



Early Learner Parent Handbook

2026–2027

Infants through K4 • Full-Day / Early Learners

MCA offers Early Learners (Full year), Half-Day Preschool, Elementary (K5-5th) Elementary Afterschool Care, and Summer Camp program, all designed to meet the needs of the child at his or her level of development.

Please familiarize yourself with our handbook. It will answer many of your questions concerning our school. There are updates and policies that are new to this handbook. Please disregard all previous MCA handbooks.

Website: Important school information (i.e., handbooks, school calendars, events, and financial information) can be found on the Mauldin Christian Academy website: mauldinchristian.org.

Notice of Nondiscrimination: Mauldin Christian Academy does not discriminate on the basis of race, sex, color, religion, or national origin in its dealing with students and their families.

Mauldin Christian Academy is a ministry of Mauldin First Baptist Church of Mauldin, South Carolina.

Mission & Vision

MAULDIN CHRISTIAN ACADEMY MISSION STATEMENT

Our purpose at Mauldin Christian Academy is to partner with parents to provide a solid academic environment, lay a biblical foundation, lead them to understand the value of hard work, pursue everything with excellence, love one another, and bring glory to God.

OUR VISION

MCA students who understand the value of:

- A strong work ethic
- Striving for excellence
- Viewing the world through a biblical lens
- Loving and Leading others
- Bringing glory to God

Administrative Team

Role	Name	Email
Director of Operations	David Pearson	dpearson@mauldinfirstbaptist.org
Children's Pastor	Paula Southwell	psouthwell@mauldinfirstbaptist.org
Director of Early Learners	G-na Simmons	gsimmons@mauldinchristian.org
Principal of Preschool & Elementary	Gwen Johnson	gjohnson@mauldinchristian.org
HR & Finance Manager	Ann Parlier	aparlier@mauldinchristian.org
Front Office Manager	Amber Brangman	abrangman@mauldinchristian.org

Operating Hours, Closings & Weather

Early Learners Operating Hours

Operating hours and calendar details are communicated through the Early Learners calendar and school communications. Please check the EL calendar on the Academy's website for details: mauldinchristian.org.

Early Learners Closings

The Academy will be closed during selected days during the Christmas and New Year's holidays as well as on other major holidays throughout the year. Please check the EL calendar on the Academy's website for a detailed listing of holiday closings.

Inclement Weather

Applies to: Early Learner (CC), Half- Day Preschool and Elementary.

MCA does NOT necessarily follow Greenville County School closings or delays during inclement weather.

If weather conditions are such that faculty and staff are unable to get safely to the Academy, an announcement will be made by the following methods:

- WYFF-TV (Channel 4). Please look specifically for Mauldin Christian Academy Early Learners, Half-Day Preschool, or Elementary. News stations will not air school openings—only delays or cancellations.
- Email from the school
- FACTS Parent Alert text
- Class Dojo message from child's teacher

In the event of a school delay, doors will open at the announced time.

Important: WE DO NOT PRORATE OR REFUND TUITION ON DAYS SHORTENED OR MISSED DUE TO INCLEMENT WEATHER.

Summer Holding

The Early Learners Program operates on a 12-month basis. Therefore, by enrolling your child in our program, you are reserving a spot for 12 months of childcare. Tuition is expected to be paid for 12 months. However, we do realize that summer months often bring a change in employment status, particularly for educators. Information regarding Summer Holding options will be released during the month of April and will require you to complete and turn in a Summer Holding document.

Details include:

- Summer Holding will occur for nine weeks.
 - You will be charged 75% of your regular tuition.
 - Your student may attend class 2–3 days per week until 15 days have been attended.
 - Your family qualifies for a tuition-free one-week vacation during the year (Aug. to Aug.).
- We are thrilled to be able to offer this to our Early Learners families!

Financial Policies & Fees

Re-Enrollment

Begins in February for the following school year for our currently enrolled MCA Early Learner families. Please check the MCA website for specific dates for priority enrollment and when the enrollment will be open to the public.

If at the time of re-enrollment, there is a balance on the student's account, the student will not be eligible to re-enroll. Re-enrollment fees will apply and secure classroom placement only if the account balance is current and paid in full.

Re-enrollment fees will be communicated on the MCA website prior to the re-enrollment season.

Payments

All tuition payments **MUST** be made through the online FACTS system. We accept cash, check, MasterCard, and Visa debit and credit cards for incidental fees.

