

# Family Handbook

## 2026-2027



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## **MMPK Mission Statement**

Mauldin Methodist Preschool and Kindergarten is a nurturing environment where your child will be challenged to learn about and explore God's creation. Through hands-on, innovative early childhood education, students will receive an outstanding foundation in math and reading and an exposure to the arts and science. Inquire today about coming for a tour or to enroll your child in this wonderful program.

## **Non-discrimination Policy**

MMPK operates on an equal opportunity basis and enrolls children without regard to race, creed, sex or national origin.

## **Confidentiality Policy**

MMPK stores all student and staff records in a locked file cabinet in the office which is also locked. The only people with access to the records are the Director, Office Manager, child's teachers, and any regulatory agencies that need access for licensing purposes.

## **Center Credentials**

MMPK is a licensed facility with the South Carolina Department of Social Services. We are in compliance with all the Code of Laws of South Carolina and the regulations that are applicable for a licensed center. Our state license is renewed every 2 years after we have passed inspections by the DSS, Fire Marshal, and DHEC.

## **Purpose**

It is evident by our Preschool and Kindergarten ministry that Mauldin Methodist Church is concerned about the nurturing of children in our own congregation as well as the community. We feel it is good stewardship to use our buildings and equipment fully for Christian education in a comprehensive program that provides growth in all areas of development: intellectual, social, emotional, physical, and spiritual.

MMPK is particularly concerned with the development of the child as a well-rounded person ready to enter grade school. We use current reading, math, and writing readiness materials to teach specific academic concepts such as counting, color and shape recognition, and language development. Our readiness program is based on teaching specific skills, periodic evaluations and consultations with parents. We use Frog Street Curriculum in K3 and K4.

## **Curriculum Overview**

Bible stories, along with weekly themes, are woven throughout the curriculum. Children develop spiritually as well as emotionally, and will be nurtured to understand just how much God loves them. Each room will have interest areas (classroom centers) where children will learn through play and interaction with friends. We believe children learn best through play. We also have a weekly Cherub's Church..

Frog Street - [Early Childhood Curriculum: Preschool & Pre-K | Frog Street](#) and various Bible curriculums are used as an adjunct to the curriculum.

## **Electronic Media**

Our normal daily routine does not include electronic media. We do offer Starfall - [Starfall Education: Kids Games, Movies, & Books K-3](#). All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

## **Areas of Development**

Mauldin Methodist Preschool & Kindergarten offers opportunities for discovery, investigation, experiences, learning through play, activities, art, language development and music.

The following areas of development are incorporated into daily planning:

### **MUSIC**

All of our children 2K – 5K are provided with at least one music class per week. Those students who attend five days a week will have two sessions. Classes are thirty minutes in length for all ages except for the twos whose classes are for twenty minutes. They will also work on the material for the annual Christmas program and the K5 Celebration.

### **P.E**

All of our students 2K-5K are given the opportunity to have a physical education class at least once a week. Our two-year-olds have PE in the classrooms provided by the PE teacher. The threes, fours and five-year-olds have their class in the “big” gym.

It is very important that your child wear appropriate clothing on his or her scheduled day for Physical Education classes. Sneakers are required for all of the students and shorts or pants are required for our girls. Children with inappropriate footwear (sandals, flip-flops, boots, Crocs or dress shoes) will not be able to participate in activities due to a safety hazard. Your child’s classroom teacher will inform you of the day(s) your child has this class.

### **Science**

All students in our 4K and 5K classes attend Science two times a week for 30 minute sessions. Each grade level has a separate age-appropriate science curriculum so that students will cover new subjects as they move up through our program.

### **Cherubs' Church**

We are very fortunate to have our MMC church staff support, and lead us in Cherubs' Church which meets weekly to present a short Christian-based lesson. Cherubs' Church is held in our children's chapel on a Tuesday or Wednesday morning. During this time, the children will sing songs, recite the monthly Bible verse, participate in Bible lessons, and pray. The 2's, 3's, 4's, and 5's attend this program.

## **Adjustment Period**

As children begin preschool, you can expect a transition period. At MMPK, we offer a Meet the Teacher day specifically designed to ease jitters and allow the child and parent one on one time with his/her teacher. This time also allows a glimpse into our school as you enter the building and your child's classroom. Even though your child may be hesitant to come into a new environment, we suggest that you allow 4-6 weeks for your child to adjust and become comfortable. We'll work with your family to make this adjustment period a positive one.

