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8:40-1:00 Monday - Friday

205/967-5037 extension 3

preschool@mbpcusa.org

Federal Tax ID Number: 63-0297933

Note from the Director

Welcome to Mountain Brook Presbyterian Church Preschool!

"Cultivating the uniqueness in each child since 1977."

Providing quality preschool education for children aged 3 months through kindergarten.

As soon as you head down the drive onto our campus, you feel like you've been let in on a secret. With its protective swaying trees, music of native birds, and distance from the noise and stress of daily life, our quietly peaceful campus is cradled in nature. Filled with children's laughter and learning each weekday, MBPCP is a beautifully special place to begin your child's school experience.

With a trained and experienced staff that feels like an extension of family, your child will benefit from this small school experience with tailored programs, bringing your child confidence, a passion for learning and a positive social experience that will be deeply rooted for all the life stages to come.

Children move through our program receiving personalized attention, allowing them to blossom in each area of their young lives. Our program culminates in a creative and dynamic Kindergarten program. Our students consistently graduate joyfully well-prepared, wholly excelling in elementary school settings no matter the district. With warmth, patience, kind voices and caring hands, your child will be welcomed into our community with the smoothest of transitions.

We accept students aged 3 months to 5 years by September 1st of each school year. Our dynamic & cohesive teaching staff work to ensure your child has a great experience, fostering a love of learning from the very beginning. Classes are available Monday – Friday from 9:00-1:00, with flexibility in the choice of days attending. We keep our classes small in order for your child to get specialized attention in a peaceful environment. We also offer early morning and afternoon care, and a creative Summer program.

Incorporating social development, reading readiness, pre-math, beginning science, fine art and art history, music, spiritual growth and plenty of imagination, we never forget how to have fun and play!

We would love for you to visit our campus and spend time on our website to further explore the many possibilities and opportunities that we offer for your family!

Mary Liz Ingram, MBPC Preschool Director

Our Purpose

Here at MBPC Preschool, we create a warm and loving environment in which your child will participate in a variety of age-appropriate activities in order to foster holistic growth. To help your child grow socially, intellectually, and spiritually, our school will engage your child by encouraging:

- creative exploration of his or her environment
- positive interaction with teachers and other children
- learning to respond, sing and listen to different kinds of music
- immersion in stories, poetry, dramatizations, puppetry and books
- using play equipment to aid in physical development
- engaging play with manipulative materials
- learning through exploration and immersion in outdoor spaces

These experiences are designed to strengthen a child's self concept and understanding of his or her surroundings, such as:

- working as an individual
- solving problems in everyday life
- respecting other's rights and being respected by others
- developing the feeling that school is a place where he/she can find love and understanding
- understanding that he/she is special and has worth to himself or herself and to others

Once a true sense of self worth is established, a child will have the firm foundation upon which to build their future successes.

Curriculum

In order for children to reach their full potential, we recognize each child as an individual and a child of God. We recognize that children learn and develop in different ways and at different paces. All of our classes use a guided curriculum to assist the parents in the social, physical, mental, emotional and spiritual development of the child. Our talented teachers are accompanied by caring assistants.

- Our Infants, Toddlers and Twos use a well-rounded program of socialization, free movement and expression, creative activities, stories and music. These activities are developmentally-oriented to the young child's interests, allowing children to participate in thematic unit activities and special theme days. They also may share in some special activities presented by the older preschoolers!
- Our Three year old classes engage in a curriculum divided into thematic units developmentally appropriate for learning. The study of numbers, basic math skills and letters using the first stages of Handwriting Without Tears are integrated into these units as they experience storytelling, word association, perception and movement activities, learning centers, and instructional cooking activities.
- Our Four year old classes also use The Letter People System, Handwriting Without Tears, and age-appropriate thematic units, putting greater emphasis on numbers, counting, math skills, letter recognition and formation, and letter sounds. A wide variety of creative learning experiences are used to help these growing children reach his or her fullest potential!
- Our 5K class follows recommendations set forth by the Mountain Brook School System to devise curriculum. The Letter People System, Handwriting Without Tears and thematic units are used in conjunction with these programs to encourage learning through creative exploration and science experiences. Mathematics, handwriting, and reading readiness are the primary focus for these students.

