

# Macedonia Moravian Preschool

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700 NC Hwy 801 N. Advance, NC 27006  
Director, Carlyn Cogar

# Happy, Safe, & Loved



## Since 1983

# Macedonia Moravian Preschool Handbook

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**“Let the little children come to Me and do not hinder them, for the Kingdom of God belongs to such as these.” *Mark 10:13***

Macedonia Moravian Preschool was established in 1983 by Mrs. Odrie Thurlo as a ministry of Macedonia Moravian Church. The mission of Macedonia Moravian Preschool is to provide a loving and secure environment where children can develop academically, socially, emotionally, physically, and spiritually in a Christian based program led by a dedicated, professional staff. We strive to make every child feel happy, safe, and loved each day.

Please feel free to contact us with any questions or concerns. We thank you for sharing your child with us and look forward to a wonderful year!

Warmly,  
Carlyn Cogar, Director

**PLEASE READ AND REVIEW THE HANDBOOK PRIOR TO OPEN HOUSE. YOU WILL HAVE AN OPPORTUNITY TO SIGN ALL FORMS AT THE MANDATORY PARENT MEETING.**

## **Macedonia Moravian Preschool Receipt/Review of School Handbook Acknowledgement Form**

I/We have received and read the School Handbook. We agree to comply with all the policies and procedures as outlined in this document and will address any questions to the appropriate recipient. I/We understand that this handbook may be amended during the school year if a need arises. Any change to the handbook will be communicated in writing.

Child's Name: \_\_\_\_\_ (Please print legibly)

Parent/Guardian Name: \_\_\_\_\_ (Please print legibly)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Macedonia Moravian Preschool Policies

*Train a child in the way he should go, and when he is old he will not depart from it.*  
Proverbs 22:6

## EXPECTATIONS

At MMP, we believe that educators and families are a team working together to give your child the best preschool experience. To meet this goal, it is important to have clear expectations:

### Expectations of our teachers and staff:

- Treat each child with love, compassion, and grace, respecting them as a child of God.
- Exercise equity in education by giving each child the opportunity to learn at their pace and according to their abilities.
- Maintain a safe environment that is inclusive of all students.
- Communicate clearly and regularly with families.

### Expectations of our students:

- Follow simple rules for safety.
- Treat everyone at school with kindness.
- Engage in activities to the best of their ability.

### Expectations of our families:

- Set children up for success by arriving on time and ready to begin the school day and pick up on time at the end of the day.
- Support the efforts of teachers by respecting classroom and school rules, responding to communications, and being an active participant in their child's education.
- Be part of the MMP community to the best of their abilities through Parent Council, volunteerism, and/or attending special events.

## Arrival and Dismissal

Our hours of operation are 9:00 am until 12:00 noon\*. We begin unloading at 8:50 am. Please do not bring your child before 8:50 am. Our teachers have children of their own to get to school and need a few minutes preparation time prior to student arrival. All children should enter through their designated car-rider drive thru. Please do not leave your car and walk your child to the door. **If you have children in different classes, please drop off at the YOUNGER child's drop off spot.** After school pick up will be at the same designated spot. **MMP Staff members cannot buckle children into car seats for liability reasons. Please pull forward out and out of the car rider line to buckle your child before exiting the parking lot. Pick up for Lunch Bunch will be on the left side (facing) of the building.**

**PLEASE DO NOT ALLOW YOUR CHILD TO ride in the front seat, ride in your lap, or hang out the car window in the car rider line.** Keep your child in their car seat until a staff member unloads them in the morning and/or you buckle them in at dismissal.

**PLEASE DISPLAY YOUR CAR RIDER TAG IN YOUR FRONT WINDSHIELD AT PICKUP.**

It is important to have your child at school on time. Late arrivals miss morning work and activities and disrupt the classroom. If your child has an appointment and you will be arriving late, please inform the director. **All children arriving after 9:10 a.m. must park and walk up to the office door.** Please try to be prompt at pick-up time and call the school if you are detained and cannot pick up your child on time. When you are late, a staff member must remain with your child until you arrive. While we do our best to make each child feel comfortable and reassure him/her that someone will be here soon, being the last one left at school often creates anxious and insecure feelings for your child and it is added stress to the teacher who must remain after their scheduled hours as well. Several of our staff members have small children of their own, appointments, and/or a second job after school that they must get to after their preschool day.

We are all parents, so we know that things just happen sometimes. After you are late more than 3 times (per school year) you will be charged a late fee. **Late charges will be enforced** in fairness to other parents and staff members. The charge after the first five minutes (12:05 on regular school days, 11:35 on early release days) is \$10.00. For each additional minute, the charge is \$1.00 per minute. All late fee proceeds will go to the Staff Development Fund to help us fund teacher workshops and additional training.

**\*On Davie County Early Release Days, MMP will dismiss at 11:30. We will begin loading cars at 11:20. Please see the school calendar for specific dates.**

### **Coping with beginning of school jitters**

Beginning preschool can be a bit of an adjustment (especially for the parents). In our experience, your child will adjust more rapidly if you follow these steps:

1. Visit the school with your child prior to the first day and show him/her the classroom. Make it as fun and exciting as possible.
2. When it's time to drop off at school, it's best to give a hug and kiss, let your child know you will be back, and then leave immediately. There may be tears from both of you, but within a few minutes his or hers usually stop. If your child appears to be truly upset and continues to cry, the teacher will call you. Remember, **"Quick goodbyes leave dry eyes."**
3. We ask that you use the car rider line and not walk your child to class. Not only is it harder on your child, but it is upsetting to other children in the class.
4. Try to follow the same drop-off routine every day, even if it seems as though your child is adjusting slowly. Children are comforted by routines and quickly learn that they will have a great day at school and then their loved one will be back to pick them up soon. Linger or changing your routine can sometimes make your child nervous or unsure.

