



*Welcome to Mallard Creek Presbyterian Church Preschool (MCPCP), a ministry of Mallard Creek Presbyterian Church serving church members and the surrounding community. This handbook explains the mission, goals, organization, policies, and operational procedures of MCPCP. We encourage parental involvement in our program and thank you for entrusting your children to us. Our staff looks forward to working with you as we experience the year together.*

## **PHILOSOPHY**

Our Mission	Page 4
Program Goals	Page 4
History of the Preschool	Page 5

## **ORGANIZATIONAL PLAN**

Preschool Board of Directors	Page 5
Preschool Treasurer	Page 5
MCPCP Staff	Page 6

## **PRESCHOOL PARTICIPANTS**

Eligibility of Children	Page 7
Children with Special Needs	Page 7

## **OPERATIONAL PROCEDURES**

Hours of Operation	Page 7
Days of Operation	Page 7
Preschool Office Hours	Page 7
MCPCP Calendar 2019-2020	Page 8
Arrival Procedures	Page 9
Pick-Up Procedures	Page 9
Early Pick-Up Procedures	Page 9
Parking Lot Safety	Page 9-10
Weather-Related Closings	Page 10

## **PRESCHOOL POLICIES**

Registration Fees	Page 10
Reenrollment	Page 10-11
Tuition Fees	Page 11
Tuition Policies and Guidelines	Page 11-12
Delinquent Payments	Page 12
Late Fees	Page 13
Returned Check Fees	Page 13
Student Withdrawals	Page 13
Withdrawals After Registration for the Next School Year	Page 13
Admission	Page 14
Information Packets	Page 14
Potty Training	Page 14
Grounds for Permanent Dismissal from MCPCP	Page 15
Discipline	Page 15

Biting Policy	Page 15-16
Child Abuse and Neglect	Page 16

## **HEALTH POLICIES**

Immunizations	Page 16
Keeping Your Child Home Due to Illness	Page 17-18
Illness at Preschool	Page 18
Medication	Page 18
Emergency Medical Care	Page 18

## **COMMUNICATION POLICIES AND PROCEDURES**

Attendance	Page 18
English as a Second Language	Page 18
Parent Communication	Page 18
Child's Information	Page 19
Conferences	Page 19
Parent Requested Letters/Forms from Staff	Page 19
Telephone Calls	Page 19
Text Messages, Telephone Calls, and Emails	Page 19

## **PHOTO POLICIES**

MCPCP Photo Policy	Page 19
Facebook and Other Websites	Page 19
Children with More than One Family or Separated Families	Page 19

## **DAILY AND SPECIAL ACTIVITIES**

Lunches	Page 20
Infant Bottles and Pacifiers	Page 20
Food/Drinks	Page 20
Allergies/Food Restrictions	Page 20
Outside Play	Page 20
Playground	Page 20
Water Bottles	Page 20
Clothing and Personal Items	Page 20-21
Pets at Preschool	Page 21
Birthdays	Page 22
School Parties	Page 22
Candy	Page 22
Field Trips	Page 22

## **MALLARD CREEK PRESBYTERIAN CHURCH PRESCHOOL**

The preschool is supervised by the Preschool Director under the guidance of the Preschool Board of Directors, the Session of Mallard Creek Presbyterian Church, and the Youth and Children's Committee. The preschool is actively supported by the church as an outreach ministry.

### **OUR MISSION**

Our mission is to provide a loving, learning, Christian environment where children can test themselves and their world, gain self-confidence, and develop as a whole person. At Mallard Creek Presbyterian Church Preschool (MCPCP), we emphasize the development of young children spiritually, mentally, emotionally, socially, and physically through a developmentally appropriate curriculum (**WEE Learn**) under the leadership of experienced teachers.

### **PROGRAM GOALS**

#### **Provide for children's spiritual development by:**

- Teaching that each person is a child of God and therefore, worthy of love, acceptance, and support.
- Modeling Christian attitudes, behaviors, and values.
- Fostering an environment of love and appreciation.
- Providing chapel for our students through Children's Church once a week.

#### **Provide for children's social development by:**

- Helping children learn to get along with other children and adults.
- Encouraging habits of courtesy, respect, kindness, and friendliness.
- Providing equipment and materials, which encourage children to play together.

#### **Provide for children's emotional development by:**

- Accepting children and their feelings.
- Offering opportunities for children to make choices.
- Helping children see themselves as persons of worth.
- Showing children how to release feelings in an acceptable way.
- Developing trusting and caring relationships.

#### **Provide for children's intellectual development by:**

- Enriching the children's backgrounds and cultural activities.
- Creating basic readiness for school experiences through varied learning activities.

#### **Provide for children's physical development by:**

- Protecting children's health and safety.
- Providing indoor and outdoor areas, which encourage movement and large muscle development.

## HISTORY OF THE PRESCHOOL

Since 1824, Mallard Creek Presbyterian Church has served the Charlotte community in the area now known as University City. Mallard Creek Presbyterian Church began with a traveling circuit preacher coming every six weeks. In 1830, the church was formally organized with nine elders and one deacon. In 1855, work began on a new sanctuary made from homemade bricks. 1927 saw the addition of the first education building, later remodeled to house the present-day chapel. In 1952, the second educational building was added, and in 1958, the present sanctuary was completed. The activity building was added in 1974 to allow for more growth. In 2018, the church sanctuary was renovated, including a new addition at the front of the church and a redesigning of the parking lot area.

MCPCP was started in 1987 to give the children in our community the opportunity to grow in a loving, Christian environment. The first year consisted of three classes, with a total enrollment of 17 children. This year, there are 14 classes with a total enrollment of approximately 166 students.

## ORGANIZATIONAL PLAN

The preschool is supervised by the Preschool Director under the guidance of the Preschool Board of Directors, the Session of Mallard Creek Presbyterian Church, and the Youth and Children's Committee. The preschool is actively supported by the church, as an outreach ministry.

