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.
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MALLARD CREEK PRESBYTERIAN CHURCH PRESCHOOL

A COVID-19 Addendum has been added to this MCPCP Parent Handbook. The addendum supersedes all policies herein until further notice. Please refer to the COVID-19 Addendum on our website under the documents tab.

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
Kristy Maddux – Preschool Director
Andrea Thomas – Director of Children & Youth Ministries
Priscilla Stephens — Preschool Treasurer
Christina deKam – Parent Representative
Maria Menconi – Parent Representative

James Killian
Leigh Johnson
Bob Oehler
Barbara Oehler

Preschool Treasurer:

Priscilla Stephens – preschooltreasurer@mallardcreekchurch.org
# MCPCP STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Position</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool Director</td>
<td>Kristy Maddux</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Paula Brasel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Priscilla Stephens</td>
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## 2-Year-Old Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kori Morris</td>
<td>Teacher</td>
<td>M/W, T/Th</td>
</tr>
<tr>
<td></td>
<td>Teaching Assistant</td>
<td>M/W, T/Th</td>
</tr>
<tr>
<td>Paige Tait</td>
<td>Teacher</td>
<td>M/W, T/Th</td>
</tr>
<tr>
<td>Carrie Hanes</td>
<td>Teaching Assistant</td>
<td>M/W, T/Th</td>
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</tbody>
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## 3-Year-Old Staff

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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Robin Fuller</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td>Pam Blackwell</td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
<tr>
<td>Riva Green</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td>Ann Osman</td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
<tr>
<td>Joana Lovette</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td>Zulma Suliman</td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
<tr>
<td>Rebecca Richard</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td>Melanie Fabian</td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
</tbody>
</table>

## Pre-K Staff

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Jennie Davis</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td></td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
<tr>
<td>Nancy Walker</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td>Jennifer Georges</td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
<tr>
<td>Jennifer Curlee</td>
<td>Teacher</td>
<td>M-Th</td>
</tr>
<tr>
<td>Evie Gomes-Perez</td>
<td>Teaching Assistant</td>
<td>M-Th</td>
</tr>
</tbody>
</table>
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 31st 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 2020-2021

Virtual Open House (T.B.D.)
FIRST DAY OF PRESCHOOL
Photo/Media Release Due to Teacher
Class Directory Authorization Due to Teacher
Substitute Training (9:15 a.m.)
Deadline for all Student Forms
Teacher Workday—No Preschool
Teacher Workday—No Preschool
Fall Festival & Storybook Parade
A Zoo 2 You Petting Zoo
Teacher Workday—No Preschool
Teacher Workday—No Preschool
Preschool Fall Pictures
Pre-K Thanksgiving Feast (tentative)
Thanksgiving Holidays—No Preschool
Winter Break—No Preschool

Back to Preschool
Teacher Workday—No Preschool
2021-2022 Preschool Registration Starts
In-house Registration Forms Due
Church Members/Alumni Reg. Forms Due
General Public Registration Forms Due
Preschool Lottery (if needed)
MCPCP’s March Reading Program
MCPCP’s Scholastic Book Fair
Parent Appreciation
Spring Break—No Preschool
Back to Preschool
Spring Fling
Spring Fling (rain date)
Teacher Appreciation Week
LAST DAY OF PRESCHOOL
Pre-K Graduation at 7 p.m.

*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 OR CAREGIVER.

**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 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 2020-2021 preschool year are as follows:

<table>
<thead>
<tr>
<th>Registration Fee per child - (non-refundable and non-transferrable)</th>
<th>$90.00</th>
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<table>
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<th>Tuition Payment –</th>
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<tr>
<td>2-year-old (2 day)</td>
<td>$170.00</td>
</tr>
<tr>
<td>3-year-old (2 day)</td>
<td>$170.00</td>
</tr>
<tr>
<td>3-year-old (4 day)</td>
<td>$230.00</td>
</tr>
<tr>
<td>Pre-K (4 day)</td>
<td>$250.00</td>
</tr>
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Tuition is paid in nine equal payments and is due on or before the **first** of the month.

