



MOUNTAIN BROOK PRESBYTERIAN CHURCH PRESCHOOL

PARENT HANDBOOK 2025-26

3405 Brookwood Road
Birmingham, AL 35223

(205) 967-5037

preschool@mbpcusa.org

www.mbppreschool.com

Welcome to Mountain Brook Presbyterian Church Preschool!

Our preschool is a ministry of Mountain Brook Presbyterian Church founded in 1977. We provide quality preschool education for children ages 3 months-5 years. We strive to:

- *Guide children in their emotional, social, mental, physical, and spiritual development.*
- *Create stimulating learning experiences that serve as a valuable tool in preparing children for elementary school.*
- *Provide a Christian environment which teaches that God loves us and cares for us all.*

Each MBPC Preschool staff member is chosen not only for their professional background, but also for their genuine love and respect for the children in their care. We recognize each child as a child of God, and we understand that children learn and develop in different ways and at different rates. Our preschool strives to create lifelong learners by building a strong academic foundation and providing opportunities for each child to experience success.

Each year we receive feedback from the surrounding elementary schools that the children of MBPC Preschool are well-prepared for kindergarten not only academically but are also confident and eager learners. With our staff of loving, well-trained, and attentive teachers, each child grows up in our school feeling valued, safe, and encouraged to flourish in his or her own uniqueness. With smaller classes and a family environment, children receive individual care. Fostering confidence in and enthusiasm for learning in all areas of our preschoolers' young lives is our number one goal here at MBPC Preschool!

I have been a part of MBPC Preschool since I attended as a child. I started teaching 18 years ago when I was pregnant with my oldest daughter. I have had 4 children "graduate" from the preschool, and my youngest is in the threes this year. Maybe I'm biased, but I truly believe that MBPC Preschool is the best there is!

We are so excited to welcome you to our school!

Morgan Rogers, Director

Our Purpose

To help your child grow socially, intellectually, and spiritually, our school will engage your child by encouraging the following:

- creative exploration of his or her environment
- positive interaction with teachers and other children
- learning to respond, sing, and listen to different kinds of music
- immersion in stories, poetry, dramatizations, puppetry, and books
- using play equipment to aid in physical development
- engaging play with manipulative materials such as paints, clay, crayons, scissors, glue, puzzles, and other craft items

These experiences are designed to strengthen a child's self-concept and understanding of his or her surroundings, such as:

- working as an individual
- solving problems in everyday life
- respecting other's rights and being respected by others
- developing the feeling that school is a place where he/she can find love and understanding
- understanding that he/she is special and has worth to himself/herself and to others

Once a true sense of self-worth is established, a child will have the firm foundation upon which to build their future successes.

Curriculum

All classes use a guided curriculum to assist the parents in the social, physical, emotional, and spiritual development of the child. Our talented teachers are accompanied by caring aides.

- Our Infants and Crawlers experience a safe and nurturing environment where they are cared for with warmth and consistency. Activities focus on sensory play, early developmental milestones, and joyful interaction with caregivers. Through art, songs, stories, and exploration, our youngest children begin to build a foundation for learning and social/emotional growth.
- Our Toddlers and Twos use a well-rounded program of socialization, free movement and expression, creative activities, story reading, and music. These activities are developmentally oriented towards the young child's interests, allowing children to participate in thematic unit activities and special theme days. They also may share in some special activities presented by the older preschoolers!
- Our Three-year-old classes engage in a curriculum divided into thematic units developmentally appropriate for learning including basic math and writing skills. Daily academics are intertwined with storytelling, music, word association, perception and movement activities, learning centers, and instructional crafting activities.

- Our Four-year-old classes use age-appropriate thematic units, putting greater emphasis on numbers, counting, math skills, letter recognition and formation, and letter sounds. They follow the letter progression recommended by Handwriting Without Tears. A wide variety of creative learning experiences are used to help children reach his or her fullest potential.
- Our 5K class follows recommendations set forth by the Mountain Brook City School System to devise curriculum. Learning is encouraged through creative exploration and experiences. Mathematics, handwriting, and reading readiness are the primary focus for these students academically. There is a heavy emphasis on strengthening the child's social and emotional skills and making sure they are confident in themselves and their abilities before heading to kindergarten.

Enrollment

Enrollment for the following school year begins in January. Admission will be granted first to families with children already enrolled in the program from the preceding year. Secondly, children in the community will be accepted on a first come, first served basis.

The following must be submitted to the Director to be enrolled in our program:

- Registration Form and Fee (We cannot hold a space for your child without payment of the registration fee.)
- Preschool Student Information Form
- Up-to-date Certificate of Immunization from Pediatrician
- Child Medical Report completed by Pediatrician
- Notarized Affidavit
- Signature Release Page

Tuition & Fees

- The registration fee is due when the enrollment form is received and placement is confirmed.
- A one-time supply fee is collected before the beginning of the academic year. This fee helps to purchase necessary supplies for the classrooms, as well as cover the cost of special events.

