



*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

**An Addendum has been added to this MCPCP Parent Handbook. The Addendum supersedes all policies herein until further notice. Please refer to the Addendum in Brightwheel and 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 weekly through Children's Church.

### **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 people 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. 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 11 classes with a total enrollment of approximately 145 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

Brian Wasko – Board Chairperson

Kristy Maddux – Preschool Director

Andrea Thomas – Director of Children &  
Youth Ministries

Priscilla Stephens — Preschool Treasurer

Christina deKam – Parent Representative

Jackie Tiece – Parent Representative

James Killian

Leigh Johnson

Bob Oehler

Barbara Oehler

### **Preschool Treasurer:**

**Priscilla Stephens** – *preschooltreasurer@mallardcreekchurch.org*

## MCPCP STAFF

**Director:**  
**Administrative Assistant:**  
**Treasurer:**

**Kristy Maddux**  
**Paula Brasel**  
**Priscilla Stephens**

### 2-Year-Old Staff

|                           |                    |      |
|---------------------------|--------------------|------|
| <b>Jordan Maddux</b>      | Teacher            | M-Th |
| <b>Ishita Mukherjee</b>   | Teaching Assistant | M-Th |
| <b>Kori Morris</b>        | Teacher            | M-Th |
| <b>Tapaswini Behera</b>   | Teaching Assistant | M-Th |
| <b>Paige Tait</b>         | Lead Teacher       | M-Th |
| <b>Charitha Bodduluru</b> | Teaching Assistant | M-Th |

### 3-Year-Old Staff

|                             |                    |      |
|-----------------------------|--------------------|------|
| <b>Pam Blackwell</b>        | Teacher            | M-Th |
| <b>Debora Scotto Rosato</b> | Teaching Assistant | M-Th |
| <b>Robin Fuller</b>         | Lead Teacher       | M-Th |
| <b>Earline Pyatt</b>        | Teaching Assistant | M-Th |
| <b>Riva Green</b>           | Teacher            | M-Th |
| <b>Anu Devi</b>             | Teaching Assistant | M-Th |
| <b>Tara Hartis</b>          | Teacher            | M-Th |
| <b>Jordan Farabow</b>       | Teaching Assistant | M-Th |

### Pre-K Staff

|                         |                         |      |
|-------------------------|-------------------------|------|
| <b>LeAnn Ashley</b>     | Teacher                 | M-Th |
| <b>Jennifer Georges</b> | Teaching Assistant      | M-Th |
| <b>Kim Eley</b>         | Teacher                 | M-Th |
| <b>Wanda Butler</b>     | Teaching Assistant      | M-Th |
| <b>Joana Lovette</b>    | Teacher                 | M-Th |
| <b>Tammy Biggs</b>      | Teaching Assistant      | M-Th |
| <b>Nancy Walker</b>     | Lead Teacher            | M-Th |
| <b>Melanie Fabian</b>   | Lead Teaching Assistant | M-Th |



## PRESCHOOL PARTICIPANTS

### Eligibility of Children

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

### Children with Special Needs

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

### Private Providers for Children with Special Needs

MCPCP will allow private providers, including but not limited to speech, occupational, physical, and ABA therapists to provide direct services to students on the MCPCP campus. However, before the service provider or advocate can provide services to the student on MCPCP's campus, the following must be completed:

- The provider or advocate must contact the Preschool Director to schedule the observation at least 24 hours in advance.
- This request will only be considered with advance written parent/guardian permission that includes the student's name, provider or advocate's name and credentials (including name, title, company information, purpose of observation possible dates/times of observation, and name of supervisor if applicable.) A background check must be provided to the school before entry.
- The Preschool Director or Administrative Assistant must confirm the provider's identity prior to the observation. A picture ID must be provided prior to beginning observations with a child.
- **At no time should a provider be alone with the student while on the school campus.**
- The Preschool Director has the right to refuse permission for an observation. If this occurs, the preschool will allow the provider to meet with the appropriate staff member to obtain the needed information.
- All providers and advocates must sign-in and out of the visitor log upon entry and exit of the preschool.
- If an ABA therapist or other provider will be shadowing a student daily or for any part of the school day, the Preschool Director must notify the teachers and parents of this classroom that there will be an extra 'teacher' in the classroom for a specific amount of time and that he/she has been background checked. Providers must provide a background check to the school prior to beginning observations with children.

