



MARCUS POINTE
CHRISTIAN SCHOOL

Dear Parents,

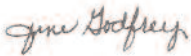
Welcome to Marcus Pointe Christian School. We are so happy that you have chosen our school to meet your educational needs. The faculty and staff of Marcus Pointe have made a commitment to share God, the Bible, and to achieve academic success.

The purpose of our parent-student handbook is to provide information that is important to help you get to know Marcus Pointe. We have included information that will help make this year a success for you and your family.

We expect each family to read and study the handbook and to become familiar with each part. We understand, of course, that you may not agree with each facet of the handbook, but we expect consistent support and understanding to be applied by each family.

It is our desire to provide love, care and a quality Christian education for your child. Thank you for entrusting your child to us while we seek to accomplish the Ministry Statement of Marcus Pointe Christian School.

Sincerely,



June Godfrey
School Administrator



Sarah Richardson
Preschool Director

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MISSION STATEMENT

Marcus Pointe Christian School and Preschool exist to reach boys, girls and their families for Christ, while teaching them a Christian worldview of education and ministering to their physical, mental, social, and spiritual needs.

EDUCATIONAL PHILOSOPHY

Marcus Pointe Christian School teaches academics from a Christian worldview. Our worldview holds that God is the center of the universe, not man and that premise permeates every course in every classroom. We use a blended curriculum that is designed to prepare our students for a vibrant relationship with Christ. We promote balance with regard to the spiritual, mental, and physical aspects of life.

RELIGIOUS PRACTICES

The following could take place during your child's time at Marcus Pointe Christian School & Preschool: prayer with the class, blessings before meals and snacks, Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible, teaching on and visits from missionaries supported by MPBC, curriculum work based on Bible stories or principles, recognition of Christ's birth at Christmas and Christ's resurrection at Easter, recognition of Thanksgiving as a time to thank God for His blessings.

HOLIDAY OBSERVANCES

October 31st is celebrated as a Fall Festival time rather than Halloween. Valentine's Day, Mother's Day and Father's Day are also recognized.

Holidays from other religious beliefs are not recognized in the school. Practices and traditions from other religions not in accordance with MPBC or that are disruptive to the programs, schedules, and expectations of the teachers and other students are not permissible.

STATEMENT OF FAITH

WE BELIEVE: there is one God, eternally existent in three persons— Father, Son , and Holy Ghost. Genesis 1:1, Matthew 28:19, John 10:30

WE BELIEVE: the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. II Timothy 3:15, II Peter 1:21

WE BELIEVE: in the deity of Christ.. John 10:33, His virgin birth – Isaiah 7:14, Matthew 1:23, Luke 1:35, His sinless life – Hebrews 4:15, Hebrews 7:26, His miracles John 2:11, His vicarious and atoning death – I Corinthians 14:3, Ephesians 1:7, Hebrews 2:9, His resurrection – John 11:25, His ascension to the right hand of the Father – Mark 16:19, His personal return in power and glory – Acts 1:11, Revelation 19:11.

WE BELIEVE: in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that by God's grace alone are we saved. John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5.

WE BELIEVE: in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
John 5:28-29

WE BELIEVE: in the spiritual unity of believers in our Lord Jesus Christ. Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28

WE BELIEVE: in the present ministry of the Holy Spirit by indwelling the Christian is enabled to live a godly life. Romans 8:13-14, I Corinthians 3:16 and 6:19-20, Ephesians 4:30 and 5:18.

SECTION I – ADMISSIONS

A. Admission Policy

1. To be considered for enrollment in Marcus Pointe Christian School, each student's parent must fill out an application for admission, pay the registration fee, and sign the Doctrinal Statement. A meeting can be scheduled with applicants to go over what we believe and what students will learn at Marcus Pointe. Students will be accepted provided there is space and the applicant agrees to abide by the rules and policies of Marcus Pointe Christian School.
2. Marcus Pointe Christian School admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to its students, and does not discriminate on the basis of race in administration of its educational policies or other school administered programs.

B. Admission Procedures

1. All students must fill out the application form with all emergency contact information completed and pay the non-refundable registration fee.
2. An original copy of the physical form (yellow) and a current immunization form (blue) must be provided for each child's file in the office.
3. A copy of each child's birth certificate must be submitted to the school prior to acceptance.
4. Each new applicant may be interviewed by the administrator with at least one parent or guardian present. The presence of both parents is preferred.