Insufficient Funds

A fee of \$30 will be charged for insufficient funds. If the insufficient funds charge occurs more than twice, the account will be considered delinquent. If the insufficient funds occur a third time, a fee of \$60 will be charged to your account. More than three occurrences of insufficient funds in one school year may result in your child's dismissal from that MCA program.

IMPORTANT INFORMATION

All returning student accounts must be paid in full by June 1st to maintain their position in next year's class. If a balance remains on June 1st, the student will be placed on a waiting list for their class until the balance is paid in full.

Withdrawal from Program

A one-month notification in writing must be given directly to the business office when a child is being withdrawn from the program. A communication with the director should also occur to discuss the details behind the student's withdrawal.

In the event a one-month notice is not given, the parents will be charged for the month's tuition. As communicated in the Tuition and Fee sheets, there is also a \$300 withdrawal fee if withdrawal takes place any time after enrollment or re-enrollment.

Other Fees

Re-Enrollment Fee

Re-Enrollment for the Early Learners (EL) begins in February for the following school year. The EL school year runs from August to August and payment of re-enrollment fees reserves a space for your child for the next school year. These fees are NON-REFUNDABLE and must be paid at the time of re-enrollment.

Age Requirement

The student must have reached the age of the class by September 1.

Late Pick-Up Fee

A "late pick-up" charge is assessed to each parent whose child is picked up after 5:45 pm for all EL and afterschool care children. The following fee schedule will apply for up to 3 late pick-ups. After more than 3 late pick-ups the fee will increase (noted in parentheses below).

Time	Fee
5:46 PM–6:00 PM	\$15.00 fee (after 3 occurrences - \$20)
After 6:00 PM	Additional \$1.00 per minute until the child is picked up (after 3 occurrences - \$3 a minute)

Billing & Program Status: This fee is to be charged to our school FACTS account. Children who are picked up late on a consistent basis, may be dismissed from the program.

Vacation Allowance

Vacation allowance DOES NOT apply to elementary, preschool, or summer camp programs. After 52 consecutive weeks in the EL program, children shall receive one week of vacation. These vacation days must be 5 consecutive days without the child in attendance. Vacation time only applies to those children enrolled 52 consecutive weeks a year at full tuition. A vacation week must be requested prior to the week of vacation and the office must be notified in writing that your child will be absent. Your account must be current to be eligible for vacation week.

* Exception: If your child began at MCA in August of the previous year, and is enrolled for the next school year, you may take your vacation week in June or July, rather than wait until August of this year.

Arrival, Dismissal & Safety Procedures

Arriving and Leaving Safely

Our primary learning time begins at 8:45. Please have your child in their classroom at that time. It is difficult to redirect preschoolers once learning time begins. If your child will be late, please send a Class Dojo message to the teacher to ensure an accurate lunch count for our Food Service team. Upon arrival, a child in a four-year-old class must be taken to the restroom by a parent before dropping them off with their teacher.

Drop Off Nap Time Alert

Nap time is from 12:00 PM – 2:00 PM. Please plan early dismissals or late arrivals to not disrupt nap time. Please arrange any exceptions with the Director of Early Learners or the Front Office Manager.

Disasters and Evacuations

If a disaster should occur such as a gas line break, MCA has evacuation plans and a designated student pick up location(s). Parents may receive emergency information through:

- FACTS Parent Alert Text
- Class Dojo

Parents may pick up children after all students and staff have been accounted for. Cooperation by all persons during an emergency will make procedures more efficient and secure for all involved.

Guidelines for Parking Lot Safety

- Please ENTER and EXIT the MCA parking lot SLOWLY.
 - ENTER ONLY through the entrance areas and NOT the EXITS
 - When dropping your child off at the Academy, PLEASE DO NOT PARK under the drive-thru portico area, regardless of the time. (THIS AREA IS FOR EMERGENCY VEHICLES ONLY)
 - Please use a DESIGNATED PARKING SPACE before exiting your vehicle.
 - The safety of our students and parents is the highest priority.
 - DRIVE SLOWLY!
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Pick Up Authorization

