



Parent Handbook

2025 - 2026

MISSION STATEMENT

As a ministry of Mt. Pleasant Presbyterian Church, the Mt. Pleasant Presbyterian Learning Center (MPPLC) provides a faith-based, early-childhood education program that fosters children's spiritual, ethical, social, and intellectual development. While nurturing children's academic skills in a loving environment, we strive to deepen our children's commitment to Christian values including kindness, responsibility, and respect for others – qualities we believe are essential to developing caring, well-rounded individuals.

SCHOOL INFORMATION

Welcome to the Mt. Pleasant Presbyterian Learning Center! We are glad that you are a part of our family. We know that finding the best preschool takes work! You want a safe, secure environment with loving, qualified staff, great facilities and play areas, and a good balance between developmental and academic curriculum, centered on God's Word. You want your child ready to meet the adventures that await them at elementary school.

Preschool education is an investment, financially and emotionally. From the time your child is born, the investment choices you make begin to mold their character and their future. MPPLC offers a wonderful environment to help you establish a solid foundation for your child.

Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by The Learning Center. This handbook is designed to be a handy reference for you and is not intended to address every facet of the preschool experience. We suggest you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please contact your child's teacher or the Director.

About Us

The Learning Center, established in 1960, exists first and foremost to introduce little children to Jesus in an atmosphere that is warm, loving, fun, and instructional. We have a sincere love for children and a commitment to help families raise their children to be prepared educationally, emotionally, socially, and spiritually to meet the challenges that are ahead of them.

We believe that our preschool provides an environment that is safe and conducive to good health and where children can work, play, and learn together while being guided toward a happy, wholesome development.

We believe that each child should be encouraged to progress at his own rate of speed toward enriched experiences, self-discipline, and the ability to make good choices. Our aim is to provide an education that develops the whole child by providing an educational experience of lasting value. We aim to help develop in children the feeling of being loved and valued.

A Typical Day at School

The program consists of both indoor and outdoor activities, alternating active and quiet play, circle/learning times, Chapel, and snack time.

We explore reading, math, arts and crafts, music, science, cooking, Spanish, Bible stories and verses, as well as letters, numbers, colors, shapes and so much more.

Our Staff

Our staff is here to train, love, and care for your child. The teachers strive to provide a Christian atmosphere of love that comes from their own personal relationship to Christ, along with a developmentally sound curriculum.

All staff members are required to complete Child Protection training and national background checks and we always have staff on campus who are trained in infant/child CPR. We have a wonderful, dedicated staff that has more than 100 years combined staff experience working with preschool age children.

REGISTRATION & TUITION POLICIES

Age Requirements

Infants (3-11 mos.) must be 3 months by September 1st.

Toddlers (12-17 mos.) must be 12 months by September

1st. Toddlers

(18-23 mos.) must be 18 months by September 1st.

Twos must be 2 years old by September 1st.

Threes must be 3 years old by September 1st and are required to be potty trained.

Fours must be 4 years old by September 1st.

Tuition Payment Policy

Annual payments are due by September 1st.

Semester payments are due by September 1st and January 1st.

Monthly payments are due the 1st or 15th of each month. Monthly tuition is paid from September to May.

Failure to make payments may result in removal from the program.

Registration, tuition, and supply fee (Infant, Toddler 12-17month, Toddler 18-23month-\$120./2K classes-\$125./3K and 4K classes-\$150.) payments are paid using FACTS Management Company.

Withdrawal

Tuition payments made in advance are refundable in the event of withdrawal from the program. A minimum of 2 weeks written notice should be given to the Director. A full month's tuition payment will be charged regardless of the number of days attended that month. A withdrawal fee will be charged for any child who leaves the program after the first day of school. The after school start date withdrawals fees is \$500.00.

2026-2027 Registration

Registration for the 2026 - 2027 school year will be held in January 2026. Current students are registered first, then their siblings, then church members, and finally the general public. The Learning Center uses a Blind Lottery System to choose applicants for open spots and the waiting list. Registration fees equal one month's tuition and are due upon acceptance into the program. Registration fees are NON-REFUNDABLE. All 3K students must be potty trained in order to begin class.

