



# MOUNT PLEASANT CHRISTIAN CHURCH

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## WEEKDAY PRESCHOOL

### FAMILY HANDBOOK

*"Children are a gift from the Lord; they are a reward from him." Psalm 127:3*



# TABLE OF CONTENTS

<b>WELCOME</b>	<b>2</b>	<b>POLICIES AND PROCEDURES</b>	<b>11</b>
		Registration and Enrollment	11
<b>MISSION, VISION, VALUES</b>	<b>3</b>	Classroom Placement	11
		Brightwheel App	11
<b>OUR PROGRAM</b>	<b>5</b>	Drop off and pick up	12
Curriculum	5	Late Pick up	13
Social-Emotional Growth	5	Emergency/Weather Closures	13
Physical Growth	5	Celebrations	14
Spiritual Development	5	In the Classroom	14
Differentiated Instruction	6	Field Trips	15
Play-Based Learning	7	Babysitting	15
Behavior Management	8	External Visitors	16
<b>PARTNERING WITH FAMILIES</b>	<b>9</b>	<b>HEALTH AND SAFETY</b>	<b>17</b>
Family Engagement	9	Medical Records	17
Access to Your Child	9	Child Illness Policy	17
Parent Code of Conduct	9	Head Lice	17
Confidentiality	10	Child Incidents/Accidents	18
		Snacks and food	18
		Environmental/Food Allergies	18
		Nap and Rest Time	19
		Diapering and Potty Training	19
		Building/Parking Lot Safety	19
		Video Surveillance Policy	20



*Hello Preschool Families!*

Welcome to the 2024-2025 school year! I am so excited to share this journey with you and your family. MPCC Preschool is a place where we nurture your child across all domains — socially, spiritually, cognitively, emotionally, and physically; with a child-first philosophy and biblical worldview. Our teachers have been busy preparing for the upcoming school year. We are so excited to welcome you to their classrooms and cannot wait to meet your children and help them learn and grow throughout the school year!

I have been a special education teacher in New York and Ohio, working with a diverse student body of early learners. As an undergraduate, I gained a sense of compassion for children and families while working in a group home for young children who had been removed from their families due to abuse or neglect and whose behaviors were unmanageable in traditional foster care. I then started my teaching career as an Early Intervention Specialist serving preschool students with autism, developmental delays, Down syndrome, and other special needs, as well as their typically developing peers. After ten years at home raising my three children, I am excited to have been able to answer God's call back to the world of Early Childhood Education and help lead this amazing program as its Director. I am a strong proponent of an open-door policy, and I welcome conversations regarding your child to ensure a successful classroom experience for all. Please feel free to reach out to me with any questions or concerns. This is going to be an exceptional year!

Karen Berlin  
Weekday Preschool Director  
kberlin@mpccministry.com

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*Hello Preschool Families!*

Hello there, my name is Chris Franklin and I serve as the NextGen Pastor at MPCC. I want to welcome you to the Weekday Preschool family! I am so excited that you are trusting us with your child for the 2024-2025 school year. Our family loves the Weekday Preschool! Both of my children attended multiple years of preschool here, a few years back. Our staff is committed to investing in the development of your child's educational, relational and spiritual future. We do not take this responsibility for granted. If you need anything or have any questions, I would love to talk to you and learn more about your family's story. Thank you and God bless.

Chris  
NextGen Pastor  
cfranklin@mpccministry.com



# MISSION, VISION, VALUES

MOUNT PLEASANT CHRISTIAN CHURCH

## MISSION

We **reach** not yet believers with the love of God.  
(Matthew 28:19-20 NLT)

We **raise** disciples who are becoming more like Jesus every day.  
(Ephesians 4:12 NLT)

We **release** people to live boldly for Him right where they are.  
(Corinthians 5:20 NLT)

## VISION

We are a **movement** of people who love boldly, grow daily, and live on mission... right where we are. A church where not yet believers find **hope**, and followers of Jesus find **purpose**.  
(Acts 2:42-47 NLT)

## VALUES

### LOVE BOLDLY

We don't play it safe with love. We move toward people with compassion, grace and truth.  
(1 John 4:19 NLT)

### GROW DAILY

Growth is the goal. Every day. We stay rooted in Jesus and take next steps.  
(Colossians 2:7 NLT)

### LIVE ON MISSION

Wherever you are, you're sent. The mission is right here, right now.  
(John 20:21 NLT)

### SERVE HUMBLLY

We show up to lift others up. No task is beneath us because people matter most.  
(Mark 10:45 NLT)

### GIVE FREELY

We live open-handed because Jesus gave it all.  
(Galatians 6:9-10 NLT)

# MPCC PRESCHOOL

## **OUR MISSION**

Our mission at MPCC Preschool is to provide high-quality early education within a nurturing Christian environment. We aim to cultivate a foundation of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Guided by Christian principles, we foster an atmosphere of kindness, respect, and academic excellence. Through joyful learning experiences, prayerful guidance, and a supportive community, we inspire our children to grow spiritually, intellectually, socially, and emotionally. Our goal is to prepare them to embrace the world with compassion, integrity, and a lifelong love for God.