Tuition

2 days: \$300
 3 days: \$350
 5 days: \$375
 4-day 4s: \$400
 5-day 4s: \$415
 5K: \$425

Supply Fees

2 days: \$225
 3 days: \$275
 5 days: \$325
 4s and 5K: \$350

Sunshine Bunch and Wee Play

\$10/day per child

\$8/day per sibling

\$12/drop-in per child

Tuition is due the first of the month and is delinquent by the 10th of the month.

- A \$20 late fee will be charged to delinquent accounts. If your bill becomes 30 days delinquent and we have not heard from you, the matter will be presented to the Preschool Board.
- A charge of \$35 will be added for returned checks.
- Make checks payable to MBPC Preschool.
- Please list your child's name in the "For" blank of the check and itemize those things for which you are making payment.
- Our program is a non-profit organization and operates solely on tuition and support from the church.
- **No credit will be given on monthly tuition for holidays during the month or days your child is absent.**
- No make-up days are allowed.
- Tuition is based on a 9-month year and is divided into 9 equal payments beginning in September and ending in May.
- Submitting Sunshine Bunch and Wee Play forms by the first of each month guarantees your child a spot and locks in the rate of \$10 (\$8 for second child). Drop-ins are allowed at \$12 per child as long as we have adequate staffing. If you ever need your child to "drop-in" for Sunshine Bunch or Wee Play, please email preschool@mbpcusa.org to check availability. Sunshine Bunch and Wee Play fees will be posted and due the first of each month. **Because schedules are made by the first of each month and staffed accordingly, we cannot reimburse for missed days of Sunshine Bunch or Wee Play, nor can we offer makeup days or allow switching days.**
- We will endeavor to work with any family encountering unusual financial difficulties.

The Federal Tax ID Number is: 63-0297933

Withdrawals and Re-Enrollments

A two-week written notice is required when a child is withdrawn from the program for any reason. Otherwise, the parent is responsible for the following month's full tuition. If a child is absent for more than two weeks without notification, we will assume that the child has been withdrawn and will proceed to register another child from our waiting list.

If a child is withdrawn from our preschool program and later wishes to re-enroll within a three-month period (provided a vacancy is available), the enrollment fee will be waived.

If a child is withdrawn and wishes to re-enroll AFTER the three-month period, the full enrollment fee will be required.

General Information

Drop Off and Pick Up

- School hours are from 9:00-1:00, Monday through Friday.
- Early drop off ("Sunshine Bunch") is available starting at 8:00.
- Late pick up ("Wee Play") is available from 2:00-2:15. Please arrive to pick up your child no later than 2:15. Our teachers need ample time to be able to get to their own children for afternoon carpools. A \$5 per minute fee will be charged after 2:15. **3 violations in a 30-day period will result in a month suspension from Wee Play.**
- Please ensure that your carpool tag with last name is displayed in such a manner that staff can read it. This will keep the line moving smoothly.
- All classes (except Infants, Crawlers, 4s, and 5K) will go through the carpool line outside of the St. Stephen's (preschool) building. Infants, crawlers, 4s, and 5K will go through the sanctuary side carpool (under the porte cochere).
- Parents must unbuckle and buckle seat belts. A staff member will collect your child and walk him/her to his class.
- Children will only be helped out of the right side of the car. Please make efforts to place your child's car seats on the right side of your vehicle.
- At dismissal, a staff member will place your child in your car but will not buckle them in. You must pull forward to a parking place to buckle your child in safely before leaving. Please do not get out of your car in the carpool line. This is for your safety and also to keep the line moving efficiently.
- **For the safety of your children, please do not allow them to hang out of your car window or sunroof while in the carpool line.**
- We open the doors for morning carpool and arrival at 8:50 a.m.
- Children may not enter the preschool before 8:50 a.m. (unless attending Sunshine Bunch) as teachers are busy preparing their classrooms.
- Please wait to be greeted by the staff at the appropriate entrance.
- We open the doors for afternoon carpool at 12:50.
- A late fee of \$5 per minute will be assessed after 1:00 (or after 2:15 if your child is at Wee Play).
- Children WILL NOT be allowed to leave school with anyone other than those persons listed on the registration forms, unless permission is sent in writing (note or email is acceptable). Proper identification will be checked.
- If you plan to pick your child up early, please inform the office.
- To leave a car seat, you must park and bring the seat into the school. Make sure the car seat is labeled with the child's name.
- FIRE LANE is located in front of the St. Stephens building where we have carpool. You MAY NOT PARK and leave your car unattended in this area AT ANY TIME. You must park in the designated parking spaces.