Class Hours

Infants	1 day per week	(F) 9 am-12 pm
12-17 mos.	2 days per week	(T/TH) OR (M/W) 9 am-12pm
18-23 mos.	2 days per week	(M/W) OR (M/W) 9 am to 1 pm
Two's	3 days per week	(MWF) 9am to 1 pm
Two's	5 days per week	(M-F) 9am to 1 pm
Three's	3 days per week	(M/W/F) 9 am-1 pm
Three's	5 days per week	(M-F) 9 am – 1 pm
Four's	5 days per week	(M-F) 9 am-1 pm

CURRICULUM INFORMATION

Below are listed some of the basic curriculum goals and methods by age group. Each age group has a detailed Student Evaluation Form that is tailored to maximize learning potential in the areas of Gross Motor Skills, Fine Motor Skills, Cognitive Skills, Personal/Social Skills, Counting/Color Recognition, Language and Physical Skills etc. If you would like a copy of the Student Evaluation Forms, please see your child's teacher or the Director.

Infants

Loving, attentive care is offered for infants to help begin the socialization of God's youngest children in a community of faith. The student to teacher ratio is 7/2.

Toddlers (12-17 months) (18-23 months)

The toddler classes focus on beginning Christian education concepts and socialization skills. Toddlers practice sharing, taking turns, folding hands in prayer, sitting for snack time, and participating in music class (older toddlers). The student to teacher ratio is

12-17 months: 10/2, 18-23 months: 12/2.

Twos and Threes

Children learn Bible stories and biblical precepts while continuing to work on socialization. They are introduced to basic academic skills through thematic units: letters, numbers, shapes, and colors. Singing and reading are also incorporated into circle time. These students will participate Chapel and Spanish class each week. The student to teacher ratio is 12/2. Handwriting Without Tears is started with our three-year-old classes, along with Heggerty Phonemic awareness. The Heggerty curriculum focuses on developing 8 key phonemic skills: rhyme, onset fluency, phoneme isolation, blending segmenting, adding, deleting, and substituting, alongside letter naming and letter sound recognition. Three day 3s will not go to steam or Spanish.

Four year olds

This program focuses on learning through more detailed Christian education thematic units. The McRuffy Press Curriculum is used to enhance readiness for kindergarten in math. The goal is to develop an understanding and mastery of basic concepts such as counting, number recognition, patterns, simple geometric reasoning, and following directions. The fours will continue the Heggerty Phonemic awareness curriculum. This curriculum focuses on developing 8 key phonemic skills: rhyme, onset fluency, phoneme isolation, blending segmenting, adding, deleting, and substituting, alongside letter naming and letter sound recognition. Additionally, letter names, sound recognition, and language awareness via nursery rhymes taught. Handwriting Without Tears is used for our writing program. Our fours attend chapel, music, STEAM, and Spanish classes each week. The student to teacher to ratio is 12/2.

Chapel

We have Chapel in the church sanctuary once a week for 2K – 5K students. The pastors of the church, as well as other program staff members, and the Learning Center Director and Assistant Director will lead the Chapel lessons.

Music

We are proud to offer a comprehensive, weekly music program for our students (toddler-4K). Each session begins with a greeting song that recognizes each child's presence and signals the beginning of music class. During class, the children work on steady beat activities using knee-patting or other movements. They sing the Bible verse from the Christian Curriculum using a familiar tune. In addition, the children experience playing rhythm instruments such as rhythm sticks, bells, egg shakers or sand blocks.

Spanish

We offer Spanish class once a week for our 2K – 5K students. Our goal is to open the hearts and minds of our students to a whole new world of adventure using the Spanish language.

S.T.E.A.M

We offer STEAM class once a week to our 3K and 4K students. During these classes, curriculum is used to enrich the student's learning experience through Science, Technology, Engineering, Art, and Math.

Field Trips

First Trips are an opportunity to connect family, school, and community. Parents will be notified of a forthcoming field trip at least two weeks in advance. All children participating in a field trip will be required to have a permission slip signed by their parent/guardian. These permission slips will be provided by the teacher prior to the field trip. A parent or guardian of each child must attend the field trip in order for the child to participate.

COMMUNICATION

Authorization for Student Release

The teachers cannot accept a verbal message from a child. Please write a signed and dated note and send it in your child's bag.

