. All biting that is done in self-defense will be handled on a case by case basis.
As with all academy policies, we do reserve the right to make decisions based upon the circumstances of each incident.

POTTY TRAINING

****Very Important – please read carefully****

Children must be completely potty trained before entering our 3 year old program. If a child enters the 3 year-old program with the assumption that they are potty trained and they are not, we reserve the right to dismiss the 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. This grace period extends to the end of September.

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 summer 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 to 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 we will call you to come to the Academy immediately.

Infants and Creepers

1. Bottles - We do not save leftover formula for the next day from a used bottle. Saliva breaks down the formula and bacteria grows the longer the bottle sits. Bottles must be labeled with child's name and dated.
2. Food - We do not save leftover baby food for the next day after it has been opened. Saliva breaks down the food and bacteria starts growing the longer the baby food is opened and unused. Parents will provide their child's food daily. Food must be labeled with child's name and dated.

3. Daily supplies - Parents will provide their child's diapers, wipes, bottles, and formula daily.

BACKPACKS OR BOOK BAGS

Please send a backpack or book bag with your child each day for his/her papers, extra clothing, etc. 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.

NAPTIME

Each child who stays for nap or rest time will be provided a cot. A small blanket, soft toy and pillow may be bought from home to make your child more comfortable. However, articles **MUST** fit on the cots when stacked. Please be sure to write your child's name on all articles. They will be sent home on Fridays to be laundered.

TOYS

Classrooms have age appropriate toys and equipment. Please do not allow your child to bring toys from home. Favorite books or CD's may be shared. Teachers will give instructions about "show and tell" days. No toy guns or war toys will be allowed.

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 contact you and ask you to pick up your child.

FIELD TRIPS

Children in K4 will take field trips to various educational locations throughout the year.

****Due to space on the bus, length and location of some field trips, siblings will NOT be permitted to attend field trips. Thank you for your understanding****

Payments for these field trips need to be made **in cash 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. You may bring your child to school once the children have returned from the field trip.

LUNCH & SNACKS

All children need to eat breakfast prior to entering the school. A well-balanced lunch is provided for all daycare students able to eat table food. MCA lunch menus have been approved by DSS as age appropriate and safe. The cost for lunch is covered in the tuition. **The school does not allow parents to bring in sack lunches for the children.**

Lunch for Infants and Creepers

As children in the infant and creeper rooms become ready, we will begin introducing table foods to them to prepare them to be in the toddler room. **This will be done under close communication between the teachers and the parents to watch for allergies, etc.** Parents of infants and creepers will need to send lunch for their child during this process. Children in our creeper room will be provided a school lunch in January.

****Please Note****

Morning and afternoon snacks are provided with the help of parents. Each teacher will post a snack calendar indicating when each child will be responsible for providing a snack. The academy will provide snacks at times not covered by the parents. Homemade snacks are not allowed, per DSS. **Due to allergies, all snacks must be packaged with a label of ingredients provided.**

Birthday Parties

MCA teachers enjoy helping students celebrate birthdays. If a parent wants to bring something special for a child's birthday, **ONLY** the following store-bought items are allowed: cookie cake, donuts, cupcakes, or cookies. No special lunches for the class are allowed, such as pizza parties, Chick-fil-A, etc. MCA does not provide a space or time for private parties like public venues do. **With the extensive list of student allergies, food items from home are not allowed in classrooms. No balloons are allowed due to latex allergies. Our food, snack, and party policies focus on student health and safety in the classroom.**

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 864-288-1917. Your support makes all the difference.

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 from a physician. All medication must be brought to the office and a form filled out with instructions for administering medication.

We will not apply sunscreen or insect repellent on children. During summer months, please apply sunscreen and insect repellent at home for the full day. They do make 8-12 hour protection formulas.

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 may be called.

Please keep your child home if they are sick!!

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.

****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. If a child is sent home sick they MUST stay out 24 hours from the time they leave the academy.****

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

Due to the delicate nature of infant's health, we will take extra precautions with children in the infant room.

Allergies

All allergies to foods or medication must be stated on enrollment 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 daycare they will be required to play outside if their class 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 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. Child may return to school with a doctor's note stating child is no longer contagious.

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 free of any live bugs 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 (including tubes in ears)**, must stay out of school the day following surgery. When returning, 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.

Uncontrolled Diarrhea Any child who has three occurrences of diarrhea, or a bowel movement that flows out of the diaper, in a 24 hour period, must go home and may not return to school until diarrhea **stops for a full 24 hours without the use of medication.** ****If your child has three or more while at home, keep them at home. ****

Frequent loose bowel movements (three in one day) - When a child has a loose bowel movement that is not diarrhea, and it goes outside the diaper, the parent may be asked to take the child home.

Vomiting

One or more episodes of vomiting in the previous 24 hours; no vomiting 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 PROCEDURES

It is the general policy of 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 as:

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. Inform the parent of the details, 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. A copy will be given to the parent.

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 the child, themselves, and the academy to refrain from idle gossip, spreading rumors, and adding to the fears and apprehensions of children who may 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 police, Child Protective Services, and DSS.