## **OUR PHILOSOPHY OF CHRISTIAN EARLY EDUCATION**

Our philosophy of early education at MPCC Preschool is rooted in the belief that play is a gift from God, essential for the holistic development of young children. We embrace a play-based approach that reflects Christian values and principles, understanding that each child is fearfully and wonderfully made in the image of God (Psalm 139:14, Genesis 1:27). Our role as educators is to support and guide children in their spiritual, cognitive, emotional, and social development through meaningful play experiences.

It is our belief that young children learn best through play and appropriate instruction that is fun and engaging. Play is seen as a means through which children can discover God's creation, express their creativity, and develop social skills grounded in love, kindness, and empathy. Through Bible stories, prayerful moments, and age-appropriate discussions, we aim to instill Christian values such as love, forgiveness, patience, and generosity. By integrating Christian faith into our play-based curriculum, we seek to nurture a foundation of faith and lifelong love for God in each child, preparing them to navigate the world with grace, integrity, and a deep understanding of their identity as beloved children of God.

Central to our philosophy is the importance of building a community of faith where children, families, and educators can grow together in their relationship with God and one another. We strive to create a supportive and inclusive environment that respects and celebrates the diversity of God's creation.

# OUR PROGRAM

## COMMUNITY

Your child will find a loving, fun environment at Mount Pleasant Christian Church Preschool. MPCC Preschool is a place where he/she can explore the world, grow at his/her own level and experience community in a small group setting. Our school area is an exciting, safe, and welcoming space that encourages learning and fellowship and prepares children for kindergarten or first grade.

## OUR STAFF

The quality of a preschool is fully dependent upon its staff. Each teacher at MPCC Preschool is a dedicated Christian with a commitment and desire to serve Jesus and love children. Each classroom consists of a two-member teaching team whose responsibilities are to create a caring community of learners, teach to enhance development and learning, create developmentally appropriate curriculum, assess a child's learning and development, and establish relationships with families.

## CURRICULUM

MPCC Preschool prides itself on providing age-appropriate, play-based programming. Our curriculum is teacher-created with theme-based units that include activities to encourage spiritual, physical, social, emotional and cognitive growth. All curriculum is designed with an emphasis on individual teaching to each child's learning style and development stage, building on their personal strengths and interests. Messy, hands-on play is a big part of learning and development. Fine motor skills are developed through the use of scissors, stickers, fingerpaint, glue, crayons, play dough and a variety of other fun, sensory, and messy mediums. Studies show that children at this age learn best through hands-on activities, sensory discovery, and lots of play, so that's the kind of environment we want to cultivate here at MPCC Preschool.

## SOCIAL-EMOTIONAL GROWTH

Social growth through friendship and caring for others corresponds directly with cognitive growth. Teachers help children learn positive social interaction with one another and with adults through modeling, dramatic play, encouraging communication, providing positive reinforcement, and honoring and respecting our differences.

## PHYSICAL GROWTH

A healthy adult body begins early in childhood with ample active play. Our outdoor playground and newly renovated therapy room can provide great ways to keep your preschooler moving. Children grow fast and their bodies need lots of movement and vigorous play to stay strong. A healthy snack and water each day will help encourage a healthy future.

## SPIRITUAL DEVELOPMENT

All children are welcome at MPCC Preschool, regardless of faith or church affiliation. We know children benefit from learning about God at an early age and learn best through repetition of Bible stories. Each day children will learn about God's creation and experience how God loves and cares for them during their classroom Jesus Time. Three-year-olds and older will go to Chapel once a week to see their lessons come alive through story-telling, puppets or song. They will also have a monthly Bible Verse to memorize that goes along with their Bible stories.

*"And Jesus grew in wisdom and stature and in favor with God and men." Luke 2:52 NIV*

## **DIFFERENTIATED INSTRUCTION**

Our approach to educational support is deeply collaborative. Our special teachers will work as a team with your child's teacher, family, and any other instructional support providers involved in their educational plan. This teamwork ensures that we are aligned with your child's individual needs, whether identified in the classroom or outlined through Indiana First Steps or a school-issued IEP. By coming together, we strive to provide the most effective and holistic support for your child's growth.

### **Explorer's Club**

Sometimes children need a little more help to meet developmental or academic goals. When a need is identified by the classroom teacher, that child will be invited to participate in the Explorer's Club. With parental approval, the child will receive individual or small group instruction with enrichment activities to help assess their needs and work towards their goals. We will always contact parents first to obtain consent and gain insight into the child's unique needs and learning style.

