



Student Handbook

6110 Frazier Drive | Columbus GA 31909

706-366-2478

morningsidebaptist.com/preschool

preschooladmin@morningsidebaptist.com

The central theme of Morningside Christian Preschool (MCP) is to provide a loving, Christian environment in which to nurture and educate our children. We also strive to provide a program that supports and uplifts our church family and community. In order to provide a total ministry, we feel that it is our duty as a Church to help families meet the demands of everyday life.

How we view our Mission and what God has called us to do:

- To assist in the Christian growth of the whole child by promoting spiritual, intellectual, emotional, physical, and social development.
- To provide a Christian environment that will promote a positive self-concept.
- To assist children in learning to play together and develop social skills.
- To minister to families in our church and community by providing a loving Christian environment for our children.

Program Goals

The teachers want to facilitate your child's learning through fun and mentally stimulating activities. They provide a loving environment in order to achieve all goals with positive reinforcement and praise.

Specific Goals

- Develop an understanding of God and His creation.
- Provide a safe and secure environment with a loving atmosphere.
- Develop positive self-concept and creativity.
- Develop the understanding of our world and relate self to others through play.
- Progress through content areas which are compatible with ability and developmental levels.
- Develop respect for property of others.
- Develop listening and interaction skills.

Staff

Morningside Baptist Church Pastor – *Matt Stephens*

Weekday Preschool & Children's Ministry Director – *Barbara Port*

Office Manager & Ministry Assistant – *Lori Worley*

Finance – *Tracey Beatty*

Entrance Requirements – Hours of Operation – Tuition – Withdrawal – Late Pickup

Entrance Requirements

Your child will qualify for the age-appropriate class that is determined by the director. We require all children in the three and four-year-old classes to be toilet trained. Training pants are not allowed for children in these classes. After a child in one of these classes has three accidents, the situation will be reviewed for possible dismissal until toilet training is complete.

- Your child is enrolled upon payment of the \$150 non-refundable registration fee. **If your student is waitlisted, you will be notified and given the option to proceed or withdraw their application.*

Hours of Operation

Classes operate from 9:00 am until 1:00 pm.

Pre K4	5 days	Monday-Friday
Pre K4	3 days	Tuesday-Thursday
Pre K3	5 days	Monday-Friday
Pre K3	3 days	Tuesday-Thursday
MMO (2yr old)	2 days	Tuesday and Thursday
MMO (2yr old)	3 days	Tuesday-Thursday
MMO (2yr old)	5 days	Monday-Friday
Infants		Tuesday and Thursday

Punctuality makes the educational time more effective by limiting classroom disturbances and interruptions. Please do not bring your children into the building before 9:00 am.

Tuition

Tuition may be paid on or before the 15th of every month. Payments not received by the 18th of the month will incur a \$25 late fee. Payments not received by the 20th of the month will be cause for the child to be unable to attend until payment is received in full. Returned checks will be charged a processing fee of \$25.00 per event.

Tuition payments should be made using our online payment system through Brightwheel.

To assist in making timely payments, your Brightwheel account requires a primary payer for recurring payments. Posting of payments received will always be applied to any outstanding balances owed.

Families whose accounts are repeatedly overdue may be required to make other arrangements for their child's preschool education. Children will not be re-enrolled until their tuition and other accounts are settled from the previous academic quarter/year.

There will be no deductions from tuition for absences. As long as a space is held for your child, tuition must be paid. **Please see final page of this handbook for more information on our tuition policy.**

Withdrawal

The parent or guardian agrees to notify the Preschool Director via email of a child's withdrawal from the school **one month** prior to the child's last day of attendance or be responsible for the full month's tuition. Registration and current tuition are non-refundable. *Military families are required to submit orders if less than 30 days.*

Late Pickup

All children must be picked up at 1:00 pm. Children will only be released to someone who has been placed on the approved pickup list for that child by the parent or guardian and filed in the Preschool office. A late fee of \$5.00 for every five-minute increment will be charged for children not picked up by 1:10 pm. Payment is due within 3 days. This fee was implemented to discourage any tardiness which may upset the child and cause inconvenience to the preschool staff. This late fee will not apply in emergency situations.