- Only persons authorized by the parents/guardians may pick up a student.
 - If a parent plans to have someone not on the list pick up a student, the school must be notified in writing or through a text or email; otherwise, no access to the student shall be given. VERBAL PERMISSION WILL BE ACCEPTED IN EMERGENCY SITUATIONS ONLY.
 - In the event of divorce, separation, etc., a COURT ORDER MUST BE PROVIDED specifying the custodial parent.
 - In the case of there being a custodial parent, they are the only person from whom the school will accept a list of authorized persons to pick up a student.
 - We do not allow non-custodial parents to pick up a student unless authorized to do so, in writing, by the custodial parent.
 - We require identification even when the person's name is on the authorized list.
 - If notification has not been given, the student will not be released until communication has occurred with the parent(s).
 - People authorized on the Emergency Contacts are for emergency contacts only when the parents cannot be reached.
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Records & Immunization Documentation

MCA will keep records of attendance, health, and fees of each child. A South Carolina Certificate of Immunization for Daycare Attendance (DHEC Form 2740A), Medical Exemption or Religious Exemption form will be required for each child in the program. These forms need to be updated each time your child has an immunization.

New addresses and telephone numbers, both work and home, must be provided so that we can reach parents immediately if needed.

*Please contact the Academy Main Office if you have any changes to your contact information.

Messages to Parents/Teachers/Office

Special information for parents will be distributed throughout the year. Please check your child's backpack DAILY for information.

Teachers will check their phones periodically when they are not supervising children. If you need immediate contact with your child's teacher, call the school office at 864-288-1917 and a staff member will reach the teacher.

All messages from parent to teacher or office should be written or by email.

Social Media/Electronic Communication

ALWAYS, if you have questions or concerns, please contact the Director of Early Learners. We want to hear from you and resolve whatever concerns or answer whatever questions you may have.

Communication between parents and MCA faculty and staff, is important and necessary in order for us to bring glory to God in our everyday pursuit of loving and leading our students.

Teacher Requests & Conferences

Teacher Requests

Many factors are considered in the placement of students in the classroom. The administration will NOT accept requests for specific teachers. If you have specific concerns regarding your child's placement, please contact an Early Learner Director.

Conferences

You will receive Class Dojo messages throughout the year regarding your child's progress or if there are any concerns. If you have any concerns or questions, you are welcome to arrange a time to speak with the teacher or the Director of Early Learners. Having these types of conversations in the classroom as you are picking up in, takes the teachers focus from the rest of the class.

Behavior & Classroom Expectations

MCA Behavior Philosophy

At MCA, we believe we are instructed to love and lead our students. Loving and leading the student means we are discipling them each day while they attend the Academy.

Discipling our students will:

- Help students to solve problems based on heart decisions and therefore learn to make wise decisions.
- Help students know the character of God.
- Help students to know who they are in Christ.
- Make wise choices and leave the student with a healthy sense of control.
- Teach the student that there are consequences for their behavior and teach them to take responsibility for their actions.
- Demonstrate how to honor and respect one another.

Teachers will:

- Give choices.
- Create and model an environment of HONOR and RESPECT
- Teacher to student
- Student to teacher
- Messages to Students
- We are a family/team
- We help each other
- We work together
- We encourage each other
- We respect each other

MCA Guidelines

- Teacher eye contact redirecting the student.
- Teacher “Look” (Not a mean look but a firm look/teacher look)
- Provide the student with choices
- Both choices should be choices that are safe for the student
- Use a reward system to celebrate wise choices (“I see you making wise choices”)
- Social Rewards (Verbal/non-verbal) such as a wink, thumbs up, pat on the back, “great job”, etc.
- Graphic rewards: Stickers, notes, stamps, etc.
- Activity Re-Enforcers: find out what your students love to do and use those activities as re-enforcers. Playing a certain game, extra recess time, extra learning center time, board games, etc.
- Tangible Rewards: Candy, Certificates (free donut, etc.), Pizza party, etc.
- Communication to parents: notes, phone call, or emails to communicate that the student is making wise choices.
- Speak God’s word over them daily
- Use appropriate scriptures when correcting in love.
- Elementary Students: Walk laps on playground. Also, have the student reflect on their choices and after they have walked, have them communicate to you what conclusion that arrived.
- Office visit to the Principal or Early Learner Director
- Communication to parents

Discipline in the Early Learner Classroom

Our discipline policies are to the benefit of all children within our school. As such, we expect our parents to support and reinforce the disciplinary decisions of our staff. We will always look to the good of the whole, yet we will not neglect the needs of the individual.