Class Ratios

Infants.....	4 children/1 teacher
Toddlers.....	5 children/1 teacher
Twos.....	7 children/1 teacher
Threes.....	10 children/1 teacher
Fours.....	12 children/1 teacher
5K.....	12 children/1 teacher

Enrichment Opportunities

Regular Enrichment Classes

- **Enrichment Classes**
Several times a week classes participate in their own Enrichment classes. During this segment of the day, students will discover the basics of music, art, movement and language through a variety of fun and creative activities!
- **Chapel**
Each week 2 year old-5K classes head to the Sanctuary for Chapel, where through song and story they will learn more about God who loves each and every one of us!
- **Field Trips**
Our 4 & 5 year old classes have several fun field trips through the year. A field trip release form must be signed by the parent in order for a child to participate. Parent volunteers will be asked to help in chaperoning and transporting the children on the field trips. Parents may sign up to volunteer at Open House.

Optional Enrichment Opportunities

Sunshine Bunch

Offered Monday-Friday from 8:00-9:00am, before the regular school day. Our Sunshine teachers plan a variety of activities, including games, art, story time, and free play.

- Sunshine Bunch registration forms are available the second to last week of each month. Forms are due before the first school day of the new month.
- If space is available, last minute attendance is allowed. Please check with the preschool during office hours (8:40-1:00), or email the school at anytime, to find out about availability. Children joining us as a drop-in must be paid for upon arrival, or they will be unable to stay.

- Cost for Sunshine Bunch:
 - Drop ins, or 1-5 days per month- \$10 per day
 - 6+ days per month- \$8 per day
 - All school days attended per month- \$6 per day
- Fees apply regardless of arrival time
- There are no make up days or refunds for missed classes
- You may not swap days after the month begins, as staff is hired and paid based on registration
- You may include you monthly Sunshine Bunch fee in the check for regular tuition

Wee Play

Offered Monday-Friday from 1:00-2:15, Wee Play features a variety of activities, including snack, games, art and playground time.

- Wee Play registration forms are available the second to last week of each month. Forms are due before the first school day of the new month.
- Last minute attendance is allowed. Please check with the preschool office before 12:00 to check availability.
- Cost for Wee Play:
 - Drop ins, or 1-5 days per month- \$10 per day
 - 6+ days per month- \$8 per day
 - All school days attended per month- \$6 per day
- Wee Play does not have make up days or refunds
- You may not swap days after the month begins, as staff is hired and paid based on registration
- You may include your Wee Play Fee in the check for your regular tuition

Summer Fun

Each summer MBPC Preschool offers Monday-Thursday Summer Fun classes, running June through the first of August. Classes are 9:00-1:00, with lunch at 11:00. Sunshine Bunch and Wee Play are offered every day of Summer Fun.

- During Summer Fun, your child will get to have a blast making crafts, playing games, and having fun with friends and teachers with special events.
- Children ages 3 months to completed 2nd grade are invited to attend, regardless of attendance at MBPC Preschool
- Information and registration is available in early spring. You may register by the day.
- Summer Fun does not have make up days or refunds
- You may not swap days after the month begins, as staff is hired and paid based on registration
- All school year policies apply to Summer Fun students.

Enrollment

- Enrollment for the following school year begins each January.
- Admission will be granted first to families with children already enrolled in the program from the preceding year and to members of Mountain Brook Presbyterian Church desiring to enter the program for the first time. Secondly, children in the community will be accepted on a first-come basis.
- The following must be submitted to the Director in order to be enrolled in our program:
 - Registration Form and Fee
 - Preschool Student Information Form (due at Open House)
 - Immunization Record from Pediatrician (due 1st day of school)
 - Notarized Affidavit (due at Open House)
- The registration form & registration fee are due at registration.
- Once received, your child will be considered officially registered.
- We cannot hold a space for your child without payment of the registration fee.
- Immunization Forms MUST be turned in by the 1st day of school, or your child will be unable to attend.

Age Policy

- A child must reach the age of the class for which he/she is registering by September 1st, in accordance with the public school system
- Exceptions to chronological age may be made for children who have been enrolled in the school under special programs for children with special needs.
- The director will make the final decision on the class in which the child will be placed.

Tuition & Fees

- The **Registration Fee** is due when the enrollment form is received
- The **Supply Fee** is due by May 1st for current students or by Open House for late enrollments
- Neither fee is refundable unless we do not have space for your child.
- The Supply Fee helps to purchase necessary supplies, materials, books, workbooks and manipulatives for the classrooms.

