
Memorial Presbyterian Church Children's Center

Parent Handbook
2015-2016



Memorial Presbyterian Church Children's Center

Philosophy

At Memorial Presbyterian Church Preschool, we believe children are special gifts from 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.


Within the structure of the classroom community, 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 individuals in each class.

Standards

MPCCC follows regulations and procedures set forth by the DHR Minimum Standards for Daytime and Nighttime centers. The MPCCC facility is inspected annually by both the Health Department and Fire Marshall.

Ratios



0 to 18 months	1 to 5
18 months to 2 1/2 years	1 to 7
24 months to 36 months	1 to 8
2 1/2 years up to 4 years	1 to 11
4 years up to school age	1 to 18
school age up to 8	1 to 21

Curriculum

Our Children's Center program uses a variety of curriculums , along with other early childhood resources, to plan monthly themes. Each of these thematic units includes indoor and outdoor activities that will interest children at each developmental stage. Teachers are expected to research new and fun ways of involving students in the learning process.

Curriculums include Abeka, Sing, Spell, Read and Write, Handwriting without tears, Abrams letter people and scholastic magazine. Chapel is conducted daily and includes Bible stories, prayer, and music.

Activities

In addition to teacher-directed learning activities, children may explore learning centers throughout the day. These include puzzles, math manipulative, dramatic play, art, science, reading, writing, blocks, and music. Children also spend time on the playground each day (weather permitting), where they are able to strengthen their gross motor skills.

Outside Play

Children will go outside daily weather permitting. Please dress children in seasonably appropriate clothing.

Registration

Prior to enrollment we encourage families to tour the facility, meet teachers, review schedules and policies.

Open enrollment is offered each spring. Dates for enrollment are announced via email, in advertisements and online. Children that are currently enrolled are given re-enrollment opportunities one week prior to open registration.

Registration packets must be returned to the office staff before your child's first day of attendance.

Packets should include:

Registration Fee

Annual Fee and First Week Tuition

Registration Form

Pre admission Form

Lunch Policy

Affidavit

Parent Handbook Agreement

Blue Card

Enrollment

Enrollment is year round, August-August. Children not attending the summer program are asked to give written notification prior to registration. Summer -only registration is available and a summer camp for

school aged children. Students placement and advances are in accordance with the public school policy.

Children 2.5 years through five are advanced once per year at the beginning of the school year in August. Children under 3 are placed at the time of enrollment and advance in January, May or August of each school year. We will strive to follow this advancement schedule, however there may be times in which children will not be able to advance at the scheduled time. Any promotions will be based on age of child, development of the child and availability.

Tuition and Fees

Tuition

Weekly tuition is due on Monday of each week. A \$ 10 late fee will be charged to any account with a balance due at close of business on Fridays(5:30). If the account balance is owed is equal to or more than two weeks of 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 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 due is not received by 5:30 the 10th day of the month a \$10 late fee will be charge to the account. If the total balance due is not paid by the 15th day of the month a \$20 dollar late fee will be applied to the account . If the total balance due is not paid by the 20th day of the month enrollment will be terminated.

Checks should be made payable to MPCCC with the child's name in the "for" line. Please drop all payments into the tuition box. If making a cash payment please put in an envelope with child's name on the outside.

No discounts are offered for holidays or absences. Tuition is prorated over the term of the school session. This means that even if your child does not attend the entire month of December, May and August the full tuition will be due.

Children wishing to withdraw from the program are to submit in writing a letter to the director one month prior.

Annual Fees

- Registration Fee- \$100
- Summer only Registration- \$65

This is a non-refundable fee due at time of enrollment.

- Activity Fee-\$85

This is a non-refundable fee due August 10, 2015

Fees

- Field Trips will be paid on an individual basis. Please pay for field trips with cash.

- Late pick up fee will be applied to your account when student is not picked up by 5:30 pm. A \$10 per child fee will be applied with a \$1 per minute after 5:40pm.
- Returned checks, a fee of \$20 will be charged for each returned check due to insufficient funds. After two returned checks, all payments must be made in cash.

