

ELEMENTARY
Parent Handbook
2024-2025

(K5-5th)



Mauldin Christian Academy

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

mauldinchristian.org

Welcome to the new school year! We look forward to partnering with you this year as we love and lead your student. Our theme for this year is, *For Such a Time as This* based on scriptures found in *Esther 4:14* and *Daniel 3:16-18*.

We are living in a time where we can find ourselves believing how difficult it is to train up our children in the ways of the Lord. As I have reflected on the many attacks in our world that can come against our children, I think of social media, entertainment, and even in the educational classroom and I find myself being reminded of Daniel, his friends, and Queen Esther who were also trained up in the ways of the Lord *For Such a Time as This*. Daniel and Esther both were up against very difficult situations but because they were wise and knew God, they made a difference for God's glory.

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 loving and leading 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.

Partnering with Parents,

Lisa Muse

Lisa Muse
Academy Head of School

MCA offers Early Learners (DC), Early Education (PS), Elementary (K5-5th) 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.

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 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 (DC)..... G-na Simmons gsimmons@fbcmaldin.org
Assistant Director of Early Learners.....Taylor Odom todom@fbcmaldin.org
Early Ed & Elementary Principal..... Gwen Johnson gjohnson@fbcmaldin.org
Finance Manager.....Ann Parlier aparlier@fbcmaldin.org
Admissions Coordinator.....Megan Sprayberry msprayberry@fbcmaldin.org

Elementary Operating Hours

Monday-Friday 7:30 AM- 2:15 (K5-1st)

Monday-Friday 7:30 AM- 2:30 (2nd-5th)

ASC 2:30 PM -5:45 PM

FINANCIAL POLICIES

Re-Enrollment: Begins in January for the following school year for our **currently enrolled** MCA 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.

Payments: All tuition payments **MUST** be made through the online FACTS system. We accept cash, check, MasterCard, and Visa debit and credit cards for incidental fees.

Insufficient Funds: A fee of \$30 will be charged for insufficient funds. If the insufficient funds charge occurs more than twice, the account will be considered delinquent. If the insufficient funds occur a third time, a fee of \$60 will be charged to your account. More than three occurrences of insufficient funds in one school year may result in your child's dismissal from that MCA program.

If you have questions about your student's financial status,
please contact the MCA finance manager.

IMPORTANT INFORMATION

******All returning student accounts must be paid in full by June 1st to maintain their position in next year's class. If a balance 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 elementary 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.

Afterschool Care is an option we make available to those elementary school children that need additional care in the afternoon. This program is **ONLY** available to students who are actively enrolled in the Afterschool program and have paid the registration fee. The program runs from 2:15 pm-5:45 pm, Monday – Friday during the school year. Afterschool fees are charged weekly, regardless of number of days needed in a week. Holiday care is available on days that Elementary school is closed, but the Early Learners (DC) is open. An additional fee will be applied to your account for each day your child attends.

This fee includes lunch as well as the additional hours of care.

Please note: Only students enrolled in the ASC program may attend Holiday care.

No exceptions!

Late Departure Fees for School Children: A *Late Pick-Up Fee* will be charged to your account as follows:

Dismissal from School

\$15.00 fee from 2:45 - 3:00 PM.

After 3:00 PM - \$1.00 per minute until pick up
pick up

Dismissal from Afterschool Care

\$15.00 fee from 5:45 PM.-6:00 PM.

After 6:00 PM- \$1.00 per minute until

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



INCLEMENT WEATHER APPLIES TO ALL ACADEMY

MCA does **NOT** necessarily follow Greenville County School closings or delays during inclement weather.

If weather conditions are such that faculty and staff are unable to get safely to the Academy, an announcement will be made by the following methods:

- **WYFF-TV (Channel 4).** Please look specifically for **Mauldin Christian Academy Early Learners (DC), Early Education (PS), or Elementary.** News stations **WILL NOT** air school openings, **only** delays or cancellations.
- Email from the school
- FACTS Parent Alert Text

In the event of a school delay, doors will open at the **ANNOUNCED TIME.** There will no early arrival on these days.

WE DO NOT PRORATE OR REFUND TUITION ON DAYS SHORTENED OR MISSED DUE TO INCLEMENT WEATHER.