## **ONE (K1) AND TWO (K2) YEAR OLDS**

**Label everything.**

- A daily report will be sent home via the child's folder each day. You'll also receive pictures occasionally throughout the year from the teacher.
- You are responsible for bringing your child's own diapers. The teacher will send home a reminder when you get low.
- No glass bottles or containers.
- All stainless steel bottles must be in a silicone sleeve.
- Please cut all food into small bite size pieces (if choosing our optional late stay program)
- They must wear shoes.
- All water bottles must be labeled with the child's name.

## **TOILET TRAINING FOR 2-YEAR-OLDS**

Some things we do at MMPK to help kids during potty training:

- We start reading potty books and talking about going potty in the big girl or big boy potty during changing.
- We have them sit on the potty during natural transition times if their diaper is dry. We can't place your child on the potty, they must WANT to sit on the potty.
- We practice with them getting their pants up and down on their own and hand washing.
- We keep close communication with the parents about any indicators suggesting the child is ready.
- We suggest that you send kids in pull-up diapers during this time to help them get used to pulling up and down. This helps with self-help skills.

**Before a child can come to school in underwear, they need to be potty trained. A potty trained child is a child who can do the following:**

- Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance, most of the time.
- Be able to wipe themselves after going pee and poop.
- Be able to get on and off the potty by themselves, our potty is their height.
- Be able to wash and dry their hands.
- 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 classroom, this is a skill we'll be working towards.

## **TOILET INDEPENDENCE FOR 3-YEAR-OLDS** Students in

K3 must be fully toilet trained. We do allow a grace period for one month at the beginning of the year to allow your child time to adjust to a new classroom and new teacher.

**All children entering the 3-year old class are required to be in panties or underwear (no pull-up diapers)** and be able to pull up and down clothes by themselves. Students in K3 who have frequent accidents (3 or more while in class) are not considered fully toilet trained and will not be allowed to attend class for 1 week. This break is designed for potty training bootcamp at home with your child. No tuition credit will be given during this time.

Upon your child's return, if accidents continue to occur, our Director will meet with you to discuss possible solutions.

## **GENERAL INFORMATION**

### **PRESCHOOL PROGRAM ENROLLMENT SCHEDULE** Preschool

students attend school 9am-12pm during the school year. The preschool program begins promptly at 9am and ends promptly at 12pm. It will follow one of the following schedules:

- Monday through Friday (5 days)
- Monday through Thursday (4 days - K4 ONLY)
- Monday, Wednesday, and Friday (3 days)
- Tuesday, Wednesday, and Thursday (3 days - K2,K3,K4 ONLY)
- Tuesday and Thursday (2 days)

We require that all children be here no later than 9am. Children need to be dropped off between 8:45-9:00 and picked up between 12:00-12:15. When children arrive after 9am this disrupts the class and interrupts the children's schedule/routine which can lead to behavioral issues and other problems in the classroom. We understand that on occasion things will come up. If your child is going to be late or absent please make sure to let us know via email the office or call us at 864-288-4729 so the teachers can plan accordingly.

### **Late Pick Up Fees**

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$2 per minute will be charged. You will be given a separate invoice for the late fees. If you are going to be late please let us know. **Repeated late pickups may result in termination of childcare services.**

### **Other Fees**

- A non-refundable enrollment/registration fee of \$250 is due the day of registration.

## Registration

Registration for currently enrolled children and their families takes place in January. During this time all the current children and siblings re-enroll. All available spaces will be filled on a first come first serve basis.

After this re-enrollment period ends, enrollment to the public opens for all available spots. On the day of registration, once all spaces are filled we will immediately start a waitlist. Openings during the year will be filled from the waitlist.

## Drop Off

Morning carline begins at 8:45 a.m. A member of our staff will come to each car to assist the children in departing from your vehicle. Please put your car in park and have your child unbuckled and ready to step out of the car when our teachers approach. **Please have your child EXIT and ENTER from the car door closest to the building. Please STAY IN YOUR CAR.** This will enable our line to move quickly.

**Carline ends promptly at 9:00 a.m.** If you arrive after that time, our doors will be locked for security purposes. **DO NOT MOVE CONES!!** Please park your car and escort your child to the Kindergarten Entrance, closest to our school office. Ring the bell and someone will meet your child at the door.