### Providers and advocates may do the following on MCPCP property:

- Observe the student in a school setting.
- Attend school meetings with the parents or in the parent's absence (only with the parent/guardian's advance written permission).
- Provide support to client to complete teacher given instructions.
- (RBT technicians) Discuss behavior plan techniques with teacher (following parent permission and as given to them by a board-certified behavior analyst).
- Practice under the guidelines of HIPAA regulations.



## **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., 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 through Thursday |
| Three-year-olds: | 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 2023-2024

|   |                                   |
|---|-----------------------------------|
| Preschool Open House                    | August 31, 2023                   |
| Requested MCPCP Forms Due Date          | August 31, 2023                   |
| FIRST DAY OF PRESCHOOL                  | September 5, 2023                 |
| Substitute Training (9:30 a.m.)         | September 12 & 13, 2023           |
| <b>Teacher Workday—No Preschool</b>     | <b>September 25, 2023</b>         |
| Medical Statement Form Due              | September 28, 2023                |
| Fall Festival/Petting Zoo               | October 16-19, 2023               |
| <b>MCPChurch BBQ—No Preschool</b>       | <b>October 26, 2023</b>           |
| Storybook Parade/Candy Walk             | October 31, 2023                  |
| <b>Teacher Workdays—No Preschool</b>    | <b>November 6-7, 2023</b>         |
| Preschool Fall Pictures                 | November 8-9, 2023                |
| Pre-K Thanksgiving Feast                | November 16, 2023                 |
| <b>Thanksgiving Break—No Preschool</b>  | <b>November 22-23, 2023</b>       |
| <b>Winter Break—No Preschool</b>        | <b>Dec. 20, 2023—Jan. 2, 2024</b> |
| Back to Preschool                       | January 3, 2024                   |
| <b>Teacher Workday—No Preschool</b>     | <b>January 15, 2024</b>           |
| 2024-2025 Application Process Starts    | January 22, 2024                  |
| <b>Teacher Workday—No Preschool</b>     | <b>January 25, 2024</b>           |
| In-house Applications Due               | February 8, 2024                  |
| Church Members/Alumni Applications Due  | February 15, 2024                 |
| <b>Teacher Workday—No Preschool</b>     | <b>February 19, 2024</b>          |
| General Public Applications Due         | February 22, 2024                 |
| Preschool Lottery (if needed)           | February 28, 2024                 |
| MCPCP's March Reading Program           | March 1-28, 2024                  |
| MCPCP's Spirit Week                     | March 4-7, 2024                   |
| Children's Theatre Production at MCPCP  | March 18, 2024                    |
| <b>Spring Break—No Preschool</b>        | <b>April 1-4, 2024</b>            |
| Back to Preschool                       | April 8, 2024                     |
| MCPCP's Annual Spring Fling             | April 18, 2024                    |
| MCPCP's Annual Spring Fling (rain date) | April 25, 2024                    |
| Teacher Appreciation Week               | May 6-9, 2024                     |
| Pre-K Carnival                          | May 16, 2024                      |
| 3's End-of-Year Programs                | May 22, 2024                      |
| 2's End-of-Year Programs                | May 23, 2024                      |
| <b>LAST DAY OF PRESCHOOL</b>            | <b>May 23, 2024</b>               |
| Pre-K Graduation at 1:30 p.m.           | May 23, 2024                      |

**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.**

**Car Rider Line Arrival Procedures**

Parking and walking your child to the preschool entrance will not be permitted unless:

- You walk your child to school from your nearby residence.
- It is after 9:15 a.m. and the chains have already been put up in the parking lot.