No corporal punishment will be used at MCA. The staff of the school will use a “positive” form of discipline by verbally redirecting the child to an acceptable behavior pattern. A “time out” chair will be used for age-appropriate time limits (usually 1 minute per year of age). Privileges may be denied, but never in the form of food or the use of the restroom. Every effort will be made to have the disciplinary measure “fit” the offense.

In extenuating circumstances, the following procedures will be used:

1. Parents may be asked to attend a teacher or director led conference to discuss the observed behavior and to develop a strategy to deal with the behavior.
2. After the strategy has been put into place, should the behavior continue, the parent will be asked to pick up their student to take a break from the classroom. This break may be a one day to ten-day break.
3. If all these measures fail, dismissal from the program may be necessary.

Extreme Circumstances: IN EXTREME CIRCUMSTANCES, PARENTS MAY BE CALLED IMMEDIATELY TO PICK UP THEIR CHILD. THIS MAY OCCUR PRIOR TO BEGINNING THE ABOVE PROCEDURE. THE SCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FOR EXTREME PHYSICAL BEHAVIOR. IF A CHILD BECOMES PHYSICALLY AGGRESSIVE WITH A TEACHER, THE CHILD WILL BE DISMISSED IMMEDIATELY.

Bite Policy – Tiny Tots, Toddlers & 2's

Our BITE POLICY is to benefit of all the students in the class. Biting at the tiny tots, toddler, and twos age is very common and the MCA classroom teachers are trained in strategies to work students through this stage.

1. During Day One: 1st Bite – warning to the child, time out
2. 2nd Bite – warning communication to the parent
3. 3rd Bite – child will be sent home for the remainder of the day.

If a child bites and breaks the skin (draws blood), the child will be sent home. A bite or an attempted bite to the face will be a phone call to the parent. If a child attempts to bite the face again, the child will be sent home for the day.

If a child bites three times in a week and the bites are not in self-defense, the child will take a break from the classroom and remain at home for one full school day.

All biting that is done in self-defense will be handled on a case-by-case basis.

As with all Academy policies, we do reserve the right to make decisions based upon the circumstances of each incident.

Dismissal of a Student

MCA reserves the right to dismiss any child if, after entering, he/she seems unable to participate in group experiences, parent or guardian does not abide by the policies and procedures of the program, or fees have not been paid.

Potty Training

Children must be completely potty trained before entering our 3-year-old program. If a child enters the 3-year-old program with the assumption that they are potty trained and they are not, we reserve the right to dismiss the child.

However, we do allow a grace period at the beginning of the year to allow your child time to adjust to a new classroom and new teachers. This grace period extends to the end of August.

Clothing & Daily Items

Clothing

Please send your child to school wearing comfortable Play clothes with as few buttons as possible.

For your child's safety, tennis shoes/sneakers are the best option for footwear. Flip flops, crocs, and sandals are NOT permitted.

Change of Clothing

We require 2 changes of clothing and an extra pair of shoes, marked with your child's name. These will be stored in your child's backpack. Since we do not always have spare clothing, this will prevent the need to call you to bring those clothing items to us.

Water Bottles

Please provide a water bottle, no larger than 20oz., for your child each day. Water bottles need to be filled with WATER ONLY. Water bottles for Toddlers - K4 should not have a handle.

Infants and Tiny Tots Special Information

- **Bottles & Food**
No leftover bottles or opened food will be saved.
All bottles and food should be labeled with your child's name and the date.
- **Daily Supplies**
Diapers and wipes
Bottles and formula
Baby food
Parents will provide their child's diapers, wipes, bottles, and formula daily.

Backpacks, Nap, Toys & Visits

Backpacks

Please send a full-sized backpack with your child each day to hold their folders and changes of clothing. Make sure your child's name is on it. Please check this daily for any information/communication from your teacher.

Naptime

Each child who stays for nap or rest time will be provided a cot. A small blanket, labeled with your child's name may be brought from home to make your child more comfortable. However, we recommend the All-in-one cot cover. (Can be found on Amazon.) Nap items will be sent home on Fridays to be laundered.

Toys

Classrooms are equipped with age-appropriate toys and equipment. No toys from home, please.

Classroom Visits

Parents and other family members are welcome to visit the classroom. If you have special skills in storytelling, music, art, crafts, or information about your occupation that you are willing to share, please contact your child's teacher.

If your child becomes distressed due to being away from a parent and cannot be consoled, we reserve the right to contact you and ask you to pick up your child.