C. Withdrawal Procedures

To withdraw your child from school, a 30 day advance written notice is required. Tuition must be current through the last month attending. Tuition is still due for withdrawals that occur without a 30 day advance written notice. Any parent desiring to re-enroll should follow the regular school enrollment process which includes payment of registration fee.

D. Re-registration Procedure

Re-registration for the next school year begins in February. A packet of information will be sent home with each student. Registration is opened to the public the first Monday in March.

SECTION II –FINANCES

The primary source of income for Marcus Pointe Christian School is tuition. Each year the tuition amounts are determined based on the proposed budget for the next fiscal year.

A. Tuition Payments

1. Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. Parents are responsible for meeting all tuition and/or financial obligations to Marcus Pointe Christian School. There are two payment plans to choose from.
2. Annual payment for the school year is due on or before August 1st. Parents that choose this plan will benefit from a 5% discount if paid by cash, check, money order, or credit card.
3. Annual tuition can be paid in ten equal monthly payments with the first payment due the first of August of that school year. Payments may be made in person with cash, check or money order, or payments may also be made from the website at www.marcuspointebaptist.org. (A 3% handling charge will be applied)
4. The school tuition is separate from any extra care needed and is solely for the school at Marcus Pointe Christian School.

5. Tuition Prices (based on 10 months)

K-4.....	\$250
Extended Day (till 2:30).....	\$ 50
Extended Care (till 6:00)....	\$130
K-5.....	\$300
Extended Day (till 2:30).....	\$ 50
Extended Care (till 6:00)....	\$130
1st-5th grade.....	\$350
Extended Care	\$160
Lunch.....	\$50
Pre-School.....	see page 27

B. Payments can be made as follows:

1. Tuition may be paid in cash to the receptionist who must give you a written receipt. Please do not drop cash in the drop box. Please make checks payable to MPCS, note the students first and last name, and place in the drop box located at each reception area. Online payments may be made at MarcusPointeBaptist.org. Online payments must be made in time for the payment to reach our office by the 1st of the month.
2. If tuition is not paid prior to the close of business on the fifth day of the month, the account will be considered past due. A late fee of \$25 will be added to all past due accounts.
3. If amount is not fully paid by the 16th of the month, an additional \$25 will be applied to the account.
4. If tuition cannot be paid on time, it is expected that the parents will notify Marcus Pointe Christian School to give reason and a written plan for repayment. If payments become 30 or more days past due with no repayment plan, or if the parents do not adhere to the payment plan, the child may be removed from school.

*Returned check fee is \$25.

*Marcus Pointe has the option of refusing any further checks.

*All application fees are non-refundable.

C. Overdue Accounts

1. Marcus Pointe Christian School will consider all unpaid tuition accounts from past years still due and payable to Marcus Pointe. Overdue accounts will be turned over to a collection agency. A \$10 processing fee will be added when an account is turned over to the agency. No records will be released for students with past due accounts.

Note: In May, if there is any outstanding balance by the last day of school, your student's report card will not be released, and records will not be forwarded to another school.

SECTION III – HEALTH & SAFETY

A. Required Immunizations

Every child must be current in his/her immunizations as required by Florida state law. The record of these immunizations must appear on the blue form (DH 680) from the Florida Department of Health. An original copy of this record must be provided for each child.

The following schedule indicates the requirements to be met in order to enroll in kindergarten.

- | | |
|------------|-----------------------|
| 1. DTP | 5. Mumps |
| 2. Polio | 6. Rubella |
| 3. Measles | 7. Hepatitis B |
| 4. Hib | 8. Varicella (K4, K5) |

The County Health Department can provide additional information to parents regarding immunizations.

B. Physical Examination

Every child entering school in the state of Florida must submit proof of a medical examination performed by a Florida Physician. This information must be submitted to the school on the yellow form (DH 3040) from the Florida Department of Health. In the event of new Florida residents, out of state immunizations and physical forms will be accepted.

C. Birth Certificate

A copy of each child's birth certificate must be submitted to the school.

D. Illness Policy

Parents/Guardians will be notified to pick up any sick child with symptoms such as, but not limited to, fever of 101.0 degrees or higher, diarrhea, lethargic behavior, excessive crying, sore throat, runny nose, and any eye drainage. Sick children must be picked up within 60 minutes of parents being called. Children with these types of symptoms will not be able to return to class until they have been symptom free for a 24 hour period, antibiotics have been given for 24 hours, or a doctor has given a written note stating that the child is not contagious.