**The following arrival procedures must be followed each day:**

- Enter the church campus ONLY through the eastern parking lot entrance (closest to I-85) and follow the signs for the route through the parking lots on campus.
- Car rider tags must remain visible in the front window the whole time you are on the preschool's campus.
- When you arrive at the student drop-off location, pull up to the awning or where a staff member instructs you to stop.
- For the safety of your child, their car seat should be placed on the driver's side of the vehicle.
- **Parents must always stay in their vehicles.**
- Children must wait until a staff member assists them in getting out of the vehicle.
- When drop-off is complete, proceed to the exit on the western side of the campus that is closest to Trader Joe's (ONLY RIGHT TURNS ARE PERMITTED).
- If your child's class starts at 8:45 a.m., you must arrive between 8:45 a.m. and 9:00 a.m.
- **If your child's class starts at 9:00 a.m., you must arrive between 9:00 a.m. and 9:15 a.m. Due to preparation and safety, staff cannot receive preschool participants before their designated class start time...no exceptions, so staff has time to prepare for their students and perform other duties (i.e., helping with car rider line).**

**Late Arrivals**

MCPCP discourages tardiness, as the child may miss valuable learning time in the classroom but understand that circumstances may happen occasionally that may cause you to arrive late. Doors to the preschool will be locked promptly from 9:15 a.m. until 12:45 p.m. and the chains will be put up to block the traffic flow in the parking lots for the safety of the children. When arriving after 9:15 a.m., please park in a designated parking spot and proceed to the preschool's front entrance ring the doorbell for entry. A staff member will meet you there and take your child to class. This will be allowed in rare cases only...NOT every day.

**Car Rider Line Pick-up Procedures**

**The following pick-up procedures must be followed every day:**

- Enter the church campus ONLY through the eastern parking lot entrance (closest to I-85) and follow the signs for the route through the parking lots on our campus.
- Car rider tags must remain visible in the front window the whole time you are on our campus.
- When you arrive at the student pick-up location, pull up to the awning or where a staff member instructs you to stop.
- For the safety of your child, their car seat should be placed on the driver's side of the vehicle.
- Parents must always stay in their vehicles.
- All pick-up persons must have valid identification ready to show staff in order to pick-up a student.
- **Staff will bring the students out and place them in your vehicle but will not buckle them in.**
- **You MUST stay in line during the car rider line unless a staff member instructs you to do otherwise.**

### **Car Rider Line Pick-up Procedures (cont.)**

- Please proceed to the side parking lot where you can stop and buckle your child in his/her car seat. *(It is a North Carolina state law that all children under the age of 8-years-old or 80 pounds be placed in a child restraint seat (car seat) before exiting our campus onto W. Mallard Creek Church Road.)*
- After you have buckled your child in his/her car seat, proceed to the exit on the western side of the campus that is closest to Trader Joe's (**ONLY RIGHT TURNS ARE PERMITTED**).
- If your child's class starts at 8:45 a.m., you must pick him/her up between 12:45 p.m. and 1:00 p.m.
- If your child's class starts at 9:00 a.m., you must pick him/her up between 1:00 p.m. and 1:15 p.m.

### **Late Pick-Up Notices and Late Pick-Up Fees**

The preschool day concludes at 12:45 p.m. or 1:00 p.m., depending on the start time of your child's class. As a courtesy, any child remaining after **1:00 and 1:15 p.m., respectively**, 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 1:00 or 1:15, respectively, No Exceptions.)** These fees will be charged regardless of who (child's parent, carpool driver, etc.) is responsible for the tardiness.