**First time drop offs:** The first days of preschool will probably be the largest transition thus far in your child's life. Our "drop off" routine is designed to help them through this difficult adjustment. Our teachers provide the initial hugs, reassurance and encouragement as they enter the room. Once in the classroom, children will have playmates and activities to distract them. Once your child sees his/her happy playmates, they will be happy too.

Drop off ends promptly at 9:00. If you are later than 9:00, please follow the procedure above.

## Pick Up

Dismissal begins at 12:00. **Carpool ends at 12:15. PLEASE DO NOT PASS ANOTHER CAR IN CAR LINE.** Please display your carline tag by hanging it from your rear-view mirror. Do not lay it on your dashboard as that makes it less visible. Students will have one designated dismissal spot for the year as this helps us always keep up with the children. Staff members are not allowed to buckle children. Please turn in your seat and buckle or pull over out of the way of the carpool to get out and buckle your child. If you need to pick up your child early for any reason, please come to the main entrance and ring the bell. You may call ahead of time and we can have your child ready to go when you arrive. If someone other than the parent or designated pick up person is in the carpool line or is coming to get your child, please send in a note and call the school. If someone is getting your child that is not on the pick up list, we must be contacted and we will check the I.D. of that person before your child will be released.

## Cell Phone Schedule

The times you spend at MMPK dropping off and picking up your child are the primary windows

of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time. If you must make a call, please do so before or after the carline for the safety of all children. Thank you for your cooperation.

**Authorized and Unauthorized Pick Up** Your child will only be released to you or those persons you have listed as Emergency and /or authorized to pick up. If you want a person who is not identified as an Emergency and /or authorized to pick-up your child, you must notify us in advance. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to keep your child safe, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

## **Email/Communication**

Every month you will receive a Director's newsletter by email as well as a class newsletter in your child's folder or electronically. Please make sure to notify our office with any contact information change.

## **Spare Clothing**

Please send a full change of clothing for children in a gallon-size Ziploc bag with the child's name on it. These will be stored at the school until needed. If and when soiled clothing is sent home, please return fresh clothing the next day. If a child is potty training, please bring multiple changes of clothes and an extra pair of socks.

## **Birthdays**

Please contact your child's teacher one week in advance if you would like to send refreshments on your child's birthday. We always recognize the birthday; however, it is necessary that it be planned into the schedule for that day. Please do not send non-Mylar balloons, hard candy, or nut snacks. Summer birthdays may be celebrated throughout the year with "Pretend Birthdays". If you are sending in a birthday treat, it must be store bought and sealed as well as nut free.

## **Clothing and Shoes**

Please dress your child in practical clothing that allows for freedom of movement and appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities.

## **Outdoor Play**

Please note that children will be required to play outside if their class has outdoor play. The Division of Social Services (DSS) requires children to have outdoor play time every day unless the weather is extreme. We realize seasonal allergies can be a struggle, but we do not have the ability to keep children indoors all day. Children must dress appropriately for colder weather.

## **Conferences**

Children in our K2-K5 classes will have parent/teacher conferences once a year. Conferences for our K1 class are optional. Parent/teacher conferences are required in our K4 classes due to preparing children for Kindergarten.

## **Snacks**

**PLEASE SEND IN A NO SPILL WATER BOTTLE EACH DAY WITH YOUR CHILD. BOTTLES MUST BE LABELED WITH YOUR CHILD'S NAME.**

Our Nutrition Coordinator provides daily snacks for all of the children. She tracks student allergies and coordinates snacks accordingly. In addition, snacks are frequently coordinated with a classroom theme or project. We avoid foods with peanut products and ask that you avoid sending them at any time.

We will accommodate all food restrictions due to medical reasons. However, if you have specific non-medical preferences that do not match our snack routine, please provide your child's snack daily.

## **Attendance**

Attendance will be taken daily by the teacher. A student's attendance will be tracked by the teacher with a door tag that has a list of the students. Students who are absent will be marked off the door tag and the door tag will remain with the teacher at all times..

## **Book Bags**

We have two requests for children's book bags each year. One, that the bag does not have wheels and secondly that they are large enough to hold a 9" x 12" sheet of paper without being folded. Please remember to check your child's book bag and folder each day. K1 students should bring a bag that contains enough diapers for 4 hours, a change of clothes including an outfit and socks. Please remember to replenish your child's change of clothes as they are used and as they grow.