### **Preschool Board of Directors:**

Kim Tucker – Board Chairperson  
Kerri Miner – Preschool Director  
Priscilla Stephens – MCPCP Treasurer  
Christina deKam – Parent Representative  
Maria Menconi – Parent Representative

James Killian  
Leigh Johnson  
Bob Oehler  
Barbara Oehler

### **Preschool Treasurer:**

**Priscilla Stephens** – [preschooltreasurer@mallardcreekchurch.org](mailto:preschooltreasurer@mallardcreekchurch.org)

## MCPCP STAFF

**Preschool Director:**  
**Assistant Director:**  
**Treasurer:**

**Kerri Miner**  
**Kristy Maddux**  
**Priscilla Stephens**

### 2-Year-Old Staff

<b>Kori Morris</b>	Teacher	M/W, T/Th
<b>Joana Lovette</b>	Teaching Assistant	M/W, T/Th

<b>Paige Tait</b>	Teacher	M/W, T/Th
<b>Carrie Hanes</b>	Teaching Assistant	M/W, T/Th

<b>Connie White</b>	Co-Teacher	M/W, T/Th
<b>Jennifer Curlee</b>	Co-Teacher	M/W, T/Th

### 3-Year-Old Staff

<b>Paula Brasel</b>	Teacher	M-Th
<b>Zulma Suliman</b>	Teaching Assistant	M-Th

<b>Candy Bunao</b>	Teacher	M-Th
<b>Monique Rutledge</b>	Teaching Assistant	M-Th

<b>Jennifer Curlee</b>	Co-Teacher	M/W, T/Th
<b>Connie White</b>	Co-Teacher	M/W, T/Th

<b>Robin Fuller</b>	Teacher	M-Th
<b>Pam Blackwell</b>	Teaching Assistant	M-Th

<b>Riva Green</b>	Teacher	M-Th
<b>Nancy Joseph</b>	Teaching Assistant	M-Th

<b>Rebecca Richard</b>	Teacher	M-Th
<b>Melanie Fabian</b>	Teaching Assistant	M-Th

### Pre-K Staff

<b>Jennie Davis</b>	Teacher	M-Th
<b>Monie Alexander</b>	Teaching Assistant	M-Th

<b>Nancy Walker</b>	Teacher	M-Th
<b>Jennifer Georges</b>	Teaching Assistant	M-Th

<b>Nikki Yandle</b>	Teacher	M-Th
<b>Evie Gomes-Perez</b>	Teaching Assistant	M-Th



## PRESCHOOL PARTICIPANTS

### Eligibility of Children

MCPCP provides classes for children from 2 years through 5 years of age. Each child must be the age of the class that he/she is entering as of August 31<sup>st</sup> at the start of the school year. **Once a child is enrolled in the class for which he/she is eligible, the child will remain in that class for the entirety of the school year. As with North Carolina Public Schools, children are not moved to the next age-level classroom because they have a birthday and are therefore a year older.**

### Children with Special Needs

To serve the needs of all children applying to our preschool, placement of children with special needs will be considered on a case-by-case basis. The Preschool Board of Directors will decide based on information provided by the parents, Preschool Director, child development specialist, assessments or test results, and any medical information that is available upon application to our program.

## OPERATIONAL PROCEDURES

### Hours of Operation

MCPCP is in operation starting the first Tuesday after Labor Day through the last Thursday before Memorial Day. During this time, we follow the Charlotte-Mecklenburg School calendar for holidays and teacher workdays, unless the holiday or workday falls on a Friday\*. The preschool is open from 9:00 a.m. to 1:00 p.m. **sharp**, Monday through Thursday only.

\*Exceptions include but are not limited to:

- MCPCP will operate on a regular schedule on any scheduled early dismissal days built into the Charlotte-Mecklenburg Schools calendar.
- **The preschool will be closed on the fourth Thursday in October for the MCPC BBQ for the safety of the children, families, and staff.**

### Days of Operation

Two-year-olds: Monday/Wednesday  
Tuesday/Thursday

Three-year-olds: Monday/Wednesday  
Tuesday/Thursday  
Monday through Thursday

Pre-K: Monday through Thursday

### Preschool Office Hours

During the school year, 8 a.m.-2 p.m. Monday-Thursday...**Closed on Fridays.**  
June-August, 8:30 a.m.-12:30 p.m., Tuesday-Thursday...**Closed on Mondays and Fridays.**

## MCPCP CALENDAR FOR 2019-2020

Open House (10 a.m.—12 p.m.)	August 29, 2019
FIRST DAY OF PRESCHOOL	September 3, 2019
New Parent Orientation	September 3 & 4, 2019
Photo/Media Release Due to Teacher	September 5, 2019
Class Directory Authorization Due to Teacher	September 12, 2019
Substitute Training (9:15 a.m.)	September 18 & 19, 2019
All Forms Due to Preschool Office	September 26, 2019
Teacher Workday— <i>No Preschool</i>	<b>October 9, 2019</b>
MCPC Barbecue— <i>No Preschool</i>	<b>October 24, 2019</b>
Teacher Workday— <i>No Preschool</i>	<b>October 28, 2019</b>
Fall Festival & Storybook Parade	October 31, 2019
A Zoo 2 You Petting Zoo	October 31, 2019
Teacher Workday— <i>No Preschool</i>	<b>November 5, 2019</b>
Chick-fil-A Spirit Night	November 7, 2019
Teacher Workday— <i>No Preschool</i>	<b>November 11, 2019</b>
Pre-K Thanksgiving Feast	November 21, 2019
Thanksgiving Holidays— <i>No Preschool</i>	<b>November 27-28, 2019</b>
Preschool Fall Pictures	December 3-4, 2019
Winter Break— <i>No Preschool</i>	<b>December 20, 2019-</b> <b>January 5, 2020</b>
Back to Preschool	January 6, 2020
Teacher Workday— <i>No Preschool</i>	<b>January 20, 2020</b>
Chick-fil-A Spirit Night	February 6, 2020
Presidents' Day— <i>No Preschool</i>	<b>February 17, 2020</b>
MCPCP's March Reading Program	March 2-31, 2020
MCPCP's Scholastic Book Fair	March 2-5, 2020
Children's Theatre Performance at MCPCP	March 10, 2020
Spring Break— <i>No Preschool</i>	<b>April 9-19, 2020</b>
Back to Preschool	April 20, 2020
Spring Fling	April 23, 2020
Spring Fling (rain date)	April 30, 2020
<b>LAST DAY OF PRESCHOOL</b>	May 21, 2020
Pre-K Graduation at 7 p.m.	May 21, 2020