DISASTERS AND EVACUATIONS

If a disaster should occur such as a gas line break, MCA has evacuation plans and a designated student pick up location(s). Parents may receive emergency information through:

- FACTS Parent Alert system
- Class Dojo

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 MCA communicates the need to transport students to an alternate location.

***Temple Baptist Church
213 W. Curtis Street,
Simpsonville, SC 29681***

PARENT GUIDELINES FOR PARKING LOT SAFETY

1. Please **ENTER** and **EXIT** the MCA parking lot **SLOWLY**.
2. **ENTER ONLY** through the entrance areas and **NOT the EXITS**
3. Please watch your speed in the parking lot, maximum of 10 miles an hour.
4. When dropping off your child at the Academy, **please do not park** under the drive-thru area, regardless of the time. **(THIS AREA IS FOR EMERGENCY VEHICLES ONLY)**
5. Please use a **DESIGNATED PARKING SPACE** before exiting your vehicle.
6. The safety of our students and parents is the highest priority.
7. **DRIVE SLOWLY!**



PERSONAL PROPERTY/SCHOOL PROPERTY

Students are expected to respect the property of others as well as of the Academy and Mauldin First Baptist Church.

- Students are urged to label all personal items.
- Electronic devices (phones, tablets, smart watches, Smart devices), anything with internet capabilities, are not to be brought to school without permission. These will be taken from the student and returned only to the parent.
- Fake guns, water guns, knives, or weapons (simulated or real) are not permitted.
- Students are to respect the property of teachers and other students. Students are not to enter a teacher's desk or classroom unsupervised

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

STUDENT CODE OF CONDUCT

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

1. Govern (take care of) yourself.
2. Honor and respect the rights and feelings of others.
3. Honor and respect the property of others and our environment.
4. Bullying is not tolerated at MCA. This includes consistent physical contact, teasing, rudeness, insults, and cyber bullying.

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

SOCIAL MEDIA/ELECTRONIC COMMUNICATION

Because we want to follow the example of Jesus to demonstrate kindness and respect to others, communication between all parties on social media, emails, text messages, phone calls, and face to face communication should reflect honor and respect.

Our code of conduct for our students also applies to all faculty, 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.

Negative comments on social media (Facebook, Instagram, text messages, etc.) by faculty, staff, administration, students, or parents will not be acceptable and will be addressed.

Photographs of children other than your own should not be posted on any social media without the express written permission of a parent.

STANDARDS FOR ENROLLMENT

Enrollment in Mauldin Christian Academy is a privilege, not a right. Parents should understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its faculty and staff, and our mission and policies.

Based upon our purpose and mission, Mauldin Christian Academy's standards are designed to identify students who:

- Demonstrate average or above average aptitude and/or achievement.
- Are socially and emotionally well-adjusted.
- Are amenable to correction and instruction.
- Are motivated to learn-
- Have parents who are supportive of MCA's mission and goals.
- Have parents who will meet financial obligations.
- Desire to attend Mauldin Christian Academy
- Meet minimum age requirements:
 - To enroll in K5, a child **MUST** be 5 on or before September 1st
 - To enroll in 1st grade a child **MUST** be 6 on or before September 1st

****Age requirements will be STRICTLY enforced****

STUDENT RECORDS

Mauldin Christian Academy will keep records of attendance, health, and fees of each child. Changes in addresses and telephone numbers, both work and home, **must** be provided so that we can reach parents immediately if needed.

If for any reason your child transfers to another school, we will assist you in having your child's permanent record transferred to the school in which he/she will be attending. Student records are not released to parents but sent directly to the new school upon **written request**. Requests from the school by phone are not accepted.

*Records will **not** be released for any student with an outstanding account balance.*

SCHOOL HOURS

School begins promptly at 8:15 am. Students should arrive by 8:10 am to be ready for the 8:15 am start. Morning car line is available for drop-off and should be utilized daily unless a student is tardy. This car line ends at 8:10 am. For K5-1st grades, afternoon carline begins at 2:15 pm and ends promptly at 2:30 pm. For 2nd-5th grades, carline begins at 2:30 pm and ends promptly at 2:45 pm

(Late fees will apply if your student is picked up late)

ATTENDANCE

MCA will follow the South Carolina regulations concerning the number of days a student can legally miss each school year. A student is allowed no more than **10 absences**, (excused or unexcused) during the school year. This will be enforced, except in cases of extended chronic illnesses when certified by a physician and/or absences that are due to an emergency approved by the elementary principal as excusable. If a student misses more than 10 days, they must be evaluated by the administration to decide if they should be promoted to the next grade level.