### **Behavioral Support**

We also offer behavioral support to help children develop positive social skills and emotional resilience. Our team works closely with students to address behavioral challenges in a compassionate and constructive manner. This support may be provided through direct interventions or by equipping teachers with effective strategies to manage and support behavioral development. Behavioral support services will primarily take place within the classroom, where our Behavior Support teacher collaborates with the classroom teacher to provide targeted support without removing the child from their learning environment more than necessary. These services are tailored to each child's unique needs and are grounded in our commitment to providing personalized, Christ-centered education.

## PLAY BASED LEARNING

Play-based learning is an approach to early childhood education that focuses on using play as a primary means for children to learn and develop. By integrating these principles, we aim to create curriculum that is engaging, developmentally appropriate, and supports a child's holistic development while aligning with our Christian faith values.

- **Learning Through Play:** Play-based learning aligns with Christian principles of nurturing and guiding children in a way that honors their natural curiosity and God-given talents. It emphasizes that children are fearfully and wonderfully made (Psalm 139:14), and through play, they can discover and develop the unique gifts God has given them.
- **Development of Skills:** According to the American Academy of Pediatrics (AAP), play is essential for children's cognitive, physical, and social-emotional development (AAP, 2018). This aligns with biblical teachings about raising children with wisdom and nurturing their growth in all aspects of life (Proverbs 22:6).
- **Child-Centered Approach:** The National Association for the Education of Young Children (NAEYC) advocates for play-based learning as it supports children's natural ways of learning and encourages active engagement (NAEYC, 2009). This approach resonates with Jesus' teachings about welcoming children and allowing them to learn and grow in a supportive environment (Matthew 19:14).
- **Preparation for School and Life:** Play-based learning not only prepares children academically but also spiritually and emotionally. It fosters a love for learning and exploration, which are essential for a lifelong journey of faith and understanding God's world (Deuteronomy 6:6-7).
- **Parental Involvement:** Christian parents can actively participate in their child's play-based learning by creating a nurturing environment at home that encourages exploration, discovery, and spiritual growth. It's about being present and guiding children in ways that reflect biblical values of love, patience, and encouragement (Ephesians 6:4).
- **Balance with Structure:** Just as God provides guidance and structure in our lives, a balanced approach to play-based learning includes intentional activities that help children grow spiritually, socially, academically, and emotionally.

American Academy of Pediatrics (AAP). (2018). The Importance of Play in Promoting Healthy Child Development and Maintaining Strong Parent-Child Bonds. Retrieved from <https://pediatrics.aappublications.org/content/142/3/e20182058>

National Association for the Education of Young Children (NAEYC). (2009). Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8. Retrieved from <https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/PSDAP.pdf>



# BEHAVIOR MANAGEMENT POLICY

Addressing concerns about behaviors in the classroom can be challenging for both teachers and parents. We believe that there is much we can do to be proactive about teaching and guiding children to appropriate behavior and interactions to prevent challenging behaviors and intervene effectively when a behavior poses a serious concern. Above all else, we strive to promote healthy social and emotional development and serve students and families with all the love and grace modeled by Jesus.

- **Relationships:** Cultivating nurturing and responsive relationships between students, families, and all staff
- **Environment:** A positive, age-appropriate classroom environment encourages children's sense of self, helps with self-regulation, and supports conflict resolution and relationship building. Positive behavior can be encouraged through classroom setup and management strategies to create a high-quality, supportive classroom environment.
- **Curriculum:** Targeted teaching of social and emotional skills and supports (SEL curriculum)
- **Intervention:** Increasing positive behavior supports children who need more help.

If an accident or injury occurs, the teacher will complete an accident report and incident report. On the rare occasion of a child exhibiting persistent aggressive or dangerous behavior, the child may need to be removed from the classroom or from MPCC until steps can be taken to ensure the safety of all students and staff while the behavior is being addressed. Exclusionary processes (e.g. time outs, suspension, expulsion) will be used as a last resort. Exclusionary measures will only be taken when aggressive behaviors cannot be addressed with reasonable modifications and/or the use of positive behavioral supports.

## When to seek outside help for behavior concerns?

1. The team has designed an individualized behavior plan, implemented the plan with consistency, and the child's behavior has not changed over a period of several weeks.
2. The child is engaging in behaviors that are putting other students and/or staff at risk for injury (i.e. aggressive behaviors towards others such as hitting, biting, kicking, etc.)
3. The child is engaging in behaviors that are self-injurious and a health risk (e.g., persistent vomiting, self-biting that breaks the skin, etc.).
4. The child engages in challenging behaviors that cannot be resolved using ordinary classroom strategies.
5. The child seems to have a medical concern that appears to influence or trigger the challenging behavior.