*\*Dates in bold are when the preschool is closed.*



**Please Note: PARENTS ARE EXPECTED TO SHARE THE FOLLOWING POLICIES AND PROCEDURES WITH ANYONE DRIVING THEIR CHILD TO AND FROM PRESCHOOL OR SERVING AS THEIR CHILD'S GUARDIAN.**

### **Arrival Procedures**

Preschool hours are 9:00 a.m. to 1:00 p.m. The double door under the covered walkway is the only preschool entrance and exit to be used by parents. **These doors will be open from 9:00 – 9:15 a.m. for arrival.** Parents shall accompany children to their classrooms and sign them in each day. Only staff children may arrive before doors are opened at 9:00 a.m. **Due to preparation and safety, staff cannot receive preschool participants before 9:00 a.m. – no exceptions.** Doors to the preschool will always remain locked. Please ring the doorbell for entrance after 9:15 a.m. Our teachers start your child's educational activities at 9 a.m. each day so please be punctual.

### **Pick-up Procedures**

Children must be picked up from their classrooms and signed out each afternoon. **The preschool day concludes at 1 p.m. sharp. As a courtesy, any child remaining after 1:10 will be brought to the preschool office to await pickup. A \$10.00 late fee will be charged, plus \$1.00 for every additional minute the parent is late, and a Late Pick-up Notice must be signed by the parent or person picking up the child. (You will be charged the above fees after 1:10 – No Exceptions.)** These fees will be charged regardless of who (child's parent, carpool driver, etc.) is responsible for the tardiness.

### **Please Note:**

- By law, we are required to notify the Department of Social Services if a child is left at the preschool without any contact made from a parent for two hours after dismissal time. This is considered abandonment in the eyes of the law.
- We reserve the right to call the Police or Department of Social Services at any point if we feel that a child has been abandoned.

**After picking up your child at 1:00 p.m., you are responsible for your child; therefore, the preschool is not liable for anything involving you or your child after this time.**

**A written note of permission is needed for a child to be picked up by anyone other than authorized persons as listed on the registration forms. (This includes other preschool parents, staff members, friends, and relatives.)** Parents must also update their child's registration form in the preschool office with any new person(s) who they authorize to pick-up their child **(this is the preferred method).** Note: The staff of MCPCP reserves the right to ask for proof of identification from anyone who picks up a child from the preschool.

### **Early Pick-Up Procedures**

All children who leave preschool before the 1:00 p.m. dismissal time must be signed out through the Preschool Office. **Please obtain a pink, "MCPCP Early Pick-Up Slip" in the Preschool Office to give to your child's teacher.** This is for the safety of each child. **"MCPCP Early Pick-Up Slips" will not be issued after 12:45 p.m.** Children may not be picked up from the playground, gym, chapel, library, or classrooms without being signed-out in the Preschool Office and presenting the teacher with a "MCPCP Early Pick-Up Slip".

### **Parking Lot Safety**

Parking is permitted in **designated marked spaces only.** Cars dropping off or picking up

### **Parking Lot Safety (cont.)**

children are not permitted in the area in front of the preschool entrance. **Handicap spaces are for handicap use only.** Fines may be incurred without a legal handicap permit.

### **For everyone's safety, please follow these parking lot guidelines:**

- Do not leave children unattended in cars. The law considers children (under age six) who are unattended in a car as neglect on the part of parents. Therefore, we are bound by law to report any such instance to Social Services.
- Lock your doors when you escort your children into the preschool.
- Drive slowly, stay alert, and watch for children darting around vehicles when driving in the preschool parking lots.
- When exiting any preschool parking lot, only right turns are permitted onto Mallard Creek Church Road (**no left turns are permitted**).
- Parents are not permitted to park in the back-parking lot beside the chapel and church entrance, as this is for Senior Citizens and church personnel only.

### **Weather-Related Closings**

When inclement weather occurs, we ask that you stay tuned to local TV stations (WSOC, WBTV, and WCNC) to keep informed, as we will notify them of any closings. We will post information on Facebook and use text messages or phone calls (at the discretion of the classroom teacher) to make every effort to contact you. You may also call the preschool office at 704-549-9741 for a detailed message.

MCPCP follows the weather-related decisions that Charlotte-Mecklenburg Schools makes, as listed below.

- If Charlotte-Mecklenburg Schools are closed due to inclement weather, MCPCP will be closed.
- If Charlotte-Mecklenburg Schools have any kind of delay (1-hour, 2-hour, etc.), **MCPCP will open at its regular school hours.**
- The safety of the children, families, and staff is our main priority. Therefore, MCPCP can only open at regular hours if the facility and church grounds are safe.
- If Charlotte-Mecklenburg Schools dismiss classes early, we will follow their call and dismiss preschool **immediately**. If MCPCP dismisses early, we ask that you pick up your child from preschool first, so you can safely get home to await the arrival of school age children. Please keep in mind that many of our staff have children of their own who need to get safely home as well.