Children will not be able to leave the Learning Center with anyone except a designated person unless the Director or teacher is notified in writing or by phone.

Conferences

Conferences with your child's teacher are always welcome. There will be regular conference days prearranged for 4K.

Conferences during arrival and dismissal times (carpool) should be avoided at all times.

Class Newsletters and Calendars

Teachers send home weekly newsletters, monthly calendars, forms, and other information sheets to keep parents informed about the learning goals, themes, and activities planned for that month.

Photography

External Photography Policy

Photographs may be taken by school staff to support learning, to record children's individual progress, and to document and promote school activities. Photographs are not to be used by outside groups/businesses. Please direct any questions regarding this policy to the Director.

GENERAL INFORMATION

Arrival

DROP OFF

- ▶ DROP OFF IN MORNINGS: **8:55 – 9:10 (ALL AGES)**
- ▶ At 9:10 all doors will be locked. The only entrance into the building will be at the front door on Church Street by the ramp, so you will need to use the doorbell and wait for your child to be screened.
- ▶ NO TALKING ON CELL PHONES we need to have your full attention in line.
- ▶ Parents need to enter the carpool line from Coleman Blvd at Mill Street by the Shem Creek Parking garage, proceed down Church Street and then Hibben Street. Do not enter the carpool line via Live Oak Drive. All children in the morning drop off will be admitted on Church Street. Four cars at a time will be able to advance on Church Street to designated cones for drop off.
- ▶ DO NOT CUT IN LINE!
- ▶ Please do not block the intersection of Live Oak Drive and Church St.
- ▶ Please pull to the right side of the carpool line on Church St as this is a two-way street.
- ▶ For safety purposes, we ask that children are placed on the right side of the car due to the two-way traffic.
- ▶ Pull up to next available cone and remain in the car.
- ▶ Teachers will greet you to take child(ren) from the vehicle. Parents, please stay in the car during this process.
- ▶ Parents with Infants, toddlers (12 to 23 months) will be allowed inside the building at the entrance of Grace Hall to take their child to their classroom.
- ▶ Parents that are walking their children to school must come to the door on Hibben Street.

Dismissal

PICK UP – Infants, 1A, 1B, 1C, 1D

12:00pm (Monday – Friday)

Please enter at Grace Hall or Front Entrance of Seabrook Building to pick your child up.

- ▶ IF YOUR CHILD IS BEING PICKED UP BY SOMEONE DIFFERENT, I.E. GRANDPARENTS, SITTER, FRIEND, PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER. WE CANNOT RELEASE THE CHILD TO SOMEONE OTHER THAN HIS OR HER PARENTS WITHOUT A SIGNED NOTE FROM THE PARENT OR PHONE CALL TO THE DIRECTOR.