E. Medication

Parents/guardians are to bring all medications to the office. Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, cubbies, or backpacks. Designated school staff must administer all medicine with the exception of Orajel for teething (this may be given by teachers). Prescription drugs must be in the original pharmacy labeled container. Written instructions must correspond with an authorization for administration of medicine supplied and must be signed by the parent. Non-prescription medication must be submitted in the original container and must have an authorization form signed by the parent (available in the office). Parents/guardians must fill out a medication release form (located in classroom or front desk) for each day the medication is to be given.

F. First Aid

Designated faculty with proper training will render first aid treatment. Students who become ill at school will be temporarily housed there until transportation home can be arranged. Under no condition will a child be released without the specific authorization of a parent or a legal guardian.

G. Head Lice

Students may be checked randomly for head lice. If lice or nits are found, the students will be isolated and parents will be notified to pick up the child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

H. Fire Drills

Students at Marcus Pointe Christian School participate in monthly fire drills. They are required to exit the building quickly through designated exits without running, talking, or pushing to the designated area where they will wait for a signal to return to class. Any student found responsible for pulling a fire alarm without cause, will be disciplined appropriately. If the school incurs any charges as a result, your family account will be charged.

I. Medical Emergency

In the event of a Medical emergency with a student, the center will administer first aid/CPR or obtain emergency medical treatment in the student's best interest.

J. Child abuse

Marcus Pointe and all of its employees are required by Florida State Law to report any suspicion of child abuse.

K. Accidents & Incidents

Incident Report forms are filled out on each incident that occurs while in school. Incidents may include but are not limited to hitting, biting, throwing, spitting, scratching, misuse/abuse of school property, verbal misbehavior, continual refusal to follow directions. Incident report forms are to be signed and returned to the school by the following day. If an accident should occur, an Accident Report will be filled out including description of accident and treatment. This report will also require a parent signature.

L. Severe Weather

Severe Weather and Fire Emergency Plans are posted in all classrooms. In the event of an emergency (Fire or Severe weather), please note that MPBC School staff is instructed to keep all children together. Any parent that arrives at the class should assist the teacher until the emergency is over.

Severe weather and Fire Drills will be conducted throughout the year. MPCS in most cases will follow the Escambia County School closings as announced on radio or TV due to weather conditions. If we are able to re-open before schools do, we will post it on WEAR TV3.

SECTION IV—GENERAL INFORMATION

A. Arrival & Departure

Students may be dropped off at school beginning at 7:30 am. A teacher in charge of before-school care will be ready to receive your child. Students arriving on campus should go immediately to their designated area of supervision.

Kindergarten will be dismissed at 12:00. Parents have several options for pick-up; before lunch (12:00), after lunch, but before nap (12:30), or after nap (2:30). The cost for K-4 students staying thorough nap time is \$50 per month. All other grades will be dismissed at 2:30.

Extended care is available for students before and after school hours from 6:30 am–6:00 pm. The cost for extended care is \$130.00 (K4-5) and \$160.00 (1st-5th) per month. This includes homework assistance, Bible lessons, arts & crafts, recess and an afternoon snack. A late pick up fee of \$15 will be charged for children picked up between 6:01-6:15 and \$1.00 per minute thereafter.

B. Attendance

Regular attendance is required by Florida state law and is necessary for the success of a students school experience. All school days on the calendar are considered full days unless otherwise specified. All attendance at school becomes a permanent part of a student's records. Excused absences include illness, death in the family, or Dr. appointment. Vacation time is excused only if all work missed during the vacation is made up and turned in the day the student returns to school. All absences must have a note on file.

C. Tardies

It is important that your child be at school when school begins. A student will be considered tardy if they are not in the their classroom by 8:00 am. Please insure that your child is at school on time as tardiness only disrupts and causes unnecessary inconvenience for the teacher and students.

For every 5 times a student is tardy per 9 week period, Citizenship grades will be reduced by 1/2 letter grade.

Excused Tardies

1. Automobile delays/breakdowns en route to school
2. Temporary illness
3. Unavoidable reasonable circumstances

Unexcused Tardies

Oversleeping or arriving late for any reason not in keeping with reasonable prudence

3 unexcused tardies equals one absence. Only 2 excused traffic tardies will be accepted per semester. All tardies must have a note on file. Unexcused tardies will result in 1 demerit.

