



Handbook

Morningside Presbyterian Preschool 2019-2020

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www.morningsidepc.org

Notice of Exemption

Morningside Presbyterian Preschool is exempt from licensure by the Georgia Department of Early Care and Learning. This exemption allows MPP to operate as a half-day preschool program. Toddlers can attend no more than 4 hours per day and 8 hours per week. Twos-PreK Students can attend no more than 4 hours per day and 20 hours per week. For information on exemptions, visit www.decal.ga.gov.

Parent Handbook Agreement

One of the required forms for families of Morningside Presbyterian Preschool is the signed Parent Handbook Agreement. You will be affirming that both parents have read and agree to support and to be governed by the policies and procedures in this Parent Handbook.

CALENDAR 2019-2020

August 12-16	Teacher planning / class room prep
August 15	Parent Meet & Greet, 6:30 pm
August 15-16	Class Room Visits for Students
August 19 & 20	First Days of School
	Extended Day begins for Twos
August 26	Enrichment Programs Begin
September 2	Labor Day (no school)
October 14	Fall Break (School Closed)
October 15	Teacher Workday (no students)
October 17	Open House, 5:30-6:45pm
October-November	Fall Conferences
October 30	Halloween Parade, 9:15
November 8	FUN-Raiser at Paris on Ponce
Nov. 25-29	Thanksgiving Break (no school)
December 13	Enrichment Programs End
December 13	MPP Staff luncheon (noon dismissal)
December 18	Carols & Coffee, 9:15 a.m.
December 23-January 2	Christmas Break (no school)
January 3	Teacher Workday (no students)
January 6	Students Return to School
January 6	Enrichment Programs Begin
January 7	Extended Day begins for Two Year Old Toddlers
January 20	MLK Jr. Day (no school)
February 17	Presidents' Day (School Closed)
March 2-5	Book Fair
March 16	Teacher Workday (no students)
April	Spring Conferences
April 6-10	Spring Break (no school)
April 18	Spring Fling
May 8	Enrichment Programs End
May 15	PreK Celebration
May 22	Last Day of School
May 26	Teacher Work Day

Children are expected to participate in all activities. If you do not feel that your child is well enough to play outside at school, keep your child at home. Do not send a note requesting that your child be allowed to remain inside during outdoor play. It is necessary for classroom teachers to be on the playground to properly supervise the children while they are outside.

SPECIAL EVENTS

Birthdays

Each child's birthday is celebrated at school. Children with summer birthdays will also have a special day at school. Your child will be able to bring a special snack during the week of his/her birthday celebration. Be sure to check that there are no food items that could create an allergic reaction. Do not send party invitations to the school for delivery. There will be hurt feelings if all children are not invited, and invitations can get lost on the way home from school.

Parties

The teachers will initiate classroom party occasions. Parties are held for a variety of occasions including Halloween, Thanksgiving, Christmas, Valentine's, Easter, St. Patrick's Day and end-of-year Celebrations. Each classroom establishes its own guidelines for how parties will be celebrated. These guidelines include the serving of foods that meet specific allergy requirements for that class. So that appropriate supervision can be maintained, when parents are included in parties, siblings are to be left with an alternate caregiver. Throughout the year there will be special events in the classroom when parents will be invited to participate.

SPECIAL NEEDS

Children with Special Needs

MPP will work with all families to support the individual needs of each student. We will make every attempt to provide the best learning environment for each student in collaboration with their parents. Communication is key in continuing evaluation as to the needs of any student and the ability of our program to meet those needs.

TABLE OF CONTENTS

ALL ABOUT MPP

Mission Statement	4	Playground	15
Philosophy	4	Aggressive Behavior	15
Goals	4	Clothing	15
Office Hours	5	Change of Clothing	16
Class Visits	5	Loveys	16
Schedule	5	Social Media	16

Parent Involvement

Forms	5	OPERATING PROCEDURES	
Parent Partners	6	Communication	16
Open Door Policy	6	Conferences	17
Christian Education	6	Our Staff	17
Extra Curriculum		Parent Grievance Procedure	17
Classes	6		

ENROLLMENT

Registration Procedures	7	Preschool Committee	18
Enrollment Requirements	7	Show & Tell	18
Withdrawals & Dismissal	7	Snacks	18