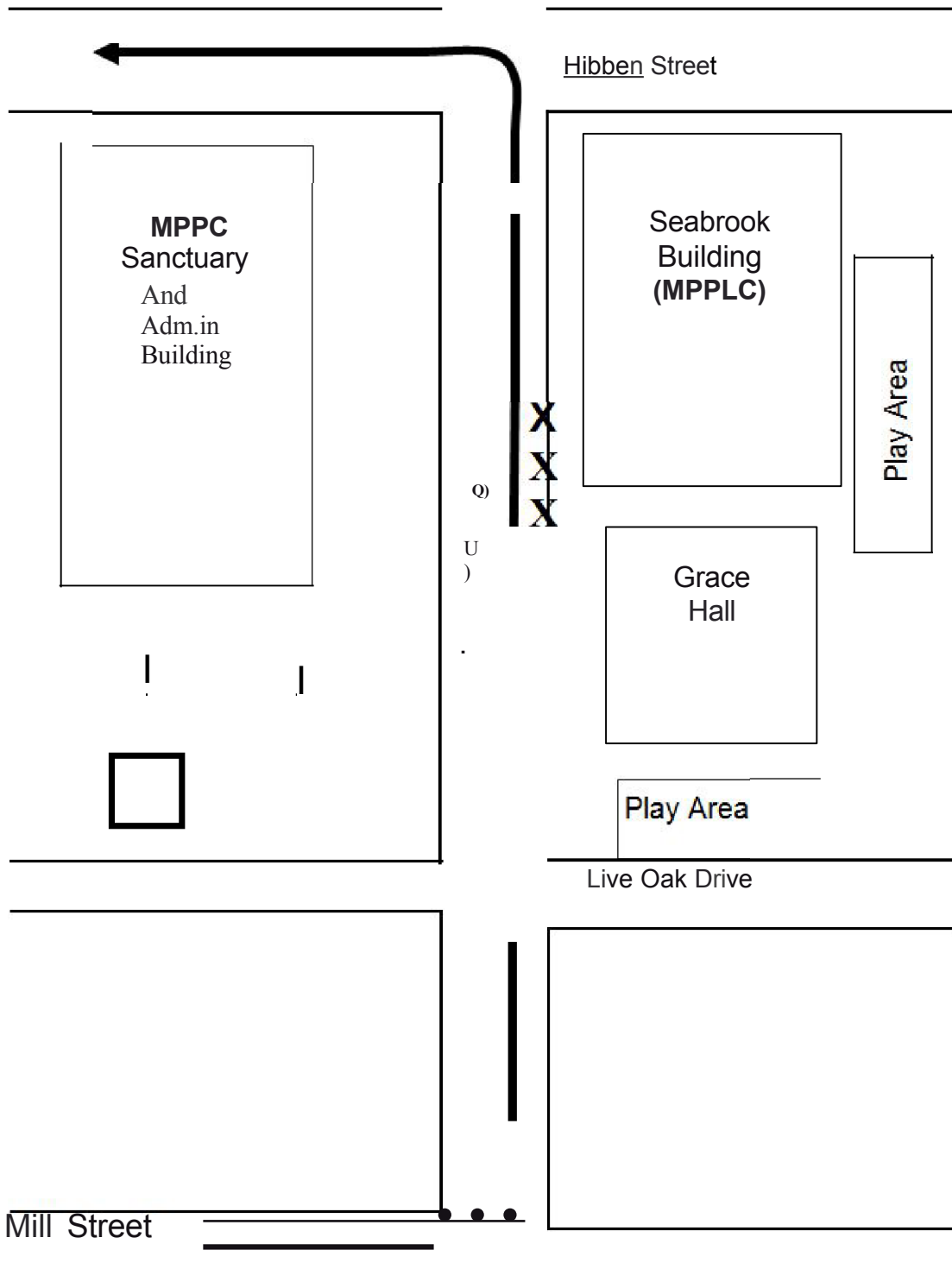
IMPORTANT: IF YOU HAVE A CHILD IN (CARPOOL A) AND (CARPOOL B), PLEASE USE (CARPOOL A)- BOTH CHILDREN WILL BE BROUGHT TO YOU AT THE SAME TIME

PICK UP – CARPOOL A – 2A, 2B, 2C, 3B

12:45 – 1:00 (Monday – Friday)

- You will pick up your child using the same route as drop off.
- Please make sure your car tag is visible during pick up.
- NO TALKING ON CELL PHONES we need to have your full attention in line.
- Pick up time is not a conference time. Please email or call the school or teacher to set up a time to talk to the teacher.
- Do not enter the carpool line via Live Oak Drive. Please look at the map for the traffic flow pattern.
- DO NOT CUT IN LINE!
- Please do not block the intersection of Live Oak Drive and Church St.
- Please pull to the right side of the carpool line on Church St as this is a two-way street.
- Learning Center teachers are not allowed to buckle in your child. This is done as a safety measure and for liability.
- Please buckle your child in a timely fashion.
- For safety purposes, we ask that children are placed on the right side of the car due to the two-way traffic.
- Children must hold the hand of their teacher until they reach the safety of your car.
- IF YOUR CHILD IS BEING PICKED UP BY SOMEONE DIFFERENT, I.E. GRANDPARENTS, SITTER, FRIEND, PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER. WE CANNOT RELEASE THE CHILD TO SOMEONE OTHER THAN HIS OR HER PARENTS WITHOUT A SIGNED NOTE FROM THE PARENT OR PHONE CALL TO THE DIRECTOR.