## **Field Trips**

Field trips are a very important part of our program. Parents will drive on these special trips. If you are unable to drive, please call the parent in charge of the field trips and he or she will locate a ride with someone for your child. You must send written permission. Car seats for each child are required for these trips. Parents are responsible for assisting the drivers to install these into the cars (and the re-installing of these at dismissal time) for the trip. For legal reasons, our staff members are not allowed to assist with the installation nor are they allowed to transport your child off campus. Siblings of any age will not be allowed. We are not able to provide childcare for siblings. This is a special time for your child with his or her class. The parents' undivided attention is needed to help the students in the class during these special times. Each classroom will set a specific location where all of the drivers will meet, before each field trip.

## **Open House**

Each fall the school holds an "Open House" for families to visit the school in the evening.

Information about this evening will be sent home in September.

## **Parent Workshops**

Parents who wish to be more involved in our program by helping classroom teachers are welcomed to participate in our Parent Workshops. Volunteers meet once a month to help with special art activities, seasonal projects, and learning materials prepared by teachers. Simple coloring, cutting, and tracing are some of the activities with all supplies furnished. Please find these dates listed on the school calendar at the back of this handbook and on the calendar of events in the monthly newsletters. Dates are varied in an effort to accommodate all parents. Reminders will be sent home each month as well.

## **Playground**

We are very fortunate to have two playgrounds for our various ages of children. Our one and two year old students share the lower playground. The three to five-year-olds share the upper playground during the day. Each class has a scheduled daily time to use the playground. Weather permitting, we try to get outside all year round. Please dress your child appropriately.

## **Room Parents Duties**

Some teachers have room parents and/or field trip parents. The basic duties of a room parent are to coordinate with parents on snacks/food/treats for class parties. You may also coordinate class gifts for the teacher on her birthday, holidays, teacher appreciation week and end of year. This parent is the contact for Teacher Appreciation Week and also may help coordinate other activities throughout the year with the teacher. A field trip parent helps to coordinate drivers for field trips with the class and the teacher.

## **Classroom Parties**

We celebrate holidays with classroom parties. Room parents will coordinate with the teacher and parents on classroom treats. All food sent in for parties must be store bought and nut free.

## **Health and Safety**

### **Allergies**

If a child has food allergies, parents are asked to note the allergies on the appropriate school forms and contact the school's Nutrition Coordinator to discuss the allergies. If an Epi-pen or Benadryl needs to be administered in the event of an allergic reaction, please see an office staff member prior to your child starting the program.

## **Illness Policy**

Unless medical evaluation indicates inclusion, children will be excluded from care at MMPK if one or more of the following conditions exist:

**Fever greater than or equal to 100 degrees and 99 degrees for under their armpit** A child may return to school after being fever free for 24 hours without the aid of a fever-reducing

medication- example: Tylenol or if a doctor's note states the fever is caused by an ear infection or teething and the child is not contagious.

**Three episodes of diarrhea and/or one episode of vomiting**

Children may return to school after being symptom free for 24 hours.

**Rash with a fever or behavior change**

Children may return with a rash after being fever free for 24 hours without medication.

**Pink Eye or conjunctivitis**

Child may return 24 hours after the first dose of medication.

**Strep Throat**

Children may return 24 hours after the first dose of medication and fever free without medication.

**Croup**

Children may return when fever free for 24 hours without medication.

**RSV**

Children may return when fever free for 24 hours without medication.

**Hand, foot and mouth disease**

Children may return when fever free for 24 hours without medication and does not have excessive drooling or difficulty swallowing. The red blisters should be dry and crusted over.

**Staph infection/MRSA**

May return after being on antibiotics for 24 hours and with the site covered.

**Mouth sores**

Children may return when no mouth sores are present, unless the child's doctor states that they are not contagious.

**Head Lice**

Children may return when there are no signs of lice or eggs.

- Upon returning to school from an illness, children must be well enough to participate in all the day-to-day activities including outdoor play, weather permitting.
- Children who have any type of outpatient or inpatient surgery must have a written doctor's note stating that they are permitted to return.

## **Health Requirements**

At the beginning of each school year a listing from DHEC of reasons for children to remain

home from school will be given to each family. Some of the basic guidelines are listed below.