Discipline Procedures – Immunizations – Illness – Communicable Illness

Discipline Procedures

We like to encourage good behavior for all children through positive reinforcement. However, children who are continually disobedient, disrespectful of others, overly aggressive, or otherwise disruptive to the classroom learning environment, their teachers and peers may be disciplined at MCP. Depending on the specific circumstances, this discipline may range from sitting in time-out to spending time in the Director's office to serving a periodic suspension from the classroom. Corporal punishment is never used at Morningside Christian Preschool. The teacher will always explain to the child why he/she is being disciplined. The objective of the discipline is to teach the child that there are consequences of his/her actions, and to encourage the child to accept responsibility for each decision. Parents are expected to support the efforts of MCP to instill responsibility in the child by reinforcing the disciplinary effort, rather than excusing the behavior. Any disagreement with either the rule or the disciplinary action should be discussed with the teacher out of the presence of the child, in the spirit of two Christians with a common goal of developing the child. A pattern of misconduct and unwillingness to respond to discipline may result in expulsion of the child.

• Biting/Pushing/Hitting/Scratching/Pinching Policy

Biting, pushing, hitting, scratching, and pinching unfortunately are not unexpected behaviors for preschool aged children. Some children and many toddlers communicate through this behavior. However, the named behaviors can be harmful to other children and to staff. Our goal is to help identify what is causing the behaviors and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten/pushed/hit/scratched/pinched. If an incident occurs, state regulations require that the parent of the child performing the behavior and the parent of the child who was harmed be contacted. The names of the children are not shared with either parent.

For the child that was bitten/pushed/hit/scratched/pinched:

1. First aid is given to the bite. It is cleaned and an ice pack is applied. If the skin is broken and blood is visible, the bite is covered with a bandage.
2. Parents & Director are notified.
3. A "Biting Incident Report" is filled out, signed and documented.

For the child that bit/pushed/hit/scratched/pinched:

1. The teacher will firmly tell the child that this behavior is unacceptable and a "time out" will be in effect.
2. The teacher will talk with the child to understand what may have caused them to act in such a manner.
3. The parents are notified. The "Biting Incident Report" is filled out documenting the incident.

Moving forward:

The child (as all children in the class) will be continually monitored by the teachers to determine what is causing the child to bite (teething, communication, frustration, etc.) The child will be given positive attention and approval for positive behavior.

When biting/pushing/hitting/scratching/pinching continues:

1. If a child inflicts bites/pushes/hits/scratches/pinches in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites/pushes/hits/scratches/pinches within a two week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.
3. If the child continually bites/pushes/hits/scratches/pinches, the parents and teachers will be present for a conference to discuss the child's behavior and how to move forward with the program.

Should children be "kicked out" of the program if the named behaviors occur too many times?

A program that kicks a child out for biting/pushing/hitting/scratching/pinching is indicating that it either doesn't know enough to work on the problem or is unwilling to work on the problem-or both. When we do the hard work of acquiring knowledge, developing skills, and deciding our motivation will be to provide the best for children, our program becomes stronger and more appropriate for children and families. When we excuse ourselves from doing this, our program becomes weaker. When we approach parents about the fact that their child is biting/pushing/hitting/scratching/pinching, we ask them to work with us to help their child learn to stop the behavior. *If parents are unwilling to work with us or don't take the problem seriously, only then would we suggest that they may have to find another preschool.* If the parents of the child biting/pushing/hitting/scratching/pinching and the parents of the child that was bitten/pushed/hit/scratched/pinched are willing to keep going, we can work together as a team to hopefully correct the behavior.

