

Parent Handbook

2022 – 2023 School Year

INFANTS THROUGH 4K

ALL-DAY Early Learners



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.

Welcome to the 2022-2023 school year! We look forward to partnering with you this year as we lead and love your student. Our theme for this year is, *Rooted and Grounded in Jesus*, with our verse being Colossians 2:6-7.

⁶And now, just as you accepted Jesus Christ as your Lord, you must continue to follow him. ⁷Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness. (NLT)

Our purpose at Mauldin Christian Academy (MCA) is to partner with parents to provide our students with a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

The MCA team has the incredible privilege of leading and loving our students in Christian education. This translates into being a model of Jesus in the classroom, leading our students to know the character of God, to build solid academic practices, and to learn to walk in wisdom.

It is an honor to serve God in Christian education. We recognize we are on this earth to bring glory to God and our testimony reflects who we believe God is. When we live our lives based on believing God is sovereign, gracious, merciful, and mighty, we demonstrate to a fallen world who he is, his plan of rescue, and how he loves us unconditionally.

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.**

Website: Important 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.

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

Mauldin Christian Academy Mission Statement

Our purpose at Mauldin Christian Academy is to partner with parents to provide a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

Our Vision

MCA students who understand the value of:

- A strong work ethic
- Striving for excellence
- Viewing the world through a biblical lens
- Loving and Leading others
- Bringing glory to God

Mauldin Christian Academy Administrative Team

Academy Head of School.....Lisa Muse lmuse@fbcmaldin.org
Director of Early Learners (Daycare).....Pam Lollis plollis@fbcmaldin.org
Assistant Director of Early Learners.....Taylor Odom todom@fbcmaldin.org
Early Ed & Elementary Principal.....Gwen Johnson gjohnson@fbcmaldin.org
Afterschool CareGwen Johnson gjohnson@fbcmaldin.org
Finance Manager.....Ann Parlier aparlier@fbcmaldin.org
Admissions Coordinator.....Leah Einhorn leinhorn@fbcmaldin.org

OPERATING HOURS

Daycare: 7:30 am - 6:00 pm Monday - Friday

FINANCIAL POLICIES

Re-Enrollment: Begins in January for the following school year for our **current** MCA Elementary families. Please check the MCA website for specific dates for priority enrollment and when the enrollment will be open to the public.

If at the time of re-enrollment, there is a balance on the student's account, the student will not be eligible to re-enroll. Re-enrollment fees will apply and secure classroom placement only if the account balance is current and paid in full.

Re-enrollment fees will be communicated on the MCA website prior to the re-enrollment season.

Auto Draft: All tuition payments **MUST** be made through an automatic draft. We accept cash, check, MasterCard, and Visa debit and credit cards for incidental fees. The auto draft form must be signed and returned to our office. A fee of \$30.00 will be charged no more than two times for insufficient funds during a school year. Should the draft be returned without payment twice, the account will be considered delinquent. A charge of \$60 will be applied if a third incident occurs. More than three occurrences of insufficient funds in one school year may result in your child's dismissal from that MCA program. Steps will be taken in this order:

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

IMPORTANT INFORMATION

******All returning student accounts must be paid in full by June 1st in order to maintain their position in next year's class. If a balance still remains on June 1st, the student will be placed on a waiting list for their class until the balance is paid in full.***

Withdrawal from Program: A one-month notification in writing must be given directly to the business office when a child is being withdrawn from the program. A communication with the principal should also occur to discuss the details behind the student's withdrawal.

In the event a one-month notice is not given, the parents will be charged for one-month's tuition.

***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.

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, summer camp programs, or **daycare students who participate in Summer Holding**. 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 to be eligible for vacation week. * **Exception: If your child began at MCA Daycare in August of the previous year, and is enrolled for the next school year, you may take your vacation week in June or July, rather than wait until August of this year.**

Early Learners 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. We do not prorate tuition during holidays, full tuition is expected. The Academy will not reimburse or credit accounts for emergency closings.

INCLEMENT WEATHER

MCA does **NOT** necessarily follow Greenville County School 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 Elementary**. Information will also be posted on the school website: www.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. News stations **will not** air school openings, only delays or cancellations.

In the event of a school delay, doors will open 30 minutes prior to the announced time. There will be no early arrival available. School days missed due to snow and/or ice may need to be made up, depending on the number of school days missed. We will keep you posted on these make-up days.

We do not prorate or refund tuition on days shortened or missed due to inclement weather.

Summer Holding: 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 April.**

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 ensure that the child will be counted for lunch. We cannot guarantee lunch if not notified by 9:30am each day.

****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.

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 supervise their students at this time.

ARRIVING AND LEAVING SAFELY

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.

DISASTERS AND EVACUATIONS

If a **disaster should occur, e.g., gas line**, break MCA has evacuation plans and designated student pick up location(s). Parents may receive emergency information on WYFF 4, the school website, email, Class Dojo, and possibly phone. Parents may pick up children after all students and staff have been accounted for. Cooperation by all persons during an emergency will make procedures more efficient and secure for all involved.

Emergency pick up location if there is a need to transport students to an alternate location: *Temple Baptist Church, 213 W. Curtis Street, Simpsonville, SC 29681.*

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.

PICK UP AUTHORIZATION

- Only persons authorized by the parents/guardians may pick up a student
- 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 school will accept a list of authorized persons to pick up a student
- We do not allow non-custodial parents to pick up a student unless authorized to do so, in writing, by the custodial parent
- We require identification 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 student, the school must be **notified in writing**; otherwise, no access to the student shall be given. Verbal permission will be accepted in **emergency situations only**
- If notification has not been given, no student 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.**

MCA BEHAVIOR PHILOSOPHY

We believe we are instructed to love and lead our students. Loving and leading the student means we are disciplining them each day they are in our school.