*"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you."*  
Ephesians 4:32

# PARTNERING WITH FAMILIES

## FAMILY ENGAGEMENT

Parents, grandparents, and siblings are young children's first and best teachers- so we feel that families are a vital part of our preschool program! Your child's teachers will provide specific information about family engagement opportunities throughout the school year.

## ACCESS TO YOUR CHILD

We have an open-door policy for all parents and guardians at Mount Pleasant Christian Church Preschool. All visitors who do not have a preschool security code must report to the MPCC information desk. A Preschool staff member will escort visitors to the Preschool area.

## PARENT CODE OF CONDUCT

We ask that all parents adhere to the following guidelines when in the building for pickup, drop-off, or special events. Our aim is to guard our children from inappropriate or negative influences.

### Language

MPCC prohibits offensive words on our premises; this includes swearing or cursing, but also aggressive, negative, or hurtful words/conversations that children can hear. Please also be mindful of music that may be heard from your vehicle when in our parking lot.

### Threats and Confrontations

From time to time, parents may have questions about their child's care and education. Early Care and Education promotes open communication and discussion. We expect parents to handle disagreements in a calm and respectful manner. Threatening staff, children, or other parents will not be tolerated. Early Care and Education has the right to terminate care in the event of disruptive behavior from any parent, guardian or visitor. In order to maintain safety, all threats will be taken seriously. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

### Discipline and Guidance

Early Care and Education must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Regardless of a parent's personal belief in corporal punishment, failure to follow our discipline and guidance rules will lead to immediate termination of care. Please refer to our policy on discipline and guidance for further explanation of our expectations.

### Prohibitions

Per the Indiana Family and Social Services Administration, the following activities are prohibited on MPCC Preschool property or parking lots:

- (A) smoking, vaping, chewing tobacco, or e-cigarettes
- (B) use of alcohol
- (C) use or possession of firearms, unless required as a condition of employment;
- (D) use or possession of illegal substances or unauthorized potentially toxic substances.

## CONFIDENTIALITY

This confidentiality policy ensures the privacy and protection of all information related to children, families, and staff members at MPCC Preschool in accordance with Indiana state standards. Confidential information includes but is not limited to personal information of children and families, health information, developmental assessments and evaluations, attendance records and financial information.

**Access and Disclosure:** Confidential information shall only be accessed and disclosed to authorized personnel who have a legitimate need to know for educational or administrative purposes.

**Parental Consent:** Prior written consent from parents/guardians shall be obtained before sharing any confidential information with third parties, except where required by law.

**Security Measures:** Physical, electronic, and procedural safeguards shall be in place to protect confidential information from unauthorized access, theft, or misuse.

**Retention and Disposal:** Confidential information shall be retained only as long as necessary for educational or legal purposes and shall be securely disposed of when no longer needed.

**Training and Awareness:** Staff members shall receive training on confidentiality policies and procedures and shall always adhere to these guidelines.

Parents/guardians have the right to:

- Access their child's educational records.
- Review and request corrections to inaccuracies in their child's records.
- Receive notifications of any breaches of confidentiality.

## USE OF IMAGES

Images of students may be used for the following purposes:

- Educational activities (e.g., classroom displays, school newsletters).
- Promotional materials (e.g., school website, brochures, social media).
- News media coverage (e.g., newspapers, television, school publications).

Only images that are appropriate, respectful, and in line with the school's values and policies will be used. Images will not be accompanied by identifying information without parental/guardian consent.

**Opt-Out Option:** At the beginning of each school year and upon enrollment, parents/guardians will be notified of this policy and provided with an opt-out form. Parents/guardians who do not wish for their child's image to be used must complete and submit the opt-out form to the school office. MPCC Preschool will respect and honor the wishes of parents/guardians who opt out by ensuring that their child's image is not used in any promotional or public materials. However, it may still be used internally for educational purposes as necessary (e.g., classroom activities and teacher training).

*This policy complies with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA), regarding the confidentiality of educational records and the use of student images.*

# POLICIES AND PROCEDURES

## REGISTRATION AND ENROLLMENT

Registration and enrollment for the next school year begins February and is ongoing until classes are fully enrolled. Registration fees must be paid at the time of registration. There are no discounts available for registration fees.

## CLASSROOM PLACEMENT

Whenever possible, we prefer to place students in the same age-level class as their peers, with whom they will attend school throughout their educational career in elementary school and beyond. We follow the same August 1 birthday cutoff as local public schools, but we understand that some parents may have concerns about a very early or late birthday. If you would like to discuss an alternate placement, please contact the Preschool Director.