Immunizations

All children must have immunizations according to the state health department schedule. A certified statement of an up-to-date immunization report is required within the first two weeks of school. If you have chosen not to give your child immunizations, you must turn in the appropriate form obtained from the health department.

Illness & Communicable Illness

In consideration of others, do not bring your child if they are visibly ill or have had a fever (100.3°F) or diarrhea during the previous 24 hours. Children must be symptom free, without medication, for the past 24 hours. If your child becomes ill or injured at school, every effort will be made to contact you. In the event of an emergency, if you cannot be reached, the medical release you have provided will be utilized. For your child's safety, as well as ours, no medication will be given to preschool children during the academic day.

Parents are expected to notify the MCP office immediately if their child is diagnosed with a communicable disease (ex. chicken pox, measles, hand-foot-mouth disease, Covid-19, etc.) We also ask that you inform the office if your child has contracted head lice, pink eye, or ringworm. Confidentiality will be honored in all situations.

If your student is not feeling well and/or has a temperature, please keep them home. We do not want to risk their health nor their peers, teachers and other staff. Here are a few guidelines to follow throughout the school year.

Students should stay home from school if they have:

- Fever of 100.3°F or higher
- Undiagnosed rash
- Head lice
- Vomiting, nausea or other abdominal pain/discomfort
- Diarrhea
- Conjunctivitis (Pink Eye)
- Persistent cough (doctor's note required)
- Complaints of earache with or without fever
- Any skin discharge
- Sore throat with symptoms including possible strep

Students should remain home and can return to school:

- After 24 hours fever free without medication
- After 24 hours without vomiting or diarrhea
- With a doctor's note indicating they are able to return (flu, strep, etc.)
- For 24 hours after first dose of medications with a diagnosis of strep or conjunctivitis

It is important that these symptoms be recognized quickly and necessary steps taken to prevent the spreading of communicable diseases. If you have questions or concerns please contact the school.

Child Abuse

By state law O.C.G.A.19-7-5, all Morningside Christian Preschool employees are required to report any suspected cases of child abuse.

Dress Code – Lunch – Chapel – Auxiliary Classes – Toys – Field Trips

Dress Code

Accidents do happen so it is required that all children have a change of clothing each day. These clothes can easily be kept in a backpack and brought to school each day, or you can place a change of clothing in a labeled, sealable bag for the teacher to keep in the classroom. Remember that MCP is a hands-on learning environment, and the children will be exploring with lots of materials that may be messy. Dress your child ready to learn in this environment. We make no apologies for making learning fun! Please be aware that our playground has small safety wood chips as its surface and closed-toe shoes are best for the children to wear to enjoy their time outside. Label everything! This includes jackets, lunch boxes, backpack, sippy cups, bottles, and pacifiers.

Lunch

Each child should bring a lunch including a drink each day to school. Lunches cannot be heated or refrigerated at the preschool. Please provide a water bottle each day as well.

Chapel

Spiritual development is integrated into every aspect of the academic curriculum at MCP. Teachers discuss spiritual truths and model Christian behavior and attitudes in their daily contact with the children. All children, regardless of religious affiliation, will participate in spiritual instruction and development programs as a condition of attendance at MCP. Chapel time is held once a week for our Preschoolers.

Auxiliary Class

Children in the three and four-year-old classes attend a weekly Spanish class and a music/dance class.

Toys from Home

Help us protect your child's toys and lovies by leaving them at home. Too frequently they are lost, broken, or battled over. Babies are excluded from this policy.

Field Trips

Field trips will be planned periodically for PreK3 and PreK4 classes. These activities will be integrated with the educational curriculum and will enhance the education experience. Parents are responsible for transporting their child and serving as chaperones on these occasions.