FINANCIAL POLICIES

Registration	8	HEALTH & SAFETY	
Monthly Tuition	8	Emergency Procedures	19
Extended Day/ Summer Camp	8	Emergency Medical Procedures	19
Payment Schedule	9	Inclement Weather	19
Fees	9	Accidents	19
Financial Assistance	9	Biting	20
Late Fees/Returned Checks	9	Child Abuse/Neglect	20
Late Pick-Up Fees	10	Immunization	20

ATTENDANCE

Length of Day	10	Emergency Medications	20
Arrival	10	Potty Training/Diapers	20
Dismissal	11	Wellness/Illness	21-22
Release of Children	11	SPECIAL EVENTS	

PRESCHOOL POLICIES

Discipline	11	Birthdays	22
Policy Regarding Parent Sexual Offenders	12-14	Parties	22
		SPECIAL NEEDS	22
		CALENDAR	23

ALL ABOUT MORNINGSIDE PRESBYTERIAN PRESCHOOL

Mission Statement

We come together as Morningside Presbyterian Preschool, a ministry of Morningside Presbyterian Church, in order to serve the children of our community, and to teach them that they are loved by God and accepted in this community of faith. We welcome children of all faiths, races, and nationalities and will teach them to value themselves as well as others. Morningside Presbyterian Preschool will encourage children to have concern for their family, friends, and the world around them, and will help them grow in preparation for Kindergarten, first grade and beyond.

Philosophy

MPP is designed to gently encourage children to reach their full potential. We provide a variety of opportunities like science, cooking, music, movement, drama, and the basics of learning all in a theme-based curriculum. We believe that children are active learners and emphasize learning through play. Our atmosphere is cheerful and friendly. We always stress the positive, so the children can feel comfortable and safe enough to try new things, stretch their wings and experience growth and love for learning. It is our ultimate goal to help children take pleasure in the learning opportunities that surround them daily.

We base our daily practices on God's love, which include such customs as saying a blessing before snack and lunch, observing holiday traditions, talking about God and reading stories. We do not exclude children of different faith traditions.

Goals

- to facilitate children's social-emotional, cognitive, and physical development;
- to provide a balance of individual, small-group, and large-group activities, combining spontaneous play and teacher-guided activities;
- to recognize and encourage children's confidence and competence through self-expression, and exposure to gross and fine motor activities, literacy and math experiences, art, music, science, social studies, and nature;

will work with you in this process. Please provide a monthly supply of diapers and wipes for your child. The teacher will store them in the room and send home a reminder note when they are low. During the training process, make sure that plenty of extra underwear and clothing are provided. (The Preschool is not equipped to support the method of potty training without underwear.)

Dress children in simple play clothes without belts and extra accessories. Bottoms with elastic waistbands work best. One-piece outfits such as jumpers and overalls are particularly difficult to manage and are discouraged at school.

Wellness/Illness

To protect the health of all the children, we ask that you do not bring your child to school when he/she is ill. Children will not be allowed to remain at our facility if they show any signs of illness, such as chills, fever, sore throat, muscle aches, diarrhea or vomiting, headache, rash, red and draining eyes, enlarged glands or heavy yellow-green discharge from the nose. Do not treat your child for fever, headache, vomiting or diarrhea and then send your child to school. If your child reports to us that he or she had a fever or threw up during the night, we will contact you and ask that you pick up your child. If any symptoms appear at school, you will be notified to pick up your child. **If a child is sent home due to illness, they will not be permitted to return the next day. A child must be symptom-free (vomiting, fever or diarrhea) for 24 hours without medication before returning to school.**

There are also occasions that your child is not contagious, however, they may still not feel well enough to be at school. For example, an ear infection or allergies are not contagious, however your child may very well be worn out from the pain, or persistent cough or sneezing. In these instances, you should keep your child home for some rest and recovery.

Please notify us if your child is out ill. If the disease is communicable, we need to post information for other parents. Head Lice, Strep, Hand Foot Mouth, Fifth Disease, among others, must be reported to the school at once. **BE SURE to reach the Director on her cell phone 404-687-0683 so that immediate steps may be taken.**

given to you. The form will provide information about the nature of the accident and actions that were taken.