*Please note:* **It is our policy not to make up days missed due to inclement weather, acts of God or unforeseen circumstances.**

## **PRESCHOOL POLICIES**

### **Registration Fees**

To insure your child's enrollment in our program, a registration fee must accompany the completed and signed registration form, a signed Tuition Policy Agreement, and a copy of the child's birth certificate or passport. Once your child is accepted into our preschool, **your registration fee is non-refundable and non-transferrable.**

### **Reenrollment**

If your child's enrollment is terminated for any reason from our preschool program and you

**Reenrollment (cont.)**

decide to reenroll during the current school year, you will be placed on our waiting list if there are no spaces available. Once a space opens for your child, you will be charged another \$90 registration fee.

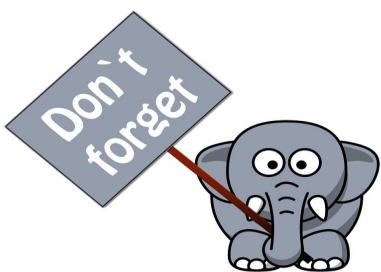
**Tuition Fees**

Tuition fees represent an equal payment plan for yearly tuition to the preschool. For your convenience, the tuition has been divided into nine equal payments. The registration and tuition for the 2019-2020 preschool year are as follows:

**Registration Fee per child - \$90.00**  
**(non-refundable and non-transferrable)**

<b>Tuition Payment –</b>	
2-year-old (2 day)	\$160.00
3-year-old (2 day)	\$160.00
3-year-old (4 day)	\$225.00
Pre-K (4 day)	\$245.00

Tuition is paid in nine equal payments and is due on or before the **first** of the month.



**Payment:**

- Payment #1
- Payment #2
- Payment #3
- Payment #4
- Payment #5
- Payment #6
- Payment #7
- Payment #8
- Payment #9

**Due On:**

- July 1, 2019
- September 1, 2019
- October 1, 2019
- November 1, 2019
- December 1, 2019
- January 1, 2020
- February 1, 2020
- March 1, 2020
- April 1, 2020



**Please Note: Your 1<sup>st</sup> tuition payment is non-refundable and non-transferrable, regardless of your child's start date.**

**The first tuition payment of the preschool year was due on July 1<sup>st</sup>.** All other payments will follow the above schedule beginning with the 2<sup>nd</sup> payment, which is due on September 1<sup>st</sup>. The final payment for the preschool year will be due on April 1<sup>st</sup>.

**Tuition Policies and Guidelines**

Please follow these guidelines when making tuition payments:

- Tuition must be dropped-off in the green tuition box located inside the Preschool Office or mailed directly to the preschool. The preschool address is:  
**MCPC Preschool**  
**1600 W. Mallard Creek Church Road**  
**Charlotte, NC 28262**
- Please put your child's full name in the memo section on all checks and money orders.
- Tuition payments may also be made through the parent's online banking (automatic bill pay) to MCPCP at the above address. **This is the preferred method of payment.**
- Please have your bank send your tuition check from automatic bill pay by the 25<sup>th</sup> of the

### **Tuition Policies and Guidelines (cont.)**

month prior to the due date and dated by the 1<sup>st</sup> of the month to avoid being charged a late fee.

- Place tuition payments in the tuition box in the Preschool Office no later than 1:00 p.m. on the 5<sup>th</sup> of the month.
- The preschool staff is not responsible for receiving payments.
- Do not send tuition payments in your child's lunchbox, take-home folder, or backpack.
- When mailing tuition payments to the preschool, they must be ***postmarked by the 1<sup>st</sup> of the month*** to avoid a late fee. (This includes checks sent through automatic bill pay.)
- Tuition payments received after the 1<sup>st</sup> of the month are considered late.
- Tuition payments received after the 5<sup>th</sup> of the month are late, regardless of whether the 5<sup>th</sup> falls on a Friday, weekend, or holiday, and will be issued a \$25.00 late fee per child.
- **No discounts/prorated tuition amounts will be given for extended absences or preschool closings due to weather or acts of God.**
- **To maintain your child's enrollment, tuition payments must be paid in full and on time, regardless of the length of your child's absence (i.e. sickness, vacation).**
- Tuition that is paid after the 15<sup>th</sup> of the month must be paid with a money order or a certified bank check.
- Receipts will be issued for cash payments **only**. All cash payments must be given to the Preschool Director or Assistant Director and a signed receipt will be issued. This procedure is for your protection. **Please do not put cash in the tuition payment box.** **Please Note:** When making cash payments, please bring the exact amount, as we cannot make change.
- If you receive tuition reimbursement through your employer, please bring the forms to the Preschool Director or Assistant Director for a signature.
- If you need a record of your payments for tax purposes or any other reason, contact the Treasurer, Priscilla Stephens, at [preschooltreasurer@mallardcreekchurch.org](mailto:preschooltreasurer@mallardcreekchurch.org). Account statements are issued only upon request.

### **Preschool Tax I.D. Number – 56-0711943**

- Tuition fees represent an equal payment plan for yearly tuition to the preschool. If you would like to make your yearly tuition payment, please contact Priscilla Stephens, the treasurer, or the preschool office.
- **Make checks payable to “MCPCP”.** *PLEASE write your child's full name/children's full name(s) in the memo section on your check.*

**NOTE--Regarding Siblings:** If you have more than one child attending preschool you will pay full-price tuition for your first child and each additional child will receive a \$5.00 monthly discount. You may pay for two or more siblings with one check. Please put all children's names on the memo line.

### **Delinquent Payments**

**All payments are due on the first of the month.** Any payment received **at the Preschool Office**, in the designated tuition box, after 1:00 p.m. on the 5<sup>th</sup> of the month is late and a \$25 late fee will be charged. (This \$25 late fee is per child.) **This is regardless of holidays, weekends, or whether your child attends class on the 5<sup>th</sup> of the month.** Payments may not be made to church personnel, church members, or preschool staff members. Payments must be made during preschool office hours and placed in the tuition box in the Preschool Office.