**All Late Pick-up Fees will be charged to your child's Brightwheel account. If not paid within 15 days, a \$25 late fee will be accessed.**

### **Please Note:**

1. *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.*
2. *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.*
3. **After picking up your child in the car rider line, you are responsible for your child; therefore, the preschool is not liable for anything involving you or your child after this time.**

### **Authorized Pick-Up Persons**

Authorized pick-up persons include the child's parents/guardians and any persons who are listed as Authorized Pick-Up Persons in your child's Brightwheel account. A written note of permission is needed for a child to be picked up by anyone other than authorized persons as listed in Brightwheel. *(This includes other preschool parents, staff members, friends, and relatives.)* **If parents/guardians need to add any authorized pick-up persons during the preschool year, they must send an email to the preschool director or administrative assistant that lists the name of the person as it appears on his/her identification.**

**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**

Early pick-up is not recommended but if you must pick-up your child early for an appointment, etc., we ask that you call or email the Preschool Office by 10 a.m. on the day of early pick-up and give your child's name, teacher's name, and time of early pick-up of your child. *(If you do not know in advance, such as in case of an emergency, call the Preschool Office as soon as possible.)* The preschool director or administrative assistant will notify the teachers and will bring your child, to meet you at the preschool entrance upon your arrival. Early pick-ups will not be permitted after 12:30 p.m. so that teachers and students can prepare for dismissal.

### **Parking Lot Safety**

Cars, dropping off or picking up children after the chains have been put up to block the traffic flow in the parking lots, are not permitted in the area in front of the preschool entrance and must park in **designated marked spaces only**. **Handicap spaces are for handicap use only and** 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.
- **Drive slowly, stay alert, and always watch for children darting around vehicles when driving** in all parking lots on the church campus.
- When exiting any preschool parking lot, left turns are NOT permitted onto W. Mallard Creek Church Road (**ONLY RIGHT 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 will post information on Facebook and use text messages or phone calls 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 home safely as well.

### **Unscheduled Missed School Days**

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

## **PRESCHOOL POLICIES**

### **Brightwheel Software System**

At MCPCP, we use the Brightwheel software system for our application process, billing, attendance, requested forms, authorized pick-up persons, and communication. MCPCP's application process and requested forms are **ONLY** accessible through the on-line Brightwheel software system. So, new applicants must set up a Brightwheel account to submit their completed application, pay fees, and all needed forms. ***(Making tuition and application fee payments through the Brightwheel system is the preferred method of payment.)***

### **Application Fee**

To ensure your child's enrollment in our program, an application fee must be paid. Once your child is accepted into our preschool program. Applicants must submit the \$100 application fee through Brightwheel within 3 days to secure their child's spot or risk losing it.

### **Tuition Fees**

Tuition fees represent an equal payment plan for yearly tuition to the preschool. For your convenience, the tuition is divided into nine equal payments. **To guarantee your child's spot throughout the school year, you must make each of the 9 equal tuition payments on time.** The fees for the 2023-2024 preschool year are as follows:

**Application Fee per child -** \$100.00  
**(non-refundable and non-transferrable)**

**Monthly Tuition Payment –**  
2-year-old & 3-year-old (4 day) \$260.00  
Pre-K (4 day) \$285.00

Tuition is paid in 9 equal payments and is due on or before the **first** of the month.



| <b>Tuition Payment #</b> | <b>Tuition Payment Due Date</b> | <b>For the Month of:</b> |
|--------------------------|---------------------------------|--------------------------|
| Payment #1               | May 1, 2023                     | September                |
| Payment #2               | September 1, 2023               | October                  |
| Payment #3               | October 1, 2023                 | November                 |
| Payment #4               | November 1, 2023                | December                 |
| Payment #5               | December 1, 2023                | January                  |
| Payment #6               | January 1, 2024                 | February                 |
| Payment #7               | February 1, 2024                | March                    |
| Payment #8               | March 1, 2024                   | April                    |
| Payment #9               | April 1, 2024                   | May                      |