Biting (see page 15)

Child Abuse/Neglect

All staff at Morningside Presbyterian Preschool are required by law (Georgia Code Section 19-7-5) to protect children whose health and welfare is adversely affected or threatened by the conduct of those responsible for their care and protection. In order to provide that protection, all suspect situations will be reported first to the Preschool Director. The Preschool Director and the reporting person will then report such situations to the appropriate social services agency and/or local law authorities.

Immunization

State law requires the immunization of all children prior to the opening of school. **Current immunization records must be in the preschool office by August 1.** Morningside Presbyterian Preschool does not accept exemptions.

Emergency Medications

Emergency medications, whether prescription or over the counter, will be administered only if the medication authorization form (FARE) is filled out in its entirety. All medications must be in the original container and prescriptions must have a label that includes the name of prescription, prescription number, and child's name and prescription dosage. (For instance, the FARE - Food Allergy & Anaphylaxis Emergency Care Plan - must accompany an EPI pen with prescription on it and Benadryl with dosage indicated on form.) **Be sure to submit completed forms (including current picture of your child in top right corner) BEFORE July 31.**

Potty Training/Diapers

The goal of Morningside Presbyterian Preschool is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success. This age group is typically at various stages of potty habits. Potty training should be well under way at home before children use the "potty" at school. Teachers

- to encourage and respond to children's natural interest in reading, writing, problem solving, and experimenting;
- to provide content and material that reflects cultural awareness and diversity and nonsexist attitudes.

Office Hours

Office hours are from 8:00 a.m. until 4:30 p.m. Mondays-Thursdays, and 8:00 a.m. until 2:00 p.m. on Fridays. If you phone or visit when staff is not in the office, please leave a message.

Class Room Visits

Each class will provide an opportunity for your child to visit their class room with a parent on a designated day the week before school starts. Your child's teacher will communicate the days and times in early August. The purpose of the visit is for your child to meet the teachers in the class room setting - with you nearby.

Schedule

We follow the Atlanta Public Schools' yearly schedule - except for the start date one week later in August (note the we charge half tuition in August).

Parent Involvement and Volunteering

Morningside Presbyterian Preschool recognizes that a successful education is a partnership between the school and the family. We encourage parent participation in many different capacities. During the summer and again at the beginning of school, there are opportunities for parents to sign up to volunteer both in their child's classroom and for at least one school-wide activity. Volunteer opportunities may include, but are not limited to, the following: Book Fair, Fun-Raiser, Good Neighbor, Maintenance, Meet & Greet, Open House, Outreach, Sand Team, Spring Fling, Substitute Teaching (paid), Teacher Appreciation.

Forms

There are several forms that must be filled out in full and submitted to the office either at enrollment time or mid-July. Information provided on these forms will be kept confidential. Please keep the office informed if there are any changes that need to be made to keep forms up to date.

Parent Partners

This is a program to help welcome new families to Morningside Presbyterian Preschool. Parent Partners assigns a family currently enrolled with a new family entering for the first time in August. Our purpose is to provide a warm welcome, offer assistance and advice, and answer questions about MPP from the parents' perspective. As a new family, you will be contacted by your Parent Partner before the opening of school.

Open Door Policy

MPP encourages you and other family members to visit your child's class to read, tell stories, share photos of an educational trip, have lunch, share your occupation, hobbies, family cultures and other interests. Parents and grandparents are not required to check in at the Preschool office. However, in order for teachers to plan their schedule, visits should be arranged in advance.

Christian Education

Morningside Presbyterian Preschool is a ministry of Morningside Presbyterian Church. Spiritual education stresses the values of kindness, love, and respect for others consistent with the Christian faith and other religious traditions. There is a daily prayer before snack and lunch, monthly Chapel, storytelling visits to the classroom by the Church's Director of Children's Ministries, and Holiday celebrations. Families of all faiths are invited to share their religious traditions.

Chapel is held monthly for Threes and Pre-K in the Morningside Church sanctuary. Parents are invited to attend. The chapel program will last for about 10 minutes and will include singing, a short talk or story, and a prayer. The emphasis in chapel is the nature and love of God. The atmosphere in Chapel is warm, loving, accepting and relaxed.

