



Parent Guidelines

"ABC's and 123's and God's love for you and me!"

Train up a child in the
the way he should go and
when he is old he will not
depart from it.
Proverbs 22:6

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General Information

Hours of Operation: Monday-Friday: 7:00 a.m. - 5:30 p.m.

Preschool Classroom Hours:

Monday-Friday: 8:30 a.m. - 12:00 p.m.

Philosophy

Morningside Baptist Church is a family of faith, living in hope, serving in joy, and bonded by love. The Mside Weekday Preschool strives to meet the spiritual, mental, social, emotional, and physical needs of young children by providing a Christian foundation and an educational curriculum.

All of our age groups incorporate subject areas such as math, science, music, art, and dramatic play. We strive to build self-confidence and encourage creativity through self-expression, as well as teach God's love.

The early years of childhood are of great importance. The habits, ideas, interests, and attitudes acquired will influence the remainder of a child's life.

Mside Weekday Preschool seeks to encourage all of our students to develop into enthusiastic lifelong learners.

Mside Weekday Preschool

Morningside Baptist Church

897 S. Pine Street

Spartanburg, SC 29302

Debbie Bishop,

Director of Weekday Preschool

864-585-5424

Dbishop@msidechurch.org

The Mside Weekday Preschool Committee, comprised of lead staff and members of Morningside Baptist Church, have reviewed and approved all contents of this handbook. The church and the preschool staff work hand-in-hand to ensure this preschool provides the highest level of care in a Christ-centered establishment. Our preschool is so fortunate to have the support of a loving, caring, and compassionate body of believers.

Church/Preschool Fax: 864-585-6217

Church/Preschool Web: www.msidechurch.org

Church Office Phone: 864-585-5457

REGISTRATION/ENROLLMENT/TUITION

- Families of currently-enrolled students and members of Morningside Baptist Church will receive registration information at the end of January for the upcoming school year. We will then allow available spaces to be filled by children on our waiting list. Finally, we will open registration to the public by March 1st to fill any remaining spaces.
- **Tuition balances must be paid up-to-date before you will be allowed to register your child for next year.**
- A \$200 **non-refundable** registration fee is due at time of registration (\$350 per family max).
- A sibling discount of 10% will be applied to tuition fees per month (example: first child \$620 + second child \$558 = \$1,178).
- While on vacation, you must pay your regular fees in order to hold your child's space. We do not prorate tuition based on vacation weeks or holidays.
- **Our three-day (MWF) and half-day options are only available to children already in these programs during the 2015-2016 school year. As of August 2015, we no longer offer these programs to new enrollees.**

Mside Weekday Preschool Guidelines

Infant-2 Years Old Registration Check List

_____ Age Requirement: Children entering the 1 year old class must be one year old before September 1st of the current year of entry. Children entering the 2 year old class must be two years old before September 1st of the current year of entry.

_____ All registration forms are completed and returned to the preschool director.

_____ The non-refundable registration fee of \$200 per child per year (\$350 per family max) has been paid.

_____ The child's immunization record (original copy of SC DHEC form - see your pediatrician, health care provider, or health dept.) is up-to-date and located in the preschool office. Children who are behind in their immunizations or who do not have a form in their file will be prohibited from attending under DHEC regulations. Only after the immunization record has been updated and placed in our records can the child attend.

3K-4K Registration Check List

_____ Age Requirement: 3K and 4K students must be three or four years old before September 1st of the current year of entry.

_____ Toilet Training: Children entering 3K and 4K are required to be fully toilet trained. To enter 3K, children need to be able to pull down their clothes, use the potty, clean themselves, and then pull up their clothes. Accidents must be a **rare** occurrence. **Children who are not yet fully trained cannot be held back in the Twos class or promoted to 3K.** There can be **no** exceptions to this policy. Pull-ups will not be allowed.

_____ All registration forms have been completed and returned to the preschool Director.

_____ The non-refundable registration fee \$200 per child per year (\$350 per family max) has been paid.

_____ The child's immunization record (original copy of SC DHEC form; see your pediatrician, health care provider, or health dept.) is up-to-date and has been turned in to the preschool office. Children who are behind in their immunizations or who do not have a form in their file will be prohibited from attending under DHEC regulations. Only after the immunization record has been updated and placed in our records can the child attend.

Tuition for Infants, Ones, Twos & 3K

Due Date: Tuition is due on the 1st of each month.

Non-refundable Registration Fee: \$200 per child (\$350 is the maximum registration fee per family). A separate check is required for the registration payment. Please do not add your registration payment to your tuition payment.

	**3-Day(MWF):	5 Day:
8:30 a.m. - 12:00 p.m.	**\$255	**\$310
8:30 a.m. - 5:30 p.m.	**\$375	\$620

**3-Day (MWF) and half-day options are only available to families enrolled in the 2015-2016 school year. As of August 2015, we no longer offer this option to new enrollees.

Tuition for 4K

Due Date: Tuition is due on the 1st of the month.

Non-refundable Registration Fee: \$200 per child (\$350 is the maximum registration fee per family). A separate check is required for the registration payment. Please do not add your registration payment to your tuition payment.

	5 Day:
8:30 a.m. - 12:00 p.m.	**\$310
8:30 a.m. - 5:30 p.m.	\$620

**Half-day options are only available to families enrolled in the 2015-2016 school year. As of August 2015, we no longer offer this option to new enrollees.