WALKERS: IF YOU WALK TO PICK UP YOUR CHILD, AND THEY ARE IN ONE OF THESE CLASSES LISTED ABOVE, PLEASE PICK UP AT THE ENTRANCE DOOR ON CHURCH STREET



PICK UP – CARPOOL B – 3A, 3C, 4A, 4B, 4C 12:45 – 1:00

YOUR CARPOOL PICKUP LINE WILL BE DIFFERENT THAN YOUR MORNING DROP OFF

- Parents need to enter the carpool line by traveling on Whilden Street into the church parking lot, proceed around traffic circle to entrance on Hibben Street, take a right onto Hibben Street and stay on the right hand side of the road, after your child's name is called at the corner, proceed to the 4 orange cones in front of school building on Hibben (**please make sure to watch for oncoming traffic from Church Street and please DO NOT block the intersection of Church Street and Hibben Street**).
- Please make sure your car tag is visible during pick up.
- NO TALKING ON CELL PHONES we need to have your full attention in line.
- Pick up time is not a conference time. Please email or call the school or teacher to set up a time to talk to the teacher.
- Do not enter the carpool line via Church Street. Please look at the map for the traffic flow pattern.
- DO NOT CUT IN LINE!
- Please do not block the intersection of Church Street and Hibben Street.
- Please pull to the right side of the carpool line on Hibben Street as this is a two-way street.
- Learning Center teachers are not allowed to buckle in your child. This is done as a safety measure and for liability.
- Please buckle your child in a timely fashion.
- For safety purposes, we ask that children are placed on the right side of the car due to the two-way traffic.
- Children must hold the hand of their teacher until they reach the safety of your car.
- IF YOUR CHILD IS BEING PICKED UP BY SOMEONE DIFFERENT, I.E. GRANDPARENTS, SITTER, FRIEND, PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER. WE CAN NOT RELEASE THE CHILD TO SOMEONE OTHER THAN HIS OR HER PARENTS WITHOUT A SIGNED NOTE FROM THE PARENT OR PHONE CALL TO THE DIRECTOR.

WALKERS: IF YOU WALK TO PICK UP YOUR CHILD, AND THEY ARE IN ONE OF THE CLASSES LISTED ABOVE, PLEASE PICK UP AT THE ENTRANCE DOOR ON HIBBEN STREET

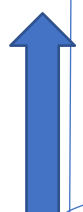
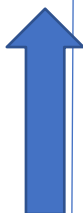
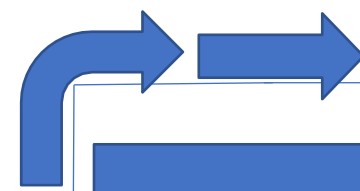


Whilden Street

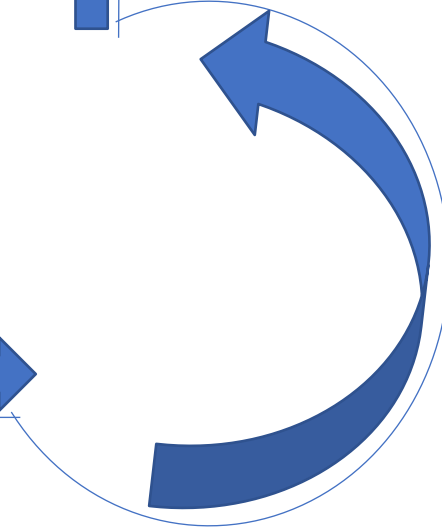
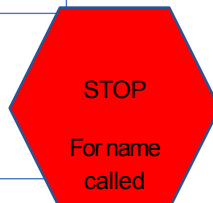
Whilden Street



Hibben St



MPPC
Sanctuary And
Admin
Building



Fellowship Hall

Hibben St



Seabrook
Building
Learning

SECURITY

For security reasons, all doors to the Grace/Seabrook Building will be locked when carpool drop off ends. If you need assistance during school hours, we have a camera/doorbell system in place at the door on Church Street at the Seabrook Building where you can ring the bell and a staff member will assist you. Cameras are located in all hallways and playgrounds to continuously monitor the safety of children and staff at all times. The school employs a Full Time Police Officer during school hours.