Disciplining our students will:

- a. Help students to solve problems based on heart decisions and therefore learn to make wise decisions
 - b. Help students know the character of God
 - c. Help students to know who they are in Christ
 - d. Make wise choices and leave the student with a healthy sense of control
 - e. Teach the student that there are consequences for their behavior and teach them to take responsibility for their actions
 - f. Demonstrate how to honor and respect one another
- I. Teachers will:**
- a. Give choices
 - b. Create an environment of HONOR and RESPECT
 - i. Teacher to student
 - ii. Student to teacher
 - c. Messages to Students
 - i. We are a family/team
 - ii. We help each other
 - iii. We work together
 - iv. We encourage each other
 - v. We respect each other
- II. MCA Guidelines**
- a. Teacher eye contact redirecting the student
 - b. Teacher "Look" (Not a mean look but a stern look/teacher look)
 - c. Provide the student with choices
 - i. Both choices should be choices where you win
 - d. Use a reward system to celebrate wise choices ("I see you making wise choices")
 - i. Social Rewards (Verbal/non-verbal) such as a wink, thumbs up, pat on the back, "great job", etc.
 - ii. Graphic rewards:

- 1. Stickers, notes, stamps, etc.
- iii. Activity Re-Enforcers: find out what your students love to do and use those activities as re-enforcers. Playing a certain game, extra recess time, extra learning center time, board games, etc.
- iv. Tangible Rewards: Candy, Certificates (free donut, etc.), Pizza party, etc.
- v. Communication to parents: notes, phone call, or emails to communicate that the student is making wise choices.
- e. Speak God's word over them daily
- f. Use appropriate scriptures when correcting in love.
- g. Walk laps on playground. Guidelines: no more than 10 minutes of playground time should be used for walking, or it is counterproductive. Also, have the student reflect on their choices and after they have walked, have them communicate to you what conclusion that arrived.
- h. Office visit to principal
- i. Communication to parents

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 August.

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 always kept in reserve in your child's backpack or cubby. 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. Disciplinary issues not allowed on field trips.

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

Medication Administration

All medications must be in the original container

Prescription Medications

- Written parental and prescriber authorization must be completed
- Medication label must be present on ALL medications
- Medication will only be administered as prescribed on medication label
- Prescriptions must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. The school nurse will not administer any medication passed the expiration date

Over The Counter Medications (OTC)

- MCA will not administer OTC medications. The parent may come to MCA and administer the medication to the child

Herbal/ Alternative Medicinal Products

- These products are not regulated by the FDA; thus, the quality and effectiveness of these products vary
- Employees of Mauldin Christian Academy will not administer Herbal/Alternative Medicinal products

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.

STUDENT'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.

Any student who is absent from school due to illness should not return to MCA until the student is free from symptoms for a minimum period of 24 hours. If prescribed an antibiotic, MCA asks that the student refrain from returning to school until the medication has been administered for a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, pediculosis (head lice), ringworm, and similar conditions must be treated before a student is permitted to return to school. If a student is sent home due to illness or absent due to illness, the student will not be allowed to participate in any afterschool activities or events. If a student has a **fever of 100.4 or higher** the student is not permitted to attend MCA. The student must remain fever free for a minimum period of 48 hours, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 48 hours.

Exclusion Of Mildly Ill Children:

Chicken Pox / Varicella: Children with chicken pox may return with a parent note once all of the sores and blisters are dried or scabbed over. If there are no scabs, the child may return to childcare when no new sores appear for 24 hours.

COVID-19: The infected individual must remain at home for 5 days past the start of symptoms. On day 6 they may return to the academy.

Fever: If a student has a fever of 100.4 or higher the student is not permitted to attend MCA. The student must remain fever free for a minimum period of 48 hours, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 48 hours.

Diarrhea: Any child who has three occurrences of diarrhea, or a bowel movement that flows out of the diaper or underwear, in a 24-hour period, must go home and may not return until diarrhea stops for a full 24 hours without the use of medication. Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness.

Hand, Foot, and Mouth Disease: Children with hand, foot, and mouth disease should be out of childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities. The red blisters should be dry and crusted over.

Head Lice: Your child may return with a parent note after one treatment with an over the counter or prescription lice-killing product, if there are no active lice crawling on your child's head. MCA will check your child's scalp upon returning. If any are present, your child will have to be removed and retreated for lice in order to come back to MCA.

Impetigo: Your child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A parent note is needed to return to MCA.

Pink-eye / Conjunctivitis: A child with pinkeye should see a healthcare provider if he or she has fever or eye pain. The child must have treatment for at least 24 hours prior to returning.

Rash with fever, behavioral changes or other symptoms: Children who have a quickly spreading rash or a rash with fever or behavior change are to be removed from childcare immediately. A medical note is required to return

Ringworm: Children with ringworm of the body must remain out of school or childcare from the end of the day until they have begun treatment with a topical antifungal medication. Your child may return with a parent note.

"Strep Throat" / Streptococcal Pharyngitis: Your child with "Strep throat" can return to childcare with a medical note 24 hours after starting antibiotics and if there is no fever for 48 hours.

Surgery: If a student has had any type of surgical procedure, they are permitted to return to school based on the doctor's release instructions. Please provide a copy of these release orders to the office upon return.

We reserve the right to ask you to take your child to the doctor if we are unsure what is wrong with child. We request that a doctor's note be given to confirm your child does not have anything contagious before returning.

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.

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

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 principal
2. Teacher fills out a written report to be placed in a confidential file by the principal.
3. Principal will report to the:
 - a. Child Protective Services
 - b. DSS
 - c. Police
 - 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 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.