When a student returns to school after being absent, he is required to bring a written excuse to the school office, signed by the parent or guardian. A doctor's statement must be present for a medical excuse. All written excuses are kept in the student's permanent record. Students are expected to make up all missed work for any absence. In the case of a planned unexcused absence, such as a family trip, the elementary principal must be notified in advance. School work will be sent home prior to the trip and will be due on the first day the student returns unless the elementary principal determines otherwise.

Students arriving to school later than 11:30 AM will be counted absent for the day. Students leaving prior to 11:30 AM will be counted absent for the day.

Classwork missed because of an absence can be made up on the student's return to school. Teachers are granted discretion in setting deadlines for make-up work. Make-up work for unexcused or non-medical absences, in the excess of the ten days, will be at the discretion of the elementary principal.

LATE/TARDY

If your student arrives to school after 8:15, they will be considered as tardy. The parent **MUST WALK** their child into school at the MCA Academy Office entrance to receive a tardy slip. (Do not drop off your child in the back after 8:10 as the doors will be locked).

- **Students are allotted 5 tardies per quarter.**
- **6 tardies will result in one absence on the student's record.**

Encouragement:

As a means of striving for excellence and displaying a strong work ethic, we desire to assist our students in understanding the importance of being punctual. This is a lifelong lesson and should be cultivated during the elementary years.

EARLY DISMISSAL

NO Early Dismissals will be granted after 2:00 pm since students may already be preparing for carlines.

When it is necessary for your child to be dismissed early, please send a note, dojo message, or email to the teacher, or call the main school office, explaining why your child needs to be dismissed early. Parents can come into the school office and wait for their student. At that point your child will be called to the office, and you will sign them out.

STUDENT DROP OFF

The first day of school you may walk your student into their classroom between 7:30-8:10 and at 8:10 we will ask that all parents depart so our school day can begin. After the first day, a teacher and student safeties, will be present at carline drop off in the back of the church to direct your child into the building. Please allow your child to get out of the car and walk in on his/her own.

Morning carline begins at 7:30 a.m. and will end promptly at 8:10.

Your student should be in their class and prepared for the day no later than 8:15 each day.

ELEMENTARY STUDENT PICK UP

K5 and 1st grade Carline begins at 2:15 and ends at 2:30. This carline is located on the church office side of campus where there is a covered drive through. **Those with older siblings will be taken to the 2:30 carline dismissal.**

2nd– 5th grade Carline begins at 2:30 and ends at 2:45. This will be in the area next to the playground under the covered drive; the same location as morning drop off. All students will utilize the car line for dismissal. Parents are not allowed to exit their vehicle during car line.

During car line, children not enrolled in the Elementary program are not allowed to be on the playground; they must remain in the car with an adult.

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.

DRESS CODE

Mauldin Christian Academy dress code guidelines are based on both modesty and providing guidelines for our students to learn to dress appropriately for learning in the classroom and being prepared for PE and the playground.

If a child's outfit does not meet the dress code, a parent may be called to bring a change of clothes.

The Elementary dress code will consist of the following basic guidelines:

- **Bottoms** - Shorts, capris, skirts, skorts are permitted but must be no shorter than 2.5 inches from the top of the kneecap. This is approximately the width of a dollar bill.
 - If skirts do not have built in shorts, please have girls wear shorts or leggings underneath. This is necessary to have a concrete, universal guideline by which parents and staff can easily measure their child. We want to ensure our students are appropriately covered and modest whether they are sitting on the floor in a classroom or playing outside at recess.
- **Tops**
 - No tank tops or spaghetti strap tops for girls.
 - No sleeveless shirts for boys
 - No offensive comments or pictures are allowed on shirts such as skulls, Sponge Bob, inappropriate language, etc.
- **Shoes** – Shoes with backs should be worn at all times.
 - No flip-flops
 - Shoe heel height must be no more than 1 inch.
 - Tennis shoes must be worn on PE days.
- **Hats** are not permitted to be worn inside the building. An exception would be during special days or events as designated by the school.
- All clothing should be in good repair (**no holes or frayed material**).
- Hair of a non-human color is not permitted.