Field Trips (K4)

K4 students will participate in field trips to various educational locations throughout the year.

K4 Field Trip Guidelines:

- Siblings are NOT permitted to attend off campus field trips.
- Method of payment for field trips will be communicated to you by the classroom teacher.
- Details of the field trips will be communicated to parents in advance of the field trip.
- A parent is required to attend any off-campus field trip.
- Since teachers are on the field trip, if your child will not be attending, they will need to wait until the teacher has returned to MCA before being dropped off.

Lunch & Snacks

Lunch & Snacks

Please be sure your child EATS BREAKFAST PRIOR to arriving to school.

A well-balance lunch is provided for all Early Learner students who are old enough to each solid food. Please do not send lunches from home.

The cost for lunch is covered in the Early Learner tuition.

Lunch for Infants and Tiny Tots

- Food will be introduced gradually in the Infant and Tiny Tots classes to prepare them to advance to the Toddler classes.
- Close communication between teachers and parents occurs to watch for allergies.
- Parents of infants and tiny tots will need to send lunch for their child during this process.
- The Tiny Tots will begin having a school lunch when they turn 1-year-old.
- Parents provide a morning and afternoon snack for their child.
- For safety reasons, teachers will provide a list of classroom allergies and ingredients to avoid in your child's snacks

Holidays We Celebrate at MCA

MCA approaches the celebration of holidays from a biblical perspective, seeking to glorify God and focus on Christ. Here are the holidays we recognize and celebrate at MCA:

Holidays	Holidays
Fall/Harvest (October)	Veteran's Day
Thanksgiving	Christmas
Valentine's Day	St. Patrick's Day
Easter	Independence Day

Birthday Parties

Class Party Guidelines

We welcome celebrating our students' birthdays at MCA.

ONLY store-bought items are **PERMITTED**.

- Cookie Cakes
- Donuts/Donut Holes
- Mini Cupcakes (Light colored icing is preferred)
- Cookies

Please do not send any party decorations

BALLOONS ARE NOT ALLOWED

DUE TO LATEX ALLERGIES, WE ASK THAT BALLOONS ARE NOT BROUGHT TO THE CLASSROOMS.

MCA Parent Volunteer Team

(School Partnership Council)

MCA is blessed to have the support of our parent volunteer organization, SPC. This amazing group is made up of parent and grandparent volunteers and is responsible for MCA's fall and spring fundraisers. They provide a plethora of ways to love and serve our teachers during Teacher Appreciation Week, "O" Week, and throughout the year.

MCA is consistently supported and blessed by our Parent Volunteer team, and you are invited to join this amazing group of serving individuals. If you are interested in joining the Parent Volunteer team, simply email SPC@mauldinchristian.org and leave your name and contact info.

JOIN AND MAKE A DIFFERENCE TODAY!

Health Services

Students who become ill or injured during the school day will be given proper care by the nurse or certified faculty and staff. You will be notified if the injury needs medical attention or if we feel a parent should determine further care. If your child becomes sick, we will determine if the child should be sent home. We will notify parents to come and pick up a child if deemed necessary by the nurse or office personnel.

If a student must take prescription medication during the school day, the medicine, along with the doctor's directions, must be brought to the office as soon as the student arrives at school. It will remain in a locked box and given as prescribed. Parents must bring the medication and fill out the proper medication form provided in the office. No medication, prescription or over the counter, is to be in a student's possession during the school day.

Student Illness

Any student who is absent from school due to illness should not return to MCA until they are free from symptoms for a minimum period of 24 hours. If prescribed an antibiotic, MCA asks that the student refrain from returning to school until the medication has been administered for a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, pediculosis (head lice), ringworm, and similar conditions must be treated before a student is permitted to return to school.

If a student is sent home due to illness or absent due to illness, the student will not be allowed to participate in any afterschool activities or events.

If a student has a fever of 100.4 or higher the student is not permitted to attend MCA. The student must remain fever free for a minimum period of 24 hours, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 24 hours.

Exclusion of Mildly Ill Children

Chicken Pox / Varicella: Children with chicken pox may return with a parent note once all of the sores and blisters are dried or scabbed over. If there are no scabs, the child may return to childcare when no new sores appear for 24 hours.

Fever: If a student has a fever of 100.4 or higher the student is not permitted to attend MCA. The student must remain fever free for a minimum period of 24 hours, without the use of over-the-counter medications before returning to MCA. If the student is evaluated by a medical provider and a non-communicable fever source can be identified, they may return to MCA with a doctor's note prior to 24 hours.