<table>
<thead>
<tr>
<th>Payment:</th>
<th>Due On:</th>
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<tr>
<td>Payment #1</td>
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<tr>
<td>Payment #2</td>
<td>September 1, 2020</td>
</tr>
<tr>
<td>Payment #3</td>
<td>October 1, 2020</td>
</tr>
<tr>
<td>Payment #4</td>
<td>November 1, 2020</td>
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<tr>
<td>Payment #5</td>
<td>December 1, 2020</td>
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<tr>
<td>Payment #6</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Payment #7</td>
<td>February 1, 2021</td>
</tr>
<tr>
<td>Payment #8</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td>Payment #9</td>
<td>April 1, 2021</td>
</tr>
</tbody>
</table>

**Please Note:** *Your 1st 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 1st. All other payments will follow the above schedule beginning with the 2nd payment, which is due on September 1st. The final payment for the preschool year will be due on April 1st.

**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 25th of the month prior to the due date and dated by the 1st 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 5th 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 1st of the month to avoid a late fee. (This includes checks sent through automatic bill pay.)
• Tuition payments received after the 1st of the month are considered late.
• Tuition payments received after the 5th of the month are late, regardless of whether the 5th 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 15th of the month must be paid with a money order or a certified bank check.
• If you receive tuition reimbursement through your employer, please bring the forms to the Preschool Director or Administrative Assistant 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. 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 5th 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 5th 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, Administrative Assistant, 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 or money order, will be the only accepted form of payment 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 15th will be your child’s last day at preschool, you should give the Preschool Director or Administrative Assistant a written notice by December 15th and you should have made your full tuition payment on December 1st.

*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 31st 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 31st 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 he/she remains 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.


All forms must be completed and returned with proper signatures before September 24, 2020. (The MCPCP Photo/Media Release form and the Class Directory Authorization is due by September 10, 2020.) After September 24th, 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.
- 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 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 Administrative Assistant 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.
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.

**COMMUNICATION POLICIES AND PROCEDURES**

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 paulab@mallardcreekchurch.org or kirstym@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.

*Please Note:* All changes must be in writing from one or both of the child’s parents/guardians.

**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 Administrative Assistant 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:* This policy 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, water bottle, 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.

**Snacks**
Each child in the 2’s and 3’s programs is also asked to bring an individually wrapped snack with them to school each day.

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 food for their child 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 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 on file in the Preschool Office.

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 and Appendix D: Child and Youth Information and Permission form that is required by Mallard Creek Presbyterian Church. 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 7/20

km/km
ADDENDUM to MCPCP Parent Handbook 2020-2021

- Staff is required to wear masks or face shields when around other staff members, parents, or students when social distancing is not possible. Children are not required to wear masks but can if they want to. All parents or visitors who come to the preschool entrance must wear a mask.

- **Hours of Operation**
  - All children and staff will answer the screening questions and have their temperature checked with a no-contact thermometer before they may enter the building each day.
  - We will begin screening and admitting children to the preschool at 8:45 a.m. and will stagger entry. Children will not be permitted to enter the preschool before their designated arrival time. Dismissal of children will begin at 12:45 p.m. and each class will have a designated pick-up time, as well. Parents must adhere closely to these designated arrival and dismissal times.
  - Teachers responsible for admitting a child and running them to their classroom will also be responsible to make sure that the child has a completed and signed checklist by his/her parent and a temperature check of 99.6 or below. No child will be admitted to the preschool without a completed questionnaire and temperature clearance. NO EXCEPTIONS.
  - Children who have an arrival time of 8:45 a.m. will have a dismissal time of 12:45 p.m. and will be charged a $10.00 late fee, plus $1 per minute, if not picked up by 1 p.m.
  - Children who have an arrival time of 9 a.m. will have a dismissal time of 1 p.m. and will be charged a $10.00 late fee, plus $1 per minute, if not picked up by 1:10 p.m.
  - 2020-2021 Open House presentation for parents will be on Wednesday or Thursday, September 2nd, or 3rd. (Times will vary by class.)
  - Open House will not be conducted in person. Staff will either facetime each student and their family or hold a zoom meeting with all or part of the class at one time. Each family will be notified in advance from their child’s teacher, so they know what time to expect their Open House meeting.