## PAYMENTS

Payment via cash or check: Please place your check in the locked mailbox outside the preschool office. Monthly tuition is due on the first day of each month beginning in August and ending in April (unless you are a late enrollee, after September 1). Checks should be made payable to MPCC (Mount Pleasant Christian Church) with your child's name posted in the "memo" area of your check.

**Payment via credit/debit/bank withdrawal:** You may choose to have your monthly payment taken directly from your savings or checking account. These options will be available to set up on the parent portal of our Brightwheel app.

## LATE PAYMENT POLICY

Payments are due on the 15th of each month. ***A late fee of \$25 will be applied for each week that payment is not current.*** If payment is not received by the 16th of the month, parents/guardians will be notified by phone call, email, or letter of the late fee and the outstanding balance. Parents/guardians are encouraged to make payments promptly to avoid late fees. If payment continues to be late in subsequent months, MPCC Preschool reserves the right to take appropriate actions, which may include suspension of services until the account is brought current.

## BRIGHTWHEEL APP

### SETTING UP YOUR ACCOUNT

MPCC Preschool administration will add parent/guardian contacts for each student via the email address(es) provided at enrollment. Once our center has invited a student contact, you will receive an email with the subject: *[Action Required] [School Name] has invited you to their Brightwheel community.* The easiest way to complete the sign-up process is to click the "Connect to STUDENT NAME" button directly from the message, simply enter a password, and click Create Account.

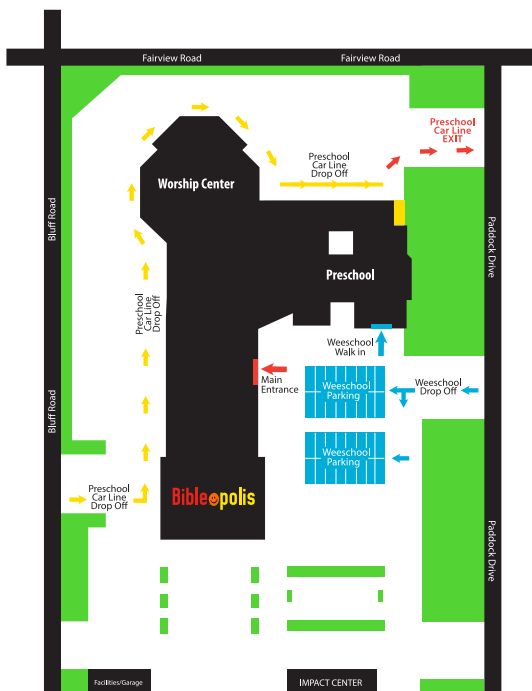
If the invitation message cannot be located, please contact [kstuck@mpccministry.com](mailto:kstuck@mpccministry.com) for further instructions.

Once your account has been created, you can use the navigation tabs on the app to do the following:

- Activities Feed
  - View student activity feed
  - Manage photos and videos
  - View Calander, student portfolios
  - Check students into or out of their classroom
- Messaging
  - Manage push notifications
  - Message your child's teacher or administrator
- Manage account and student profile
  - Complete forms
  - Manage student profile
  - Manage student contacts
  - Update login credentials
- Brightwheel Billing
  - Billing Overview
  - Payment methods and settings
  - Make a Payment
  - View or download a statement

## DROP OFF AND PICK UP

Parents and visitors will always enter the building through Preschool Door #3 on the southeast side of the building. Please remember that the final moments of preparation are usually a busy time for the child's teacher. The classroom doors may be closed if you arrive early. The teachers will welcome students into class five minutes before start time.



## TODDLERS AND TWOS

Children enrolled in Toddlers or 2's classes will enter through door #3 on the south side of our building. There you will enter your security code to unlock the door for entry. Please escort your child to their classroom and sign your child in via the Brightwheel app.

At the end of class, all students will be dismissed from the classroom door. A parent or guardian will pick up children at their classroom door and check them out with the teacher using the Brightwheel app. If someone other than the usual pick-up person is going to get your child, please provide permission in the App and give that person your code to sign the child out. This person should also be listed on the Student Release Form. If the pick-up person does not have the code and app permissions, that person must report to the office and show a photo ID in order to receive the alternate pick-up pass.



## **PRESCHOOL & KINDERGARTEN**

The children enrolled in our 3's, Pre-K and Kindergarten classes will be dropped off via car line on the north side of the building and be met at the car by one of our preschool teachers. Parents will pull up to the designated drop off area between 9:05 and 9:15am for the morning class, and 12:55-12:05pm for the afternoon class. A teacher will assist your child out of the car and into the building. If teachers are no longer outside when you arrive, you will need to go around to the Preschool entrance and walk your child to their classroom door.

## **DISMISSAL**

At dismissal, all students will be dismissed from the classroom door. Parents will pick up children at their classroom door by entering through Preschool Door #3 on the south side of the building.