ACADEMICS



MCA provides a rigorous academic environment with the purpose of leading our students in developing a strong work ethic, striving for excellence, and viewing the academic world through a biblical lens. We desire for our students to learn to work hard and not quit, even when the task at hand may seem difficult. Developing GRIT will allow our students to overcome many obstacles in their lives.

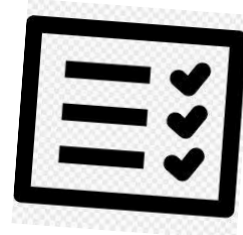
Kindergarten Grading Scale	K5
E	Exceptional Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory Progress

Elementary Grading Scale	1 st -5 th Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

CONDUCT GRADES/HANDWRITING/SPEED DRILLS/RELATED ARTS

Parents will be informed of their child's conduct and attitude in grades K5-2nd. The following letter marks will be used:

- E = Exceptional Progress
- S = Satisfactory Progress
- N = Needs Improvement
- U = Unsatisfactory Progress



HOMEWORK

Homework is an integral part of the educational process at Mauldin Christian Academy. It is given to extend the learning experience within the classroom or given for practice that will help reinforce concepts taught in the classroom. It is an essential part of the independent learning and the formulation for lifelong study skills and habits.

Homework is typically given Monday, Tuesday, and Thursday nights. Reading is not considered “homework”; it should be done daily.

Beginning in 1st grade, students will be given agenda notebooks to write daily assignments and upcoming test dates. It is the student’s responsibility to see that homework is completed.

Late Homework Not Related to an Absence: When a student fails to turn in homework, on time, 11 points will be deducted from the grade. If necessary, 10 more points will be taken off for each additional day the assignment is overdue.

Late Homework Related to an Absence: When five days or fewer are missed, the teacher will determine an appropriate amount of time for homework and tests to be completed.

Requests for missed assignments for a day’s absence should be made by 10:00 a.m.

STANDARDIZED ACHIEVEMENT TESTS

A nationally recognized standardized achievement test will be administered each spring to grades 1st-5th. Parents will be notified of the test dates so they can help prepare their student for the testing days.

Parents will receive a copy of the test results by mail during the summer break.

PROMOTION AND RETENTION

Regardless of where a child has been in school before, academically passing a grade is required to promote to the next grade level. The final responsibility for the promotion and retention of an individual student rests with the Academy Head of School and the Elementary Principal. The decision to promote or retain will be based on the teacher’s recommendation, grades, mastery level in the basic skills areas, mastery of curriculum objectives, emotional and social stability, and mental ability.

PARENT-TEACHER COMMUNICATION

There are several ways in which teachers and parents communicate about a student's academic progress or class activities.

- a. Class Dojo
- b. Class newsletter
- c. E-mail (your child's teacher will supply you with their school e-mail address)
- d. Daily notes sent with homework or agenda.
- e. Weekly folder

There are also organized events throughout the school year, to facilitate communication between teachers and parents.

- a. Meet The Teacher (August)
- b. Parent Teacher Class Meeting (End of August)
- c. Scheduled Parent/ Fall Teacher Conferences
- d. Parent/Teacher Meetings as requested.

- If a parent has a concern regarding their child, or a classroom issue, they will **first** need to contact the teacher directly to address these concerns.
- If a problem or issue cannot initially be resolved with the teacher's input and suggestions, then the parent may contact the Elementary Principal and ask for additional support.
- The Head of School (HOS) may be asked to get involved if the issue mandates further administrative input.

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 your child's teacher after school hours. Our teachers will make every effort to contact you in a timely manner (usually the same day, but no later than 48 hours). Teachers are not available to speak with parents during the drop off and pick up times since they are required to supervise students.

MESSAGES TO PARENTS

Special information for parents may be distributed through your student's book bag via notes or weekly newsletters. Please check your student's book bag for information **DAILY**.

TEACHER REQUEST

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

CONFERENCES

You will be informed with occasional notes as to your child's progress. If at any time you have a question, we will be happy to arrange a conference. **Mandatory Parent/Teacher conferences will be held in the fall.**

CHEATING

Cheating will be approached with a restorative end as the goal. MCA is a safe environment for our students to make mistakes and learn from them. We desire for our students to learn that even though they are loved, there are consequences for their actions.