Tuition Information

- Your scheduled tuition payment is the same amount each month. Invoices can be requested for each month.
- Please enclose the tuition payment in the envelopes provided by the locked box, complete with the child's name, teacher, and date. You may also request envelopes from the director. Checks and cash must be placed in the locked box in an envelope outside the director's office.
 - Checks should be made out to "Morningside Baptist Church." Please place your child's name on the memo line.
 - Automated bank payments should be made out to "Morningside Baptist Church, attention Debbie Bishop/Weekday Preschool." Place your child's name on the memo line.
- Payment is due by the first day of each month. A tuition late fee of \$20 will be applied automatically on the 11th day of the month to accounts with any balance. Overdue accounts will be brought to your attention immediately. Failure to remain in good standing may result in dismissal from the program.
- NEW STUDENTS entering on **any** day of the month will result in payment of one full month's tuition.
- No refunds are given for partial months if a child withdraws.

Reserved Child Care Only Days (RCCO)

These days are noted on the calendar. RCCO days are generally holidays or in-service days when public schools are closed. Child care will be available for our enrolled families **if needed**. Age groups may be combined into one class, depending on the number of reservations.

- Reservation forms are required for your child to attend. Forms will be sent home two - three weeks prior to each date. **Forms** must be returned by the deadline listed.
- If you have reserved a space for your child, and your child **is** in attendance, no additional fee will be charged for the RCCO day.
- If you have reserved a space for your child, and your child is **not** in attendance, a **non-attendance** fee of \$40.00 per child will be charged to your account and due immediately for staffing purposes.
- Drop-ins are not permitted.

We must have a minimum of five students to offer child care on these days.

Key Fobs/Fob Deposits

Morningside Baptist Church has a security fob system. Families **must** purchase fobs for a one-time fee of \$20.00, due at registration. Each family will receive 2 fobs. Fobs will be assigned to parents upon registration and will be given out within the first few days of preschool. Additional fobs may be purchased for family members at \$10.00 each. Please have this fob with you at all times. If your fob is misplaced or lost, please report it immediately so that it can be deactivated. When your child leaves our program you will be issued a \$10.00 refund for fobs returned.

Other Fees

- A **returned check fee** of \$25 is charged for each returned check. Cash or money orders will be required to clear the balance.
- The **late pick-up fee** is \$1.00 per minute per child. The fee will be due immediately when you pick up your child. The time of pick-up will be recorded on the sign in/out sheet. If an emergency results in a late pick-up time, please notify the director immediately to avoid late-fee charges.
- An **emergency drop-in fee** (on a non-RCCO day) may be requested for parents who need emergency child care for a time when the child is not scheduled to attend. Space is limited, so the parent must call the director for approval. The fee is \$30 for the full day or \$15 for pick-up no later than 12:00 p.m. The fee is payable when the child is dropped off at the school.

Admittance Statement

As a private institution, the Mside Weekday Preschool reserves the right to deny admission or dismiss any child who has needs we cannot appropriately accommodate. We love all children equally and believe that each child is uniquely and wonderfully made by God. We, however, do not have the proper staff to deal with specialized individual developmental, behavioral, or educational needs. DSS regulations require staff to have specialized training in order to adequately care for a special-needs child.

Staff Information

Each member of our staff has undergone federal, state, and local background checks, as required by DSS. Each individual also participates in a minimum of fifteen hours of classroom instruction per year. The majority of our staff are certified in pediatric CPR and first-aid, ensuring that someone is on duty during all hours of operation. As a licensed DSS facility, we follow the ratio guidelines below.

Staff/Child Ratios:

Birth to One Year:	1:5
One to Two Years:	1:6
Two to Three Years:	1:8
Three to Four Years:	1:12
Four to Five Years:	1:17

Note: Please refrain from asking for services, including private babysitting, from staff. We must maintain a professional working-relationship with all families.

Weather Delays and Closings

In the event of inclement weather, we follow the decisions of Spartanburg School District 7. If the district is closed, we are closed. If the district delays one hour, we open at 9:30 a.m. For two-hour delays in District 7 schools, we open at 10:30 a.m. There will be no early drop-off on these days. Tune to WSPA-TV 7, WYFF 4, and Fox News for information. A post will also be made to Mside Weekday Preschool's Facebook page and a Remind 101 text will be sent.

Holidays We Celebrate

Halloween

Our Halloween celebrations include trick-or-treating through the church offices and Halloween parties with special treats and a special movies, such as *It's the Great Pumpkin Charlie Brown*. Children may dress in age-appropriate costumes, but no scary or "demon" costumes of any kind will be allowed. We focus on letting the light of Jesus shine at Halloween with a Christian pumpkin carving.

Thanksgiving

We celebrate Thanksgiving in November by learning about Pilgrims and the Native Americans who helped them survive in the new land God gave them. Age-appropriate feasts are held in most classes. We also watch the movie *Charlie Brown's Thanksgiving*.

Christmas

At Christmas we celebrate the birth of Jesus by learning about the angels, shepherds, wise men, Mary, and Joseph. While we do not "celebrate" Santa, we do acknowledge him as a part of our traditions. We have an elf, "Blizzard," who visits the children from the North Pole and tells them that the most important gift at Christmas is from God, His Son, Jesus! We have a "Polar Express" Pajama Day and "Happy Birthday, Jesus" class parties. The children will watch *Rudolph the Red-Nosed Reindeer* and *Merry Christmas, Charlie Brown*. Our annual Christmas program is held in the Fellowship Hall, where the children will re-enact the first Christmas. Parents, other relatives, and family friends are invited to attend.

Valentine's Day

In February we focus on God's love for us and how He wants us to love one another. The children exchange valentine cards with their classmates.

St. Patrick's Day

St. Patrick's Day is a fun day to wear GREEN.

