



# Memorial Presbyterian Church Children's Center

## Parent Handbook 2017-2018

Memorial Presbyterian Church Children's Center  
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## **Introduction**

Welcome to Memorial Presbyterian Church Children's Center (MPCCC). We are very delighted that you have chosen our center for your child.

MPCCC is a ministry of Memorial Presbyterian Church and was founded as an expression of our belief that nurturing the children of our Montgomery community benefits generations of citizens and leaders to come. The church willingly supports spiritually and financially the center's work of nurturing the children in our program. Believing that each child is a special gift of God, we commit to meeting the social, emotional, physical, spiritual and intellectual needs of each individual child. We will offer developmentally appropriate activities that direct each child's endless appetite for learning.

## **Purpose**

We are committed to providing each child with a positive beginning school experience. We create the best possible setting for young children by creating a stimulating, yet comfortable environment in which children can make choices and explore alternatives within limits. We encourage children to know God's love for them, to respect and care for God's world, and to treat others with the same kindness and respect shown to them in God's love.

## **Program Goals and Standards**

### **Goals**

The structure of the classroom community is set up so that children are helped to recognize their individuality and develop a positive sense of their worth and the worth of others. Children increase their understanding of the world, develop skills and a sense of competence through playful experiences with materials and interactions with teachers and classmates. Children practice thinking, reasoning, decision making, and problem solving through meaningful experiences appropriate to young children and relevant to the interests of the individuals in each class.

Classrooms are organized around centers of interest. These include blocks, dramatic play, science, math, art and language arts. Teachers plan and facilitate the experiences for the total development of the child.

### **Standards**

MPCCC follows the regulations and procedures set forth by the Department of Human Resources in the DHR Standards for daytime and nighttime centers. The MPCCC facility is inspected annually by the Fire Marshall and Health Department.

## Alabama Department of Human Resources Teacher: Student Ratios

Age	DHR Ratio
0-18 months	1:5
18 months to 2 ½ years	1:7
24 months to 36 months	1:8
2 ½ years up to 4 years	1:11
4 years up to school age	1:18
School age up to 8	1:21

## Curriculum

The Children's Center uses a variety of curriculums, along with other early childhood resources. Our teachers are very creative and include many extra activities to enrich their curriculum and help them meet the goals and objectives for the students in their classrooms. These activities center on thematic units and include both indoor and outdoor activities.

Curriculum used includes what we consider to be the most appropriate and helpful modules of:

Abeka,  
Sing, Spell, Read and Write,  
Handwriting without Tears,  
Abrams Letter People, and  
Scholastic Weekly Readers.

Chapel is conducted daily and includes music, Bible stories and prayer. Children also attend daily music class.

## Registration and Enrollment

MPCCC would like to encourage families to tour the facility, meet teachers, review classroom schedules, and become familiar with our policies and fees before enrolling their child.

Open enrollment is offered each spring. Dates are announced on the website, through letters and emails to parents, and advertisements. Children that are currently enrolled will be given re-enrollment opportunities one week prior to open enrollment.

Enrollment is year-round (August - August). There is not a second registration for the summer. If your child will not be attending in the summer, you must give written notice to the office staff during or before enrollment in the spring. We also offer a summer-only registration if space is available and a Summer Program for school-age children up to Third Grade.

Younger students are placed in age groups according to age at the time of enrollment. Students ages 3 and up will be placed in appropriate age groups based on the September 1 public school cutoff date. We will not place children beyond their age group.

## **Registration Packets**

Packets will be given to you. This Packet will include the following:

- Registration Form
- Registration Fee Policy
- Annual Fees Policy
- Tuition Policy
- Pre Admission Form
- Lunch Policy
- Affidavit
- Media Consent Form
- Parent Handbook and Agreement Form

The ***following is due at enrollment.***

- Registration Form
- Registration Fee

The remainder packet must be ***returned to the office staff before your child's first day of attendance.*** Paperwork and Fees include:

- All Annual Fees
- First Week's Tuition
- Pre Admission Form
- Affidavit Signed
- Immunization (Blue) Card
- Media Consent Form
- Lunch Policy Signed
- Parent Handbook Agreement Form Signed

Please note that the Blue Immunization Cards have expiration dates. You will receive notice when a new card should be turned into the office. It is your responsibility to get an updated card to the office staff prior to expiration. All students must have a current, valid Blue Card on file to attend MPCCC.

