



Preschool Parent Handbook

**Infants-Three year olds
and
Afterschool children**

**479-1605
6205 North "W" Street
Pensacola, FL 32505
www.marcuspointebaptist.org**

**School Administrator:
Stephanie Hamrac
Preschool Administrator:
Sarah Richardson**

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MPBC Preschool Staff and Contact Info

Preschool Administrator: Sarah Richardson
850-479-1605 ext 209

School Administrator: Stephanie Hamrac
Shamrac@marcuspointebaptist.org
850-479-1605 ext 225

Accounts Administrator: Paula Williamson
850-479-1605 ext 208

School Secretary: Karen Amos
850-479-1605 ext 200

Receptionist: Tawnee Gardner
850-479-1605 ext 102
&
Ruth Rainey
850-479-1605 ext 200

Main Church office 850-479-8337

Marcus Pointe Baptist Church:

Sunday School
8:15 a.m.
9:30 a.m.
11:00 a.m.

Sunday Worship
9:30 a.m. Sanctuary
11:00 a.m. Sanctuary
6:00 p.m. Sanctuary
6:00 p.m. Awanas— ages 3 and up in Kids Cove

Wednesday Worship
6:30 p.m. Sanctuary

Mission

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

Educational Philosophy

The educational philosophy of Marcus Pointe Christian School is Christ-centered. We believe in the importance of a Bible-based curriculum that teaches students to know God and live for Him and to give students a quality education. Our teachers are all well trained and credentialed. They all have their 40 hour state required child care training along with yearly 10 hour trainings. Every teacher hired has a State background check and finger print check performed. They have all given testimony of their salvation and calling of God on their lives to teach in a Christian school. Our teachers give the love and care that their students deserve as well as a high standard of academics.

Religious Practices

The following could take place during your child's time at MPBC 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.

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 Spirit. 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 whose indwelling the Christian is enabled to live a godly life. Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18

Calendar

Our school and Preschool will be closed on the following Holidays:

September 1st	Labor Day
November 27th & 28th	Thanksgiving Holiday
December 24th & 25th	Christmas Holiday
December 31st & January 1st	New Year's Eve & Day
April 10th	Good Friday
May 25th	Memorial Day

If we close for any other holidays, we will post the dates two weeks in advance.

Hours of Operation

Our school is open from 6:30am to 6:00pm, Monday through Friday. We provide full time child care only. A late pick up fee of \$15.00 will be charged for Children picked up between 6:01–6:15 and \$1.00 per minute thereafter.

Intellectual Development Continued

- Recognize shapes *Recognize colors
- Answer questions from stories *Tells own stories
- Use language to communicate

Physical Development

- Jumps in place (both feet) *Draws pictures
- Walks down steps one at a time *Strings beads
- Throws a large ball underhanded *Dress self
- Uses crayons and markers *Uses scissors
- Puts together parts—puzzles, small manipulative toys
- Stacks blocks to build a tower
- Completely potty trained
- Washes and dries hands
- Feeds self

Theme Units

- All about me
- Families
- Pets
- Weather
- Community Helpers
- Nutrition
- Dental

Special Activities with Family Involvement

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

Goals

To provide each child with the care and education they need. To provide properly trained and qualified teachers. 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 Marcus Pointe Baptist Church members prior to opening to the public. Families currently enrolled must be in good financial standing with the school 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 by Parent

To withdraw your child from Preschool, 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 Preschool enrollment process which includes payment of registration fee.

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 home from the teacher and in extreme circumstances, the child may be sent home or a parent conference scheduled.

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 school the by following day.

Health and Illness

For the protection of your child, other children, and the Preschool staff, parents are requested not to bring a child to school that appears to be ill.

Children who have had the following symptoms within the last 24 hours will not be admitted into a MPBC Preschool classroom:

- Fever: 101.0
- Vomiting or diarrhea
- Unusually dark urine and/or gray or white stool;
- Green or cloudy runny nose
- Inflamed mouth or throat
- Throat spots

Curriculum continued

Fine and Gross Motor Skills

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

Intellectual

- Introduce colors
- Introduce alphabet
- Introduce counting
- Introduce matching items

The 3 year old program uses the Sing, Spell, Read & Write curriculum which is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, story time, and centers. Following are our goals for the school year:

Social and Emotional Development

- Begins to take turns
- Plays beside friends
- Plays with other children
- Helps clean up classroom
- Helps clean up after snack
- Learns to follow directions from someone other than parents

Spiritual Development

- Develops concepts about God
- Develops concepts about Jesus
- Develops concepts about the Bible

Intellectual Development

- Recognizes written first name *Sorts objects
- Matches objects with pictures *Rote count 1-10
- Puts pictures in sequence *Recognize numbers 1-10

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 cannot/will not be responsible for lost or damaged items that are brought from home.