Mside Weekday Preschool Guidelines

Easter

Easter is a very important celebration in our preschool. We continually share the truth of Easter - our risen Savior, Jesus - to our children in an "age-appropriate" manner. We do have Easter egg hunts.

Independence Day

Our summer curriculum incorporates America's birthday during the week of July 4th.

Food Guidelines/Peanut-Free Information

We, at Mside Weekday Preschool, believe in providing an environment that promotes a child's health, well-being, and the ability to learn and grow. We ask for your help and cooperation when food & treats are brought into the classroom. Please adhere to the following guidelines:

- We are a **peanut-free** facility. The following protocol will be enforced if your child brings a peanut item in his/her snack or lunch:
 - At snack: your child will not be allowed to eat the peanut containing food item. Your child will be given the appropriate snack (either saltines or graham crackers). The food item will be discarded and a note will be sent home explaining why.
 - At lunch: we will call you as soon as we detect the peanut containing food item. Because of cross-contamination, your child will not be allowed to eat any of the lunch so you will need to bring your child a new lunch. If we cannot reach you in a timely manner, we will call the next person on your contact list. Please be mindful that lunch ends at 12:45 pm.
- **All snacks or treats must be commercially prepared and packaged** so that we may see the ingredients listed. No homemade cupcakes/cakes/cookies are allowed.
- Parents should ensure that all food allergies are listed (and updated regularly) on their child's information form.
- If providing snacks for non-birthday purposes, you may choose from the following healthy snacks: fruit (bite-size if in a toddler classroom), yogurt, veggies with ranch dressing, baked chips, pretzels, dry cereal, graham crackers, Goldfish, animal crackers, Teddy Grahams, and commercially-prepared Rice Krispy Treats.

Birthday Party Guidelines

We love celebrating your child's birthday. Please adhere to the following guidelines:

- If during the school day your child wants to pass out invitations to a party at another location, all classmates must be included. We are not allowed to give out last names, addresses, or phone numbers.
- Parents should notify the teacher a few days in advance before snacks or treats are sent to the classroom for parties and celebrations so that we can ensure alternative treats are available for those children with allergies.
- Please consider non-food treats as an alternative. Consult your child's teacher for recommendations.

Special Events

- **Open House** is scheduled in August, usually during the week prior to the start of fall classes. This is open to current families, as well as the public to tour our facility, and meet our staff.
- We have a **Christmas Program** every year with our 2 year old, 3K & 4K classes. The program allows our children to recreate the First Christmas and reveal the true meaning of CHRISTmas. Practices are held during morning preschool hours. Costumes, if needed, are provided by the preschool. The program is generally held on the Thursday evening before Christmas break.
- **Field Trips for 3K-4K** may include visits to a pumpkin patch, fire station, library, Hatcher Gardens, the zoo, and other exciting learning experiences. Permission forms must be signed prior to departure. Parents are required to transport and escort their children on the field trips. The costs of trips vary by location.
- The **4K Graduation & Spring Program** at the end of the school year showcases our graduates in their caps and gowns. A formal ceremony is held, and a reception follows. Information regarding ordering of caps and gowns will be sent home prior to the event.

Curriculum

We currently use Wee Learn curriculum in our lesson planning. Each teacher uses the Good Start Grow Smart standards and the new common core standards when designing lessons for their classrooms. In combination with Wee Learn, each class studies a Bible curriculum as well.

Our 3K and 4K also have other enrichment opportunities through Amazing Athletes and Spartanburg Gymnastics. These extra activities have their own fee schedule. Registration is held in the fall.

Our preschool facility strongly encourages reading. We encourage each parent to read with their child every day and complete the reading log to receive a free book each month.

Arrival/Dismissal Procedures

- **Arrival**
 - Each child must be dropped off by a parent in the MPR (before 8:30 am) or in their classroom (after 8:30 am). The parent must fill out the sign in/out sheet completely, including the time of arrival and any special instructions for the day. Instruction time begins at 8:30 a.m., so it is very important your child arrive on time.
 - **Older** children should be dropped off to their designated location **prior** to bringing infants to his/her classroom. Older children may **not** enter the infant classroom.
- **Dismissal 12:00 p.m. or 5:30 p.m. :**
 - Each child must be picked up by a parent from their class by the designated time. The sign in/out sheet must be completed by the parent and initialed by the child's teacher.
 - When your child's class is in a room, please knock and wait to be acknowledged before entering in order to minimize disturbance to others.
 - When your child's class is on the playground or in the MPR, please let the teacher know of your arrival before taking your child. The sign in/out sheet will be with the teacher for you to complete.
 - Infants should be picked up first, to avoid older children entering the infant classroom.
 - If anyone other than the parent/guardian is picking up a child, an ID will be requested and compared to the list of acceptable dismissal individuals as noted by the parents at registration.
 - After 5:25, older children may be with a staff member in the reception area for your convenience.
 - 5:30 p.m. is our closing time. Children must be picked up by this time. A late fee of \$1.00 per child per minute is charged if you are late.

Where to Park and Where to Drive

When entering the parking lot from Pine Street, please use either the drive closest to the preschool side or the drive at the red light. Refrain from using the "Boys & Girls Club" drive.

Mside Weekday Preschool Guidelines

You may park in the parking lot directly behind the preschool or you may park along the curb beside the preschool. Please do not leave children or valuables unattended in your car. Mside Weekday Preschool and Morningside Baptist Church are not responsible for lost or stolen items.