Extra Curriculum Classes

In addition to our regular curriculum, MPP offers the movement and sport program Playball each Friday. A variety of before- and after-school activities are available to Threes and Pre-K students. These programs are run independently by outside groups and may include such classes as Art, Ballet, Karate, Playball, Tap and Yoga. You will need to register with them independently.

or for the class for a special occasion) are asked to make sure that the snack is nutritious and follows whatever allergy guidelines are required for the class. **Please reserve sweet snacks for birthdays.**

HEALTH AND SAFETY

Emergency Procedures

In the event of severe weather, close monitoring throughout the school will remain in effect. Staff members are trained in security and weather-related emergency and evacuation procedures, CPR and first aid. Evacuation and emergency plans are posted in each classroom that give detailed instruction to be followed as situations occur. Fire and tornado drills are held periodically throughout the year so that the children are prepared in the event of fire or emergency weather situations.

Emergency Medical Procedures

Children who require emergency medical attention while at Morningside Presbyterian Preschool will receive immediate attention from staff trained in first aid. The person in charge will make the immediate decision as to whether or not further medical attention is necessary. If a situation is not an emergency, you will be notified so that you can pick up your child for further medical treatment from your physician. In the event that emergency medical treatment is necessary, your child will be transported to Children's Healthcare of Atlanta at Egleston. You will be notified to meet your child and a member of our staff at that medical location.

Inclement Weather

From time to time our program will be closed or will open late because of inclement weather. While we follow Atlanta Public School closings for inclement weather, we must use appropriate judgment regarding our specific needs. If this situation occurs we will notify families via an emergency text app. *(You must sign up with Remind for this notification.)*

Accident and Incident Reports

We strive to provide a safe environment for children. Precautions are taken to protect your child's safety. If an incident or injury occurs, a trained staff member will administer first aid. An incident/accident form will be filled out and a copy

liaison to the Director and/or the Preschool Committee. Finally, if you still are dissatisfied, you can address your grievances in writing to the Preschool Committee. While both the teaching and administrative staff are always happy to speak with parents about concerns, they only implement the operating policies established by the Preschool Committee and are not at liberty to change them.

Preschool Committee

The Preschool Committee is composed of members of Morningside Presbyterian Church and parents from MPP. The Preschool Committee, acting as advisors for the preschool program, meets once a month with the Director. Throughout the year, members serve on subcommittees relating to policies, finance, technology and communications, community connections, school programs, property and fundraising.

The Committee's responsibilities include but are not limited to: approval of the school budget including salaries, registration fees and tuition; addressing policy issues; recommending personnel as needed; and assisting the preschool with special projects.

The Preschool Committee is charged with the responsibility of providing a quality educational program for our children. It is the guardian of the mission of the preschool that has Christian love, caring and quality education as its foundation.

As with all other areas of church life, final authority, when necessary, rests with the Session of Morningside Presbyterian Church.

Show and Tell

Each classroom has a policy about what children may bring from home. We encourage items that relate to monthly themes or special family events. NO WAR TOYS ARE ALLOWED. GUNS, KNIVES, LIGHT SABERS OR OTHER WEAPONS OR WARRIOR TYPE FIGURINES ARE NOT PERMITTED FOR SHOW AND TELL. Items must be small enough to fit into the child's school bag to facilitate ease of transportation. We appreciate your cooperation in this matter.

Snacks

Each class has snack time during the morning. Parents provide their own child's snack. Parents who bring snack to school (either for their own child

ENROLLMENT

Registration Procedures

Every effort is made to be fair and consistent in the process of enrollment at Morningside Presbyterian Preschool. Early Registration is provided in January for currently enrolled families and members of Morningside Presbyterian Church. Availability for a specific class (ie, 2-, 3-, or 5-days) is not guaranteed. During Early Registration, if there are more requests for a specific class than we have space for, a lottery will be conducted to place students. After Early Registration, we open up to the rest of the community. Currently enrolled students who register during Early Registration are given priority enrollment. Further admissions priority goes to siblings of currently enrolled students followed by church members and finally, community members. A waiting list will be kept for children not immediately placed in our program. Acceptance letters will be sent by early February. There is a \$100 non-refundable registration fee due with the application.