### **Late Fees**

Late fees will not be waived by the Director, Assistant Director, Treasurer, or any other preschool employee. To request a waiver for a late fee you:

- Must first pay the late fee.
- Submit a written request for a waiver of the late fee listing the hardship that has caused the tuition payment to be late for that month to the MCPC Preschool Board.

Your request will be considered at the next regularly scheduled board meeting and if approved, the requesting parent's account will be credited. ***(Failure to pay the required late fee with the tuition payment will require the student to miss class until the payment is made in full.)***

**Statements will be given out only in the case of delinquent payments.** These accounts will not be carried after 30 days unless arrangements have been made with the Administrative Team and approved by the Preschool Board. If these arrangements are not made, the student may be dismissed from the preschool.

***Please Note: If a participant has three late payments in one school year, their account will be reviewed by the Preschool Board for possible further action.***

Please understand that the preschool operates solely on the funds generated from tuition and fundraisers. This makes it crucial that we receive payments promptly to pay staff, purchase supplies, and provide a quality preschool experience for your child.

### **Returned Check Fees**

A service charge of \$35.00 will be charged for any returned check. If any account has more than three returned checks, we will no longer accept payment by personal check, **a cashier's check, money order, or cash only will be accepted for all future payments at MCPCP.**

### **Student Withdrawals**

**A 30-day written withdrawal notice is required prior to withdrawing a student from MCPCP.** Parents are responsible for tuition for the entire 30-day notice. If we can fill your child's spot and you have submitted a 30-day written notice, your tuition will be returned to you on a prorated basis. **(You are eligible for a refund only if a minimum 30-day written withdrawal notice is given AND we can fill your child's spot. Without both requirements being met, no refund will be given—NO EXCEPTIONS.)**

*For example, if January 15<sup>th</sup> will be your child's last day at preschool, you should give the Preschool Director or Assistant Director a written notice by December 15<sup>th</sup> and you should have made your full tuition payment on December 1<sup>st</sup>.*

***Please note: The date that you give as your child's last day in the 30-day written withdrawal notice cannot be changed once it is submitted to the Preschool Office.***

### **Withdrawals After Registration for the Next School Year**

If withdrawal occurs after registration for the next school year has been completed and your child has been accepted for the next school year, you will have two options:

- 1) Pay the remaining months tuition for the current year to secure your child's space for the next year or your child's space for the next school year will be lost.
- 2) You may request to be placed on the waiting list for the next school year and if a space becomes available, you will be notified.

### **Admission**

Children, who are attending MCPCP, their siblings, church members, and alumni, have a priority enrollment period. At the end of the priority enrollment period, registration will open to the general public. A non-refundable registration fee will accompany each registration form to insure the child's place in the program.

Children must be the age of the desired class assignment by August 31<sup>st</sup> of that year, unless otherwise directed by the Preschool Board.

MCPCP registers in-house children and their siblings during the end of January, church members and alumni during the beginning of February, and the general public during the middle of February for the following school term. If there are more registrations/applicants than available spots, a lottery for the general public will be held on the last Wednesday in February. Children must be the age of the desired class assignment by August 31<sup>st</sup> of that year, unless otherwise directed by the Preschool Board.

Once your child is in our program, he/she is given priority for each upcoming year that you remain in the preschool. If there are more children than positions available in a particular program (i.e. 2-days or 4-days), an in-house lottery will be held to determine placement in that class.

### **Information Packets**

Information packets will be given to parents prior to the beginning of preschool.

The packets will include: Medical Statement Form, Medical Release Form, Handbook Policies and Procedures Acknowledgement Form, Class Directory Authorization, Substitute Form, Letter from the Treasurer, Gentle Reminders Memo, and Photo/Media Release.

**All forms must be completed and returned with proper signatures before September 26, 2019. (The MCPCP Photo/Media Release form is due by September 5, 2019 and the Class Directory Authorization is due by September 12, 2019.)** After September 26<sup>th</sup>, we reserve the right to dismiss a child from preschool until all forms have been received, with parents being financially responsible for any tuition during this time.

### **Potty Training**

Children must be potty trained before entering a Pre-K class at MCPCP. Staff members do not bear the sole responsibility of potty training but will support and aid parents in accomplishing this milestone. **All potty-trained participants at MCPCP must wear underwear each day. No diapers or pull-ups are permitted for potty-trained participants. The only exception to this is for medical reasons for which a doctor's note is required.**

A potty-trained child is a child who can do the following:

1. Be able to TELL the adult they need to go potty BEFORE they need to go. They must be able to say the words "I have to go potty" BEFORE they need to go.
2. Be able to pull down their underwear and pants and pull them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get on and off the potty by themselves.
5. Be able to wash and dry hands by themselves.
6. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the potty.

### **Grounds for Permanent Dismissal from MCPCP**

The following may be cause for dismissal from MCPCP:

- Chronic late payment of fees and/or tuition (three times over the course of a year).
- Failure to pay fees and/or tuition after 30 days without making arrangements with the Administrative Team.
- Chronic late pick-up of children from the preschool (three times over the course of a year).
- Consistent discipline problems.
- Physical or emotional special needs unable to be met by the MCPCP staff.
- Consistent failure of parents to honor our policies.
- Decisions made by the Preschool Board based on unforeseen problems not covered on the above list.

### **Discipline**

Our goal is to help each child learn to discipline himself/herself through the following:

- By providing an age appropriate environment.
- By reinforcing acceptable or desired behavior with praise.
- By providing reasonable rules that are easily understood and consistently carried out.
- By giving a child an opportunity to make decisions concerning his/her behavior.
- By allowing a child to accept the consequences of his/her unacceptable behavior.