Lunch/Feeding Guidelines

Infants and Toddlers

- We are a **peanut-free** facility.
- Parents must fill out a form, providing instructions for feeding daily.
- Label **all** items including bottles, cups, lids, utensils, formula, and baby food with the child's name and date. This is a DSS regulation.
- Prepared baby bottles will be placed in the refrigerator. We will warm bottles using a bottle warmer unless you request otherwise. **Microwaves are not used to warm bottles or food.**
- Infant food is fed from the jar or a bowl/plate if one is provided by the parent.
- High chairs are only used in the infant classroom.
- No glass containers are permitted in the preschool.

One's, Two's, Three's, and Four's

- We are a **peanut-free** facility.
- We provide a mid-morning snack and water, as well as an afternoon snack and water. You may pack a labeled cup for your child to use for water. If no cup is provided, your child will be given a small paper cup.
- If your child is enrolled in the afternoon program, please provide a lunch with a drink for your child each day. Please pack the lunch in a separate bag, complete with the child's name.
- We do not have the ability to store or heat foods, so please pack your child's lunch appropriately. For a hot lunch, DSS regulations require that a **metal-lined** thermos be used to ensure foods are safe and hot. For a cold lunch, please pack a cold pack inside their lunch bag.
- Lunches should not require further preparation. (Example: fruit, veggies, and hot dogs should already be cut up the appropriate size for the age of the child).
- We strive to teach good nutrition. Please do not send sodas.
- Utensils must be provided if needed.

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- Please label **every** non-disposable item to help staff return items to their proper owner. We cannot be responsible for the loss of unlabeled items.
- Children in the One-Year-Old class should be weaned from a bottle; sippy cups are recommended.
- No glass containers are permitted in the preschool.

Snack List

To encourage healthy habits, Mside Weekday Preschool will only serve water with snacks. Parents of toddlers, please send a labeled sippy cup each day to refill. Parents of older children may also want to include a labeled cup. Snacks that the preschool provides are listed below.

- Saltines (AM Snack)
- Graham Crackers (PM Snack)

Sunscreen Protocol

We do not apply sunscreen before going outdoors to play. If you would like to send a labeled sunhat for your child, we will put it on him/her before going outside.

Nap/Rest Time

All children who stay for the full-day program will have a daily nap/rest time. One small item may be brought for cuddling during naptime only, if needed.

- Infants are kept on a nap schedule as close to what you have at home as possible.
 - Please provide a written schedule and update as needed for staff to post in your child's room. Please include eating times, nap routines, and helpful hints for comforting, etc. **Daily instructions are still required for feeding times.**
 - Infants unable to roll over independently will be placed on their backs to sleep. A written waiver by the doctor will be needed per DSS regulations to allow staff to put infants on their stomach.
 - All cribs meet the 2013 safety standards, as required by law.
- One's and Two's: Bring a **small** towel or blanket (baby size). Cots will be provided. Children will nap/rest from 12:45/1:00 - 3:00 p.m.

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- Three's and Four's: Bring a **small** towel or blanket (baby size). Cots will be provided. Children will nap/rest from 1:15 - 2:45 p.m.
 - Pacifiers are not allowed in the 3K or 4K classrooms at any time.
 - Children will not wear pull-ups at naptime in the 3K or 4K classrooms. Though accidents may occur, all children in the 3's and 4's must be fully potty-trained and able to routinely stay dry throughout the entire naptime, as well as throughout the entire day at preschool. Be sure a complete change of clothes is in their bag at all times.

Afternoon Enrichment

Each afternoon the children will have an activity to help with personal living skills and a Bible story time.

Safety Procedures

We practice monthly safety and weather evacuation drills to ensure that our students are prepared if a situation should arise. All staff members are trained in the procedures, and all procedures are outlined in their information binders. We strive to be prepared for any circumstance. Families will know the location of their child in the event of evacuation.

Please follow all procedures as stated in the handbook. We may be in the process of a drill or other emergency procedure when you arrive. Please wait to pick up or drop off your child until we receive an "all clear" from the officials and a teacher has signed your child in or out on the sign in/out sheet. This procedure allows for safe and accurate accounting of all children and staff.

Level One and Level Two Evacuation Plans and Procedures

In the event of an emergency or disaster in or around our preschool facility, the following evacuation procedures will be followed:

- **Level One Evacuation from an emergency or hazard INSIDE the facility/building:**

All staff and children will evacuate immediately. Staff will have their information binder with them at all times. Infants will be placed in evacuation cribs. One's will be placed in wagons. All infants, children, and staff will depart through the lobby of the Multi-purpose Room and proceed down the sidewalk and around the front of the church. Staff will stop all traffic through the parking lot. Students will cross the parking lot and enter the education annex. Upon entering the building, the director or other administration personnel will direct everyone to a room.

- **Level Two Evacuation from an emergency or hazard OUTSIDE the facility/building:**

All staff and children will evacuate immediately. Staff will have their information binder with them at all times. Infants will be placed in evacuation cribs. One's will be placed in wagons. The classes will proceed through the children's hall and Welcome Center lobby to the double doors on the opposite side of the building. Staff will stop all traffic through the parking lot. Students will cross the parking lot and enter the education annex. The director or administration personnel will label the rooms and direct everyone to the proper location. Upon arriving in the designated area, the teachers will account for all children by displaying **red/green/yellow** cards.

- Staff will use their information binder to contact parents to pick up their children when necessary.
- Parents and authorized adults **must sign out** their child with the appropriate staff member. Adults on the approved emergency contact sheet are the **only** individuals who may pick up a child from the facility.

Level Three Emergency Evacuation Plan and Procedures for One-mile Site Skate Palace on Pine St.

An emergency situation that poses danger to remain in or near any Morningside Baptist Church facility requires the evacuation of all children and personnel in the Weekday Preschool to a one-mile site away from the Morningside facility. The following plan will be implemented.