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

- 1 Day Enrollment: \$100
- 2 Days Enrollment: \$125
- 3 Days Enrollment: \$150
- 4 Days Enrollment: \$175
- 5 Days Enrollment: \$200

Supply Fee for 4s

4 or 5 Days Enrollment: \$225
(includes t-shirt, field trip fees)

Supply Fee for 5K

5 Days Enrollment: \$250
(includes t-shirt, field trip fees, 5K materials)

- **Tuition** is due by the 10th of each month, 9 equal payments beginning in September and ending in May.
- A \$20 late fee will be charged to delinquent accounts.
- A charge of \$35 will be added for returned checks.
- Make checks payable to **MBPC Preschool**
- Please itemize fees being paid in the memo section of checks
- Submit payments to the office, via your child's folder, the secure payment box outside the preschool office, or by mail
- Payments may also be made via Paypal on our website, but you must add a 4% Paypal service fee

- We are a non-profit organization, operating solely on tuition and fees
- No credits are give for absences or holidays
- No make up days are allowed
- If your bill becomes 30 days delinquent without communication, the matter will be presented to the Preschool Committee
- We endeavor to work with any family encountering unusual financial difficulties

Monthly Tuition

1 day per week.....	\$105
2 days per week.....	\$215
3 days per week.....	\$260
4 days per week.....	\$300
5 days per week.....	\$335
Kindergarten.....	\$380

The Federal Tax ID Number is: 63-0297933

Withdrawals and Re-Enrollments

- A two-week written notice is required when a child is withdrawn from the program for any reason. Otherwise, the parent is responsible for the following month's full tuition.
- If a child is absent for more than two weeks without notification, we will assume that the child has been withdrawn and will proceed to register another child from our waiting list.
- If a child is withdrawn from our preschool program and later wishes to re-enroll within a three-month period (provided a vacancy is available) the registration fee will be waived.

If a child is withdrawn and wishes to re-enroll AFTER the three-month period, the full registration fee will be required.

General Information

Drop Off and Pick Up

- School hours are 9:00-1:00 Monday through Friday
- **Tuesday/Thursday Toddlers, 2s, 3s, 4s & 5K classes** will go through the carpool line outside of the St. Stephen's building by the Office
- **Infant & 5 day Toddler classes** will go through the carpool line outside of the Sanctuary building on the other side

Carpool Procedure

- Parents must unbuckle and buckle seat belts
- Children will only be helped out of the **right side** of the car
- At dismissal, you must pull forward to the parking space to buckle your child in safely before leaving

- We open the doors for morning carpool and arrival at 8:55
- **Children may not enter the school before 8:55**, unless registered for Sunshine Bunch, as teachers are busy preparing their classrooms
- Please wait to be greeted by the staff at the appropriate entrance

- We open the doors for afternoon carpool at **12:50**
- Afternoon carpool is over at 1:00
- A **late fee** of \$1.00 per minute will be assessed for pick up after 1:00 when carpool is over.

- If you choose to walk in to bring or pick up your child, you must **USE THE SIDE ENTRANCE**. Please **DO NOT** use the front doors during carpool.
- Children **WILL NOT** be allowed to leave school with anyone other than those persons listed on the registration forms, unless permission is sent in writing (note or email is acceptable). Proper identification will be checked.
- If you will pick your child up early, please inform the office.
- To leave a car seat you must park and bring the seat into the school via the side entrance. Make sure the car seat is labeled with the child's name.

- **FIRE LANE:** located in front of the St. Stephens building where we have carpool, you **MAY NOT PARK** and leave your car unattended in this area **AT ANY TIME**. You must park in the designated parking spaces.

What to Bring

Help your child get the most out of his or her preschool experience, and help your child's teacher by remembering a few things:

- Please send your child with his or her school-issued bag each day.
- Your child's first bag is paid for with the supply fee & is given at Open House; additional bags are \$10 each.
- Check your child's bag daily for important information, notes, daily reports, artwork and other material
- LABEL EVERYTHING: diapers, pacifiers, clothing, bags, lunches, etc.
- Please send your child's lunch in a lunch box or bag with an ice pack.
- Parents are responsible for supplying their child with diapers or pull ups; the school provides baby wipes unless special wipes are required.
- All children must have a season-appropriate change of clothes in a labeled ziploc bag (underwear, shirt, pants, socks); turn this in to your child's teacher.
- Please DO NOT allow your child to bring in toys or other items from home, with the exception of security items (blankies, etc.) or for announced show and tell days.
- Please arrive on time to school; most classes begin activities right away.