D. Discipline

Statement of Dismissal

The School reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the School Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions), failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the school personnel, failure to pay tuition completely or timely, and school's inability to meet the special needs of the student.

Discipline Philosophy

The goal of Marcus Pointe Christian School is to provide the best possible learning experience in a Christian atmosphere. A disciplined environment is needed in order to develop the desirable characteristics of obedience, respect, kindness, understanding, and love. Discipline (that is, training for instruction) should always help children to consistently become more self-controlled, and require less supervision.

The Bible clearly indicates that parents are responsible for the discipline of their children. Marcus Pointe Christian School seeks to assist parents in their God-given responsibilities. We serve as the parents' appointed and authorized representatives in the child's training process.

We expect our students, during school hours, to respond to school faculty and staff members with the same obedience in action and respectfulness that should be present under Biblical standards when they respond to their parents or guardians.

In the classroom, guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct. However, improper behavior in action or attitude will result in corrective disciplinary action.

Process

Students are instructed carefully by their teachers concerning classroom rules and regulations they are expected to obey. These rules are reviewed regularly so each child fully understands what is required of him/her.

When a child chooses to disobey the rules, he/ she will be spoken to privately and given a warning. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be contacted if deemed necessary by the teacher.

The following disciplinary measures may be used by teachers and staff:

1. Verbal correction— instructing students as to what is expected and offering suggestions for correction
2. Removal of privileges— loss of recess, free times, or other fun times
3. Parent contact— a note from the teacher, a phone call or a personal conference
4. Suspension— Marcus Pointe Christian School reserves the right to suspend or expel a student for excessive behavior problems that cannot be resolved by normal disciplinary measures.
5. Detention / ISS— See pg. 20

E. Dress Regulations

The school uniform consists of a burgundy polo (available from the school office) with khaki pants, shorts, skirts or capris. We ask that children, for their own safety, not wear flip-flops or backless shoes to school. Students should not wear shorts above the mid-thigh. Casual Friday dress may consist of school t-shirts and jeans or casual street clothes as deemed fit by the administration.

F. Lost and Found

All students' belongings including lunch boxes, bags, sweaters and coats, etc. must be clearly labeled with the child's name and teacher's name.

A lost and found area is provided for misplaced articles. You may check the lost and found for missing possessions when students are dropped off or picked up. Ask your child's teacher if you need assistance.

G. Meals

Hot lunches are available. After school snacks will be provided for K-4thru 5th grade. Menus are posted in the classrooms and available at the front desk. Food and menu exceptions cannot be made of individual children, except for documented medical reasons (should be listed on application).

H. Office Communication

School office hours are 7:45a.m. – 2:45 p.m., Monday through Friday. Parents or guardians are encouraged to see any member of the teaching staff any time they have a questions concerning their child’s progress. Teachers and administrators welcome these opportunities and are eager to help with the student’s needs.

Teachers are unavailable for conferences during the school day, but are available immediately after school. Parents are asked to call the school office to confirm availability of the teacher they wish to see. If a telephone conference is desired, please leave a message with the office and the teacher will be asked to return your call at her earliest possible convenience. All parents are welcome in the school, however, when a visit to the classroom is necessary during the school day, please check in at the office first. Please do not go directly to the classroom as it can cause unnecessary interruptions to the students and teacher.

I. School Security, Cameras and Visitors

1. All main entrances are locked during certain school hours. You may enter by pressing the call button and identifying yourself to the receptionist. Cameras have been placed not only at the main desk areas but also throughout the preschool, elementary school and gym for extra security measures.
2. All visitors must check in at the front desk of the school
3. All visitors must wear a “Visitor” name tag
4. Please wait for a Staff to escort you through the secure doors.
5. STOP, KNOCK, & WAIT. If dropping off or picking up your child(ren) at the class room, please knock on the door and wait for a teacher or assistant to assist you. Interruptions can distract the entire class.
6. No one under the age of 16 will be allowed to drop off or pick up a child.
7. A screening procedure is carried out on all school staff before employment at MPCS.

J. Field Trips

During the school year, to enhance the education experience, students may leave the classroom to go on a field trip. A field trip permission slip must be filled out and signed for each trip. Parents are encouraged to attend field trips as their schedules allow.