Lunch

Lunchtime take place between 11:00 and 11:30.

We are a peanut-aware school and take precautions for our friends with allergies. We do allow peanut butter sandwiches for individual lunches but do not allow peanut products for group snacks. Please keep this in mind when sending in treats for parties.

- Infants, Crawlers, & Toddlers: Please label everything!
- Bottles must be fully prepared, sealed, & labeled AT HOME, ready to use.

- Please send bottles in a cooler bag with an ice pack. The Infant room has a bottle warmer.
- Please keep lunches simple and ready to eat (cut into small bites if necessary for your child). Children who are breastfed must have extra bottles labeled, dated, and stored for emergencies such as spilling or spoiling.
- 2s, 3s, 4s, & 5K: Send a nutritious lunch in a labeled Bento box (or similar container) and a drink (water suggested). There is no need for a lunchbox as the Bento boxes are stored in a refrigerator.
- We do not heat food.
- Please label all containers.

Parent Involvement

Parent volunteers are an important component of our program. Each class needs a room mother, and school-wide volunteers are appreciated for various activities throughout the year.

Communication

We strive to keep you up to date on the events at our school and information that pertains to your child and his or her class.

- Your child's teacher will send home daily or weekly reports about your child.
- Your child's teacher will also send home a monthly calendar.
- The Preschool Director sends out email announcements on a weekly or bi-weekly basis with important dates and announcements.

Web Communication

- Our website is www.mbppreschool.com.
- “Like” our Facebook page “Mountain Brook Presbyterian Preschool” for news and information delivered straight to your news feed.
- Follow us on Instagram @mbpc_preschool.

Evaluations/Conferences

- Each child in our program will receive a written evaluation in late fall and early spring. In person conferences will be at the discretion of the parents, teacher, and/or director.

Safety Rules & Regulations

*Emergency Procedures & Inclement Weather:

- We have at least one fire drill per month, conducted by the Mountain Brook Fire Department.
- Emergency Evacuation Procedures are provided to each staff member and posted on the back of each classroom door.
- Staff are also instructed in tornado drills; during tornado warnings children will be held inside the school in the designated hallways until the warning is over.

- Please do not try to pick up your child during a tornado warning. Severe weather situations are closely monitored, and all precautions are taken.
- Parents will be notified of emergencies and evacuations via email and text alerts followed by phone calls if necessary. Children are to be picked up in the usual carpool area.
- If evacuation is necessary, children will be safely taken to the far end of the parking lot (sanctuary side) sitting in class groups.
- The Preschool follows the Mountain Brook City School System's weather closings.
- If Mountain Brook City Schools close early, we will close 30 minutes prior to the announced closure of Mountain Brook City Schools.
- If you have a child at another school, PICK UP YOUR PRESCHOOLER FIRST!
- If Mountain Brook City Schools have a delayed start time, the preschool will be delayed 30 minutes after the announced start time.
- We do not make up power outages or inclement weather days.

MBPC PRESCHOOL RESERVES THE RIGHT TO CLOSE, DELAY, OR DISMISS EARLY, per the director's discretion.

Health and Safety

- Smoking is prohibited on the premises.
- An up-to-date immunization certificate issued by a pediatrician is required from each child and is due on the first day of school. According to Alabama State Law, ALL children attending preschool, day care, or public school MUST have an updated Alabama immunization certificate before they are allowed to attend school. These certificates may expire during the school year, and you will be notified. An updated form must be returned for your child to continue attending school. **MBPC Preschool does not accept exemptions for vaccines.**

Sick children are expected to be kept at home!

- Should your child become ill at school, we will notify you to come and pick up your child immediately.
- A child with a possible contagious illness will be isolated in the Director's office until he/she is picked up.
- You will need to pick up your child promptly.
- If parents are unable to be contacted within a reasonable amount of time, emergency contacts will be called in the order listed on the student information form.
- MBPCP policy defines fever as 100 degrees. We reserve the right to contact parents if a child is lethargic, fussy, or does not seem to feel well. Please do not challenge the decisions for these calls. This is always done in the best interest of your child.
- Guidelines from The Pediatric Telephone Protocol by Barton D. Schmitt help determine whether a child should be allowed to attend school.

Do not bring your child to school if he/she has:

1. A severe cold (discolored mucus)
2. Flu
3. Unusual rashes or spots
4. Chronic cough
5. Earache
6. Lice (If your child was diagnosed with head lice, he or she can return to school as soon as ALL nits are removed from your child's hair and you have cleaned or stored personal items.)
7. Sore Throat
8. Breathing trouble-especially important in infants under 6 months old
9. Yellowish skin or eyes
10. Pinkeye/Conjunctivitis: Once detected, the expectation is a doctor's visit and antibiotic treatment. The child can return 24 hours after the treatment begins.
11. Lethargy
12. An open lesion such as a blister, boil, pustule, or infected wound that is open or draining
13. Diarrhea
14. Vomiting
15. Unusual behavior (child is cranky or less active than usual, cries more than usual, feels general discomfort or seems unwell, pulls at ears, has difficulty swallowing)
16. Fever (100 degrees F or above)
17. COVID 19- As per the CDC's release in the spring of 2024, when a teacher or child is sick with COVID-19, "treatment is available and can lessen symptoms and lower the risk of severe illness. The recommendations suggest returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication."

