



Mountain Brook Presbyterian Church  
**PRESCHOOL**

**HANDBOOK**

Mountain Brook Presbyterian Church  
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## **Welcome to Mountain Brook Presbyterian Church Preschool!**

*Our preschool was founded in 1977 as a ministry of Mountain Brook Presbyterian Church. We provide quality preschool education for children nursery age through kindergarten. We intend to:*

- *Guide children in their emotional, social, mental, physical and spiritual development.*
- *Create stimulating learning experiences that serve as valuable tools in preparing children for elementary school.*
- *Provide a Christian environment which teaches that God loves 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 respectful, confident and eager learners. With our staff of loving, well-trained and attentive teachers, each child grows in our school feeling valued, safe and encouraged to flourish in his or her own uniqueness. With smaller classes, children receive individual care.

As a mother to two young boys, I chose MBPCP for my children...I was immediately impressed that each teacher – no matter the age they taught – knew my children's names and my boys felt cared for and secure. Of the 21 women on staff, 18 of us have had or have children in this program!

We are delighted to welcome you to our school...

Molly Blackmon, Director

## Curriculum

All classes follow cultivated lesson plans that are age appropriate. These curriculum assist in the social, physical, emotional and spiritual development of the child. Our talented teachers are accompanied by caring assistants.

- Our Toddlers and Twos classes use a well-rounded program of socialization, free movement and expression, creative activities, story reading and music. These activities are developmentally-oriented to 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 also use Handwriting Without Tears, and age-appropriate thematic units, putting greater emphasis on numbers, counting, math skills, letter recognition and formation and letter sounds. 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 School System to devise curriculum. Kindergarten-level Handwriting Without Tears and thematic units are used in conjunction with these programs to encourage learning through creative exploration and science experiences. Mathematics, handwriting and reading readiness are the primary focus for these students.

## Enrollment

Enrollment for the upcoming school year begins in January. (Example: 2023-2024 school year enrollment will be held in January 2023).

- 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 basis.
- The following must be submitted to the Director in order to be enrolled in our program:
  - Registration Form and Fee
  - Preschool Student Information Forms (due at Open House)
  - Blue Immunization Form from Pediatrician (due 1<sup>st</sup> day of school)
  - Notarized Affidavit (due 1<sup>st</sup> day of school)
  - Signature Release Page
- *We cannot hold a space for your child without payment of the enrollment fee.*

## Tuition & Fees

- The registration fee is due when the enrollment form is received and your 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.

## Monthly Tuition:

2 days: \$225

3 days: \$300

4 days: \$325

4K: 4 days \$350; 5 days \$370

5K: \$400

## Supply Fees

Supply Fee for Infants, Toddlers, 2s & 3s

2 Days Enrollment: \$175

3 Days Enrollment: \$200

4 Days Enrollment: \$225

5 Days Enrollment: \$250

4s Class: \$275

5K: \$300

Sunshine Bunch and Wee Play (Optional extended hours: Sunshine Bunch drop off is 8 a.m. And WeePlay pickup is 2:15 p.m.)

\$8 per option; Siblings: \$6 per child per option

(24 hours notice is appreciated for proper staffing)

### ***Tuition is due no later than the 10<sup>th</sup> of the month.***

- 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 & 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.
- If your bill becomes 30 days delinquent and we have not heard from you, the matter will be presented to the Preschool Committee.
- 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 9:00-1:00 Monday through Friday. Morning carpool begins at 8:50 a.m. Afternoon carpool begins at 12:50 p.m. Please make every effort to arrive to school on time in the mornings
- Early drop off ("Sunshine Bunch") is available starting at 8:00.
- Late pick up (Wee Play) is available for late pick up, which is 2:15 (\$5 per minute fee charged after 2:15).
- All classes except Infants and Courtney's Toddlers will go through the carpool line outside of the St. Stephen's building by the Office. Infants and Courtney's Toddlers 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 to his class.
- Please make efforts to place your child's car seats on the right side of your vehicle
- At dismissal, you will collect your child but staff do not buckle them in - you must pull forward to a parking space to buckle your child in safely before leaving.
- Children may not enter the school before 8:50 a.m. (unless attending Sunshine Bunch), as teachers are busy preparing their classrooms.
- A late fee of \$5 per minute will be assessed after 1:00 (or after 2:00 if your child is at Wee Play).