K. Classroom Parties

Students will enjoy classroom parties at Christmas, Valentine's Day and other special days throughout the year. Parent participation is welcomed and encouraged.

L. Thanksgiving Program

Parents are invited to come to school and enjoy a Thanksgiving program with their children in November. Each class will present a short program in which students will recite scripture and sing praise songs. We encourage parents to make plans to attend.

M. K-5 Graduation

One of the highlights of the year is our K-5 Graduation Ceremony. The children will have a program showing what they have learned during the year, followed by a cap and gown ceremony complete with graduation diploma's.

N. Student Pictures

Each fall an approved photographer will take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase.

In the spring, group classroom pictures will be taken as well as cap and gown pictures for K-5.

SECTION V – ACADEMICS

A. Curriculum

Students at Marcus Pointe Christian School enjoy a curriculum that has been carefully selected to provide students at each grade level with meaningful learning activities that will enable them to build skill upon skill in their academic development.

Curriculum is carefully scrutinized to make certain that it fits our philosophy, goals, and objectives.

Marcus Pointe Christian School uses a number of different publishers. Our curriculum is a blended curriculum from Bob Jones, Horizon, Christian Liberty Press, Sing Spell Read and Write, and A Reason For Spelling.

B. Textbooks and Supplies

Reading books, work texts and other text books in the classroom are provided for students. Other supplies will be furnished by the students. A supply list for the year will be available to parents in the weeks prior to the beginning of school.

C. Homework

A minimal amount of homework will be given to students beginning the second semester for K-5, and all year for 1st-5th grades. Homework will consist mainly of reading and spelling practice. Homework will be assigned for Monday, Tuesday, and Thursday evenings. Homework should not take more than 15-30 minutes to complete. If you feel your child's homework is exceeding this guideline, please contact the teacher.

D. Progress Reports/Report Cards

Report cards will be issued every nine weeks to students in K-5 thru 4th grade so that you can keep up with the progress of your child.

Academic Grades

A+ 99-100	C+ 79-80
A 94-98	C 74-78
A- 91-93	C- 71-73
B+ 89-90	D+ 69-70
B 84-88	D 64-68
B- 81-83	D- 61-63
	F 0-60

Performance Grades

E	Excellent
G.....	Good
S	Satisfactory
N.....	Needs Improvement
U.....	Unsatisfactory
I.....	Incomplete

E. Achievement Testing

Marcus Pointe Christian School, in conjunction with the FACCS International, gives the Stanford Achievement Test each spring. Results from this test are available to parents for their review.

F. School Discipline Plan

Offenses

Demerits

Un-Christlike Behavior.....	1 - 4
Deliberate Disobedience.....	2 - 4
Verbal Altercation w/ student.....	1 - 2
Verbal Altercation w/ teacher.....	2 - 4
Physical Altercation.....	Immediate Detention or Suspension
Tardiness.....	1
Unprepared for Class.....	1 - 2
(May include but not limited to desk items, library books, backpacks, homework, classwork, homework journals, tennis shoes, Music and Spanish class needs, etc.)	
Dress Code Violation.....	1

Consequences

3 demerits	parent phone call
5 demerits	after school detention
4 detentions	ISS (In School Suspension)

* Number of demerits may vary according to the level of offense.

* Demerits will be accumulated weekly & accrued by semester.

* All detentions will be held on Mondays until 3:15

* There is a \$5.00 detention fee which will be posted to your account on the day of the assigned detention.



Marcus Pointe Christian School
PRESCHOOL ADDENDUM

Goals

1. To provide each child with the care and education they need.
2. To provide properly trained and qualified teachers.
3. To provide a Christian environment where children will grow and develop physically, emotionally, mentally and spiritually (Luke 2:52)

Statement of Enrollment

Children are generally enrolled in our school on a first come first served basis according to age group and vacancies. Enrollment first opens to those who have children currently enrolled, and members of Marcus Pointe Baptist Church, prior to opening to the public. Families currently enrolled must be in good financial standing to be considered for future enrollment. To be considered for admission, an enrollment application must be completed. Absolutely no monetary incentives, material or services will be accepted to have children on the waiting list or to enroll children when spaces are not available. The Preschool does not accept any student whose enrollment application or other necessary paperwork is incomplete. At time of enrollment, the following information is due along with the registration fee and your child's tuition fee for the first month: complete enrollment packet, copy of birth certificate, and current immunization form.