## **Hours of Operation**

MPCCC operates year round Monday-Friday

- 7:00 am - 5:30 pm Full Time
- 7:00 am -1:00 pm Extended Preschool
- 8:00 am - 12:00 pm Part Time
- 8:00 am – 2:30 pm Part Time
- 7:00 am - 5:30 pm Two Day and Three Day Part Time/ Full Time

## **Tuition and Fees**

### **Tuition**

Weekly tuition is due on Monday of each week. A \$10.00 late fee will be charged to any account with a balance due at the close of business on Friday (5:30 pm). If the account balance owed is equal to or more than two (2) weeks tuition and the balance is not paid by the close of business on Friday of the current week, enrollment will be terminated and a \$20.00 late fee will be charged to the account.

Monthly tuition is due on the first day of school of the month. If the total balance is not received by the 10<sup>th</sup> day of the month, a \$10.00 late fee will be applied to the account. If the total balance due is not paid by the 15<sup>th</sup> day of the month, a \$20.00 late fee will be applied. If the total balance due is not paid by the 20<sup>th</sup> day of the month, enrollment will be terminated. If the total due is not received within 30 days, the account will be sent to collections.

When an account is 30 days past due you will be turned over to a collection agency. This will result in additional fees. *If you are having financial troubles please make an appointment to speak with the MPCCC director before your account is declared delinquent.*

Children looking to re-enroll after enrollment has been terminated due to lack of payment may do so by paying the full balance due and a \$50.00 re-enrollment fee if the spot is still available.

### **Payment**

Please turn all payments into the MPCCC tuition box located in the church office. Checks should be made payable to MPCCC with the child's name on the "for" line. Cash payments should be placed in an envelope with the child's name on the envelope.

### **Tuition Rates**

Full Time-Weekly – 7:00 am - 5:30 pm, Monday-Friday

Nursery	\$155 per week
Toddlers	\$150 per week
Ages Two-Four	\$145 per week

Part Time-Monthly – 5 days

7:00-1:00	\$350 per month
8:00-12:00	\$240 per month
8:00-2:30	\$370 per month

Part Time-Monthly – 3 days

7:00-5:30	\$380 per month
8:00-12:00	\$190 per month
8:00-2:30	\$220 per month

Part Time-Monthly – 2 days

7:00-5:30	\$330 per month
8:00-12:00	\$165 per month

Families with two students will receive a \$5.00 off per week discount. Families with three students will receive an additional \$3.00 off per week discount.

### **Annual Fees**

These are **non-refundable fees** due at time of enrollment.

Registration Fee     \$100

Activity Fee             \$55

    Summer Only         \$20

Curriculum Fee

    Toddler-Two         \$30

    Three-Four            \$45

T-shirt Fee- \$15

    Children will receive a T-shirt to wear throughout the year for field trips and other special occasions.

### **Other Fees**

Field Trips are paid for on an individual basis.

A late pickup fee will be applied to an account in which the child is not picked up by 5:30 pm. The cost is \$10.00 with an additional \$1.00 per minute for students picked up after 5:40 pm.

A \$5.00 early fee will be applied to an account when a student is dropped off before 8:00 and is not registered for early care. This applies to the Part Time 8-12 children.

A \$5.00 lunch bunch fee will be applied to accounts in which a student is not picked up by 12:00pm. This applies to the Part Time 8-12 children.

A \$25.00 returned check fee will be applied for each check returned due to insufficient funds.

## Calendar

The annual holiday and school closings calendar will be made available at the beginning of the school year. This year MPCCC will observe the following holidays:

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day (and the day before and after)

Christmas Holidays (Dec. 18- Jan 2)

If a holiday falls on a Saturday or Sunday, the weekday closest to the holiday will be taken.

MPCCC will also be closed for two teacher in-service days. (Specific dates will be posted on the school calendar)

## Arrival and Departure

Parents and guardians are to escort their children to and from the classroom daily. It is necessary to sign your child in and out at the classroom using your FULL NAME not initials. Parents must sign their child out before picking up from the playground.

Please check information on the doors, bulletin boards and in the cubby daily. Teachers will leave important information on the clipboards for parents. Statements will also be attached to the clipboards. It is important to look for communication each day.