- **Arrival Procedures** – You will enter the church campus ONLY through the Eastern MCP Church parking lot entrance and follow the signs for the route that you will take through the parking lots. When you arrive by the staff parking lot (one closest to the preschool entrance), your child’s assistant teacher or another staff member will be there to greet you. You will need to give this staff member your completed checklist and they will take your child’s temperature. If all is ok, they will sign-in your child and take them to their classroom. You will then proceed to exit through the Western MCP Church parking lot exit, where ONLY RIGHT TURNS are permitted. *(Parents need to stay in their cars.)*

- **Pick-Up Procedures** – You will enter the church campus ONLY through the Eastern MCP Church parking lot entrance and follow the signs for the route that you will take through the parking lots. You would have been given a color-coded sign with a number that must be placed in your window. This sign will tell the staff who your child is, and they will have them ready to go. If it is not one of your child’s teachers who is bringing them to you, they will require identification to make sure we are giving each child to the right person(s). After getting your child buckled into his/her car seat, you will proceed to exit through the Western MCP Church parking lot exit, where ONLY RIGHT TURNS are permitted.

- **Technology** – All technology (iPads, laptops, tablets, headphones, etc.) will be sanitized between uses by the teachers.

- **Unacceptable Conduct** – Failure to comply with any of the safety and cleaning measures, or anything written in the COVID-19 Addendum or any other Addendum to the Parent Handbook, as well as the Parent Handbook itself (posted on our website) may result in your child’s immediate removal from MCPCP. It is each parent’s responsibility to share all the policies and procedures with drivers or anyone who is to act as a guardian for your child.

- **Updating Your Child’s Information** – To update any information on your child’s registration form or any other document in your child’s file, parents will need to send written notification via email to the teacher and/or Preschool Director or send a signed and dated note in your child’s communication folder.
• Early Pick-up – Parents must call or email the Preschool Office by 10 a.m. of the day of early pick-up and give your child’s name, teacher’s name, and time you will be picking your child up early. If you do not know in advance, such as in case of emergency, please call the Preschool office as soon as you do know. The Preschool Director or Administrative Assistant will notify the teachers and a staff member will take the child, along with the class Sign In/Out sheet to meet you at the preschool entrance.

• Late Drop-off – We discourage lateness, as the child may miss valuable learning time in the classroom but understand that things happen, and you may need to be late some time. If your child is arriving after 9:15 a.m., please call the preschool office at 704-549-9741 so your child’s teacher can be notified, and the assistant teacher can meet you at the front entrance to admit your child. This will be allowed in rare cases only...NOT every day.

• Communication with Parents During COVID – Teachers will communicate via email as needed and use the BAND app daily to share what your child did in class that day since there will be no face to face interaction during arrival and dismissal times. Please make sure that you have downloaded the BAND app. Your child’s teacher will send an invitation for you to join their BAND before Open House. If you have not joined BAND, you will not receive all the necessary communication from the teacher.

• Health and Safety – Parent will need to fill out the questionnaire (provided in your packet and on our website) before you come to preschool each day or you will be given one to fill out as you enter the Eastern MCPC Parking lot. If you answer “YES” to any of the questions and/or the child’s temperature (when taken by the staff) is higher than 99.6, the child cannot enter the preschool building and will need to wait until they are symptom free for 48 hours before returning or quarantining for 10 to 14 days. If your child’s temperature reads high the first time, the staff will retake it in 5 minutes to see if it has gone down in case your child got overheated in the car. Please do NOT give your child fever-reducing medication (such as Tylenol or Ibuprofen), as this action is against our policies and may result in dismissal of your child from our preschool. The temperature reading must be 99.6 or lower WITHOUT the aid of medication.