## **TOUCHLESS CHECK-OUT**

When the teacher greets you at the classroom door for pickup, she will have an electronic or printed QR code. You will scan the QR code with your device to sign your child out of the classroom using the Brightwheel app. Student contacts listed as a Parent, Family, or Approved Pickup can easily and securely check their child in and out for the day within the Brightwheel mobile app.

## **Check-Out Procedure**

Each user has a unique 4-digit check-in code automatically assigned to them and can be customized at any time. Codes can be found and edited in your brightwheel account. To check your child out, enter your 4-digit check-in code on the class ipad at the door of the classroom, wait for the green message "Check-in/out successful" to appear.

## **LATE PICK-UP**

If your child is picked up after the five-minute grace period, you will be assessed a late fee of \$25 upon the second late pick-up.

We understand that there are emergency situations that may cause you to be late. Please contact the Preschool Office at 317.881.6775 immediately if you find yourself in this situation. After the five-minute grace period, your child will be taken to the Preschool office, and you will need to pick him or her up there to make the late payment.

## **EMERGENCY AND WEATHER CLOSURES**

In the event of severe weather, the preschool may be canceled or have a delayed schedule. We will follow the decisions made by Center Grove Community School Corporation regarding delays and cancellations. *Tuition is not adjusted for weather-related delays or closures.*

Parents will be contacted via the Brightwheel app regarding delays or cancellations. It will also be posted on Facebook and Instagram @mpccpreschool.

### *Delayed Schedule:*

Morning classes will be canceled

Full-day classes will start at 11am — students will still need to bring a lunch

Afternoon classes will start as usual

## **CELEBRATIONS**

We will have parties on special holidays during the year. Parents may be invited to sign up to help with these parties. On your child's birthday, you may bring party items and/or a special snack. Those arrangements should be made with your child's teacher. We kindly ask that you not bring cakes or full-size cupcakes. Please also make certain any giveaways are not choking hazards for younger siblings of children in the class.

## **IN THE CLASSROOM**

### **CLOTHING**

Please dress your child in comfortable clothes that you don't mind getting dirty. We will be working with paint, glue, water, sand and other messy items. Sneakers are preferred over dress shoes or sandals. Make certain everything is labeled with the child's first and last name. Always include a complete change of clothes in your child's bookbag, including underwear and socks. Anything worn to school should be appropriate for a church setting. For example: no bare midriffs or clothing promoting alcohol or tobacco products. As weather permits, we provide time daily for your child to play in an outdoor play environment. If the wind chill temperature is below 30 degrees, the heat index is above 90 degrees or the severity of the weather poses a safety hazard, children will have time for physical activity indoors.

Please dress your child for the weather, including coats, hats, and gloves in the fall and winter months. Closed-toed shoes are preferred year-round. Your child will participate in scheduled outdoor activities unless you provide a doctor's note for a specific period of time.

### **TOYS FROM HOME**

We ask that you leave all personal toys at home. We cannot accept responsibility for any toys or items that might be brought to school. Guns and war toys are not allowed in school. Students may bring other toys or books to school on designated days for the purpose of curriculum enrichment. Please remember to always label all items.

### **COMMUNICATION**

Updated information is posted outside each classroom as needed. Flyers with important information are frequently sent home in your child's book bag. Please check your child's folder daily. Occasionally, a wristband or sticker is placed on your child as a reminder of a special event. Our school will use the messaging, announcements, and email functions embedded in the Brightwheel app for all electronic communication.

We will also post updates and reminders via our Social Media accounts.

Follow us to stay informed!

 @mpccpreschool     @mpccpreschool

**FIELD TRIPS**

Some classes will be taking field trips during the year. We must have the field trip permission slip and medical release form on file in our office so your child can participate. Field trip participation is optional.

Unless otherwise specified, field trips will take place via parent transport. We look forward to parents spending time with the class and getting to know their child's teachers, friends, and other parents. This is a great opportunity for students and their families to interact with their MPCC community.

**BABYSITTING AND TRANSPORTATION POLICY**

To maintain a professional environment and ensure the safety and well-being of all students, MPCC Weekday Preschool and Kindergarten has established the following policy for staff and families:

- Staff members (including teachers, assistants, and other employees) may not babysit or provide private child care for currently enrolled students outside of school hours.
- Staff members are not permitted to transport students to or from the school under any circumstances.
- These guidelines are in place to avoid conflicts of interest, protect staff and families from liability, and maintain clear professional boundaries. We appreciate your understanding and cooperation in helping us maintain a safe and professional environment.

**Exceptions:**

In rare cases involving pre-existing family relationships that existed prior to employment or enrollment, exceptions may be considered. These must be disclosed and approved in writing by the school administration.