Please use caution when getting in and out of vehicles. **NEVER leave any child or a baby unattended in the car at any time.** Please bring your child with you and always lock your car. Do not leave personal items such as a purse in the car unattended.

Children will only be released to the custodial parent, guardian or persons authorized to pick the child up. A copy of court orders restricting a parent's rights must be on file to deny pickup. Written authorization for persons other than legal guardians is required for pick up and proper identification must be provided.



## **Meals and Snacks**

Beginning in June 2016, MPCCC will be serving food to our students – two snacks and a lunch each day. We do not serve breakfast and ask that breakfast food not be sent to eat after a child's arrival as this affects the other children in the classroom.

Menus will be posted on the information board, in each classroom, and on the website monthly. Parents will also receive the menu by email. Occasionally a minor change to the menu may occur. The changes will be noted on the posted menus.

Parents must notify MPCCC in writing of any food allergies and other food restrictions. And though food allergies are taken into consideration when planning menus, there may be days your child's restriction or allergy may be served. Children may bring in their lunch. Children's food allergies and food restrictions will be posted in each classroom and teachers take great care in serving food to children with allergies.

Keeping in mind that many children have a variety of food allergies and restrictions, please get approval from your child's teacher prior to bringing any food into the class. If an infant uses powdered formula, the bottles must be prepared at home and brought to the school. The child's name and the day's date must be clearly marked on all lunches or bottles. Containers and bottles must be taken home daily.

## **Clothing**

Children should have at least one seasonably appropriate outfit and socks in his or her bag or cubby at all times. Please mark everything with your child's name.

Weather permitting children will be playing outside every day. Please dress children in seasonably appropriate play clothes. Hats, gloves and coats are needed in the winter. Children should wear shoes that are safe for walking, running and climbing. Tennis shoes and socks are preferred.

## **Napping**

Children in classrooms Toddler-Four will need a crib sheet and blanket or nap mat for sleeping. These items are to go home on Fridays to be laundered and should be returned on Monday. Please mark everything of your child's with a name. Nursery bedding is provided.

## **Outside Play**

Children will go outside everyday weather permitting. Children should be healthy enough to participate in the center's activities. Outside play is a center activity. Children will not be kept inside while his/her classes are outside.

## **Medications and Treatments**

Memorial requires written authorization to administer medication and /or medical treatment. A medical release form must be filled out each week if medication is to be given to your child while at school. The form is valid from Monday to Friday. Medication may not be kept in the child's bag. Medication is to be kept in a locked cabinet in the child's classroom or office. Medication must be in the original container with dosage and times to administer. The staff will not administer medication that is not in the original container or medication that is not intended for children. Parents are welcome to come and administer their child the medication.

This includes but is not limited to these items:

Diaper Cream

Chap stick

Vaseline

Sunscreen

Bug spray

## **Illness**

In order to protect the health of all children, MPCCC follows the guideline set out by the American Academy of Pediatrics recommendations for school exclusion. Below is the list of common illnesses in which a child should be excluded:

- Fever of 100 degrees F or above: The child may return to school after 24 hours of NO FEVER WITHOUT MEDICATION.
- Diarrhea - 2 or more episodes: The child may return to school after 24 hours episode free.
- Vomiting - 2 or more episodes: The child may return to school after 24 hours episode free.
- Pink Eye: Child may return to school after the condition has been treated with a doctor's note.
- Rash with fever: The child may return once cleared by a physician with a doctor's note.
- Strep Throat (Streptococcal pharyngitis): The child may return 24 hours after the initial treatment and is fever free with a doctor's note.
- Viral or bacterial infections: The child may return after being treated and released by a physician with a doctor's note.
- Ringworm: The child may return once treatment has begun. The area infected must be covered at all times.
- Lice: We have a "No Nit" policy. The child must be free of any live activity and nits for 24 hours before returning to school.

If your child develops symptoms of illness at school while at school, we will contact the people listed on your emergency form in order that you have requested. Your child must be picked up within one hour of contact. After one hour, late pickup charges will apply. Children may return

after the proper exclusion period or with a doctor's note. Children will not be permitted to stay at school if still exhibiting fever, diarrhea, or vomiting even with a doctor's note.