Notification of the need to evacuate will come at the direction of an authorized person such as the Children's Minister, the preschool director, the building superintendent, or other facilities authority.

- All teachers will have their information binder containing the following information:
 - Emergency Information Forms
 - Evacuation Procedures
 - Emergency Phone Numbers
 - Weekday Preschool Phone List
 - Map of Facility to Show Bus Location
 - Directions to Skate Palace
 - Parent Authorization Forms

A master copy of the information binder for the entire preschool is located in the director's office.

The two emergency backpacks - which contain first-aid supplies, wash cloths, tissues, wipes, flashlights, and blankets - are stored on the wall in the preschool resource room.

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Evacuation

- All available Morningside staff will help in the immediate evacuation. Weekday preschool staff will have their information binders with them at all times. Children and staff will evacuate according to instructions posted in classrooms.
- The following staff should stay in the building to perform the functions listed as long as it is safe:
 - Children's Minister (check office area/restrooms)
 - Weekday Preschool Director (check rooms/restrooms)
 - Preschool Floater (direct church office personnel to baby room to assist as needed)
- All available church personnel will come to assist in evacuating babies and toddlers as instructed by the preschool ministry staff.
- Morningside staff and Mside Weekday Preschool teachers and children will not be able to return to the building.

Personnel Responsibilities

- Teachers will be responsible for the following duties:
 - Accounting for all the students in their care.
 - Taking class information binders, walkie-talkies, and cell phones, if available, with them when evacuating.
 - Going over the evacuation plan at the beginning of school with children.
 - Directing and leading the children to evacuate.
 - Closing the classroom door but leaving it unlocked when exiting.
 - Turning out lights.
 - Ensuring that all children are evacuating, being aware of restrooms and other classrooms when accounting for children or others in the building.
 - Assembling children at a designated point outside the building and/or across the street.
 - Accounting for all children by checking attendance and holding up the green card.
 - Reporting any missing children to the director or administrators and holding up the red card.

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- Directing and leading all children to buses next to the SPHIN building to load for transport, as directed by administrators.
 - Assisting in loading all children and staff onto bus for transport to Skate Palace.
 - Notifying parents by cell phones or phones to pick up their child at Skate Palace, using information in binders.
 - Assisting in unloading of children and staff from buses upon arrival at Skate Palace.
 - Ensuring that all children and staff have adequate emergency space and access to care needs.
 - Following all emergency directives of the representatives of the evacuation authorities for the Morningside Baptist Church evacuation.
- Weekday Preschool Director or Preschool Ministries Authority will be responsible for the following duties:
 - Ensuring the appropriate evacuation plan is implemented.
 - Ensuring teachers have an information binder with emergency phone numbers listed.
 - Ensuring two backpacks are available for emergency care needs.
 - Identifying and ensuring the availability of as many cells phones as possible.
 - Ensuring the evacuation of all children and staff.
 - Ensuring notification of bus drivers to transport children and staff to Skate Palace.
 - Notifying Skate Palace, alerting them of the implementation of the Level Three evacuation plan.
 - Assisting and ensuring that the directives are followed once the one-mile evacuation plan is in effect.
 - Ensuring that staff is following the one-mile plan.
 - Ensuring that all children are accounted for by checking with each teacher.
 - Assisting the emergency responders.
 - Assisting in loading children and staff onto buses for transport to Skate Palace.

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- Assisting staff in notifying parents of the evacuation and the need to pick up their children at Skate Palace as soon as it is safe and children and staff are accounted for.
 - Assisting in the unloading of staff and children from buses upon arrival at Skate Palace.
 - Assisting and ensuring all children and staff have adequate emergency space and access to care needs.
 - Training the staff about the one-mile plan.
 - Communicating with the Morningside office about the one-mile plan for the Weekday Preschool.
- Church Administrator or Senior Pastor will be responsible for the following duties:
 - Determining the location of incident and the need to implement the one-mile evacuation plan.
 - Meeting 911 emergency personnel.
 - Acting as liaison with the 911 personnel.
 - Providing access to all areas of the church facility for immediate evacuation.
 - Sounding the alarms.
 - Notifying all Morningside staff, the Weekday Preschool director and authorities, and other authorities of the church to assist in the one-mile evacuation plan.
 - Church Administrator or Senior Pastor will be responsible for the following duty:
 - Notifying the media.

Tornado Safety Plan

Tornado Watch: Conditions are right for a tornado. The director will alert teachers about a tornado watch.

Tornado Warning: A tornado has been sighted in the area. The director will alert teachers at the doorways or sound the alarm.

Emergency lighting is available in each location.

Teachers are responsible for the following duties:

- Immediately gathering the children, taking them to the preschool hallway, and meeting others in the preschool program there.
- Taking information binders with them.
- Moving quickly and quietly, taking steps that are faster than normal, but not unsafe.
- Teachers will follow the age-appropriate instructions below:
 - Infants: Place four infants in a crib and move them to the hallway.
 - One's: Move children to the hallway and have them sit against wall on the left side of the classroom door.
 - Two's: Move children to the hallway and have them sit against wall on the left side of the classroom door.
 - Three's: Move children to the hallway and have them sit against the wall on the right side of the classroom door.
 - Four's: Move children to the hallway and have them sit against the wall on the right side of the classroom door.

Fire Evacuation Plan

When fire or smoke is discovered, the director will pull the fire alarm or call out "CODE RED" if the alarm does not work. All available church personnel will come to assist in evacuating babies and toddlers.