## **POLICY ON EXTERNAL PROFESSIONALS INTERACTING WITH STUDENTS**

To ensure the safety and security of all students, and to maintain clear communication with families, this policy outlines the required procedures for any external professionals visiting the school to observe or interact with children. This includes, but is not limited to, social workers, therapists, evaluators, and other service providers not employed directly by the school.

### **1. Entry and Check-In**

- All external professionals must ring the doorbell to be granted access to the building.
- Upon entry, they must report directly to the main office.
- Visitors are required to present a valid government-issued photo ID and professional credentials (e.g., license, agency badge, etc.).
- Copies or scans of these documents will be kept on file for verification and future reference.

### **2. Sign-In and Sign-Out**

- Visitors must sign in and out in the visitor log, recording the exact time of arrival and departure.
- The purpose of the visit and the name of the child(ren) they will be working with must be noted in the log.

### **3. Supervision and Conduct**

- All visits must be pre-approved and scheduled in advance through the school administration.
- A staff member may accompany the visitor as appropriate to ensure safety and compliance with school policies.
- Professionals must abide by all school rules and code of conduct while on the premises.

### **4. Documentation and Communication with Families**

- Following the visit, the staff member overseeing the visit must log the interaction into the respective child's profile on Brightwheel.
- This log must include the name of the professional, the purpose of the visit, and the time frame.
- This information will be shared with the child's parent(s) or guardian(s) via Brightwheel to ensure full transparency.

Failure to comply with this policy may result in denial of access to the school premises and suspension of future visits. Exceptions may only be made at the discretion of the school administration under special circumstances.

*"I have no greater joy than to hear that my children are walking in the truth."* 3 John 1:4

# HEALTH AND SAFETY

## MEDICAL RECORDS

A physical examination must be performed, signed, and dated by a physician or nurse practitioner within 12 months prior to enrollment or within 14 days after enrollment. Please turn this in to the preschool office along with your child's vaccination records no later than September 1.

## CHILD ILLNESS POLICY

Providing a healthy environment for the children in our care is very important to us. Please do not bring your child to preschool with any infectious or communicable disease. If you observe any of the following symptoms, we ask that you keep your child home from school until they are symptom free without medication for at least 24 hours.

- Fever/Vomiting
- Diarrhea
- Discharge in or around the eyes
- Questionable rash
- Green or yellow runny nose
- Any communicable disease
- Excessive coughing
- Fever within the last 24 hours

Please understand that illnesses may occur more frequently when your child begins preschool. If your child is treated with an antibiotic, he or she should have received treatment for at least 24 hours before returning to school. Please note that we cannot administer any medication and ask that the children not bring cough drops or other medication to take themselves.

Should your child become ill while at MPCC, you will be contacted and asked to pick up your child immediately. If a parent or guardian cannot be reached immediately, individuals listed to call in case of emergency will be contacted and asked to pick up your child.

## HEAD LICE

Head lice commonly occur among young school-aged children. Head lice are not a sign of poor hygiene, and anyone can get them. Lice do not transmit infections and do not endanger a person's health. To prevent any transmission of head lice, we follow a "nit-free" policy. This means that a child must be completely free of head lice eggs (nits) before they can return to school. This policy aims to minimize the spread of head lice within the preschool environment, as head lice can easily pass from one child to another through close contact. Here is what it entails:

- *Complete Removal of Nits:* Before a child can return to preschool, all visible nits (lice eggs) must be removed from their hair. This often involves thorough combing with a fine-toothed comb and possibly using special treatments to kill lice and loosen nits.
- *Inspection:* School staff inspect the child's hair to ensure there are no nits present.
- *Clearance to Return:* Once the child is confirmed to be nit-free, they are allowed to return to preschool.



## **CHILD INCIDENTS/ACCIDENTS**

Teachers and staff are trained to promptly report any incidents or accidents involving children to the school administration. Records of each incident or accident are kept, including the date, time, location, nature of the incident, and any immediate actions taken. Parents or guardians of the child involved are informed as soon as possible about the incident or accident. This includes providing details of what happened, the child's condition, and any necessary follow-up actions. Depending on the severity of the incident or accident, the child may receive immediate first aid from trained staff. In more serious cases, emergency medical services may be called, and parents are notified accordingly.

All our preschool staff are trained in first aid and CPR, as well as in recognizing potential hazards and maintaining a safe environment for children. We adhere to local laws and regulations regarding incident and accident reporting, ensuring that our program meets all necessary standards for child safety and welfare.

These policies are crucial for maintaining a safe and secure environment for children in preschool settings, reassuring parents that their children are well cared for and protected during their time at school.

## **SNACKS AND FOOD**

Mid-morning snacks will be served daily. We ask that each child contribute snacks as requested by your child's teacher. Families will be asked to take turns providing snacks for their class. Please do not send snacks that are opened or unsealed as we will be unable to serve them. If you forget to send the snack on your child's snack day, please send in a boxed snack next time your child comes to school so we can replenish our backup supply.