### **Consequences Include:**

1. Redirection -- helping the child towards a more acceptable activity.
2. "Cool down period" within the classroom – Equal to 1 minute per age of the child (i.e. a 4-year-old would have a cool down period of 4 minutes).
3. Loss of special privileges (i.e. table helper, line leader for the day).
4. Child removed from the classroom and taken to the preschool office for a "cool down" period and to discuss the issue.
5. Parent informed of child's behavior and a strategy put into place to help.

In the best interest of the child, the teacher with the help of parents, will try to resolve whatever problems are present. If all five steps of discipline and consequences have been implemented and the problem still exists, the Preschool Director will call a conference with the parent, teacher, and child.

### **Biting Policy**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. We understand that biting can unfortunately be a part of a preschool setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

### ***When Biting Does Occur:***

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

### **Biting Policy (cont.)**

*For the child that was bitten:*

1. First Aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. Our "Incident Report" form is filled out documenting the incident.

*For the child that bit:*

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one-year-old, 1 minute).
3. The parents are notified.
4. An "Incident Report" form is filled out documenting the incident.

*When Biting Continues:*

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.). The Preschool Director or Assistant Director may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

*When Biting Becomes Excessive:*

1. **First Offense:** If a child inflicts 3 bites in one school week, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. **Second Offense:** If the child again inflicts 3 bites in one school week, the child will be asked not to return for 2 school days.
3. **Third Offense:** If a child once again inflicts 3 bites in one school week, the child will be asked to take a two-week break from preschool so they can mature and hopefully reenter the classroom smoothly.

#### **\*Please Note:**

- If a child who has been through steps 1 and 2, goes 3 weeks without biting, we will go back to step 1 if the child bites again.
- **If a child bites twice in a 4-hour period, the child will be required to be picked up from preschool for the remainder of the day.**

### **Child Abuse and Neglect**

Under North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such a case arises, the alerted staff member will report this to the Preschool Director at MCPC Preschool. The Preschool Director will notify the Protective Services Unit of the Department of Social Services.

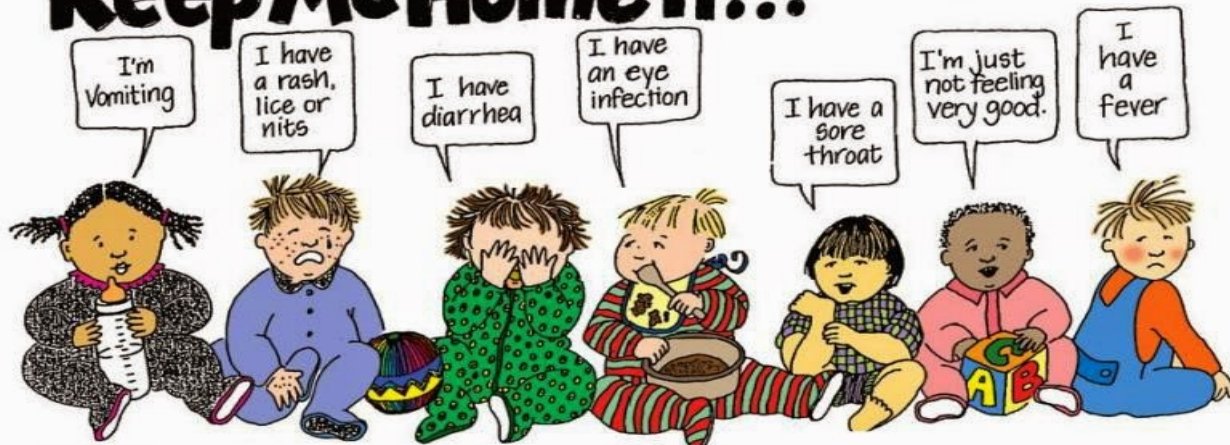
## **HEALTH POLICIES**

### **Immunizations**

Immunizations are required to continue enrollment. Please return the **blue, Medical Statement** (found in your Parent Packet) completed and signed by your child's doctor. You may submit a copy of your child's immunization records, too, but you must have the top portion of the blue medical form completed by the doctor and signed (by the doctor) at the bottom.



# Keep Me Home If...



**Special Needs & Medically Fragile Children  
NEED you to KEEP your Sick Child Home**

**When Your Child is Sick:**

**Do Not Intentionally  
Expose Them to Others**

## Keeping Your Child Home Due to Illness

If your child has any of the following symptoms, please keep him/her home from preschool. Furthermore, you will be called to pick up your child immediately if he/she shows any of the following symptoms at preschool:

- **Fever:** temperature of 99.6 degrees Fahrenheit or higher. **Child must be fever free (without the aid of over-the-counter medication) for 24 hours before returning to preschool.**
- **Vomiting:** Child should not return to preschool for 24 hours following the last episode of vomiting.
- **Lice, scabies:** Child may not return to preschool until 24 hours after he/she has been treated. This includes removing all nits from hair.
- **Diarrhea:** Child has more than two watery stools in a 24-hour period. Child must not return to school until 24 hours from his/her last incident of diarrhea.
- **Chronic cough and/or runny nose:** Child has continual coughing and greenish nose discharge. Symptoms may be contagious and may require treatment from your health care provider.
- **Sore throat:** Child has fever and/or swollen glands in the neck.
- **Rash:** Child has body rash, especially with fever or itching.
- **Ear infection:** Child has ear infection with fever. If child has ear infection without fever, he/she can attend preschool, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Child has pink eye (conjunctivitis) or thick mucus or pus draining from his/her eye.
- **Unusual appearance, behavior:** Child is abnormally tired, pale, difficult to wake, confused or irritable, feels unwell, or has lack of appetite.

In the interest of all our children, each child should be **symptom free for 24 hours (without the aid of over-the-counter medication)** before returning to preschool.