Birthdays – Halloween – Christmas – Easter – Other Events

Birthdays

Parents may provide refreshments for their child's birthday. Please make treats easy to serve. We request that food items brought in are prepackaged to help with any food restrictions/allergies that may be present in the classroom. Pretend birthdays may be planned for children who have summer birthdays. If you would like to provide a birthday snack, please notify your teacher in advance to avoid snack duplication.

Halloween

We do not place a great deal of emphasis on Halloween except to discuss costumes, trick or treating, etc. This is done to prepare your child and prevent them from being scared. We call it *Imagination Day*.

Christmas

Our focus during the holiday is the birth of Jesus and giving. We will have a Christmas program inviting all families to attend this celebration.

Easter

We place emphasis on new life and the Resurrection. All classes will have an Easter egg hunt alongside the Children's Ministry of Morningside Baptist Church. The date will be communicated by your child's teacher.

Other Events

Throughout the school year, all preschool families are invited to events hosted by Morningside Baptist Church. Preschool staff will be present alongside church volunteers to better serve the community and their families.



Curriculum

Mother's Morning Out (MMO)

August: Family/Friendship

Color: Red

Shape: Circle

Letters: Mm and Oo

Numbers: 1

Bible Verses: "I am wonderfully made" Ps. 139:4

"Everything God made is beautiful" Ecc. 3:11

September: I am Special/Animal Jam

Color: Blue

Shape: Square

Letters: Gg, Dd, and Ll

Numbers: 2

Bible Verses: "God made every kind of animal" Gen. 2:19

"God gives food to the animals: Ps. 147:9

October: Fabulous Fall Harvest

Color: Orange/Black

Shape: Triangle

Letters: Aa, Ff, and Pp

Numbers: 3

Bible Verses: "God made the fruit" Gen. 1:11

"God sends the Autumn" Jer. 5:24

November: We are Thankful

Color: Brown

Shape: Rectangle

Letters: Ii, Tt and Nn

Numbers: 4

Bible Verses: "God gives food to us" Ps. 136:25

"Say thank you to God" Ps. 136:1

December: Happy Birthday Jesus

Color: Green

Shape: Star

Letters: Cc and Jj

Numbers: 5

Bible Verses: "God loved us and sent His Son" 1 John 4:10

"Jesus was born in Bethlehem" Matt. 2:1

January: Winter Wonderland

Color: White

Shape: Diamond

Letters: Ss, Ww, and Yy

Numbers: 6

Bible Verses: "God has made the Winter" Ps. 74:17

"God sends the snow" Ps. 147:16

February: Love and Kindness

Color: Pink and Purple

Shape: Heart

Letters: Vv, Qq and Uu

Numbers: 7

Bible Verses: "Love one another" 1 John 4:7

"God made the sun, the moon, and the stars" Jer.31-35

March: Exploring the Great Outdoors

Color: Yellow

Shape: Oval

Letters: Ee, Bb and Kk

Numbers: 8

Bible Verses: "Work with your hands" 1 Thess. 4:11

"God made the grass grow" Ps. 104:14

April: Spring is Special

Color: Review

Shape: Octagon

Letters: Xx, Hh and Rr

Numbers: 9

Bible Verses: "Help one another" Gal. 5:13

"He is not here: for He is risen" Matt 28:6

May: Wonderful Water

Color: Review

Shape: Hexagon

Letters: Zz and review

Numbers: 10

Bible Verses: "God made the water" Ps. 104:10

"God made every kind of fish" Gen 1:21



Curriculum

PreK3

August: Family/Friendship

Color: Red

Shape: Circle

Letters: Mm and Oo

Numbers: 1 and 2