MPCCC SCHOOL CALENDAR 2015-16

May 25	Memorial Day Holiday
May 26	Summer day camp
July 3	4th of July Holiday
July 31	Last Day of Summer camp
August 7	Teacher Work Day school closed
	Open House 2:30-3:30
August 10	1st Day of Preschool
September 7	Labor Day Holiday
October 12	Columbus Day
November 11	Veterans' Day Holiday
November 25-27	Thanksgiving Holidays
December 21-Jan 1	Christmas Holidays
January 1	New Year's Holiday
January 4	Preschool returns

January 19	MLK Holiday
February 15	President's Day
March 25	Good Friday Holiday
May 20	Last Day of Preschool

Arrival/Departure Procedures

- Parents may enter the building through the back entrance (with covered drive) or through the front entrance by the offices.
- An adult guardian must deliver each child to his/her classroom.
- **Sign in your child upon arrival using the clipboard provided near your child's classroom.**
- Please make every effort to arrive promptly. Arriving later than 8:00 am is disruptive to the children and their instructional day.
- Please submit any special requests to your child's teacher in writing.
- An authorized adult guardian must pick up each child. The director will keep an updated list of authorized people in the office. Children will not be released to any unauthorized person. All changes in the usual pick up person must be to us in written form.
- **Each child must be signed out on the Sign Out Sheet provided near your children's classroom.**
- **PLEASE DO NOT LEAVE CHILDREN UNATTENDED IN YOUR CAR.**

Personal Items

- Each child must bring anything that he/she will need for the day, such as diapers/pull-ups, pacifiers, baby food, bottles, change of clothes, etc.
- Children may bring special security items such as blankets. Please discourage children from bringing other toys from home, as sharing can be difficult for preschoolers to understand.
- Please write your child's name on all items.
- Children that nap are required to bring in a napper or two blankets. These items are to come in on Monday and will be sent home on Friday to be laundered.
- Each child will need a change of clothing. Please include a shirt, pants, underpants, and socks.

Birthdays

Parents may send in a special treat for the whole class. Please make arrangements with your child's teacher.

Potty Training

For a child to be successfully potty trained the child must be ready. Children should be physically, cognitively and emotionally ready and must be able to communicate the need to go. Teachers will work with parents to help make training a relaxed and successful process.

Children are expected to be toilet trained before they start attending the three year old class.

Baby Sitting

Before a child can be released to a teacher who is baby-sitting after regular school hours, a signed and dated permission slip from the child's parents/guardians must be approved by the Director. No child will be released to a teacher or any other person without the proper written authorization.

Meals

- Please notify us of any food allergies and/or dietary restrictions.
- Parents must provide all bottles and baby food for infants. Please send bottles ready to warm and serve, with each child's name clearly written on bottles and caps.
 - All children must bring a snack and lunch and two drinks each day.
- Due to limited space, please refrain from sending items that need to be stored in the refrigerator.

Health & Medical Information

- All children are required to have a current Blue Slip on file with the Director. Blue cards do expire.

Treatments

MPCCC requires a written authorization to administer treatment. This includes diaper cream, chapstick, lotion, sunscreen, bug spray etc. Forms expire on Fridays of that week. We cannot administer medication. We can treat minor cuts and scrapes.

Illness

To protect the children and staff of MPCCC we follow the Academy of Pediatrics recommendations for school exclusions.

- Fever 100 degrees F or above-the child may return after 24 hours of no fever without medication.
- Diarrhea (2 or more episodes)- the child may return after 24 hours episode free.
- Vomiting (2 or more episodes)- the child may return after 24 hours episode free.
- Pink eye- the child may return to school after condition is treated with doctors note.
- Strep Throat- the child may return 24 hours after the initial treatment and fever free with doctors note.
- Viral or bacterial infections- the child may return after being treated and released by doctor with note.
- Ringworm- the child may return once treatment has begun. The affected area must remain covered at all times.

If your child develops symptoms while at school, we will contact the people listed on the child's emergency list in the order requested. Children are to be picked up within one hour of contact.

If your child is sent home because of symptoms of illness they cannot return the next day without a doctor's note.

When a communicable disease has been introduced into the classroom, you will be notified. Please be sure to notify us if your child has been diagnosed with such an illness.

Each child's health will be observed upon arrival. Children showing signs of illness will not be admitted.