Statement of Dismissal

The Preschool reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the Preschool Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions), failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the Preschool personnel, failure to pay tuition completely or timely, and school's inability to meet the special needs of the student.

Withdrawal Policy

Please see pg. 6

Discipline Policy

MPBC Preschool uses the “time-out” method of discipline – one minute per year of age. Occasionally children are brought to the preschool office for time out. Continual discipline issues will result in a phone call from the teacher. In extreme circumstances, the child may be sent home or a parent conference scheduled.

Potty Training

Children who are enrolled in an older 3 year old class or above must be potty trained. Potty trained is defined as no diapers or pull-ups, and potties and wipes without being prompted. Two year olds and under—please inform your teacher if your child is potty training. We will be happy to work with you while your child is in school. Remember, accidents do happen, so please send in a complete change of clothes just in case.

School Dress

Please have your child wear comfortable, washable clothes appropriate for the weather. For playground safety, wear comfortable non-slick shoes. Flip-flops and cowboy boots are inappropriate. Children ages 1 and up are required to have shoes on at all times. If they have a hard time keeping them on, our teachers are instructed to ask you to bring different shoes. We play outside whenever possible. Please send suitable outdoor clothing. When in doubt send it along! Clearly mark each article of clothing with child's name. Items left in the classrooms may be placed in the Lost and Found area located in the Preschool Lobby bench.

Illness Policy

Children who have had the following symptoms within the last 24 hours will not be admitted into a MPBC Preschool classroom:
Fever (101.0 or higher), vomiting or diarrhea, unusually dark urine and/or gray or white stool, green or cloudy runny nose, inflamed mouth or throat, throat spots, croup, coughing, sneezing, difficult or rapid breathing, symptoms of childhood diseases (scarlet fever, mumps, measles, chicken pox, thrush, strep throat), runny, pink, or infected eyes, skin infections (boils, ringworm, impetigo, staph, or any unexplained rash), yellowish skin or eyes, child not feeling well, such as lethargic behavior and/or crying.

For detailed information about Incident & Accident Reports, medication procedures, health & illness, child abuse, and severe weather or emergency plans, please see the Health & Safety section on pg. 9

ID Codes

Signing in and out is required at Marcus Pointe to ensure your child(ren)'s Safety. You will be assigned a code to use and shown how to sign your child(ren) in and out. Your child(ren) will be released, after checking photo I.D., only to the people on their pick up list. If you need someone who is not on the list to pick up your child(ren), you must inform the front desk with the person's full name, provide the pick up person with your child(ren)'s I.D. number and have them bring in a photo I.D. of themselves. (see page 16 for more info)

Meals

We provide morning snacks, hot lunches and afternoon snacks. Menus are posted in the classrooms and available at the front desk. Food and menu exceptions cannot be made of individual children, except for documented medical reasons (should be listed on application). Infant parents will provide all baby food and formulas (pre-made and in individual bottles), juices, etc. until the child(ren) are on table food and off the bottle. All bottles and baby food must be labeled with child's first and last name.

Below are some snacks we provide:

Graham Crackers	Vanilla wafers	String Cheese
Cheese Cubes	Bagels	Ritz Crackers
Cereal Mixes	Goldfish	Pretzels
Saltines	Jell-O	Clear Juices
Fresh Fruit	Toast	Kool-Aid

Birthdays

We try to give special attention to this important time in your child's life. Please make advance arrangements with the teacher if you would like to provide a special snack for your child's birthday.

Parties

We have parties for events and holidays throughout the year. Sign up sheets will be posted in or outside of the classroom for snacks and other items to bring. Parties are a special time for the preschool child and his classmates. We ask that other children do not attend (except for birthday parties) unless prior arrangements have been made with the teacher. Food treats are often planned for only the number in the class which can upset visiting children. Please sign up through your child's class to help with these parties.

Attendance

Daily attendance is highly encouraged in our program so your child will receive the full benefit of this center. Consistent attendance also gives your child a sense of belonging and security. Parents must bring children in by 9:00am, or please call if they will be late or not attending school that day. A child should NEVER be dropped off unsupervised.

Tuition

The MPBC Preschool is a non-profit organization supported by the registration and tuition of its students. Please note the following regarding tuition payments:

1. Tuition is due on the first of each month
2. The amount due is constant regardless of the number of days in the month or holidays taken. It is not possible to offer discounted months for family vacations, illnesses, or school holidays.
3. Preschool tuition is based on a yearly cost divided into 12 payments. If tuition is not paid or partial payment prior to close of business day on the first week day of the month, a late fee of \$25 will be added to all past due accounts.
4. All participants must pay a non-refundable supply fee which will be due at promotion.