Please send a clean, empty water bottle or sippy cup with your child's name on it in their bookbag each day. We will provide water.

If your child has a special dietary concern such as diabetes or a severe allergy, you may be asked to provide his or her snack daily. Please see your child's teacher or the Preschool Director to determine the best course of action to ensure your child's health and safety.

In case of a severe allergy in your child's classroom, we may ask you to abstain from bringing peanut or other nut products for lunch or snacks.

## **ENVIRONMENTAL AND FOOD ALLERGIES**

While we do our best to mitigate contact with allergens, MPCC Preschool is no longer a nut-free facility. If your child has a severe allergy, please contact the preschool director at [kberlin@mpccministry.com](mailto:kberlin@mpccministry.com) to discuss options. If there is a child with a severe nut allergy in your child's class, that class may adopt a nut-free policy in the classroom. We do ask that all bulk snacks sent in for consumption by the full class not contain nuts or nut products.

## **NAP AND REST TIME**

With the exception of our kindergarten class, children enrolled in a full-day program will have time each day after lunch when they are expected to rest or nap. Classroom teachers will provide a comfortable and quiet environment for nap or rest times. This may include dimmed lighting, and soothing background music or white noise to facilitate sleep. Each child will have a cot to lay on that will be labeled for their exclusive use for the year. Please send a nap roll with your child on the first day of each week, which will be sent home at the end of the week for laundering.

Our nap and rest time policies are designed to support children's physical and emotional well-being by ensuring they have opportunities for adequate rest and rejuvenation during their busy preschool days. These policies contribute to a positive and nurturing environment where children can thrive and learn effectively. If you have questions or concerns about rest time, please contact your child's classroom teacher.

## **DIAPERING AND POTTY TRAINING**

Mount Pleasant Christian Church Preschool will assist in potty training for children under age three. For children who are in the process of potty training, please send an extra pull-up and additional clothing in case of an accident. We will work to help you through this process and provide whatever support or advice is needed. Children **MUST** be potty trained to enter the 3's program.

## **BUILDING AND PARKING LOT SAFETY**

Because there will be many children in the area, we ask that you use caution when arriving and leaving the parking lot. We also ask that you park only in designated parking spaces and not along curbs or sidewalks. Please do not allow your child in the parking lot without supervision. Please keep children buckled into car seats until teachers approach your car. Do not let children lean out car windows or sunroofs when sitting in the pick-up line. Even a small rear-end collision could greatly injure a child who is not buckled into his seat. **You may not leave children or babies in your car when dropping off or picking up other children.**

## **Preschool Video Surveillance Viewing Policy**

Our Weekday Preschool premises is equipped with a 24-hour video surveillance system. Video surveillance in a preschool setting plays a crucial role in ensuring the safety and security of children and staff. Security cameras have been placed in appropriate places within and around our facility and are used in order to help promote safety and security of our students, staff, and facility.


Video surveillance can provide an additional layer of oversight and accountability. In the event of accidents or incidents footage can be reviewed to understand what occurred, helping to prevent future occurrences and providing clarity for all involved. Surveillance cameras also monitor entry and exit points, as well as other vulnerable areas, to ensure that unauthorized individuals do not gain access to the preschool.

The following guidelines for the viewing of video surveillance footage within the preschool environment ensure the protection of children's privacy, staff confidentiality, and the integrity of the preschool's operations. This policy applies to all employees, authorized personnel, parents or guardians, and any other individuals who may have access to the preschool's video surveillance system.

1. Confidentiality and Privacy
  - Video surveillance is used primarily for the safety and security of children and staff.
  - All footage is considered confidential and is protected under privacy laws and regulations.
  - All video footage will be stored securely with restricted access to prevent unauthorized viewing or tampering.
2. Access to Footage
  - Access to video surveillance footage is restricted to authorized personnel only. This includes the preschool director, designated administrators, and security personnel.
  - Parents or guardians may request to view footage only in cases where there is a concern related to their own child. All requests must be submitted in writing and will be reviewed by the preschool director.
  - Footage may be viewed in a designated area that is secure and monitored to ensure confidentiality.
3. Request Process for Parents/Guardians
  - Parents/guardians wishing to view footage must submit a written request to the preschool director.
  - Requests must include the date, time, and location of the footage requested.
  - The director will review the request to ensure it is valid and in the best interest of the child's safety and well-being. Requests will be approved or denied on a case-by-case basis.
  - Approved viewing sessions will be scheduled and conducted in a private setting.

By adhering to this policy, we aim to balance the need for security with respect for privacy and ensure the safe and effective operation of the preschool environment.





381 N Bluff Road, Greenwood, IN 46142 ▪ 317.881.6775