Injuries and Accidents

If a minor accident occurs, first aid will be administered and an Incident Report will be completed. A signed copy will be given to the parent and one placed on file. Parents will be called in the case that of an accident that requires doctor's attention or injuries that need a parent to determine the course of action.

In the event of a serious accident, the child will be taken immediately to the hospital by ambulance. Parents will be contacted immediately.

Emergencies

- Fire emergency evacuation plans are located in each of the classrooms. In the event of a fire on the premises, children will be evacuated from the building and parents will be contacted for early pick up. Periodic fire drills will take place to prepare the staff and children.

- Tornado/Severe Weather emergency plans are also located in each classroom. Children will be relocated to the inner hallways and bathrooms for safety during severe weather. Periodic weather drills will also take place. IF the Montgomery County Schools are closed or delayed , so are we.
- It is important that we know where to reach you during school hours in case of an emergency. IF you have a cell phone or pager, please be sure we have the numbers and leave it turned on while your child is in our care.
- We are pleased to provide a webpage that will post up to the minute notifications and reminders. Please visit the church website at www.memorialpres.net. Click on the Children's Center tab and then click on the Special Notices tab. If you have questions about emergency school closings/delays, this will be updated regularly.

Memorial Presbyterian Church

Children's Center

Discipline Policy

We believe 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 as few problems will take place as possible. The rooms and toys are arranged so children can handle things mostly by themselves. Children are not expected to perform beyond their abilities. Activities are age appropriate. In addition, because the ratio of adults to children is more than adequate, there is a great deal

of interaction between them and consequently less inappropriate demand for attention and opportunities for problems to develop.

There are three situations in which more direct guidance may be needed:

- When a child is in danger of hurting himself/herself.
- When he/she is about to hurt others.
- When he/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/she is removed from the situation and given some time by himself/herself with an adult nearby to help him/her if necessary. No adult will administer physical punishment to any child. Children will not be deprived of food, water, nap or bathroom.

Biting Policy

Biting is a common behavior with young children. Children bite for various reasons. Teachers will work with parents to help eliminate the behavior.

2nd incident-- a parent will be called. 3rd incident ---parent will be called and asked to come up to the school and address incident- 4th incident ---parent will be asked to pick up child from school ---5th incident child will be asked to remain at home for 1day ----child will be dismissed from the program at the discretion of the director.

How We Keep Parents Informed

Calendars: Each month you will receive a calendar from your teacher informing you of what your child will be learning that month. The calendars will also reflect special celebrations and activities.

Parent Bulletin Board: This bulletin board is located in the main preschool hallway. Articles and items of special interest to parents will be posted on this bulletin board.

Daily Worksheets & Art: Your child will bring home work or art most every day. Please take time to listen to your child's daily experiences. Ask questions and take interest in the school and the work he/she brings home to you.

Website: Visit the Church website at www.memorialpres.net. Click on the tab for Children's Center, then click on the tab for Special Notices for reminders and emergency information.

Grievance Procedure

If you are dissatisfied with any part of MPCCC operations, you should take the following steps to make your concerns known:

- File a written complaint with your child's teacher.
- Schedule a conference to discuss your concern with the teacher and try to solve or correct the problem.
- If the decision reached is not satisfactory to you, submit to the Director, the written concern and a summary of the conference held.

Upon receipt of the written complaint, the Director will make a prompt investigation of the issues and will set a date for a conference with the parties involved as soon as possible. It is in the best interest of all parties for concerns to be solved at the lowest level possible and as quickly as possible. Let's work together to create the best program and memories for your child!

Ways to Be Involved

There are many ways for you to be involved in your child's experience at MPCCC.

Fundraisers: We will have one fundraiser this school year.

Room Parents: We'd like to have a room parent for each of our classrooms. This parent will help to coordinate volunteers for the class parties and celebrations.

Class Parties: As the dates near for the individual parties, you will see sign up sheets on the doors of your classrooms. Please sign up to bring goodies. Our children always have a wonderful time during these celebrations and it is due, in large part, to our parental involvement.

Teacher Appreciation Week: Teacher Appreciation Week is May 2nd through May 6th this school year. It is always appreciated when you can provide your child's teacher with a person note or small token of your appreciation for the time, resources and love that they invest in your little one.

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Parent Agreement 2015-2016

Child's Name _____

Parent Signature _____