Bible Verses: "I am wonderfully made" Ps. 139:4

"Everything God made is beautiful" Ecc. 3:11

September: I am Special/Animal Jam

Color: Blue

Shape: Square

Letters: Gg, Dd, and Ll

Numbers: 3, 4 and 5

Bible Verses: "God made every kind of animal" Gen. 2:19

"God gives food to the animals: Ps. 147:9

October: Fabulous Fall Harvest

Color: Orange/Black

Shape: Triangle

Letters: Aa, Ff, and Pp

Numbers: 6, 7 and 8

Bible Verses: "God made the fruit" Gen. 1:11

"God sends the Autumn" Jer. 5:24

November: We are Thankful

Color: Brown

Shape: Rectangle

Letters: Ii, Tt and Nn

Numbers: 9 and 10

Bible Verses: "God gives food to us" Ps. 136:25

"Say thank you to God" Ps. 136:1

December: Happy Birthday Jesus

Color: Green

Shape: Star

Letters: Cc and Jj

Numbers: 0 and Review 1-10

Bible Verses: "God loved us and sent His Son" 1 John 4:10

"Jesus was born in Bethlehem" Matt. 2:1

January: Winter Wonderland

Color: White

Shape: Diamond

Letters: Ss, Ww, and Yy

Numbers: Review

Bible Verses: "God has made the Winter" Ps. 74:17

"God sends the snow" Ps. 147:16

February: Love and Kindness

Color: Pink and Purple

Shape: Heart

Letters: Vv, Qq and Uu

Numbers: 11 and 12

Bible Verses: "Love one another" 1 John 4:7

"God made the sun, the moon, and the stars" Jer.31-35

March: Exploring the Great Outdoors

Color: Yellow

Shape: Oval

Letters: Ee, Bb and Kk

Numbers: 13, 14 and 15

Bible Verses: "Work with your hands" 1 Thess. 4:11

"God made the grass grow" Ps. 104:14

April: Spring is Special

Color: Review

Shape: Octagon

Letters: Xx, Hh and Rr

Numbers: 16, 17 and 18

Bible Verses: "Help one another" Gal. 5:13

"He is not here: for He is risen" Matt 28:6

May: Wonderful Water

Color: Review

Shape: Hexagon

Letters: Zz and review

Numbers: 19 and 20

Bible Verses: "God made the water" Ps. 104:10

"God made every kind of fish" Gen 1:21



Curriculum

PreK4

August: Family/Friendship

Color: Red

Shape: Circle

Letters: Mm and Oo

Numbers: 1 and 2

Time: 1:00 and 2:00 o'clock

Bible Verses: "I am wonderfully made" Ps. 139:4

"Everything God made is beautiful" Ecc. 3:11

September: I am Special/Animal Jam

Color: Blue

Shape: Square

Letters: Gg, Dd, and Ll

Numbers: 3, 4 and 5

Time: 3:00 and 4:00 o'clock

Money: Penny

Pattern: AB

Bible Verses: "God made every kind of animal" Gen. 2:19

"God gives food to the animals: Ps. 147:9

October: Fabulous Fall Harvest

Color: Orange/Black

Shape: Triangle

Letters: Aa, Ff, and Pp

Numbers: 6, 7 and 8

Time: 5:00 and 6:00 o'clock

Money: Nickel

Pattern: ABC

Bible Verses: "God made the fruit" Gen. 1:11

"God sends the Autumn" Jer. 5:24

November: We are Thankful

Color: Brown

Shape: Rectangle

Letters: Ii, Tt and Nn

Numbers: 9 and 10

Time: 7:00 o'clock

Money: Dime

Pattern: ABB

Bible Verses: "God gives food to us" Ps. 136:25

"Say thank you to God" Ps. 136:1

December: Happy Birthday Jesus

Color: Green

Shape: Star

Letters: Cc and Jj

Numbers: 0 and Review 1-10

Time: 8:00 o'clock

Money: Quarter

Pattern: AAA

Bible Verses: "God loved us and sent His Son" 1 John 4:10

"Jesus was born in Bethlehem" Matt. 2:1

January: Winter Wonderland

Color: White

Shape: Diamond

Letters: Ss, Ww and Yy

Numbers: Review

Time: 9:00 o'clock

Money: Review coins

Pattern: AABB

Bible Verses: "God has made the Winter" Ps. 74:17

"God sends the snow" Ps. 147:16



Curriculum

PreK4 (continued)