- **Do not bring your child to school if the child in the previous 24 hours had fever, diarrhea, vomiting, a rash indicative of an infectious disease, impetigo, mouth sores, or any other possible infectious disease. Children may not return to school until 24 hours completely SYMPTOM FREE WITHOUT THE USE OF MEDICATION.**

Medical Treatment

- In case of a serious injury, the Director will notify the local paramedics and proceed to notify the parents. If the parents cannot be reached, the Director will follow the emergency names in the order outlined on the Student Information form.
- Administration of emergency medications (inhalers, Benadryl, Epi Pens, etc.) shall be allowed, provided written parental and physician authorization have been given.
- Emergency medications (inhalers, Benadryl, Epi Pens, etc.) shall be kept in the Preschool Director's office. Medication should be placed inside a labeled Ziploc bag, along with clear instructions. Medication should be in its pharmacy-issued container.
- Administration of controlled substances is prohibited. Injectable medications, excluding emergency medications such as Epi-Pens, may only be administered by a licensed nurse or the child's parent.

- Exceptions to the above rules will be made upon written request from a physician.
- Sunscreen and insect spray must be applied at home by a parent.

Dress Code/Personal Items (Toddlers and older)

- “Play Clothes” and tennis shoes are suggested.
- All children will go outside each day that weather permits, so dress them accordingly.
- A change of clothes from home in a labeled Ziploc bag will be kept in your child’s classroom.
- Diapers from home, labeled with your child’s name, will be kept in the classroom (wipes provided by the school).
- If your child needs special wipes, please send them with your child’s name on the package.
- Please send all food items, spoons, cups, bibs, etc. in a bag with the child's name.
- Label everything!
- Pants for toilet trained children should have elastic waistbands unless they can handle other types on their own. A child can better attend to his/her own bathroom needs in clothing that is easy for him/her to handle alone.

Discipline Policies

MBPCP will help a child learn self-control, self-direction, socialization, sharing, and respect. We strive to foster a loving environment where respect, kindness, and patience are key, therefore, discipline is NEVER physical or harshly verbal.

- Discipline is viewed as a partnership between parent, teacher, and school. Discipline is accomplished first by talking to the child to help them understand why the behavior is inappropriate and how to be kinder and more respectful.
- Secondly, the teacher uses positive distraction, helping the child engage in another activity with classmates.
- If further action is needed, the child may need to take a “Time Out” from his/her group or lose an “end of the day reward” (i.e. sticker, special treat).
- At times, the child may need to take a “Time Out” in the Director’s office.
- If it becomes necessary, continued discipline problems will be discussed with the parents.
- If problems persist and a child becomes a danger to himself/herself or others, or his or her needs are not being met, the Director has full discretion to ask that the child be removed from the program so as not to disrupt the learning process for other children.

Potty Training Policy

The expectation of children entering the 3-year-old classes will be that they are working toward/capable of using the bathroom on their own. Diapers are discouraged; if your child has not yet mastered potty training, pull ups are acceptable. If the child has 3 accidents in one week, we reserve the right to ask the child to stay home for a period of a week from the last accident to master the habit. The expectation is that all children in the 3-year-old classes are completely potty trained and accident free by mid-year (Christmas holidays).

Bitting Policy

Bitting is a common behavior in preschool-aged children, especially in children ages two and under. Even under the close supervision of our diligent staff, biting incidents can still occur. At MBPCP, we help the child prone to biting learn better ways to express himself/herself. We also work to identify situations which provoke or elicit this behavior so it can be prevented in the future. Parents are expected to work with staff to identify methods and strategies to curb this behavior. We always aim to ensure that our classrooms are safe and happy. Chronic biting may require that a child is suspended from our program for a period of time. If a child is suspended, the parent will be informed that the child may return to the preschool as soon as the biting is abated.

Staff Requirements:

All staff are required to have a current FBI Background Check, current DHR Child Abuse/Neglect Central Registry Clearance, medical report declaring he/she is fit to work with children, and training through the Childcare Resources Health and Safety class in compliance with the Jefferson County Department of Health. We also require up to date CPR certifications on the majority of staff members.

Office Hours

8:45-1:15 Monday-Friday
(205) 967-5037
preschool@mbpcusa.org

***If you have a message or would like to communicate with the director, please use preschool email for contact.**