Personnel Responsibilities

- Teachers will be responsible for the following duties:
 - Explaining the evacuation plan at the beginning of school with children, according to instructions posted in the classroom.
 - Signaling the children to evacuate when they hear the alarm or see smoke or fire.
 - Bringing the class roster for checking attendance.
 - Closing but not locking the classroom door when exiting.
 - Turning off lights.
 - Ensuring that all children are evacuating.
 - Assembling children at a designated point outside the building or across the street well away from the building.
 - Taking their information binder and accounting for all children by checking attendance.
 - Reporting any missing children to administrators immediately.
 - Waiting for the all-clear signal from the director or administrator before re-entering the building.
 - Notifying parents to pick up their child as soon as safety permits.

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- Director will be responsible for
 - Ensuring the activation of the alarm if smoke is seen.
 - Using a fire extinguisher if it is safe to do so.
 - Ensuring the evacuation of all children, checking all bathrooms and any other areas where someone may be.
 - Notifying the fire department, using a cell phone once outside the building. If cell phone does not work, the director will direct someone to call 911 from the SPIHN building.
 - Ensuring that staff is following the fire safety and evacuation plan.
 - Allowing staff and children to re-enter the building when given the "all clear" signal from the on-site fire department commander.
 - Scheduling regular fire drills to practice quick and safe evacuation.
 - Training the staff on the fire evacuation plan as needed.
 - Communicating with the Morningside office about the fire evacuation plan for the preschool.
 - Staying in the building to perform the functions listed as long as it is safe to do so.
 - Providing first-aid as needed.

- Church Administrator or Senior Pastor will be responsible for the following duties:
 - Determining the location of the incident from the alarm system.
 - Meeting the fire department.
 - Acting as liaison with the fire department.
 - Providing firefighters with access to all areas of the church facilities.

Earthquake Evacuation Plan

In case of an earthquake evacuation drill, the supervisor will announce the drill over the walkie-talkies.

In the event of an actual real earthquake, the signal will be the beginning of the shaking itself.

Personnel Responsibilities

Teachers will be responsible for the following duties:

- Shouting the command, "EARTHQUAKE! DROP, COVER, AND HOLD ON!"
- Ensuring that children immediately follow these instructions.
- Repeating the command if an aftershock occurs while exiting and ensuring that students drop down and cover their head until the shaking stops.
- Looking around the room ten seconds before immediately exiting the room, making a mental note of any dangers and **checking to see if any students are injured**.
- Taking the information binder and emergency bag, making sure these stay with the person actually escorting the class to the emergency evacuation area.
- **Leaving all doors open and unlocked**. A closed door could cause the entryway to be blocked if shifting of the building occurs.
- **Using the buddy system**, taking a few seconds to check briefly with the teacher in the classrooms to the left, the right, and across the hall to see if they are in need.
- Escorting the class to the designated emergency evacuation area (lower parking lot). Teachers will use the suggested routes on the evacuation map or an alternate route if the designated route is blocked or unsafe.
- Keeping everyone together, carefully checking that the evacuation route is clear.
- Moving directly away from the building when exiting, making sure that children are covering their heads.
- Using stairs, **not** the elevator.
- Leading children to an assigned area, keeping classes separate, and instructing children to sit and take roll.

Mside Weekday Preschool Guidelines

- **Displaying either the green (all here), yellow (extra students), or red (missing students) card to supervisors.**

Director will be responsible for the following duty:

- Bringing up the rear seeing that everyone is together and safely out of the building.

Personnel Responsibilities Following an Evacuation

Teachers will be responsible for the following duties:

- Checking children again for injuries.
- Notifying the supervisors immediately if any students are injured.
- Staying with their class **at all times, ensuring that children remain seated together as a class throughout the duration of the drill.**
- Checking the roll periodically as needed.
- Keeping students quiet in order to hear information from the public address or megaphone system used for announcements.
- Leaving children only in the company of authorized adults.
- Ensuring that the adult who picks up a child signs the attendance sheet.

Director will be responsible for the following duties:

- Ensuring the evacuation of all children.
- Ensuring that the staff contacts the parents.
- Ensuring that the staff is following the earthquake evacuation plan.
- Allowing students and staff to reenter building when given the "all clear" signal from the on-site professional personnel.
- Ensuring that the staff follows the Level 3 evacuation procedures if the building is deemed unsafe.
- Remaining in the lower parking lot (if Level 3 site is unsafe) until a safe location is determined.
- Training the staff about the earthquake evacuation plan as needed.
- Communicating with the Morningside office about the earthquake evacuation plan for the preschool.

Church Administrator or Senior Pastor will be responsible for the following duties:

- Determining the need to implement the one-mile evacuation plan.

Mside Weekday Preschool Guidelines

- Meeting 911 emergency personnel.
- Acting as liaison with the 911 personnel.
- Providing access to all areas for immediate evacuation.
- Notifying and directing all Morningside staff, including directors, Weekday Preschool authorities, and other authorities of the church to assist in the one-mile evacuation plan.

Teachers and Supervisors will follow the directives of professional personnel, such as the police or firefighters, before re-entering the building. All students and staff will remain in the outdoor area until the structure is deemed safe for occupancy. Parents will be contacted after the supervisors give the directive. If the building is unsafe, Level 3 evacuation procedures are followed if any students or teachers remain on the site. If the Level 3 site is unsafe, all will remain in the lower parking lot until supervisors or professional personnel determine a safe location.

Intruder Evacuation Plan

Mside Weekday Preschool has procedures for staff to follow in order to provide for the safety of all children and adults in our Weekday Preschool in the event a threat is made or occurs in the proximity of the facility. Our staff is trained in the procedures for a lockdown and how to proceed in the event an intruder attempts or breaches the facility. These procedures are being evaluated by our administration on a regular basis, with the assistance of safety professionals. We will continue to re-assess and/or update our plan as needed to protect our children and staff from threats while at preschool.