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

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

## **Tuition Policies and Guidelines**

- **The application fee is non-refundable and non-transferrable.**
- The first tuition payment is non-refundable and non-transferrable and is due on May 1<sup>st</sup>.
- Parents will be charged a 90-cent transaction fee for bank-to-bank transfers or a 2.9% fee for credit card transactions.
- Once accepted into the program, applicants must submit their \$100 application fee through Brightwheel within 3 days to secure their spot for the upcoming school year or risk losing it.
- 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.
- **Tuition can be paid through the Brightwheel software. This is the preferred method of payment.**
- Tuition can also be dropped-off during car rider line, at the preschool, or mailed directly to the preschool at:

### **MCPC Preschool**

**1600 W. Mallard Creek Church Road  
Charlotte, NC 28262**

- *When mailing tuition payments to the preschool, they must be postmarked by the 1<sup>st</sup> of the month to avoid a late fee. (This includes checks sent through automatic bill pay.)*
- Tuition payments may be made through the parent's online banking (automatic bill pay) to 'MCPCP' at the above address. *(When sending your tuition payment through automatic bill pay, it must be sent by the 25<sup>th</sup> of the month prior to the due date and postmarked by the 1<sup>st</sup> of the month to avoid being charged a late fee.)*
- **Do not send tuition payments in your child's lunchbox, take-home folder, or backpack so that they are not missed or misplaced.**
- **Make checks payable to 'MCPCP'. PLEASE write your child's full name/children's full name(s) in the memo section on your check. Your child's full name must be written in the memo section on all checks and money orders.**
- Tuition payments (checks or money orders) must be given directly to the preschool director or administrative assistant during the car rider line no later than 1:15 p.m. on or before the 5<sup>th</sup> of the month. *(If paying tuition by cash, you will be instructed to pull over to a side parking space so that a receipt can be written.)*
- If you receive tuition reimbursement through your employer, please bring the forms to the Preschool Director or Administrative Assistant for a signature.

**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 Tuition Payments and Fees**

- Tuition payments are due on the first of the month. Payments received after the 1<sup>st</sup> of the month are considered late.
- Any payment received via Brightwheel, online banking, or check/money order at the preschool, after the 5<sup>th</sup> of the month is LATE and a \$25 late fee will be charged. **(This \$25 late fee is per child.)**
- Tuition payments are due on time regardless of holidays, weekends, or whether your child attends class on the 5<sup>th</sup> of the month.

### **Delinquent Tuition Payments and Fees (cont.)**

- Payments may not be given to church personnel, church members, or preschool board members.
- Payments via check or money order must be made during preschool office hours only.
- If a delinquent tuition payment, late fee, or any other fee remains outstanding after the 15th of the month, the late fee will increase by \$25. *(Therefore, after the 15th day of the month, the late fee will be \$50 per child.)*
- Late fees will not be waived by the Director, Administrative Assistant, Treasurer, or any other preschool or church 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.***
- Delinquent 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.
- **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.
- It is crucial that we receive payments promptly to pay staff, purchase supplies, and provide a quality preschool experience for your child.

### **Student's Extended Absences or Unexpected Preschool Closings**

- **No discounts/prorated tuition amounts will be given for extended absences (including illness and vacations) 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).**

### **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 in the same school year, we will no longer accept payment by personal check and **a cashier's check or money order, will be the only accepted form of payment at MCPCP.**

### **Tax Statements**

- Tax statements can be accessed in your Brightwheel account. If you need a record of your payments for tax purposes or any other reason, contact the Treasurer, Priscilla Stephens, at [preschooltreasurer@mallardcreekchurch.org](mailto:preschooltreasurer@mallardcreekchurch.org). Account statements are issued only upon request.