For a complete list of all policies concerning tuition, payments, fees, and other financial guidelines, please refer to the Finances section on page 7.

Tuition Rates

Infants:	\$625.00 per month
One's:	\$560.00 per month
Two's:	\$535.00 per month
Three's:	\$500.00 per month
After School care (Public)	\$250.00 per month
After School care (MPCS)	\$160.00 per month
Registration Fee	\$75.00 one time
Promotion Fee	\$75.00 annually

Waiting List

Our waiting list starts when a room is at capacity. If a family is interested in placing their child in our program and no space is currently available, the family is placed on a waiting list with documentation of the date and any other information that is needed for future placement. We offer families tours of our center at any time during work hours. If the family wants to meet with the Director, we ask that they call ahead of time and set up an appointment. When an opening becomes available, we will contact the family. If the family no longer needs placement, we will notify the family next in line.

Ratios

Ratios are determined by the Department of Children and Families:

Infants	:1:4
One year olds	:1:6
Two year olds	:1:11
Three year old	:1:15
Four year olds	:1:20
School age	:1:25

The ratio for a mixed age group for ages two and up is dependent on the youngest age group in the area. For example, in a classroom of two and three year olds the ratio of teacher to child should be 1 teacher to 11 children if the majority of the students in the room are three years of age.

Policy Changes

The MPBC Preschool reserves the right to add to and/or change its policies from time to time without prior notice and each parent agrees to be bound by such policies in effect from time to time.

Transportation

A licensed vehicle, driven by a properly licensed driver, is provided by Marcus Pointe for the transportation of children ages 4 or older, to school (after school pick up) and on approved trips and activities throughout the year.

Personal Belongings

Please label all of your child(ren)'s personal items including clothing. Children should be dressed appropriately for the weather. Other personal items such as mats and blankets should be labeled. We require that all blankets be taken home at the end of the week for proper cleaning. No toys are allowed to be brought to school. If they are, the teachers have the right to take them away until the end of the day. Our teachers are not responsible for keeping up with older children's (ages 3 and up) personal belongings. We ask that you put any bags and cups of theirs on their hook or in their cubbies and refrigerator (infants and ones) that is provided in the class room.

Toys

No toys are allowed to be brought from home, unless it is scheduled on the calendar for a class activity. We are not responsible for lost or damaged items that are brought from home.

Curriculum - 1's & 2's

The 1 and 2 year old program is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through interactive play activities, art, music, playtime, and story time. Our 1 and 2 year olds use Wee Learn Curriculum which provides both Biblical and educational training. The following are our goals for the school year:

Social and Emotional Development

1. How to take turns
2. Play with other children
3. How to share
4. Follow directions

Spiritual Development

1. Develop concepts of God
2. Develop concepts of the Bible
3. Jesus Loves Me

Fine and Gross Motor Skills

1. Learn to paint in an up and down motion
2. Play with puzzles and small manipulative toys
3. Drink out of a regular cup
4. Carry their own book bag
5. Potty training

Intellectual

1. Introduce colors
2. Introduce matching items
3. Introduce alphabet
4. Introduce counting

Curriculum - 3 year olds

The 3 year old program uses the Sing, Spell, Read & Write curriculum which is designed to help children learn through play, art, music, story time, and centers. The following are our goals for the school year:

Social and Emotional Development

1. Begins to take turns
2. Helps clean up classroom
3. Helps clean up after snack
4. Plays beside friends
5. Plays with other children
6. Learns to follow directions from other adults

Spiritual Development

1. Develops concepts about God
2. Develops concepts about Jesus
3. Develops concepts about the Bible

Intellectual Development

1. Sorts objects
2. Recognize shapes
3. Recognize colors
4. Matches objects with pictures
5. Recognizes written first name
6. Puts pictures in sequence
7. Answer questions from stories
8. Use language to communicate
9. Rote count 1-10
10. Recognize numbers 1-10
11. Tells own stories

Physical Development

1. Jumps in place
2. Strings beads
3. Uses scissors
4. Feeds self
5. Walks down steps one at a time
6. Throws a large ball underhanded
7. Uses crayons and markers
8. Puts together parts—puzzles, small manipulative toys
9. Stacks blocks to build a tower
10. Draws pictures
11. Dress self
12. Completely potty trained
13. Washes and dries hands