- A. No child (ages 1 – 5) will be allowed to enter any childcare/school in South Carolina without a "Certificate of Immunization" (Form DHEC 1148) signed by a doctor, local health clinic, or military clinic. This is state mandated for all schools. Please bring your child's current form to the "Meet the Teacher" conference, if the current form is not on file in our office already.
- B. If your child should develop a contagious disease, please notify the school as soon as possible. We will make any necessary contacts regarding the exposure.
- C. Parents should keep their child home from school if they have a fever, a sore throat, a "bad cold," diarrhea, vomiting, a rash, or any communicable illness. Please check with your physician if you are in doubt. A child who has had a fever should not return to school until he or she is fever-free for 24 non-medicated hours. The same rule applies if your child has vomited. If a young child develops an open cold sore, he or she should remain home until it is healed if they will not keep a bandage over the sore. Please call the office if you need any further clarification as to whether your child should stay home or not.
- D. Parents will be contacted should their child become ill in school. Please make sure we have current telephone numbers of your cell phones and emergency contact people if we cannot reach you at home. We ask that you be accessible by at least one phone number while your child is at school. If your child vomits at school, they will be sent home. If your child has a runny diaper or diarrhea, they will be sent home. **When a parent is called to pick up a sick child a 1 hour window will be given for the parent to arrive. After that time frame, DSS may be called.**
- E. According to the CDC, "childcare facilities for children less than five years of age" are considered places of high-risk during the flu session. Therefore, any child diagnosed with any flu virus should remain out of school for 7 days after the first onset of symptoms.
- F. Please refer to the "Staying Home from School or Childcare When your Child is Sick" you were given for clear instructions on when to keep a child at home. (please see attached DHEC policies)

## **Medication**

No over the counter, oral medication or prescription medication will be given to your child. If there is a need for medicine to be administered, we will contact the parent to come and give it to him/her.

## **Cleaning**

Our classroom toys and rooms will be disinfected daily.

## **Fire Drills**

Fire drills will be conducted monthly in all K1 - K5 classrooms.

## **Tornado/Hurricane Warning**

In the event of a tornado/hurricane warning, all children will be evacuated to our designated areas. We strongly suggest that you wait until after the warning has been lifted to pick up or drop off your child. During a watch, we closely monitor the weather and evacuate the children and staff as needed. Please make sure your email address and cell phone numbers are up to date so you can get the proper notifications as needed.

## **Accident/Injury**

It is the general policy to report all injuries to the parent/guardian. If the child has a scratch, minor bump that leaves a mark, or bite we'll write a note to the parent to be sure they understand that we know how the injury occurred. If it is anything other than a scratch, bump or bite it is our policy to call the parent and let them know what has happened. Our procedure is the following.

1. We take care of the child's immediate medical needs.
2. If necessary, we will call the parent and explain what has happened.
3. We fill out an Accident Report.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we contact you or an emergency contact.

## **Emergency Transportation**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **Lost and Found**

You can find our lost and found box in the hallway of the preschool. Please note that we are not responsible for lost personal belongings.

## **Toys From Home**

We ask that you do not allow your child to bring toys from home unless they are part of show-and-tell.

## **Behavior and Discipline**

## **Discipline Policy**

It is the desire of MMPK to see children learn to love others with the selflessness of Christ.

Mauldin Methodist Preschool and Kindergarten strives to thoroughly teach what is right and pleasing while keeping the focus simple and age-appropriate. No corporal punishment will be used.

Children will hear praise for positive actions in order to promote appropriate behavior. They are encouraged, with the teacher's guidance, to learn problem-solving techniques to work through situations with peers. Young children are redirected and given choices in order to foster responsibility. A thinking chair may be used with young children to move them away from situations in which some guidance and direction is given by the teacher. Children will only sit in the thinking chair one minute per their age. Teachers will strive to keep parents informed of any situation that warrants a conference.

## **Aggressive Behavior**

If a child exhibits aggressive behavior toward another student or staff member such as, but not limited to, aggressive hitting, aggressive choking, aggressive biting, aggressive kicking, spitting, physical harm with an object, the following actions will be taken. All action steps taken by Mauldin Methodist Preschool and Kindergarten will be based on age appropriate behavior. As a final step, if aggressive behavior continues, a child may be dismissed from the program.