Enrollment Requirements

Morningside Presbyterian Preschool currently provides care for children from 15 months to 5 years of age. Morningside Presbyterian Preschool does not discriminate on the basis of a person's religion, race, sex, age, national origin, or disability when determining eligibility for enrollment. Upon acceptance to MPP, parents must submit a signed enrollment agreement form and advance tuition payment by April 1 to confirm enrollment. Enrollment information is kept on file and should be updated by parents when appropriate; e.g., change of address or phone numbers. All information on each child and family is kept completely confidential.

Withdrawals and Dismissal

Morningside Presbyterian Preschool requires a thirty-day advance written notice of withdrawal of your child from our program. We reserve the right to transfer a child to another class if deemed necessary by the Preschool Director. Additionally, we reserve the right to dismiss a child without notice from the program should it become necessary. Transfers and dismissals are at the sole discretion of Morningside Presbyterian Preschool and Church.

FINANCIAL POLICIES & PROCEDURES

Registration:

- \$100 non-refundable registration fee is due with the application form
- registration fee is required for each child
- one month's tuition is due by April 1 in order to secure your child's enrollment for the next school year. This advance tuition pays for the LAST month (MAY) of the next school year. Thus, you do not owe tuition on April 1 the following year.

Monthly tuition:

- August's half tuition is due on July 15; the rest of the year's tuition is due the first of each month beginning with and continuing with September's full tuition due on August 1 continuing through March 1
- tuition is late after the 10th of the month
- a late fee of \$10 will be assessed if received after the 10th
- Non-payment of tuition may result in dismissal from the program.
- Tuition is the same each month regardless of number of days in the month, days taken off due to illness or travel or school closings due to inclement weather.
- you may pay by cash or check, or you may pay the invoice sent from Quickbooks Intuit by bank transfer or credit card (fees apply for any credit card payment) Paying on-line helps reduce staff time spent processing payments. **Please sign up on Quickbooks TODAY. We are excited that MPP will be introducing a new interactive website in 2020. At this time, we will be going paperless, so change over now!**
- you may use your bank's "bill pay" feature to have checks mailed directly to the preschool, but **we invite you to transition to paying on-line today, before the new website goes live.** (If you use bill pay, please be sure to have it mailed in time to get here by the 1st and STOP payment before April 1 (child's name must be in MEMO))

Optional Extended Day/Summer Camp

- Extended day (optional extra time for twos beginning in August or older toddlers beginning

Teachers will utilize class emails to send monthly calendars and details about special projects.

Teachers will make every effort to respond to emails within 24 hours on school days. They will also utilize the Remind text app to send weekly reminders. **See details on the many methods of teacher and school communications in *Year At A Glance*.** The Director is available throughout the day at the Preschool office 404-685-8758 and by email mpp@morningsidepc.org.

Conferences

Teachers schedule conferences with parents twice a year and additional conferences may be scheduled as needed. The Fall Conference is designed to inform parents about their child's adjustment to school and to give parents an opportunity to ask questions and to provide family information. The Spring Conference is more comprehensive and will include specific information about progress in the areas of social-emotional, physical, and cognitive development. Parents are strongly encouraged to attend these conferences and to ask questions and contribute information at both conferences. Please make arrangements to ensure your children are not present during the conference (swapping a playdate on playground with other families works well for conferences).

Our Staff

Our staff is made up of highly qualified and trained individuals dedicated to offering an excellent pre-school program. These standards are maintained each year as staff members attend workshops, seminars, and in-service training. Upon hiring, staff members are required to have professional references and a criminal record check. CPR and first aid training are also required.

Parent Grievance Procedures

Morningside Presbyterian Church and Preschool Committee are responsible for establishing the policies that operate the school. If you have a concern about your child, please contact the teacher first. If further discussion is needed feel free to speak with the Director. We have representatives from each age group on the Preschool Committee who are available for consultation and who may serve as a

and other media that could ruin special clothing. Clothing should not inhibit your child's enjoyment of school. MPP is not responsible for damage to clothing during school activities. Weather permitting, children will play outdoors and should dress accordingly. If you wish your child to wear sunscreen or bug spray, apply it before arrival. Warm coats and mittens should be worn on cold days. For safety reasons, children must wear closed toe shoes (no flip flops, sandals, or "cros"). Cowboy boots & "dress" shoes inhibit active play at school and are discouraged. Clothing should not display any sort of weapon (including guns, swords or lightsabers).