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



### **Student Withdrawals**

- **A 30-day written withdrawal notice is required prior to withdrawing a student from MCPCP.**
- Parents are responsible for tuition for the entire 30-day notice.
- If we can fill your child's spot and you have submitted a 30-day written notice, your tuition will be returned to you on a prorated basis. **(You are eligible for a refund only if a minimum 30-day written withdrawal notice is given AND we can fill your child's spot.)**
- **Without both requirements being met, no refund will be given—NO EXCEPTIONS.)** *For example, if January 15<sup>th</sup> will be your child's last day at preschool, you should give the Preschool Director or Administrative Assistant a written notice by December 15<sup>th</sup> and you should have made your full tuition payment on December 1<sup>st</sup>.*
- **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 forfeited.**
- 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.

### **Reenrollment Fee**

If you withdraw your child or your child's enrollment is terminated for any reason from our preschool program and you decide to reenroll them during the same school year, you will be placed on our waiting list. Once a space opens for your child, you will be charged a \$100 reenrollment fee.

***Please Note: We do not guarantee future availability for withdrawn students during the same school year.***

### **Preschool 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 public. A non-refundable application fee will accompany each student's application to insure the child's place in the program.

**\*\*Children must be the age of the desired class assignment by August 31<sup>st</sup> of that year (NO EXCEPTIONS).**

MCPCP registers in-house children and their siblings during the end of January, church members and alumni during the beginning of February, and the public during the middle of February for the following school term. If there are more registrations/applicants than available spots, a lottery for the public will be held on the last Wednesday in February. Children must be the age of the desired class assignment by August 31<sup>st</sup> of that year (NO EXCEPTIONS).

**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 openings available in a particular program an in-house lottery will be held to determine placement in that class.

### **Preschool Admission (cont.)**

***Please Note: Families with delinquent accounts or accounts that become delinquent during the current preschool year may lose their priority status and not be guaranteed placement for the upcoming school year until their account is made current.***

### **Requested MCPCP Forms**

Requested MCPCP forms will be available in each student's Brightwheel account prior to your student's Open House.

- All forms are due by your student's Open House on August 31, 2023. *(For applicants who are enrolled mid-year, all forms will be due by the child's 1<sup>st</sup> day of preschool.)*
- The only exception is the Medical Statement Form which must be completed by your student's physician, signed by the physician, and submitted along with a copy of your student's immunizations by September 28, 2023.
- Hard copies of all forms will only be distributed on an as needed basis.
- To request a hard copy, email Ms. Paula at [paulab@mallardcreekchurch.org](mailto:paulab@mallardcreekchurch.org).
- **We reserve the right to dismiss a child from MCPCP 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.

***Please Note: 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 preschool (three times over the course of one year).
- Consistent discipline problems, including bullying of another student(s).
- 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.

### **Discipline (cont.)**

- 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. Parents informed of child's behavior and a strategy put into place to help correct the behavior.

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**

We understand that biting can unfortunately be a part of a preschool setting. However, biting can be harmful to other children and to staff.

**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.

#### **For the child who 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. An "Incident Report" form is filled out documenting the incident.

#### **For the child: who did the biting:**

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 (2-year-old, two minutes).
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.

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

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 he/she 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 MCPCP Preschool. The Preschool Director will notify the Protective Services Unit of the Department of Social Services.*



### **MCPCP HEALTH POLICIES**

#### **Immunizations**

A copy of your student's required immunizations is required to continue enrollment at MCPCP. A physician's note for medical reasons will be the only exception for this policy that will be accepted at MCPCP.

**The blue Medical Statement Form is also required to continue enrollment and it must be completed and signed by your child's pediatrician/physician.**

#### **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 100.4 degrees Fahrenheit or higher. **Child must be fever free (without the aid of over-the-counter medication) for 48 hours before returning to preschool.**
- **Vomiting:** Child should not return to preschool for 48 hours following the last episode of vomiting.
- **Lice, scabies:** Child may not return to preschool until 48 hours after he/she has been treated. This includes removing all nits from hair.