1st – 2nd Grades: 1st offense is a warning, 2nd offense results in a grade of zero for the quiz or test.

3rd Grade and up: 1st offense will result in a grade of zero for test, quiz, etc

MCA BEHAVIOR PHILOSOPHY

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

Discipling 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. Help students 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 the conclusion they reached in reference to their actions.
- h. Office visit to principal
- i. Communication to parents

ACTIONS THAT REQUIRE A STUDENT TO BE SENT HOME

- HITTING
- BITING
- DISRESPECT TOWARDS AUTHORITY

DISMISSAL OF A STUDENT

Mauldin Christian Academy reserves the right to dismiss a student if:

- The student is disruptive and makes learning difficult for other children.
- The student is unable to keep up with curriculum.
- Psychological or educational testing indicates that placement at MCA is unsuitable.
- Parent or guardian does not abide by the policies and procedures of the school or fees have not been paid.
- Other issues may arise and need to be determined by the Academy Head of School as to the severity of the offense.

BREAKFAST – LUNCH – SNACKS

The school does **NOT** provide breakfast, therefore, all students must finish their breakfast BEFORE exiting their vehicle.

- A hot lunch is offered for all students for a cost of \$3.75 per meal.
- Please do not send in money on a daily or weekly basis.
- Lunch charges will be added to your FACTS account.
- Students are permitted to bring a sack lunch to school; however, **carbonate beverages are not permitted.**
- All lunches brought from home must be ready to eat, we do not have the ability to heat lunches.
- Milk may be purchased by students bringing their own lunch for the cost of \$.50.
- If a student forgets their lunch at home, a school lunch will be provided, and the parents billed.
- If a parent desires to drop off a lunch for their child, please deliver it to the Academy Main office and it will be delivered to the classroom or lunchroom.
- We **welcome** parents to visit their student for lunch. Please communicate with your child's teacher when you plan to visit. Food may be brought into the school by the parent in the event of eating lunch with their child.

WATER BOTTLE POLICY (NEW)

Please send a water bottle to school with your child each day. Since there are so many options, here are the guidelines:

- 12-20 oz size (No larger than 20 oz)
- Unbreakable and leak proof
- Flip top straw



day.

BACKPACKS

Please be sure that your child has a FULL-SIZE BACKPACK or book bag and that they bring it to school with them daily. Please go through your child's backpack **DAILY** as important teacher or school correspondence may be sent home.



BIRTHDAY PARTIES

MCA enjoys helping students celebrate birthdays. If a parent wants to bring something special for a child's birthday, **ONLY** these items are permitted:

- Store-bought cookie cake
- Donuts
- Cupcakes (Store or bakery prepared)
- Cookies (Store or bakery prepared)

No special lunches for the class are allowed (i.e., pizza party, Chick-fil-A, etc.)

MCA does not provide a space or time for private parties like many public venues do. Due to the extensive list of student allergies, food items from home are not allowed in classrooms. No balloons, due to latex allergies. Our food, snack, and party policies focus on student health and safety. Thank you for helping us make every celebration a healthy one!

HOLIDAYS WE CELEBRATE AT MCA

MCA approaches the celebration of holidays from a biblical perspective, seeking to glorify God and focus on Christ. Here are the holidays we recognize and celebrate at MCA:

Fall/Harvest (No Halloween & No Costumes)	Veteran's Day
Thanksgiving	Christmas
Valentine's Day	St. Patrick's Day
Easter	Independence Day

FIELD TRIPS

Due to the need for chaperones to be focused on the students, SIBLINGS ARE NOT permitted to attend field trips.

Students will take field trips to various educational locations throughout the year. **Payment for these field trips need to be paid with exact CASH to the teacher with the exception of the Barrier Island (4th grade) and Gatlinburg (5th grade) overnight trips.** Parents sign permission for attending fieldtrips on the enrollment forms. This must be signed and on file for your child to participate in field trips.

Notes will be sent home before making the trip so that you will be informed of all details concerning the trip. Parents will be called upon from time to time to assist with trips. If a child will be leaving the field trip with a parent, a handwritten note must be given to the teacher before the field trip begins. **Because our teachers lead the field trips for their classes, care for children not attending field trips is not available.** ***Remember field trips are a privilege – a child's behavior will be taken into consideration before attendance on a field trips is approved***

Field Trips for 4th & 5th Grade

- 4th grade has a 3-day, 2-night trip to Barrier Island
- 5th grade has a 2-day, 1-night trip to Gatlinburg in the spring.