Change of Clothing

On the first day of school, each child should bring in a change of clothing with his/her name labeled on the inside (including underwear and socks) in a labeled large Ziploc bag. Remember to update the clothing as the weather changes. If the backup clothing are used, please send in a new outfit (including underwear and socks) the next day.

Loveys

Many children have a special lovey such as a stuffed toy or a blanket. Your child may bring one lovey to school with him/her if you believe it will help develop a sense of security while at school. We encourage leaving the item at home or in the car as soon as possible. Toys should remain at home or in the car.

Social Media

Morningside Presbyterian Preschool has a Facebook page which enhances our communication with parents and friends. We do have a policy that allows parents to opt out of their child's photograph or artwork being displayed on the Internet. Please get permission from other children's parents before posting photos of children on the Internet.

OPERATING PROCEDURES

Communication

Each child should have a bag that opens at the top and displays your child's name clearly. Parents are responsible for checking their child's bag daily. Messages can be sent to teachers by pinning a note to the outside of the school bag (such as permission for another individual to pick up your child).

in January) is billed at the end of the month. Cost is \$9.00 per day up to a cap of \$90. Payment for extended day is due by the 10th of the month you receive the invoice and will be assessed a late fee of \$10 if received after the 10th.

- summer camp deposit is due with camp forms
- summer camp balance is due by May 15

Payment Schedule/Dates to Remember:

<i>Registration fee</i>	due with application form
<i>Advance (MAY) tuition</i>	due April 1
<i>August half tuition</i>	due July 15
<i>September tuition</i>	due August 1
<i>October tuition</i>	due September 1
<i>November tuition</i>	due October 1
<i>December tuition</i>	due November 1
<i>January tuition</i>	due December 1
<i>February tuition</i>	due January 1
<i>March tuition</i>	due February 1
<i>April tuition</i>	due March 1

Registration fee (paid yearly) \$100.00

Tuition paid monthly: see amount in bold below

(Aug. half tuition amt. in parentheses)

Toddlers	\$250.00	(\$125.00)
2-day Two-year-olds	\$275.00	(\$137.50)
3-Day Two-year-olds	\$350.00	(\$175.00)
3-Day Threes	\$450.00	(\$225.00)
5-day Threes	\$575.00	(\$287.50)
Pre-K	\$625.00	(\$312.50)

Financial Assistance

Financial assistance is available on a limited basis. Application forms are available from the office.

Returned Checks

A \$30.00 charge for returned checks will be assessed. Please make checks payable to Morningside Presbyterian Preschool (MPP). Chronic late payments and/or returned checks will require cash payment of fees.

Late Pick-Up Fees

A fee of \$5.00 will be charged for every five-minute period pick-up occurs after 12:00 p.m. for toddlers and two-year-olds and 1:00 p.m. for Extended Day, three-year-olds and Pre-K students. If you have an emergency, call the Preschool Director on her cell 404-687-0683 as soon as possible. We will reassure and care for your child until your arrival.

ATTENDANCE

Length of Day

Toddlers & Two-Day Twos (Tuesday & Thursday), 9:00 a.m. to 12:00 noon; Extended Day begins in August for two-year olds and in January for toddlers who have turned 2 years old. Extended Day allows the option of staying until 1:00 p.m. Children staying for Extended Day should bring their own snack, lunch and a drink.

Three-Day Twos (Monday, Wednesday & Friday), 9:00 a.m. to 12:00 noon; Extended Day begins in August which allows the option of staying until 1:00 p.m. Children staying for Extended Day should bring their own snack, lunch and a drink.

Three-Day Threes (Monday, Wednesday & Friday), 9:00 a.m. to 1:00 p.m. Each child should bring their own snack, lunch and drink.

Five-Day Threes and Pre-K (Monday through Friday), 9:00 a.m. to 1:00 p.m. Each child should bring their own snack, lunch and drink.