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

- **Diarrhea:** Child has more than two watery stools in a 24-hour period. Child must not return to school until 48 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 a child has an 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 48 hours (without the aid of over-the-counter medication) before returning to preschool.**

**\*\*\*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.

### **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 are 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 is 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

**The staff at MCPCP encourages communication with all parents. We strive to work with parents to provide a quality early childhood experience.**

### **Telephone Calls, Text Messages, Emails, and Messages on Band or Brightwheel to the MCPCP Staff**

**Please DO NOT text or call your child's teachers or staff members during the school day so that he/she can give their undivided attention to the students in their classroom.**

**Staff has been instructed not to respond to text messages, telephone calls, and/or emails when the children are present.** In case of emergency, please call the Preschool Office at 704-549-9741.

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. We will be happy to check on your child and give you a report as to how he or she is doing.

### **Email Addresses for the MCPCP Administrative Team**

- Ms. Paula, Admin. Assistant      [paulab@mallardcreekchurch.org](mailto:paulab@mallardcreekchurch.org)
- Ms. Priscilla, Treasurer      [preschooltreasurer@mallardcreekchurch.org](mailto:preschooltreasurer@mallardcreekchurch.org)
- Ms. Kristy, Director      [kristym@mallardcreekchurch.org](mailto:kristym@mallardcreekchurch.org)

### **Parent Communication via Email**

Email is the BEST form of communication with the Preschool Administrative Team. If you put a message on Band or Brightwheel, it may not be seen in a timely manner.

### **Parent Communication via Phone**

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.

### **Parent-Teacher Communication**

Your child's teacher will notify you as to the BEST way to communicate with him or her so that your message will be returned in a timely manner. (All MCPCP staff members will have 24 hours to respond to a message.) The only EXCEPTION is if a message is sent to a staff member on the last day of the school week or a holiday, in which case the staff member will respond to the message by the next preschool day.

### **Attendance**

**If your child will not be attending preschool for any reason, please notify both of your child's teachers and the Preschool Office at 704-549-9741 or Administration at the email addresses above.**

## **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.

## **Child's Information**

**Please notify the MCPCP office ASAP in writing from at least one of the student's parents/guardians 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.).**

## **Conferences**

**To keep the drop-off and pick-up procedures running smoothly, the car rider line is not a good time for conferences.** 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 one week's 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 whether 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:* Only Pre-K students who complete the school year will receive a diploma from MCPCP.



## **PHOTO POLICIES**

### **MCPCP Photo Policy**

All students are required to have a signed Photo/Video/Media Release on file so that the preschool staff will know whether the student can be photographed or not. It is extremely important that you check with the teachers first before taking pictures of anyone other than your own child at MCPCP, as some parents do not give permission for their child to be photographed.

### **Band App**

Teachers and/or assistant teachers will set up a class Band app to be used during the preschool year for their class ONLY. They will send an invitation to their student's parents/guardians before the first day of preschool.

- The class Band app will be used to relay information and reminders to parents/guardians throughout the school year.
- **Parents will need to check it DAILY!**
- Teachers/assistant teachers will NOT post on the Band app during school hours. Doing so takes precious time away from teaching the children in the class.
- Teachers/assistant teachers will post a glimpse of what has gone on in their classroom each school day. This glimpse of the school day or daily recap will be posted in the

### **Band App (cont.)**

- afternoon/evening hours after the children have left the preschool. (An exception to this would be important information that parents/guardians need to know ASAP.)
- Only MCPCP staff and parents/guardians for a particular class can view the Band app for that class.
  - Parents/guardians and staff members cannot share their Band app with anyone outside of the class. Doing so infringes on other's privacy and will not be tolerated.
  - The Band app is NOT to be used for parents/guardians to compare classes. MCPCP teachers follow the WEE Learn curriculum, as well as The Adventure Bible from A to Z, and add in other crafts and ideas of their own so each class is unique (classes do not always do the same activities).
  - Pictures of students on MCPCP's Band apps must not be saved and posted on other social media.