Parents will be allowed to chaperone on a first come, first served basis depending on the needs of the teacher. Parents are expected to behave in a manner that represents Mauldin Christian Academy in a positive light. There is a strict no alcohol policy for any chaperone supervising children on field trips. Parents who are unable to comply with this policy should not sign up for field trips. Parents going on overnight field trips will be required to go through and pay for a background check initiated by the school. Parents will also be required to sign an agreement form outlining chaperone responsibilities and expectations.

PARENT TEACHER PARTNERSHIP (PTP)

MCA is blessed to have the support of our PTP (Parent Teacher Partnership) organization. Our PTP is made up of parent and grandparent volunteers and is responsible for MCA's fall and spring fundraisers. They provide a plethora of ways to love and serve our teachers during *Teacher Appreciation Week*, "O" Week, and throughout the year.

MCA is consistently supported and blessed by our PTP team, and you are invited to join this amazing group of serving individuals. If you are interested in joining the PTP, simply call the Academy Main Office at 864-288-1917 or visit the MCA website at mauldinchristian.org and find them under the *Parent* tab.

JOIN AND MAKE A DIFFERENCE TODAY!



HEALTH SERVICES



Students who become ill or injured during the school day will be given proper care by the nurse. You will be notified if the injury needs medical attention or if we feel a parent should determine further care. If your child becomes sick, we will determine if the child should be sent home. We will notify parents to come and pick up a child if deemed necessary by the nurse or office personnel.

If a student must take prescription medication during the school day, the medicine, along with the doctor's directions, must be brought to the office as soon as the student arrives at school. It will remain in a locked box and given as prescribed. Parents must bring the medication and fill out the proper medication form provided in the office. No medication, prescription or over the counter, is to be in a student's possession during the school day.

STUDENT ILLNESS

Any student who is absent from school due to illness should not return to MCA until they are 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 24 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 24 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.

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 24 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 24 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, if 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.

Pinkeye / 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 may return to childcare with a medical note 24 hours after starting antibiotics and if there is no fever for 24 hours.

Surgery: If a student has had any type of surgical procedure, they are permitted to return to school **based on the medical provider's release instructions.** You must provide a copy of these release instructions or a medical note upon returning to MCA.

Vomiting Illness: If your child has had one or more episodes of vomiting in the previous 24 hours, they should remain home until vomiting has resolved for 24 hours.

If a student is unable to participate in classroom activities due to illness, the student will be sent home



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 past 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.
- During summer months, MCA is not authorized to apply sunscreen or insect repellent. Please apply these topical formulas at home, for the full day.

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.

ALLERGIES

- All allergies AND reactions to the allergen **MUST** be written on enrollment forms
- MCA will strictly monitor allergies. Please communicate with your child's teacher and the school nurse.

LIFE-THREATENING ALLERGIES

- All EpiPens and lifesaving medication will be kept in the nurse's office or in a locked safe in the child's classroom.
- An action plan filled out by the child's medical provider must be turned in with the medication. MCA must have an action plan on file to be able to respond quickly and efficiently to emergency situations.

Please note that if the student is present at MCA, he/she will be required to be outside if their class participates in outdoor play. MCA realizes seasonal and environmental allergies can be problematic, however the student must remain with his/her class.

STATE IMMUNIZATION REQUIREMENTS

- A child will not be allowed to attend any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption certificate.
- If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots.
- If a valid SC Immunization, or a medical, religious, or special exemption certificate is not turned in or provided, the child may not attend MCA until one is obtained and on file with the Academy.

MCA PROCEDURE FOR HANDLING SUSPECTED 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 director.
 - i. Teacher fills out a written report to be placed in a confidential file by the director.
2. Principal will report to one of the following:
 - Child Protective Services
 - DSS
 - Police
 - Child Abuse Hotline for further instruction.

ACCIDENT/INJURY PROCEDURES

It is the policy of the Academy to report all injuries to the parent. If an injury is minor, you will receive information from the school in written form. If the injury is major, we will contact you directly by phone.