Diarrhea: Any child who has three occurrences of diarrhea, or a bowel movement that flows out of the diaper or underwear, in a 24-hour period, must go home and may not return until diarrhea stops for a full 24 hours without the use of medication. Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded.

if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness.

Hand, Foot, and Mouth Disease: Children with hand, foot, and mouth disease should be out of childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities. The red blisters should be dry and crusted over.

Head Lice: Your child may return with a parent note after one treatment with an over the counter or prescription lice-killing product, if there are no active lice crawling on your child's head. MCA will check your child's scalp upon returning. If any are present, your child will have to be removed and retreated for lice in order to come back to MCA.

Impetigo: Your child may return after receiving antibiotics for 24 hours, if the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A medical note is needed to return to MCA.

Pinkeye / Conjunctivitis: A child with pinkeye should see a healthcare provider if he or she has fever or eye pain. The child must have treatment for at least 24 hours prior to returning.

Rash with fever, behavioral changes or other symptoms: Children who have a quickly spreading rash or a rash with fever or behavior change are to be removed from childcare immediately. A medical note is required to return.

Ringworm: Children with ringworm of the body must remain out of school or childcare from the end of the day until they have begun treatment with a topical antifungal medication. Your child may return with a parent note.

Strep Throat / Streptococcal Pharyngitis: Your child with strep throat may return to childcare with a medical note 24 hours after starting antibiotics and if there is no fever for 24 hours.

Surgery: If a student has had any type of surgical procedure, they are permitted to return to school based on the medical provider's release instructions. You must provide a copy of these release instructions or a medical note upon returning to MCA.

Vomiting Illness: If your child has had one or more episodes of vomiting in the previous 24 hours, they should remain home until vomiting has resolved for 24 hours.

Thrush: A child with an oral yeast infection (thrush) may return to childcare with a medical note after they have been on prescribed antifungal treatment for at least 24 hours.

If a student is unable to participate in classroom activities due to illness, the student will be sent home.

Medication Administration

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.

Prescription Medications

- Written parental and prescriber authorization must be completed.
- Medication label must be present on ALL medications.
- Medication will only be administered as prescribed on medication label and the medical action plan.
- Prescriptions must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. The school nurse will not administer any medication passed the expiration date.

Over the Counter Medications (OTC)

MCA will not administer OTC medications. The parent may come to MCA and administer the medication to the child.

During summer months, MCA is not authorized to apply sunscreen or insect repellent. Please apply these topical formulas at home, for the full day.

Herbal/ Alternative Medicinal Products

These products are not regulated by the FDA; thus, the quality and effectiveness of these products vary. Employees of Mauldin Christian Academy will not administer Herbal/Alternative Medicinal products.

Allergies

- All allergies AND reactions to the allergen MUST be written on enrollment forms
- MCA will strictly monitor allergies. Please communicate with your child's teacher and the school nurse.

Life-Threatening Allergies

- All EpiPens and lifesaving medication will be kept in a locked safe box in the child's classroom.
- An action plan filled out by the child's medical provider must be turned in with the medication. MCA must have an action plan on file to be able to respond quickly and efficiently to emergency situations.

Please note that if the student is present at MCA, he/she will be required to be outside if their class participates in outdoor play. MCA realizes seasonal and environmental allergies can be problematic; however, the student must remain with his/her class.

State Immunization Requirements

A child will not be allowed to attend any school or child development program without a valid SC Certificate of Immunization, or medical, religious, or special exemption certificate.

If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots.

If a valid SC Immunization, or a medical, religious, or special exemption certificate is not turned in or provided, the child may not attend MCA until one is obtained and on file with the academy.

MCA Procedure for Handling Suspected Abuse

The Academy and church staff are required by law to immediately report all cases of suspected child abuse. This will be done in a professional manner using the following steps:

1. Teacher verbally reports concerns to the director or principal.
2. Teacher fills out a written report to be placed in a confidential file by the Director or Principal.

Director will report to one of the following:

- Child Protective Services
- DSS
- Police
- Child Abuse Hotline for further instruction.

Accident/Injury Procedures

It is the policy of the Academy to report all injuries to the parent. If an injury is minor, you will receive information from the school in written form. If the injury is major, we will contact you directly by phone.