Theme Units

1. All about me
2. Weather
3. Community Helpers
4. Families
5. Nutrition
6. Pets
7. Dental

Special Activities with Family Involvement

- Christmas Musical—3's Field Day—2's and 3's
Mom's Tea—School wide Bike Week— 3's
Doughnuts with Dad—School wide
Family and Me Picnic—2's and 3's
Missions Fair—School wide
Thanksgiving Feast—School wide

School Contact Information

Marcus Pointe Christian School

850-479-1605
6205 North "W" Street
Pensacola, FL 32505
www.MarcusPointeBaptist.org

School AdministratorJune Godfrey
Accounts DirectorKaren Amos
Preschool DirectorSarah Richardson
Preschool ReceptionistSusie Johnson
School ReceptionistMaegan Arduini

Marcus Pointe Baptist Church

850-479-8337
6205 North "W" Street
Pensacola, FL 32505
www.MarcusPointeChristian.org

Sunday Worship

9:30 a.m. - Sanctuary
11:00 a.m. - Sanctuary

Sunday School

8:30 a.m.
9:30 a.m.
11:00 a.m.
Life Groups on Sunday p.m. and throughout the week

Wednesday Worship

4:45 - 6:15 p.m. Dinner
6:30 p.m. Sanctuary
6:30 p.m. Children's choir in Kids Cove
6:30 p.m. Christian University Classes

2010-2011 CALENDAR

Monday, August 16-20, 2010	Teachers' Preplanning- Extended Care Available
Thursday, August 19, 2010	Orientation Night - 6pm
Monday, August 23, 2010.....	FIRST DAY OF SCHOOL
Monday, September 6, 2010	LABOR DAY HOLIDAY - All Facilities Closed
Thursday-Friday Oct. 7-8, 2010.....	FACCS CONVENTION/Teacher Training NO SCHOOL - Extended Care Available
Tuesday, October 26, 2010	End of 1st Nine Weeks Grading Period
Friday, October 29, 2010	Early Dismissal 12:00 - Extended Care Available
Thursday, November 4, 2010	Report Cards - Open House
Thursday, November 11, 2010.....	VETERANS DAY - All Facilities Closed
Wednesday, November 24, 2010.....	Early Dismissal 12:00 - Extended Care Available
Thursday, November 25, 2010	THANKSGIVING HOLIDAY - All Facilities Closed
Friday, November 26, 2010.....	THANKSGIVING HOLIDAY - All Facilities Closed
Friday, December 17, 2010.....	Early Dismissal 12:00 - Extended Care Available
December 20- 31, 2010.....	ELEMENTARY CHRISTMAS HOLIDAYS
(Beginning on Monday the 20th)	PRESCHOOL CHIRSTMAS HOLIDAYS Dec.23 - 24 (Extended Care Available Dec 20 - 22 and Dec. 27-30)
Friday, December 31, 2010	NEW YEAR'S EVE - All Facilities Closed
Monday, January 3, 2011.....	Students Return to School
Friday, January 14, 2011.....	End of 2nd Nine Weeks Grading Period Early Dismissal 12:00 pm - Extended Care Available
Monday, January 17, 2011.....	MARTIN LUTHER KING HOLIDAY - All Facilities Closed
Thursday, January 20, 2011.....	Report Cards
Monday, February 21, 2011.....	PRESIDENTS DAY - All Facilities Closed
Friday, March 18, 2011	End of 3rd Nine Weeks Grading Period - Early Dismissal 12:00 PM - Extended Care Available
Thursday, March 24, 2011.....	Report Card - Open House
Friday, April 22, 2011.....	GOOD FRIDAY - All Facilities Closed
Monday, April 25-	
Friday, April 29, 2011	SPRING BREAK - Elementary Closed - Extended Care Available
Thursday, May 19, 2011.....	Kindergarten Graduation - 7 PM
Friday, May 20, 2011	Early Dismissal 12:00 PM- Extended Care Available
Thursday, May 26, 2011	End of 4th Nine Weeks
Friday, May 27, 2011	LAST DAY OF SCHOOL - Early Dismissal at 11:00 PM
Monday, May 30, 2011	MEMORIAL DAY All Facilities Closed
**Calendar Subject To Change	

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