- If you choose to walk in to bring or pick up your child, you must approach the building through the courtyard and use the side entrance. Please **DO NOT use the front doors during carpool.**
- 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 via the side entrance. 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

Lunchtimes take place between 11:00 and 12:00.

*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 & 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).
- 2s, 3s, 4s & 5s: Send a nutritious lunch in a labeled Bento box (or similar container) and a drink (water suggested).
  - 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 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.
- Preschool Director sends out email announcements as needed with important dates and announcements.

### Web Communication

- Our website is [mbppreschool.org](http://mbppreschool.org)
- "Like" our Facebook page "Mountain Brook Presbyterian Preschool" for news and information delivered straight to your news feed.
- Follow us on Instagram: [mbpc\\_preschool](https://www.instagram.com/mbpc_preschool).

### Conferences

Progress reports are completed for 2s and older. You will receive a report before the Christmas holidays for the fall semester. Spring reports are shared toward the end of April. We encourage communication with your child's teacher to stay aware of development and academic performance.

Conferences are available anytime upon request.

Safety Rules & Regulations Most teachers use the GroupMe app to communicate with families – be sure to check this regularly! (The REMIND app is used to communicate time sensitive emergency announcements ex: school closing due to power outage)

\*Emergency Procedures & Inclement Weather:

- We have 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 is 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 School System's weather closings.
- If Mountain Brook Schools close early, we will close 30 minutes prior to the announced closure of MB School System.
- If you have a child at another school, PICK UP YOUR PRESCHOOLER FIRST!
- If Mountain Brook School System has a delayed start time, the preschool will delay 30 minutes after the announced start time.
- We do not make up power outage or inclement weather days.

#### Health and Safety (Including Sickness Policies)

- Smoking is not allowed on the premises.
- A physician's Blue Immunization certificate is required from each child and is due by the first day of school. According to Alabama State Law, ALL children attending Preschool, Day Care, or public school MUST have an updated Alabama BLUE Immunization Form before they are allowed to attend school. Blue Immunization forms may expire during the school year & you will be notified; an updated form MUST be returned in order for your child to continue attending school.

**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 disease will be isolated in the Director's office until pick 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. If a child is sent home with fever, child may return to school when he has been fever free for 48 hours without the use of medication.
- We reserve the right to contact parents if a child is lethargic, fussy or does not seem to feel well.
- 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 (ex: hand foot and mouth)
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
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)

- **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.**
- **We reserve the right to request keeping siblings home as well when child is sick/contagious.**
- **COVID POLICY: If a member of the household receives a positive Covid diagnosis, student must remain home for five days following diagnosis; child may return to school if symptoms free for the past five days at home**

#### Medical Treatment

- In case of a serious injury, the Director will notify 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 Pen, etc.) shall be allowed, provided written parental and physician authorization have been given.
- Emergency medications (such as Benadryl, Epi Pens, inhalers, 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 pharmacy issued container.
- Administration of a controlled substance 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 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, bib, etc. in a bag with 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 intends to help a child learn self-control, self-direction, socialization, sharing and respect.

- 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 more kind and 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 "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 "Time Out" in the Director's office.

- If it becomes necessary, continuing 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.

### Biting Policy

Biting is a common problematic behavior in preschool age children. At MBPCP we help the child prone to biting learn better ways to express himself and work closely with parents to assist as much as possible, following our disciplinary measures above. We also aim to ensure that our classrooms are safe and happy, so our biting policy is as follows:

If the child bites during the day, the Director will call the parents to pick up the child for the remainder of the day. The child may return to school the following day scheduled, but will be sent home if he or she bites again.

Chronic biting may require that a child be removed from enrollment for a period of time. The child may return to the center 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 at least 3 full-time staff members.

### Office Hours

8:45-1:15 Monday - Friday

205/967-5037 ext 3

[preschool@mbpcusa.org](mailto:preschool@mbpcusa.org)

[\\*If you have a message or would like to communicate with director,  
please use preschool email for contact](#)