Curriculum

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, play-time, and story time. The curriculum our 1 and 2 year olds use is Cait's Curriculum. Cait's Curriculum provides both Biblical and educational training. The following are our goals for the school year:

Social and Emotional Development

- How to take turns
- How to share
- How to play beside other children
- How to follow directions

Spiritual Development

- Develop concepts of God
- Develop concepts of the Bible
- Jesus Loves Me

Health and Illness continued

- 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.

Should a child become sick or injured during the school day, the Preschool Administration will contact parents using information provided on the enrollment application. Please inform the Preschool Office immediately of any changes in phone numbers or emergency contact phone numbers.

Please respond to your child's needs by coming as soon as possible.

A child must be fever, vomiting, and/or diarrhea free for 24 hours before returning to Preschool.

Antibiotics must be administered for 24 hours before returning to Preschool.

If teachers and/or parents are not sure as to when a child may return, the Director will make the decision.

Medication Procedures are as follows:

Marcus Pointe Administrator, Director or other Administrative staff will administer only dated, labeled, prescribed medication. All over the counter medications must have a doctors note before we will administer them. *With the exception of Orajel for teething (this may be given by teachers).* Parents/guardians must fill out a medication release form (located in classroom or front desk) for each day the medication is to be given.

No medication should be left in your child's bag. It needs to be checked in with the front desk and picked up daily.

Severe Weather and Fire Emergency Plans

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

Sever Weather and Fire Drills will be conducted through the year.

MPBC Preschool 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 reopen before schools do, we will post it on WEAR TV3.

In the event of an emergency, the center will administer first aid/CPR or obtain emergency medical treatment in the child's best interest.

Child abuse:

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

Accidents

If an accident should occur, an "Ouch Report" will be filled out including description of accident and treatment. This report will also require a parent signature.

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.
- 2 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.
- Accidents happen. Please send in a change of clothes including socks in case of an accident.

Payment method continued

- Online payments may be made at Marcuspointbaptist.org. Online payments must be made in time for the check to reach our office by the 1st of the month. Online payments not received in our office by the 1st of the month will be subjected to a \$25 late fee.
- There will be a \$25 fee charged on all returned checks. MPBC Preschool then has the option of refusing any further checks.

The Application Fee is Nonrefundable and is \$75.00 regardless of class and number of days attending.

Ratios

Ratios are stated by the Department of Children and Families

Infants.....	1:4
One year olds.....	1:6
Two year olds.....	1:11
Three year olds.....	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 largest 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 15 children if the majority of the students in the room are three years of age. If the majority of students were two year olds, the ratio would be 1 teacher to 11 children.

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 planned field trips.

Tuition continued

- 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 due past due accounts.
- If amount is not fully paid by the 16th of the month, an additional \$25 will be applied to your account.
- If a check payment is returned, you will be required to pay a return check fee of \$25.00. Marcus Pointe then has the option of refusing any further checks.

All participants must pay a non-refundable registration fee which will be renewed every July.

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.

Tuition Rates as of July 2008

Infants: \$600.00 per month
One's: \$525.00 per month
Two's: \$500.00 per month
Three's: \$450.00 per month
Public School After School care:\$250.00 per month
MPCS After School care: \$160.00 per month
Registration Fee: \$75.00
Supply Fee: Included In Registration

Payments can be made as follows:

- A tuition may be paid in cash to the receptionist who will then give you a written receipt.
- Please make checks payable to MPBC, note the students first and last name, and place in the black drop box located under the check-in touch pad.

School Dress

We highly recommend, from experience, the following:

- Please have your child wear comfortable, washable clothes appropriate for the weather. Learning can be messy work.
- 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.
- Lost and Found items are cleaned out once a month and may be taken to the Goodwill.

School Security and Visitors

- All visitors must check in at the front desk of the Preschool
- All visitors must wear a "Visitor" name tag
- Please wait for a Preschool Staff to escort you through the secure doors.
- STOP, KNOCK, & WAIT. If dropping off or picking up at the room, knock on the door and wait for a teacher or assistant to assist you. DO NOT drop off or pick up without informing the teacher or assistant. This is often more difficult on your child as well as other children in the room.
- No one under the age of 16 will be allowed to drop off or pick up a child.
- A screening procedure is carried out on all preschool staff before working in the MPBC Preschool

Daily Sign In

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.

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 Chunks Bagels Ritz Crackers
- Cereal Mixes Goldfish Pretzels
- Saltines Jell-O Clear Juices
- Fresh Fruit-bananas, apples, oranges Cool-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 Fall, Christmas, Valentine's Day, Easter, and Year End.
- Sign up sheets will be posted in or outside of the classroom for snacks and other items to bring.

Parties continued

- 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 siblings.
- 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:

- Tuition is **DUE ON THE 1ST OF EACH MONTH**
- 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.
- Preschool tuition is based on a yearly cost divided into 12 payments.