### **Keeping Your Child Home Due to Illness (cont.)**

**If your child has a communicable disease, please notify us immediately.** We will then notify parents by letter if children have been exposed to a communicable disease at school.

**Please note:** In the best interest of our preschool students and staff, during the height of flu season or at other times at the discretion of the preschool administration, we reserve the right to extend this **symptom free period to 48 hours.**

### **Illness at Preschool**

Any child who becomes ill (please see above list) and unable to participate in the daily activities will be isolated and supervised. Parents or emergency contacts will be notified and requested to pick up the child. A child must be picked up immediately when a call to parents is placed by a staff member.

### **Medication**

In general, staff is not permitted to administer any medication at preschool. If you have an unusual circumstance that may require your child to need medication during the preschool day, please notify the Preschool Director. Written verification from the physician and parent will be required before any medication will be given.

Medications, such as inhalers and Epipens, will be kept in a safe place that is at least five feet or more off the floor in the classroom with proper documentation – not in the child’s backpack or cubby. Parents must complete the “**Permission to Administer Medication**” form to be kept with the child’s medication.

### **Emergency Medical Care**

Should the Preschool Director and teacher determine that a child requires emergency medical care, parents will be called immediately. When necessary, 911 will be called first and then MCPCP will contact the parents. If parents or guardians cannot be reached, the emergency contacts will be notified. If MCPCP is unable to contact the designated emergency persons, the decision will be made to seek emergency treatment, and a staff member will accompany the child.

**Please Note:** Cuts and abrasions will only be rinsed with water and bandaged.



### **Attendance**

**If your child will not be attending preschool for any reason, please notify the Preschool Office at 704-549-9741 or by email at [kerrim@mallardcreekchurch.org](mailto:kerrim@mallardcreekchurch.org) or [kristym@mallardcreekchurch.org](mailto:kristym@mallardcreekchurch.org).**

### **English as a Second Language**

For emergency reasons, we require that each family have at least two English speaking contacts listed on your child’s registration form in the Preschool Office.

### **Parent Communication**

The staff at MCPCP encourages communication with all parents. We strive to work with parents to provide a quality early childhood experience. Parents, please make sure that your voicemail box is set-up and has open space so we can leave you a message if we cannot contact you.

### **Child's Information**

Please notify the MCPCP office ASAP with any changes in information concerning your child (change of address, home and cell phone numbers, pick-up person, emergency contact information, email addresses, etc.) Please stop by the Preschool Office to pick up a "Change of Address" Form.

### **Conferences**

Arrival and dismissal times are not a good time for conferences, as these times do not allow teachers enough time to give parents their full attention. Please schedule a conference time with your child's teacher to discuss questions, concerns, and/or your child's progress.

### **Parent Requested Letters/Forms from Staff**

Upon written request, staff members will complete forms for parents.

- Requested letters from the teacher and/or Preschool Director require a minimum of a one-week notice.
- Parents who request to have a form completed by a teacher and/or Preschool Director must give the staff member one week to complete the form.
- If requested, the Preschool Director will provide a form letter stating that a child attended MCPCP and the dates that he/she attended. This letter will be on black and white letterhead copy paper from the preschool computer.
- Staff will never falsify dates attended or add other information to a form letter.
- *Please note:* Pre-K students will receive a diploma at the end of the school year; therefore, we will not issue a diploma to children who do not finish the school year.

### **Telephone Calls**

The Director or the Assistant Director will take messages, as the preschool's policy is not to interrupt the staff when class is in session.

### **Text Messages, Telephone Calls, and Emails**

Staff cannot respond to text messages, telephone calls, and/or emails during the hours of 9 a.m. to 1 p.m., Monday-Thursday, when the children are present. In case of emergency, please call the Preschool Office at 704-549-9741.

## **PHOTO POLICIES**

### **MCPCP Photo Policy**

All students are required to have a signed Photo/Media Release on file so that the preschool staff will know whether the student can be photographed or not. Since some students are not allowed to be photographed, you must check with the teachers first before taking pictures of anyone other than your own child.

### **Facebook and Other Websites**

Parents are not permitted to post pictures of fellow MCPCP participants on Facebook, Instagram, or any other public domain without the consent of the participants' parents.

### **Children with More Than One Family or Separated Families**

The MCPCP Staff is not responsible for dividing children's schoolwork, artwork, memory book, photos, etc. among parents. Parents are expected to work together to divide these mementos, regardless of which parent is at school more often, pays more of the child's tuition, etc. Lunch boxes, schoolwork, and other property will be sent home daily with the child, regardless of who picks him/her up each day.

*Please note: All the above will be enforced unless there is a copy of a court order that says differently on file in the Preschool Office.*

## DAILY AND SPECIAL ACTIVITIES

### **Lunches**

Each child is asked to bring a lunch and a drink to school daily. Please provide a nutritious lunch **limiting sweets and excluding candy**. Please do not send any food items that need to be heated or refrigerated. Make sure thermos and lunch boxes are labeled with your child's name. Also, please do not send food or drinks in glass containers.

Staff cannot hand feed preschool participants. Parents are encouraged to foster this behavior at home.

### **Infant Bottles and Pacifiers**

Infant formula and/or bottles (with milk, formula, cereal, or any other liquids) and pacifiers are not permitted at preschool.

### **Food/Drinks**

Food and drinks provided by parents that will be shared with other students for snacks, lunch, or class parties should **only be store bought**.

### **Allergies/Food Restrictions**

Parents are expected to let their child's teacher know about their student's allergies or food restrictions via the registration paperwork before the first day of preschool. The teachers shall make a clear list of children and their allergies/restrictions to display prominently in the classroom, a copy of which shall be filed in the preschool office.