1. First occurrence: Parents will be notified.
2. Second occurrence: Parents will be notified, the child will be asked to leave immediately.
3. Third occurrence: Parents will be notified, and a conference will be held.
4. Fourth occurrence: The child will be asked to stay home for one week.

## **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others, and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## **Biting Policy**

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once. When non aggressive biting happens, our response will be to care for and help the child who was bitten and help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Possible reasons for biting:

1. Exploring boundaries
2. Imitating others. Toddlers use imitation as a way to learn.
3. Developing understanding of autonomy and experimenting with asserting themselves as independent beings. Children this age are trying to make choices and trying to control and have power over others.
4. Needing more attention.
5. Frustration. This is sometimes caused by their lack of language skills and self-control. They may know exactly what they want and do not yet have the words or ability to control themselves or be understood.
6. Expressing anger.
7. Releasing tension or anxiety.
8. Excitement.

## **Enrollment and Tuition Policy**

### **Tuition Payment**

Tuition is due the first of each month. Tuition payments are August - May. (10 months) The August tuition invoice is issued June 1st and due June 15th. Going forward, invoices will be emailed out on the 20th of each month. EX: On Aug 20th, you will receive an invoice for September tuition. It is due September 1st.

You can pay online (with a processing fee) or by check. If you wish to pay by check you MUST hand it to our Director or office staff.

Tuition payments are an annual total divided by the number of months your student is enrolled at MMPK (10 months). Tuition is not based on the number of operating school days per month. Monthly school operation days will vary based on the academic and holiday calendar.

**Tuition rates are not adjusted for holidays, inclement weather, staff development or if a child is absent due to illness, family events, power outages or other situations beyond our control.**

### **Fees**

**A 20.00 late fee per child will be added to your invoice if not paid by the 5th. An additional \$20 late fee will be added after the 10th.** Any unpaid balance after the 10th will need to be discussed with the MMPK Director. Repeated late payments may result in your child being unable to attend school until all fees are paid.

The one time (annual) Class Activity Fee is \$100.00. This fee is included on your August tuition invoice only, which is issued June 1st and due June 15th.

### **Early Care and Late Stay Fees**

Early care and Late Stay fees are included in your monthly tuition invoice. Early Care and Late

Stay payments are September - May. (9 months)

## **Returned Checks**

A 20.00 fee will be assessed if a check is returned due to NSF. Two or more returned checks or rejected transactions will result in your account being placed on cash only status for the remainder of the school year.

## **Closing Due to Weather**

Should severe weather or other conditions (snow, storms, floods, tornadoes, hurricanes, earthquakes, loss of power, loss of water) prevent us from opening on time or at all, notifications to families will be announced on our Facebook page, emails and our teachers will contact their class to inform them. If it becomes necessary to close early, we will have the teacher contact their class and an email will be sent out.

## **ADMINISTRATIVE WITHDRAWAL**

Mauldin Methodist Preschool and Kindergarten reserves the right to withdraw a child from enrollment for the following reasons but not limited to:

- Inability to meet a child's needs.
- Excessive behavior problems.
- Failure to pay tuition.
- Irrational or unprofessional behavior from family members towards staff.
- MMPK has the right to dismiss any child at any point..

If a child is withdrawn from the program, any tuition paid will not be refunded.

## **Rights of Persons to Pick Up**

Under the laws of South Carolina, both parents have the right to pick up their child, unless we have court documents stating otherwise.

## **Child Custody**

Without a court document, both parents/guardians have equal right to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## **Emergency Plan**

MMPK has an emergency plan on file. Our staff members are CPR/First Aid Certified. Mauldin Methodist Preschool and Kindergarten teachers and all MMC staff are mandated

reporters.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted on the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect to the appropriate state authorities. All staff and church personnel are mandated reporters. The child protective service agency will determine if the report is substantiated and work with the family to ensure the child's needs are met. MMPK will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **SMOKING**

The use of tobacco in any form is prohibited on the Mauldin Methodist Church premises.

## **AGREEMENT**

This handbook is found on our website [www.mauldinmethodistpreschool.com](http://www.mauldinmethodistpreschool.com)

**I have read the MMPK Preschool and Kindergarten's Parent Handbook that can be found at [www.mauldinmethodistpreschool.com](http://www.mauldinmethodistpreschool.com)**

**I am signing below to show my understanding of the policies as it pertains to the school's program.**

**Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Date** \_\_\_\_\_