Arrival

Arrival time is designed to facilitate a smooth transition into the classroom. Arrival begins at 8:50 a.m. So that teachers can finish preparations for the school day, students may not enter classrooms before 8:50 a.m. After 9:10 a.m. teachers will be involved with their planned curriculum and will be less available to welcome a late arrival. Classroom doors may be closed at 9:10, so you **must** walk your child to their room if you arrive after that time. Please try to minimize tardiness. When children are repeatedly late, they miss important classroom instruction, activities, and/or play. Tardiness also disrupts learning for the rest of the class and neighboring classrooms.

Playground

MPP welcomes the community to the playground before and after school hours. Parents and caregivers are not allowed to bring their children onto the playground during the operating hours of 9:00 -1:00. **Parents and caregivers are expected to properly supervise the children in their care and to enforce the school's rules regarding safety.** These rules include, but are not limited to: no climbing on structures that are not specifically designed for climbing; no throwing mulch and sand; don't throw / drop the toys off the play structures; slide down the slide, do not climb up; no aggressive, "sword-like" play; and no aggressive behavior as described below. Failure to follow these rules may result in playground privileges being revoked.

Aggressive Behavior

Biting, pushing and hitting are developmentally normal, and, at one time or another, every child has hurt another child. Sometimes young children lash out as a means of communication or out of frustration. Our staff will make every attempt to avoid situations in which such behavior could occur. In the case of biting or excessive aggressive behavior, teachers will comfort the hurt child and redirect the aggressive child. Teachers will show the aggressive child how the other child was hurt and offer verbal alternatives to help avoid future aggression ("Bobby is crying because you hit him. Next time you can say, "May I have a turn with the truck?") Biting and excessive aggression will be reported to both sets of parents on the day of the incident without revealing the name of the other child. The staff will make every effort to prevent future incidents. Should a child harm others frequently, the staff will observe and monitor the child, staying close by to prevent another incident and noticing activity patterns that might contribute to the problem. Staff and parents will meet to develop a strategy to change the aggressive behavior. We reserve the right to dismiss a child from the program should it become necessary.

Clothing

Children are very busy each day exploring their learning environment. Therefore, your child should be dressed in durable, comfortable clothing. Your child will be active and will use paint, glue, markers

b. to attend an open, adults-only meeting (such as an informational meeting, etc.)

c. to attend a meeting with preschool staff during hours that children are not present at MPP

4. For items 3(b) and 3(c) above, the Parent Sexual Offender must contact the MPP Director in advance of the meeting to get written permission which shall be granted or denied in the sole discretion of the MPP Director. If permission is granted, the letter of permission will be signed and dated by the Parent Sexual Offender and the MPP director. A copy of the permission letter will be kept in a file in the MPP office.

5. The Parent Sexual Offender is prohibited from working or volunteering at Morningside Presbyterian Church and Preschool and from working or volunteering at or attending any event sponsored by the Church or Preschool at which children are present. Nothing in this policy shall be construed to limit a Parent Sexual Offender's ability to participate in religious life at Morningside Presbyterian Church. Pursuant to O.C.G.A. § 42-1-15(a), Parent Sexual Offenders are permitted to participate in worship services and to engage in religious activities that do not include interacting with unsupervised minors.

6. The family of the Parent Sexual Offender is prohibited from acquiring a key fob for access to the building.

7. The Parent Sexual Offender is prohibited from using a camera or cell phone while on school premises.

8. MPP staff shall be informed of the identity of the Parent Sexual Offender and applicable restrictions. Parents of all other MPP enrollees shall be informed that there is currently a Parent Sexual Offender of a child enrolled at MPP, but MPP shall not specifically identify the Parent Sexual Offender.

9. Violations of the terms of this policy by the Parent Sexual Offender may result in dismissal of his/her child from MPP.

Parents of toddlers and two year olds always escort their children to their class and sign in. Parents of Threes and Pre-K students are invited to drop their children at the Preschool entrance to help encourage independence. The Director, Floater and Teachers are available to help children to the door of their classrooms. However, you may walk your child in if you prefer. Remember to make your goodbyes brief for children of any age.

Arrival time is for greeting children and is not appropriate for conferring with staff. If you have questions for the teacher, put a note on your child's school bag. Conference appointments can be made with your child's teacher when desired.