### **Facebook and Other Social Media 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. **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 a separate snack (labeled with the student's first and last name) to preschool each day.

Please Note: ***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 celebrations **MUST 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 application form and/or email 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 class 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 at 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, 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 (labeled with the student's first and last name) to preschool each day for use throughout the day.

### **Clothing and Personal Items**

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

- Dresses with shorts worn underneath.
- Shorts, pants, shirts, skirts, or dresses
- Diapers and pull-ups (2's and 3's only), or **"big kid" underwear (required daily)**
- 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.

*Please Note:* **Children must 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 first and last name.**

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

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

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 and/or items for Show and Share. *(The preschool will not 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 IN THE PRESCHOOL OR ON THE 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 the preschool and church buildings.
- 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 at the teacher's discretion. Please make arrangements with your child's teacher at least one week in advance. **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.**

### **Classroom Celebrations**

Individual classrooms/age groups plan activities for holidays. We encourage your participation during these "special" events so sign up to host one of the celebrations during the school year. Only those who are hosting the celebration will attend that particular celebration.

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

### **Candy**

Please do not include hard candy in gift bags for special celebrations (holidays, birthdays, end-of- year, etc.) or any activities at MCPCP. ALL candy MUST be individually wrapped and store-bought.

### **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.

### **Field Trips (cont.)**

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 must 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.*)

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

Revised 7/23

km/pb

## ADDENDUM to MCPCP 2023-2024 Parent Handbook

- **Brightwheel Software System:**

MCPCP's application process is on-line only through the Brightwheel software system. To save your child's spot for the upcoming preschool year, you MUST complete the application process through Brightwheel. Prospective parents will have 24 hours to complete the application process or forfeit their child's spot.

1. **Email** Ms. Paula at [paulab@mallardcreekchurch.org](mailto:paulab@mallardcreekchurch.org) so that she can email you the links to set up your account in Brightwheel.
2. Once you receive the links, you must **set up** an account in Brightwheel, if you do not already have one set up.
3. **Read and sign** the Cover Letter that explains the entire application process.
4. **Complete** the MCPCP Application for the upcoming preschool year.
5. **Read and sign** the Parent Tuition Agreement.
6. **Upload** a copy of your child's birth certificate or passport.
7. Submit the completed application packet (*Cover Letter, MCPCP Application, Parent Tuition Agreement, and child's birth certificate or passport*) through Brightwheel.
8. **Pay** the Application Fee.
9. **Pay** the 1<sup>st</sup> Tuition Payment that will cover the month of September. (*The 2<sup>nd</sup> tuition payment will be due on September 1<sup>st</sup>.*)

***Please note that your child's registration process for the upcoming school year will NOT be complete until ALL OF THE STEPS ABOVE ARE COMPLETED. If they are not completed within 24 hours, we will assume that you no longer want the spot for your child, and we will move onto the next family on the waiting list.***

- **COVID-19 Guidelines:**

If a child or staff member develops symptoms of COVID-19 at preschool or is diagnosed with COVID-19, the following procedures must be followed:

- Children or staff members who test positive for COVID-19 can return to preschool when it has been at least 5 days after the first day of symptoms and he/she has been symptom free for 48 hours.
  - A negative antigen test or PCR/molecular test is not required to return to preschool.
  - Children or staff members must continue to wear a mask for 10 days after the first day of symptoms to minimize the risk of infecting others.
- Children or staff members who develop symptoms of COVID-19 but have received a negative test for COVID-19 or have visited a health care provider and received an alternate diagnosis can return to preschool when it has been at least 48 hours since the person had a fever (without using fever reducing medicine) and he/she has felt well for 48 hours.
- When a child or staff member is exposed to COVID-19, even if they are asymptomatic, they must get tested within 5 days from exposure. If the test is negative, continue taking precautions through day 10. If the test is positive, isolate immediately.