If a child has a severe allergy, such as to peanuts, the classroom will have to be deemed a "peanut free" (or other allergen-free) classroom and parents will not be permitted to pack lunches or provide snacks containing the specific allergen. The teacher will inform parents if this policy must be implemented.

If your child has allergies or special dietary needs, parents should provide snacks and food for their child during daily snack time and on party days.

### **Outside Play**

All children will spend time outdoors each preschool day, weather permitting. Children who are too sick to play outside should be kept home until they are well.

*Please Note:* Having the best interest of our students at heart, we follow weather guidelines for taking children outside to play and will not allow our students to play outside on days that are too hot and humid or too cold, or on rainy days. Therefore, children will not be excused from outside play because of weather without a doctor's note since we follow the suggested guidelines for playing outdoors for preschoolers.

### **Playground**

For the safety of all participants, parents/guardians, siblings, and/or other visitors are not permitted on the playground during preschool hours (9 a.m. to 1 p.m.), special events, or parties. **The playground is also closed on Thursdays after 1 p.m. due to lawn maintenance.**

### **Water Bottles**

All preschool participants are asked to bring filled water bottles to preschool each day for use after playground time.

### **Clothing and Personal Items**

All children should be appropriately dressed for a fun, busy day at preschool. Examples of

### **Clothing and Personal Items (cont.)**

appropriate attire are:

- Shirt or dress
- Shorts, pants, skirts, or dress
- Diapers and pull-ups (2's and 3's only), or "big kid" underwear
- Socks or tights
- Close-toed shoes (please, no sandals or flip-flops, as these are a safety concern on the playground)
- Jackets/coats are required on cold days.
- Pre-K participants are required to be fully potty trained, unless a doctor's note is provided.

*Please Note:* Children should not wear clothing to preschool that could be considered offensive to other children, families, or staff members, such as t-shirts advertising alcohol, tobacco, firearms, derogatory slogans or insignia, inflammatory words or pictures, etc.

All clothing should be weather appropriate and labeled clearly with your child's name.

Please send a complete, labeled, change of clothes to be left at preschool. This should include shirt, shorts or pants, underwear, and socks. Please send these in a large plastic zip-lock bag. This will need to be changed seasonally and/or if your child's size changes during the preschool year.

If your child is in diapers (2's and 3's, only), please make sure to send an adequate supply of diapers and wipes every day. Diapers are not permitted in our Pre-K classes, as all participants are required to be potty-trained, unless a doctor's note is provided.

Your child's teacher will inform you as to his/her classroom policy concerning bringing items of interest to preschool. The preschool cannot be responsible for toys or items that are lost or broken.

Please check with your child's teacher about special possessions such as security blankets, favorite dolls, stuffed animals, etc. Objects of special interest may be shared with the class at the teacher's discretion.

**\*\**Please Note:* TOY GUNS, KNIVES, SWORDS, OR ANY TOY THAT SIMULATES A WEAPON OF ANY KIND WILL NOT BE ALLOWED AT MCPCP.** (If your child brings one of these to preschool, you will be asked to take the item back home with you).

**\*\*NO WEAPONS OF ANY KIND ARE ALLOWED ON THE PRESCHOOL OR CHURCH CAMPUS.**

### **Pets at Preschool**

Due to several allergic conditions, as well as some children's fear of animals, **you must contact the Preschool Office before any pets are brought to preschool.**

- If you are permitted to bring a pet to preschool, a time will be scheduled for you.
- All pets will have to remain outside of any church building.
- You will be responsible for the animal and its behavior while at the preschool.
- All dogs must be on a leash and all other animals in cages.

### **Birthdays**

Birthdays are special and may be celebrated during class. Please make arrangements with your child's teacher ahead of time. **Please do not bring cupcakes** (as they are difficult for young children to manage), **candles** (as they are dangerous), or **favors/gifts**. If you wish to bring in a treat for your child's class, cookie cakes are a preschool favorite! **Donating a book to the class in honor of your child is also a great way to celebrate your child's birthday.**

### **School Parties**

Individual classrooms/age groups plan activities for holidays. We encourage your participation during these "special" events and parties.

**\*\*Please note:** When ordering pizza for a school party, please add a tip for the delivery person. If none is added, the preschool staff will add gratuity (minimum of \$2 or \$5 maximum) to the credit card slip upon delivery. Also, please give your child's teacher's name when ordering pizza for the class so it can be delivered to the right classroom.

### **Candy**

Please do not include hard candy in gift bags for special parties (holidays, birthdays, end-of-year, etc.) or any activities at MCPCP. Also, candy that is not individually wrapped is prohibited. Thank you in advance for helping us to ensure our children's safety.

**\*\*Please note:** Because of fears of young children, we do not celebrate Halloween. Instead, MCPCP focuses on Fall Festival activities.

### **Field Trips**

Part of our Pre-K class curriculum is the experience of going on field trips to various places of interest in our community. The Pre-K teacher or assistant teacher, upon approval by the Preschool Director, will arrange these field trips. Your child's teacher will always announce these trips in advance.

The North Carolina State Law mandates that all children under the age of 8 years old or 80 pounds be placed in a child restraint seat. For this reason, **each child must be properly restrained in an age and size appropriate child restraint seat before he/she can participate in any field trips.** For the safety of our children, all children not riding with their parent on field trips should use a booster seat in the church mini-bus or designated cars, unless otherwise directed by the Pre-K teachers or Preschool Administrators. (*Please see booster seat packaging for age, height, and weight requirements.*)

**Please note: All children when riding in cars, vans, or the church minibus MUST wear an individual seat belt.**

A child will not be permitted to leave the preschool without a signed permission slip from the parent/guardian. Parents are asked to accompany the class on field trips to provide adequate supervision and assist the teachers. However, **younger siblings are not permitted to accompany the class on field trips.** Field trips are subject to cancellation without enough supervision for the children.

Revised 7/19  
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