Lunch

- Lunchtime is 11:00-11:30 and 11:30-12:00 in the Fellowship Hall
- Parents are welcome to eat with their child, but MUST notify the office ahead of time and enter through the office upon arrival
- We are a peanut-aware school, taking special precautions for our friends with allergies. **We do not allow nut or peanut products for any group snacks.** Please keep this in mind when sending in treats for parties. No peanut butter, peanut butter crackers or granola bars, peanut candy, etc. for class or school-wide snacks

- **Infants & Toddlers:**

- Please label everything
- Bottles must be fully prepared, sealed, & labeled AT HOME, ready to use
- Please send them in a cooler bag with ice pack
- Please keep lunches simple

- **2s, 3s, 4s, & 5s:**

- send a nutritious lunch and drink in a labeled lunch box
- we do not heat or refrigerate any food
- send food in easy to open containers for your child's convenience
- plan for your child's lunch to be as convenient & neat as possible
- please label containers you want returned

Parent Involvement

Parent volunteers are an important component of our program! Each class needs a room parent and school-wide volunteers are appreciated.

Communication

- We strive to keep you up to date on the events at our school and information your child and his or her class.
- **Paper communication**
 - Your child's teacher will send home daily or weekly reports about your child
 - Your child's teacher will also send home a monthly calendar
- **Web communication**
 - The preschool office and your child's teacher will send weekly emails with announcements and information about events and activities
 - Visit our actively updated website at www.mbpcpreschool.com for information and to download forms
 - "Like" our Facebook page "Mountain Brook Presbyterian Preschool" for news and information delivered straight to your newsfeed

Conferences

We have both Fall and Spring Conferences at MBPC Preschool

Fall Conference

- **Infants, Toddlers & 2s:** Progress reports will be sent home for parents to review, sign, and return to the school to be kept on file. A copy will be returned to the parent. Teachers will make follow-up phone calls to parents to discuss the progress of your child. If you or your child's teacher wish to have a scheduled conference in person, one will be set up by the director. Infants receive a progress letter.
- **3s, 4s & 5K:** Scheduled conferences between teacher and parent will be held in December in order to discuss your child's progress and class placement for the upcoming year. The signed progress report will be kept on file in the office, and a copy returned to the parent.

Spring Conference

- A re-evaluation of each child's progress, with another progress report to be signed and returned. A copy will be sent home for the parent. If the parents or teacher request a scheduled conference, a time will be set by the director.
- Additional conferences are encouraged and welcomed, but need to be scheduled with the teacher or director.

Birthdays and Parties

While birthday parties may not be held during school hours, we love to have special treats to celebrate preschoolers' birthdays! Here are a few things to keep in mind when planning for your child's special day:

- Parents may send a special snack to share with the class on or near the child's birthday
- Children with summer birthdays may celebrate with a "pretend" date
- Please make arrangements with the teacher before sending a snack
- Check with your child's teacher about any children with food allergies
- Remember no nut or peanut products
- Please mail birthday party invitations and do not send them to school
- Each class will have the following class parties:
 - Halloween, Christmas, Valentine's Day, Easter, End of the Year
 - Parents will sign up to volunteer at Open House

Visiting your child

- Parents are welcome to visit their child at any time, but you must check in at the office upon arrival.
- Please keep in mind that class time is 9:00-1:00 and is valuable learning time
- Teachers love to have a scheduled “guest reader” or activity helper! Please let your teacher know if you are interested.
- You are also welcome to eat lunch with your child’s class, however lunch visits during the first month of school are not allowed.

Rules & Regulations

Emergency Procedures & Inclement Weather

- We have one fire drill per month, conducted by the Mountain Brook Fire Department, and one tornado drill each month.
- Emergency Evacuation Procedures are provided to each staff member and posted on the back of each classroom door.
- Staff is instructed in fire, tornado & lockdown procedures
 - during tornado warnings children will be held inside the school in the designated hallways until the warning is over.
- Please do not try to pick up your child during a tornado warning.
 - Severe weather situations are closely monitored by the office and all precautions are taken.
- **Parent Notification Procedure:** Parents will be notified of emergencies & evacuations via email & text alerts, followed by phone calls if necessary. Children are to be picked up in the usual carpool area.
- If evacuation is necessary, children will be safely taken to the far end of the parking lot (Sanctuary side), sitting in class groups

Inclement Weather Closings

- The preschool will follow the Mountain Brook School System’s weather closings
- If Mountain Brook School System has an early closing, MBPC Preschool will close 30 minutes prior to the announced closure time of the Mountain Brook School System
- **If you have a child at another school, PICK UP YOUR PRESCHOOLER FIRST!**

- If Mountain Brook School System has a delayed start time, the preschool will delay 30 minutes after the announced start time.
- We do not make up power outage or inclement weather day