It is important that all communicable diseases be communicated to the MPCCC staff. The goal of the MPCCC is to prevent the spread of illness. Parental cooperation is important.

## **Injuries and Accidents**

If a minor accident occurs, first aid measures will be taken and an incident report will be completed. A signed copy will be given to the parent or guardian and one placed on file. Parents/guardians will be called in the case that the accident may need a doctor's attention or a parent or injuries that require a parent/guardian to determine the course of action. If you should take your child to the doctor after an injury or accident at the school please inform the school as soon as possible.

In the event of a serious accident, the child will be taken to the hospital by ambulance. Parents/guardians will be contacted immediately. If parents cannot be reached, the emergency contacts will be called.

## **Birthdays**

The MPCCC does not host birthday parties during the instructional day. Parents may send in a special treat for the whole class if they wish for a child's birthday. Please get prior approval from the teacher. If you are planning a private party outside of the school for your child, you may send invitations home with children if the whole class is invited. Otherwise, we ask that you mail invitations or call parents individually.

## **Field Trips**

Well-planned and carefully supervised field trips are an important part of quality curriculum. Parents are encouraged to volunteer to chaperone field trips.

A Field Trip Authorization Form will be required for each trip.

## **Emergency Procedures**

### **Emergency Contact**

Current emergency contacts phone numbers for each child shall be kept on file so that a parent or designated emergency contact can be reached in the case of an emergency. It is important that parents report any changes to numbers immediately to the office. In

emergencies, we will contact the first person on your emergency contact list. And if they are not available we will continue to call the next person until someone is reached.

### **Emergency School Closure Information**

Should the school have to close because of weather or other emergency situations, parents/guardians will be notified via phone or email. It is essential that the correct email and phone numbers are on file in the office. Please let the staff know if your email or phone number has changed.

During times of inclement weather, parents can watch for postings about the school closing on local TV stations and radio stations. In most cases, the MPCCC will follow the Montgomery County School System with delayed, early dismissal and closings.

### **Fire Safety**

Fire drills are conducted monthly at different times during the day. Children are escorted out of the building until an all clear has been sounded. An annual fire inspection keeps the center current for fire safety.

### **Severe Weather**

A weather radio and severe weather warnings notify the MPCCC staff of severe weather conditions. When the siren has sounded all children are immediately escorted to a weather safe area. The director monitors the conditions and notifies the staff when an all clear is given.

Parents are urged not to pick up their children during severe weather warnings.

## **Attendance and Vacation Credits**

### **Attendance**

Children benefit from predictable routines. Regular attendance is encouraged. Teachers encourage children to arrive on time, so they can fully participate in planned activities.

### **Vacation Credits**

Each student will be permitted two weeks of vacation credit per school year (August-August) at the rate of 50% off tuition. A school year is considered the first day of school in August through the day before the first day of school the following August. Students only attending the summer will be permitted one week vacation credit. A student must be absent for the entire week to receive the credit. A Vacation Credit Request Form must be filled out and turned in to the office staff at least one week in advance. Your request will be either approved or denied and given back to you. Credits will not be applied unless a Vacation Credit Request Form is given in advance and the student is absent the entire week. If you have already used two weeks' vacation credit your request will be denied. Vacation Credit Request Forms can be found in the office or under the parent information board.

## **Advancements and Promotions**

Children ages 3 and up are placed and advanced in accordance with the public school policy based on their age on September 1 of that school year. Infants, Toddlers and children under 3 are placed in age groups according to age at the time of enrollment and are advanced to the next class in August, January or May of the each school year. This is an advancement schedule we try to follow. There will be times when a child may not be able to advance at the scheduled time. Based on the circumstances there may be time in which a child needs to advance at another time throughout the year. All promotions are based on the child's age, development and space availability.

We will not advance children beyond their age group. Children that advance early will have to repeat a year at some point before entering school. Generally, their social skills develop best by staying with their own age group.