We will no longer publish our lockdown procedures, as we will not provide any information that a potential intruder would find helpful in an attempt to breach our facility. We work closely in conjunction with our church administration and professional safety personnel in order to provide for a safe and secure environment for all children and staff of the preschool.

Health and Wellness Policy

Parents should be sure their child is physically healthy to attend. Please use the following as a guide to determine whether a child should stay home:

- Has or has had a fever of 100 degrees or higher during the previous 24 hours.
- Has a cold with heavy nasal discharge and constant cough.
- Has the symptoms of a possible communicable disease: reddened eyes, sore throat, vomiting, headache, abdominal pain, diarrhea, or rash.
- Has an illness that does not allow participation in daily activities.
- Has head lice or nits.
- Has ringworm.
- Has an irritable disposition, continual crying, or a need for more attention than the teacher can provide without risking the health and safety of other children.
- Has an injury, such as a sprain or broken bone. The director must be informed and grant permission to a parent **prior to a child attending school.**

In general, if the child is too sick to play, the child is too sick to come to school. Children will be expected to participate in all activities, including outside play. If parents are unsure whether their child is well enough to attend, we ask that they please err on the side of caution. Other parents and teachers appreciate this consideration for their child's well-being.

If a child develops any of the symptoms listed above while in our care, we will contact the parent and expect the parent to pick up the child. If we are unable to reach a parent within one hour, the preschool will notify one of the emergency contacts. We do not have the staff or facilities to care for sick children. Please understand that this procedure is in the best interest of all children.

- **A child may return to school when he or she is symptom-free for at least 24 hours without medication, and/or has been on antibiotics for the appropriate time as determined by the child's pediatrician.**
- **If the symptoms are present or return while a child is at school, we will ask a parent to pick up the child immediately and wait a minimum of another 24 hours without symptoms before returning to school. The 24-hour period does not begin when the child leaves school with symptoms, but only after he or she is symptom-free without medication for 24 hours.**
- If a child has been examined by a pediatrician and the doctor says that he or she may return sooner than the 24-hour period, **the child's doctor must provide a note.**

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- Upon returning to school, the director or teacher will conduct a health check to ensure that the child is free of fever and obvious symptoms. **The director reserves the right to override a doctor's note for attendance** if the child still has symptoms or if the staff cannot adequately care for the child's needs.
- **Staff members are required to refer a parent to the director if clarification of the policy is needed or for acceptance of a child** who may still be ill or has exhibited symptoms within the previous 24 hours.
- We request that parents notify us if their child has a communicable disease, such as strep, flu, hand-foot-and mouth disease, etc. in order to monitor the health of other children and staff. The courtesy will help us control repeated cycles of illness when possible. We will notify parents, if necessary, when children have been exposed, in order to seek care if symptoms arise. The identities of children will not be disclosed in notifications.
- In the event of a severe emergency, we will follow DSS regulations to treat a child.
 - We will contact 911 first, then call parents.
 - If emergency transport is needed, the staff person in charge (usually the director or assistant director) will accompany the child to the hospital with the child's emergency information.
 - We will stay with a child until the parent arrives.
 - We will wait for a parent to arrive to the preschool before transporting the child only if the health professionals treating the child are in agreement that he or she is not in imminent danger or harm.

Medication Administration

- Mside Weekday Preschool will administer medications only on an emergency basis. These medicines include, but not limited to, an Epipen. Students requiring this particular medication must have a doctor's prescription. Parents must bring the prescription in its original package, including the label with prescribing information, directly to the director's office. The medications will be placed in a locked container in the resource room. Parents are responsible for checking regularly to see if a medication is expired. Expired medications will not be used.
- We cannot administer prescription medication (example: antibiotics, Tylenol, cough medicines, breathing treatments, or other medications) that are not considered for emergency use.
- One exception to the rule is diaper cream, which is considered an OTC medication. It can be administered only with a signed note from a parent. Cream should be labeled clearly with the child's name. These medicines will be housed in a container in the infant room.

Behavior and Discipline Guideline

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

WE DO:

1. Praise reward and encourage children.
2. Reason with and set limits for the children.
3. Model appropriate behavior.
4. Modify the classroom environment to prevent problems before they occur.
5. Listen to the children.
6. Engage with the children.
7. Provide alternatives for inappropriate behavior for the children.
8. Provide the children with natural and logical consequences of their behavior.
9. Treat the children as people and respect their needs, desires, and feelings.
10. Ignore minor misbehavior.
11. Explain things to children on their levels.
12. Use short, supervised periods of "time-out."
13. Stay consistent in our behavior management program.

WE DO NOT:

1. Spank, shake, bite, pinch, pull, slap, or otherwise physically punish the children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. Yell across a classroom/MPR/playground to get a child's attention.
4. Shame or punish the children when bathroom accidents occur.
5. Deny food or rest as punishment.
6. Relate discipline to eating, resting, or sleeping.
7. Leave the children alone, unattended, or without supervision.
8. Allow the discipline of children by children.
9. Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Biting Behavior Guideline

- If a bite breaks the skin, we will call a parent. The child will have to leave preschool immediately. We will also call the parent of the bitten child. We will not state the names of either child. Both families will be encouraged to take their child to their pediatrician.
- If the bite does not break the skin, we will notify a parent of the offending child at pick-up. If a child bites twice in one day, we will call a parent. The child will have to leave preschool immediately.
- If a child bites three consecutive days, we will call a parent, and the child will have to leave preschool immediately. A suspension may occur until the biting has abated. An evaluation will determine if the child can remain in the preschool program.
- Teachers will be consistent in the discipline of biting (as well as any other discipline problem that may arise).
 - We will redirect and/or remove a child from situations that may cause a bite to occur.
 - We will "shadow" a child, making sure that a teacher/staff member is nearby at all times.
 - We will utilize time-out for one minute per age in our time-out chair.
 - We will say, "Biting hurts" or "Teeth are for food."
- If the same child is repeatedly bitten, we will attempt to separate the two children by putting them in separate classes if there is room. If there is not room and all other alternatives have been considered, an evaluation will determine if the offending child can remain in our preschool program.