Dismissal

Toddler and two-year-old classes are dismissed from their classroom between 11:50-12:00 noon. Children involved in Extended Day are picked up between 12:50-1:00 p.m. The Threes and Pre-K classes are dismissed between 12:50-1:00 p.m. Parents and caregivers of Threes and Pre-K students wait outside. Your child will be sent out to you from the hallway. All children must be picked up on time. Parents should contact the Director in the event pick-up is delayed. As with arrival time, dismissal time is not appropriate for conferring with staff.

Release of Children

Children are released only to the person who has signed the enrollment application or to other persons who have been authorized by the enrolling parent. If there is a change in dismissal routine, parents are required to send a note to be given to the teacher at arrival time with the name of the driver and contact phone number. If the driver is unfamiliar, staff will ask for a photo I.D. It is helpful to have a digital photo if staff has not had an opportunity to meet them earlier.

PRESCHOOL POLICIES

Discipline

Morningside Presbyterian Preschool believes in positive reinforcement of socially acceptable behavior. As a part of that belief, we strive to provide a loving, supportive, and well-organized environment. Given this environment, discipline

problems are typically kept to a minimum. However, in the event intervention becomes necessary, the following procedures will be followed:

- allow the child opportunities to correct his/her behavior with teacher direction
- offer alternative activities
- warn child of consequences of continued misbehavior
- parent-teacher or parent-teacher-director conferences

Policy Regarding Parent Sexual Offenders

The purpose of this Policy Regarding Parent Sexual Offenders (the "Policy") is to establish guidelines for parents, guardians or caregivers of Morningside Presbyterian Preschool ("MPP") enrollees that maintain the stated mission of MPP, which is to serve the children of our community and to teach them they are loved by God and accepted in this community of faith. Safety is of utmost importance at MPP and we seek to protect our children while offering an environment conducive to learning.

Definitions:

For the purpose of this Policy: "Sexual Offender" is defined in O.C.G.A. §42-1-12 (20).

"Parent Sexual Offender" is an individual who (1) is a Sexual Offender, and (2) (a) has either parental or legal guardianship rights to a child attending MPP, (b) is a caregiver (i.e. grandparent, au pair, nanny, babysitter) to a child attending MPP, or (c) is a resident of the primary residence of the child attending MPP.

Notification to MPP

1. Parent Sexual Offenders (or for subsections 2(b) or 2(c) of the definition of Parent Sexual Offender, parents/guardians of a child enrolled at MPP) are required to inform the MPP Director of this status upon enrollment of the child or, if the child is already enrolled, immediately upon the circumstances creating the status. Failure to inform the MPP Director pursuant to this Paragraph may result in the child's dismissal from MPP .

2. Persons charged with offenses which, upon conviction, could result in said person being a Sexual Offender shall be subject to the requirements set forth herein for Parent Sexual Offenders. These requirements shall remain in effect until such time as the case is resolved (by dismissal, conviction, acquittal or otherwise).

Procedures for Parent Sexual Offenders

If the child of a Parent Sexual Offender is enrolled at MPP, the following procedures and restrictions have been established:

1. The MPP Director shall verify the status of the Parent Sexual Offender through the GBI Sexual Offender Registry website (<http://services.georgia.gov/gbi/gbisor>). Because information is provided by other agencies and entities and is continuously changing, the GBI makes no promise or any express or implied guarantee concerning the accuracy of this information. MPP shall not be held liable for failure to confirm the status of a Parent Sexual Offender as a result of inaccurate or incomplete information on the GBI Sexual Offender Registry website.

2. The MPP Director shall meet with the Parent Sexual Offender for the purpose of informing him or her of the terms of this Policy, which are in addition to any restrictions on the Parent Sexual Offender pursuant to Georgia law or the terms of the Parent Sexual Offender's probation and/or parole (if any). This Policy shall be presented in writing and must be signed and dated by the Parent Sexual Offender, the MPP Director and Morningside Presbyterian Church Senior Pastor, a copy of which will be retained by MPP.

3. A Parent Sexual Offender is prohibited from entering the MPP property except:
a. to transport his/her child to and from school. The Parent Sexual Offender shall be required to stay in vehicle at all times and to stay no longer than necessary to transport his/her child to and from school. The Parent Sexual Offender will be permitted to transport only his/her own child/ children and may not be present in a vehicle transporting another student.