Health and Safety

- Smoking is not allowed on the premises
- A physician's Immunization Form is required from each child and is due by the first day of school.
 - Alabama State Law requires ALL children attending preschool, day care, or public school have an updated Alabama Immunization Form on file to attend school.
 - This form must be original from the state of Alabama and can be obtained from your child's doctor.
 - Immunization forms may expire during the school year & you will be notified; a current form must be returned before expiration
 - If you are moving from another state, please obtain this form at the Department of Health.
 - Your child will not be permitted to attend school without this form on file.
- Sick children must be kept at home!
- Should your child become ill at school, we will notify you to come and pick up your child immediately.
- A child with a possible contagious disease will be isolated in the Preschool office until pick up. You must pick up your child promptly.
- If parents are unable to be contacted within a reasonable amount of time, emergency contacts will be called in the order listed on the student information form.

Illness Policy

Do not bring your child if he/she has:

- A severe cold
- Flu
- Undetermined rash or spots
- Chronic cough
- Earache
- Lice - child must be treated & nit free to return to school
- Sore Throat
- **The child in the previous 24 hours had:**
 - fever, diarrhea, vomiting, a rash indicative of an infectious disease, impetigo, mouth sores, or any other possible infectious disease.

We like to know when your child will not be at preschool due to sickness. Please call the Preschool office to let us know. We regularly disinfect all toys and surfaces in the classrooms.

Medical Treatment

- In case of a serious injury, the Director will notify the local paramedics and proceed to notify the parents. If the parents cannot be reached, the Director will follow the emergency contacts in the order outlined on the Student Information form.
- Administration of emergency medications only (inhalers, Benadryl & Epi Pen, etc.) shall be allowed, provided written parental and physician authorization have been given.
- Emergency medications (such as Benadryl, Epi Pens, inhalers, etc.) shall be kept in a locked container in the Preschool Director's office. Medication should be placed inside a labeled ziploc bag, along with clear instructions. Medication should be in its pharmacy issued container.
- Administration of any medication other than emergency medications (as listed above) is prohibited. Injectable medications, excluding emergency medications such as Epi-Pens, may only be administered by a licensed nurse or the child's parent.
- Exceptions to the above rules may be made upon written request from a physician.
- Sunscreen & Insect Spray must be applied at home or by the parent

Dress Code/Personal Items

Infants, Toddlers and Twos

- "Play Clothes" and tennis shoes are suggested.
- All children will go outside each day that weather permits, so dress them accordingly.
- A change of clothes from home in a labeled Ziploc bag will be kept in your child's classroom
- Diapers from home, labeled with your child's name, will be kept in the classroom (wipes provided by the school)

- If your child needs special wipes, please send them with your child's name on the package
- Please send all food items, spoons, cups, bib, etc. in a bag with child's name.
- Label everything. We cannot be responsible for items that are not labeled. A lost-and-found is in the office.
- Security Items (blankies, etc.) are permitted, but are encouraged to stay in the school bag in the 2 year old class.

Threes, Fours, Fives

- "Play Clothes" and tennis shoes are suggested.
- All children will go outside each day that weather permits, so dress them accordingly. Please send a change of clothing in a labeled baggie to be left at school.
- We cannot be responsible for items that are not labeled.
- Three year olds should wear shorts or jeans with elastic unless they can handle other types on their own. We encourage independence and a child can better attend to his/her own bathroom needs in clothing that is easy for him/her to handle alone.
- Please put the child's name in all clothing (i.e. jackets, etc.) and other belongings to help insure their safe return.

Discipline Policies

Mountain Brook Presbyterian Preschool will help a child learn self-control, self-direction, socialization, sharing and respect. We feel these qualities build a child's character. We strive to foster a loving environment where respect, kindness and patience are key, therefore discipline is NEVER physical or harshly verbal.

- Discipline is viewed as a partnership between parent, teacher and school
- Discipline is accomplished first by talking to the child to help them understand why the behavior is inappropriate and how to be more kind and respectful
- Secondly, the teacher uses positive distraction, helping the child engage in another activity with classmates.

- If further action is needed, the child may need to take “Time Out” from his/her group, or lose an “end of the day reward” (i.e. sticker, special treat).
- At times, the child may need to take “Time Out” in the Director’s office.
- If it becomes necessary, continuing discipline problems will be discussed with the parents.
- If problems persist and a child becomes a danger to himself/herself or others, or his or her needs are not being met, the Director has full discretion to ask that the child be removed from the program so as not to disrupt the learning process for other children.

Office Hours

8:40-1:00 Monday - Friday

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