DISCIPLINE POLICY

PLC classroom discipline follows a “Five R’s” discipline approach:

1. **Role Modeling**-Every word and action from the teacher should model appropriate, Christian behavior. Children learn to model adults who show kindness, politeness, compassion, responsibility, self control, etc.
2. **Reinforcing and/or Rewarding Positive Behavior**-Teachers should provide positive reinforcement of appropriate, Christian behavior at every opportunity. Classes may also utilize appropriate behavioral reward systems.
3. **Redirecting Inappropriate Behavior**-When a child exhibits inappropriate classroom behavior, the teacher should at first attempt to redirect the child’s attention from the source of the behavior. For example, if two children are arguing over the same toy, the teacher will attempt to interest one or both of them in another activity.
4. **Recognizing the Consequences of Inappropriate Behavior**-Preschoolers learn to recognize inappropriate behaviors and their consequences as they learn established classroom rules. Four and Five Year Old classes may also utilize a classroom conduct system such as color-coded cards.
5. **Removing the Child**-If a child repeatedly exhibits an inappropriate behavior or ever causes injury to another child, the teacher will remove the child from the situation. Depending on the circumstances, this can range from taking the child aside in the classroom to taking the child to the Director’s office and contacting the parent. Never will a child be humiliated during any of these steps.

EMERGENCY PROCEDURES

In the event of an emergency, the following procedures will take place:

1. An attempt will be made to notify the parents
2. An attempt will be made to notify the emergency contact
3. An attempt will be made to notify the child’s physician
4. If necessary, EMS will be called to treat the child, which may result in the transport of the child to the emergency room.

INCLEMENT WEATHER POLICY

The Learning Center has discretion regarding school closures or delays. This information will be provided via e-mail and on our social media outlets.

ATTENDANCE AND ILLNESS

We plan our programs with the assumption that every child will attend their scheduled class. If your child is unable to attend school, please notify the office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible.

A child who is ill upon arrival at school will not be admitted and will be separated from the other children until the parent or guardian can pick up the child. If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent’s arrival.

Medication will not be given at school.

CLOTHING AND PERSONAL BELONGINGS

- Please use the canvas bag that is provided for all children by The Learning Center, instead of standard book bags or backpacks.
- Include a full change of clothing, including underpants and socks to your child's teacher at the beginning of the school year to be kept in their cubby. Please include an adequate supply of diapers in your child's bag for their daily use.
- It is recommended that children be dressed in comfortable, washable play clothes and sturdy, well-fitting, rubber-soled shoes. **Shorts or pants with an elastic waistband are ideal to encourage independence when using the bathroom.**
- Toys and umbrellas should not be brought to school, unless they pertain to the unit of study and are to be used for show and tell.
- It is very important to **LABEL ALL** clothing, sippy cups, "lovies", pacifiers, etc.

SNACKS

A mid-morning snack will be provided for the Infant class, 12-17 months, and 18-23 months classes. Snacks usually consist of crackers, cookies, cheese, or fruit. Children in all other classes will bring their individual snack daily. Special snacks or birthday treats are always welcome. Please let your child's teacher know if you would like to bring in a snack and be sure to check with the teacher to inquire about any food allergies in the class.

HOLIDAY CELEBRATIONS

We celebrate seasonal holidays throughout the year emphasizing the Christian educational environment at the Learning Center. Class parties and celebrations also reflect our Christian educational philosophy and curriculum.

SUBSTITUTES & VOLUNTEERS

We have many opportunities for parents to volunteer within our school. If you are interested in substituting at the Learning Center, please contact the Director.

All substitutes must fill out appropriate paperwork and complete a Child Protection Policy session at MPPC. The Director/teacher will contact you on an as needed basis once all paperwork and background checks are completed.

If you are interested in volunteering within your child's class or within the Learning Center, please notify the Director of your area of interest. Volunteers will also be required to complete a Child Protection Policy Class at MPPC at no charge and at convenient times.

CONCLUSION

The Learning Center would like to thank you for your understanding, support, and compliance with all our policies and for realizing that these policies are for the safety of your child and other children in our care. We are blessed to have your child(ren) at the Learning Center and if you have any questions about any of the policies and procedures in the handbook please feel free to contact the office at 843-856-2020.