## **Parent Communication**

There is a Parent Information Board located in the hallway (outside the Nursery). The board will contain helpful information about the MPCCC. The office staff communicates with parents/guardians via email and letters sent home with the children. The parent newsletter will be sent via email at the beginning of each month. Teachers communicate with parents via notes sent home with children, posted on the sign in sheets/doors, and posted on the classroom bulletin boards. **Please check your child's cubby/backpack for important communication items.** Each piece of information is sent home through written copies and to your email contacts. **It is vitally important that you inform us of changes in your work and personal emails and any other contact information.**

## **Parent Involvement**

The classes will invite parents/guardians to come to the school for events and parties. Parents/guardians and grandparents are encouraged to attend.

A Parent Teacher Organization (PTO) has been formed where parents and teachers meet once every two months to plan activities for our center. These meetings gather input on fund raisers and valuable suggestions to improve our school.

## **Toilet Training**

Children are expected to be toilet trained before entering the three year old class. To have success when toilet training a child must be physically, cognitively and emotionally ready and

be able to communicate the need to go. Teachers will work with the family to make toilet training a relaxed and successful process.

## **Biting**

Biting is a common behavior in children. Children bite for various reasons. Teachers will work with parents to try to eliminate the behavior. Nursery and Toddler parents may be asked to sign a separate biting policy. Children 2.5 and older will have parents called after the 3<sup>rd</sup> biting incident. If biting continues the parent will be asked to come to the school and speak with the child. After 5 bites a child will be asked to remain home for one day. Six bites will result in expulsion from the program.

## **Child Guidance**

We believe that the best way to handle problems is to prevent them from happening in the first place. Therefore, the physical environments and the programs for our preschool are set up so that very few problems will arise. The classrooms are set up so that children can handle things mostly by themselves. Children are not expected to perform beyond their abilities. Activities are age appropriate. There are three situations in which more direct guidance is needed:

When a child is in danger of hurting themselves.

When he or she is about to hurt others.

When he or she is hurting equipment or the environment.

In these cases, children are redirected in positive terms so they understand not only what they cannot do but also what they can do instead. If a child does not respond to these methods he or she will be removed from the situation and given time by himself or herself with an adult nearby. No adult will administer physical punishment to any child. Children will not be deprived of food, water, nap or bathroom.

If there is a discipline problem we cannot solve, we will ask for assistance from the parent. MPCCC reserves the right to dismiss a child whose behavior becomes so disruptive as to cause physical and or emotional harm to other children or staff members.

## **Confidentiality**

Parents and child have the right to expect that all family information is confidential. A child's behavior and development should be discussed with only the child's parent or guardian and teachers. A parent does not have the right to know who injured their child: they do have the right to know what happened and that the children were cared for and disciplined accordingly. Children's records are stored in a secure location and computer files are password protected.

Photographs will be used on the website or publically with parent consent. A media release form will be on record for each child.

## **Child Abuse and Neglect**

Child care providers are mandated by state law to report any suspected child abuse or neglect to DHR. The priority of the center is to protect all children and maintain the safety and well-being of all.

## **Conferences**

The MPCCC staff is concerned about your children both in home and in the community. Teachers love to communicate with you. Teachers love to talk with you at both pick up and drop time but the teacher is still responsible for other children. Rather than discussing the problems in the class, please set up a time to speak with your child's teacher outside of the classroom.

## **Grievance**

Should you have any concerns, we want to hear them and do what we can to find resolutions.

If you have a concern regarding the classroom or teacher, please set up a conference with the teacher to seek a resolution. If you are not satisfied with the result please contact the director.

If you have a concern regarding the school, please set up a conference with the Director. If your concern is in regards to the Director and it cannot be resolved by meeting with the Director please send a written grievance to Memorial Presbyterian Church Pastor.

## **Withdrawal and Termination of Services**

Parents are expected to notify the MPCCC office in writing at least two weeks prior to withdrawing from the program. If notice has not been given, you will still be responsible for tuition for that two week period for full time students and one month for part-time students.

The MPCCC may terminate service in the event of excessive:

Late pick up by parents.

Request for special accommodations the MPCCC cannot meet.

Failure to pay tuition in a timely manner.

Failure to comply with MPCCC policies concerning ill children.

Failure to provide documentation.

Failure to keep immunization records current.

Failure to provide emergency contact updates.

Extreme behavior of the child that prevents the child from participating safely with peers.



## MPCCC Parent Handbook Agreement Form

***Please sign and return this form stating you have read the Memorial Presbyterian Church Children's Center Handbook and agree to abide by its policies.***

Child's Name: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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