• Development of COVID-19 Symptoms While at Preschool – Children or staff who develop symptoms of ANY illness while at preschool will be required to leave the classroom immediately and be taken to the preschool meeting room, where they will stay with a masked/gloved staff member until the child’s parent or guardian picks them up. Staff will also attempt to place a mask on the child while they are waiting to be picked up. The child should be picked up within 15 minutes of the parent receiving the phone call from the teacher or preschool office. Therefore, it is imperative that you answer your phone immediately if you get a call during preschool hours. If we cannot reach either parent, we will contact your emergency contacts listed on your child’s registration form and they will be asked to pick-up your child.

• If a child or staff member develops symptoms of COVID-19 at preschool OR gets diagnosed with COVID-19, the following procedures will be followed:
  o The health department will be notified by the Preschool Director.
  o The classroom in which the child participated will be closed until it is sanitized according to the Health Department policies.
  o The Preschool Director will notify all parents of the exposure without naming the child or staff member.
  o The Health Department may determine to close the entire school for 2 weeks, in which case, teachers will continue teaching online via the BAND app and parents will continue to pay tuition.
  o If the entire preschool must close early for an extended closure of longer than 2 weeks, the staff will NOT continue to be paid and will NOT continue virtual teaching.

• Classroom Donations – All donations that are received from parents or others will be wiped off with disinfectant before placing in the classroom.

• Tuition Payments – Must be in form of check, money order, or cashier’s check, made out to “MCPCP” with your child’s first and last name in the memo section and will only be accepted 2 ways during COVID-19:
1. Through the postal mail and MUST be postmarked by the 1st of the month that it is due.
2. Placed in your child’s communication on the Monday before the payment is due.

- **Lunchtime** – We will not have classroom parties with pizza or other shared food during COVID-19. There will be no sharing of food between children.

- **Playground** – The playground will be divided into parts so that each class (family unit) can play in their own area without interacting with any other family units.
  - The playground is to be sprayed with sanitizer at the end of each session by the accompanying staff member(s).
  - The playground will be closed after school every day.

- **Use of Church Facility** – Preschool staff and children will only use the actual preschool and the playground during COVID-19.

- **Field Trips** – No field trips will be taken during COVID-19.

**Miscellaneous:**

- Each class will be treated as a “family unit” and will not mix with any other family units while at preschool (i.e. playground and bathrooms). The playground and bathrooms will be sanitized between EVERY class by the accompanying staff member(s).
- Substitutes will be required to watch the COVID-19 training that the staff watched before substituting.
- Hand sanitizer will be placed at every entrance/exit door, at entrances to the preschool office, and each classroom. Children will be required to sanitize their hands before entering the building and at other times during the preschool day.
- Children can still rotate through centers, but the teachers will be required to sanitize items in each center between groups and children will not share materials when possible.
- Communication folders will be sent home each Thursday or the last day of the school week. They should be returned on Monday and will be sanitized by the teachers that day.
- Share bags will not be used during COVID-19.
- All dress-up clothing, hats, stuffed animals, blankets, pillows, etc. will be removed from the classrooms during COVID-19.
- PreK conferences between parents and teachers will be conducted via Facetime or Zoom meetings.
- PreK will not have Terrific Tuesdays during COVID-19.
- Parents should wash bookbags and jackets weekly and sanitize lunch boxes daily.
- Toys that children place in their mouth will be immediately taken from the child and put in the “dirty toys” basket or bucket for cleaning and sanitizing.
- Masks are required by all parents and visitors on the church campus. Failure to do so is considered trespassing. We do have the right to call the police at our discretion. Failure to abide by these or any of the preschool policies, especially if we feel that our students or staff are endangered by the actions or inactions of others, may result in police action.
- Parents and children will not be permitted to congregate on the church campus before or after school.
- We will eliminate activities that include more than one class at a time, such as library, Children’s Church (in the chapel), field trips, gym play, etc.
- Children’s Church lessons will be taught in the classroom each week.
- Each child will have his/her own box of supplies (i.e. crayons, glue sticks, pencils) with his/her name on it. These and other supplies will not be shared between children.
- Children will have the option to wear masks or face shields during the day. However, teachers will always not mandate that a child keep a mask or face shield on. If you want your child to wear a mask or face shield, please begin practicing with them AT HOME right away.