Rough Behavior Guideline

- We must protect all the children in our program.
- We will notify a parent immediately if "rough" and/or "violent" behavior occurs at preschool.
- We will use our classroom management policies. If these policies do not change the behavior, a suspension may occur. An evaluation will determine if the child can remain in our preschool program.

Dress Code

- Dress a child comfortably!
- Label all items such as coats, sweaters, hats, etc.
- Dress a child appropriately for weather. We will go outside every day except during precipitation, severe weather conditions, or weather alerts.
- Refrain from sending jewelry on or with a child.
- Allow a child who has pierced ears to wear only small earrings that do not dangle.

Shoe Policy

- Avoid dressing a child in flip flops, crocs, dressy shoes, heels, and cowboy boots, etc., as they pose a safety hazard on the climbing structures and play areas.
- Check to be sure sandals have secure back and top straps to allow for climbing and running safely.
- If your child wears inappropriate shoes, clothing, and/or other accessories deemed unsafe, he/she will not be allowed to play outside or in the MPR. A note will be sent home with your child explaining the safety hazard and asking you to please dress your child accordingly. If after verbal and written notices have been relayed to you, and your child continues to wear inappropriate items, we will discuss if your child can remain in the preschool program. Your child's safety is our #1 priority, but we must have your cooperation to achieve this success.

Communication

We will communicate with you in several ways: notes, email, phone calls, and mass texting. Please be sure to check your child's folder each day for information, and feel free to use the folder to send information to us. Preschool is a partnership between the parents and staff, and we want to work together to make this experience a pleasant one for all.

To participate in mass texting, follow these instructions:

- Send text message to "81010"
- Enter message as: @msideparen

Parent-Teacher Communication

Being in touch with your child's teachers is essential for a great working partnership. However, this can present a challenge since we have morning and afternoon teachers. Teachers may email from time-to-time. If you need to communicate with a certain teacher, please send a note with that teacher's name in your child's folder or bag. You can also call the preschool office and leave a message for the teacher. He/she will return your call as soon as possible. In case of an emergency, please call the church office and they will page us.

Please check bags, communication folders, and diaper bags daily for information and updates.

3K & 4K students will have brief homework assignments weekly.

Online Communications

Morningside Baptist Church's website is www.msidechurch.org with a link for Weekday Preschool. Don't forget to like us on Facebook at www.facebook.com/MsideWeekdayPreschool.

Update Information

Please make certain we have complete and accurate phone numbers, place of employment, and other vital information on file in case of an emergency.

Be sure to notify us by email or in writing if the information changes.

All immunization forms must be up-to-date with a DHEC authorized form in our files. DHEC will audit our records periodically throughout the year.

Confidentiality Policy

Student, family, and employee records are kept strictly confidential and in securely-locked files. We will not give out personal information of any kind. Only first names will be given for invitations, valentine cards, etc.

Photographs may be posted on our website, Facebook page, or in other written materials available to the public. Parental permission is required. Please indicate your preference on the paperwork included in your registration packet.

Supplies to Send

Infants

- A large supply of diapers, a large container of wipes, powdered infant formula or breast milk, cereal, baby food, and snack foods (puffs). When supplies run low, the staff will notify you.
- Pacifiers, bibs, sippy cups, lids, bottles, personal items, and clothing labelled with the child's name.
- Diaper cream, if needed.
- Weather appropriate change(s) of clothing.
- No glass containers are permitted in the preschool.

One-Year-Old's

- Sippy cups (no bottles allowed) - labelled with child's name.
- A large supply of diapers and a large container of wipes. When supplies run low, the staff will notify you.
- Weather appropriate change(s) of clothing.
- Blanket for nap time.
- Rubber-soled shoes. Shoes must be worn at all times in the classroom, MPR, and outside.
- Pacifier, if needed. Pacifiers will not be used in the MPR or outside. We try to use these only during nap time or as otherwise specified by the parent.
- No glass containers are permitted in the preschool.

Two-Year-Old's

- Pull ups/diapers and wipes as needed. Once potty training begins, please send extra changes of clothing, underwear, and socks.
- Blanket for nap time.
- Sippy cup labelled with the child's name.
- No glass containers are permitted in the preschool.

3K & 4K

- Weather appropriate change(s) of clothing.
- Personal cup if desired - labelled with the child's name.
- Small Blanket for nap time.
- No glass containers are permitted in the preschool.

Notices

Provisional Employment

Mside Weekday Preschool takes the safety of your children seriously. All employees have undergone fingerprint and SLED checks per DSS requirements. However, there may be a situation when a substitute teacher may be needed. When this situation arises, we may employ a candidate before full testing can be completed. The testing will be completed as soon as possible.

Free and Full Access

Parents will have access to their children at any point during the day. If for any reason the court denies a parent access to their child, the preschool is required to have on file a court order, outlining such information.

Mside Weekday Preschool Guidelines

Peanut form: Yellow

Picture release: Blue

Health History form: Green

Emergency Contact form: Pink

Registration form: Orange