February: Love and Kindness

Color: Pink and Purple

Shape: Heart

Letters: Vv, Qq and Uu

Numbers: 11 and 12

Time: 10:00 o'clock

Money: \$1 dollar bill

Pattern: AABB

Bible Verses: "Love one another" 1 John 4:7

"God made the sun, the moon, and the stars" Jer.31-35

May: Wonderful Water

Color: Review

Shape: Hexagon

Letters: Zz and review

Numbers: 19 and 20

Time: Review

Money: \$20 dollar bill

Bible Verses: "God made the water" Ps. 104:10

"God made every kind of fish" Gen 1:21

March: Exploring the Great Outdoors

Color: Yellow

Shape: Oval

Letters: Ee, Bb and Kk

Numbers: 13, 14 and 15

Time: 11:00 o'clock

Money: \$5 dollar bill

Pattern: Review patterns

Bible Verses: "Work with your hands" 1 Thess. 4:11

"God made the grass grow" Ps. 104:14

April: Spring is Special

Color: Review

Shape: Octagon

Letters: Xx, Hh and Rr

Numbers: 16, 17 and 18

Time: 12:00 o'clock

Money: \$10 dollar bill

Bible Verses: "Help one another" Gal. 5:13

"He is not here: for He is risen" Matt 28:6

2026-2027 Morningside Christian Preschool Tuition Policy & Information

Tuition Fees:

Infants & Tiny Tots: \$165/month	2 Years Old (MMO): 2 Day Class: \$165/month 3 Day Class: \$190/month 5 Day Class: \$290/month	3 Years Old (K3): 3 Day Class: \$190/month 5 Day Class: \$290/month	4 Years Old (K4): 3 Day Class: \$190/month 5 Day Class: \$290/month
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Registration:

- A registration form must be completed and accompanied by a non-refundable \$150 registration fee for each child prior to admittance to the preschool program. This completed form and fee must be submitted to the Preschool Director and verified for attendance to begin at the preschool.

Please note that the registration fee secures your child's place for the upcoming school year and does NOT apply toward tuition. Registration fees are non-refundable and no exceptions will be made.

*If your student is waitlisted, you will be notified and given the option to proceed or withdraw their application.

Payments:

- Each payment **must be received on or before the 15th of each month**. Payments not received by the 18th of the month will incur a \$25 late fee.
- Payments not received by the 20th of the month will be cause for child to be unable to attend until payment is received in full.
- There will be no deductions from tuition for absences. As long as the space is held for your child, tuition must be paid.
- The parent or guardian agrees to notify the Preschool Director via email of a child's withdrawal from the school *one month* prior to the child's last day of attendance or be responsible for the full month's tuition. Military families are required to submit orders if less than 30 days.
- Tuition payments should be made using our online payment system through Brightwheel.
- Cash Accepted and Checks made payable to *Morningside Christian Preschool* (tuition dropbox located by front desk as you enter the interior preschool doors)
- To assist in making timely payments, our system is set up for automated recurring payments.
- Posting of payments received will always be applied to any outstanding balances owed.

Please reference the tuition payment schedule outlined below for your convenience:

Weekday Preschool Tuition Payment Schedule	
1 st Payment: July 15, 2026	6 th Payment: December 15, 2026
2 nd Payment: August 15, 2026	7 th Payment: January 15, 2027
3 rd Payment: September 15, 2026	8 th Payment: February 15, 2027
4 th Payment: October 15, 2026	9 th Payment: March 15, 2027
5 th Payment: November 15, 2026	10 th Payment: April 15, 2027

For any questions regarding your tuition payment, please contact the Weekday Preschool at (706) 366-2478 or email us at: PreschoolAdmin@morningsidebaptist.com