

# Mooresville ARP Preschool Handbook

The preschool is an arm of the church and part of the Mooresville ARP Church congregation's outreach ministry. The children of the church and preschool will be taught regularly on the basis that God created everyone and all things. And that God the Father, his Son Jesus Christ, and the Holy Spirit loves, blesses, and sustains us always.

## **MARP Preschool Mission Statement**

"Let the little children come to Me, and do not forbid them; for of such is the kingdom of God."  
-Mark 10:14

## **Organizational Structure**

Operational hours will be half day (9AM-12PM) and will offer teaching to ages 2 to 5. Mrs. Shanda Parker, Preschool Director, will provide supervision to the program, while qualified team members staff the rooms for hands-on instruction. The Mooresville Graded School District calendar will be adopted as the Preschool calendar including all teacher workdays, vacation days, and inclement weather days when applicable.

## **Admission and Registration**

Students of any race, nationality, or ethnicity are welcome to participate in our services. Though the Preschool does reserve the right to decline enrollment or continued enrollment for a child whose needs cannot be met by our staff or within the preschool's facilities or framework.

Registration for enrollment is accomplished when the registration form is completed and returned with the \$75 registration non-refundable fee to the Director.

### **Toilet Training**

Being toilet trained is required for children 3 and up without exception. 2-year-old children that require diapers and wipes must be provided by the parents of the child.

All children are required to bring a change of clothes which will be kept in the bottom of their backpack.

### **Tuition**

2-days	Tues./Thurs	\$250	Per Month
3-days	Mon/wed/Fri	\$300	Per Month
5-days	Mon-Fri	\$350	Per Month

Tuition is due by the 10<sup>th</sup> of the month services are being performed. Payments made after noon on the 10<sup>th</sup> is considered late and a \$50 late fee will be applied. In the event of hardship, please contact the Director to seek a possible payment plan.

Tuition can be paid by check, cash, or cashier check, made payable to Mooresville ARP Preschool. Please have payments in an envelope with your child's name on it and hand directly to the Director only. In the event a check be returned, there will be the fee the bank applies plus the amount of the check.

Monthly tuition is due regardless of holidays, vacation, sickness, or inclement weather days to confirm child's placement.

**PANDEMIC CLAUSE: THERE WILL BE NO REFUNDS OR REIMBURSEMENTS DUE TO ILLNESS OR CLOSURES.**

\*\*\*\*For example, if you take your child out for a month, the month or months that your child is not in preschool, tuition still must be paid in full for the months missed.\*\*\* Failure to pay a month's tuition when a child is not present will cause the loss of their spot, which means if there is not a spot available when the child returns, he/she will need to go on the waiting list.

### **Withdrawal**

Should you need to withdraw your child or children the preschool program during the school year. Mooresville ARP Preschool requires notice of a month. Parents agree to give one month's notice in writing or to pay tuition for the following month if the withdrawal is immediate.

### **Arrival and Departure**

Children arrive each morning at 9AM with doors closing at 9:15AM. The Director and one to two other teachers will assist the children out of the car and into the building. The child will then be led to their classrooms from another staff member. This method will help the child build courage with separation anxiety that some children may feel.

Please bring your child within the allotted time. For arrival after 9:15AM, please call the Director to open the door, that will be always locked in safety measures. Our children's safety is our main priority. PLEASE do not use your cell phone when you are dropping off your child or picking up your child.

Departure time is 11:50AM to 12:05PM. This provides a 15 min. window for everyone to be picked up. If it becomes 12:06pm there will be a \$1.00 late fee per minute that is due the following day.

If someone else is to pick up your child that is not on the pickup form, you will need to put in writing and give to the Director. Please let that person know we will require ID for child pickup.

\*\*\*Please be patient during the first few weeks of preschool. This process will get smoother as we all become more familiar with the route. (No late fees will be applied until after Jan 16,2023)

### **Snack and Birthday**

A snack bag will be provided by the Preschool for the parent to provide a daily snack. Parents may choose to send in an individual daily snack for the child or for the week. Please let the teacher know and communicate if any allergies are an issue.

Birthdays you are more than welcome to bring in a store-bought snack or goody for your child's birthday, please communicate with the teacher for numbers or allergies.

### **Preschool Education**

We will explore colors, shapes, literature, and develop gross motor skills, participate in art activities, and will lay the foundation for reading, writing, and math. Plus, so many more topics. We will also teach the children about God and our Christian faith. The boys and girls will develop, and practice social skills needed to function happily in the group setting of school. Focusing in on items such as school manners involves sharing, taking turns, acting respectfully, leading and following, and understanding when to talk and when to listen.

**Chapel**

We will have chapel every Thursday in the sanctuary of the church. There will be a bible story told by the Director or the Mooreville ARP Church Pastor Andy Ward.

**Additional Information**

Registration for fall will begin in February 1,2023. Each child must register ever year for the program.

Half of August tuition will be due the first week of July to ensure your child spot.

Social Media

Please be respectful of others privacy. Please do not post pictures of other children on any platform.

**Weather Policy**

All decisions on closures or delays will communicated via text by the Preschool Director.

1-hour delay - 9AM

2-hour delay - 10AM

3-hour delay – School Closure

WE WILL NOT PARTICIPATE IN SCHOOL MAKE UP DAYS.

**Handbook Acknowledgement**

CHILDS NAME : \_\_\_\_\_

PARENT NAME (Printed) : \_\_\_\_\_

PARENT SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_