### **Religion**

As a church sponsored preschool, we believe the teachings of Christian values and faith in God is part of our duty. We have weekly devotions (Chapel) where children can actively worship with prayer, bible stories, and songs. While we teach about Jesus' love and share His word, we respect the religious differences among our students and families.

### **Discounts & Financial Assistance**

If, in August, you wish to pay for the entire school year upfront, you will receive a 5% discount on tuition. Members of Macedonia Moravian Church receive a 10% tuition discount. Sibling discount is \$5% month on additional children.

*Financial assistance may be available for those who qualify; based on board approval & available funds. Contact the Preschool Director for an application or download the application from our website.*

### Snacks and Meals

Our students are given a mid-morning snack that they bring from home. If a child forgets their snack, they will be given an allergen free snack from school (typically goldfish, pretzels, etc). All children are asked to bring a water bottle labeled with their name each day. **Please only send water to drink.** Beverages other than water will be poured out and replaced with water. **Please DO NOT SEND choking hazard foods for snack. This includes: POPCORN, GUMMY SNACKS (under 3), NUTS AND SEEDS, HARD CANDY, UNCUT GRAPES.** *Please cut all fruits and vegetables to sizes appropriate to toddlers.* Often parents enjoy sending in a special snack for their child's birthday; please check with the teacher in advance. We will occasionally celebrate with a special snack that is school provided. When this occurs, it will be communicated to you by your teacher. Children staying for lunch bunch need to bring a lunch from home. Please note that we do not have the capacity to refrigerate or heat up lunch items.

### Tuition

Please use the Procure app to set up your tuition billing. If you are unable to pay through the app, please contact the Preschool Director.

Holidays, absences, vacations, etc. do not affect the tuition rate since the charges are for the space reserved in the program, not the number of days attending. **Additionally, we do not refund tuition or schedule make-up due to weather, building maintenance issues, or any communicable disease outbreak that necessitates a temporary closure.**

Parents are asked to provide 2 week notice when planning to withdraw a student or be subject to a 2 week tuition charge. There will be a \$25.00 charge for returned checks. A late fee of \$15.00 will be assessed if payment is not received by the 15th of the month. Termination from the preschool program may occur following two months of non-payment of tuition. Notice of termination will be in writing. Accounts must be current to register for the following school year.

### Lunch Bunch

Lunch Bunch is a great way to extend your child's day an hour after school (12:00-1:00 p.m.) for children in our 3/4/5 year old classes. To attend, your child must be **fully potty trained**. Lunch Bunch is available every regularly scheduled school day, Monday-Friday, for the days your child attends. Children may not attend Lunch Bunch if they are not scheduled to come to school that day. There will be no Lunch Bunch on the following days: Teacher Staff Meetings, DCS Early Release, special event days, additional days as scheduled by the Director. Please refer to the school calendar for additional information.

Lunch Bunch will be offered from September 15, 2025 through May 8, 2026.

Families must sign up for Lunch Bunch for the entire month. Sign-ups will be released monthly, and the cost will be invoiced separately from tuition. Rates are as follows (Shortened months will be prorated):

- 3 days – Add \$55/month
- 4 days – Add \$70/month
- 5 days – Add \$85/month

## Clothing Policies

The children will be participating in a variety of different art, craft, and exploration activities and despite precautions some messes may find their way onto clothing. Please dress your child in clothes that are suitable for work and play. We don't want your child's "Sunday best" covered in paint or dirty from outside play. We promote independence in our students so clothes which are easily managed (drawstring waist, no belts, avoid tight fitting clothes) in the restroom are best. **Shoes that stay tied and fit well are easier to run and play in. The mulch on the playground makes wearing flip-flops and crocs uncomfortable.** Please send a change of seasonable clothes in a labeled zip top bag in case of accidents. We believe outdoor play is important to the growing preschool child. Please be sure your child has proper clothing for outdoor activities and is prepared for changes in weather. Please label all boots, mittens, hats, gloves, etc. to prevent loss.

## What to bring/what to leave at home

Your child will need a backpack labeled with his or her name. Please check the backpack *daily* for your child's papers and/or correspondence from the school. Please label **ALL** hats, coats, gloves and other belongings. Without labels it is impossible to remember everyone's items, especially as the seasons and types of outerwear change.

**Please do not send food, gum, candy, toys, toy weapons, or money with your child** (unless the teacher gives prior approval for show and tell or items related to learning activity, etc.).

**Absolutely NO WEAPONS of any kind are permitted on preschool grounds.**

## How You Can Help...

- Send your child to school in clothes he/she can manage himself/herself and that are suitable for play.
- Label all items you send to school with your child. We see lots of bows, hats, toys, jackets, etc. each day and it can be very difficult to keep track of items not labeled.
- Contact your child's teacher or the Preschool Director whenever a question arises.
- Read all newsletters, notes, calendars, and emails from school.
- Pick up your child on time.
- Pay tuition on time.
- Keep a seasonal change of clothes in your child's classroom.
- Volunteer! Contact Carlyn Cogar if you're interested at [mmpreschool@live.com](mailto:mmpreschool@live.com)
- Donate to your child's classroom or school.
- Join Parent Council and help steer the school!

## Curriculum

A typical day at preschool will include opportunities for many of the following:

- Group time – weather, calendar, shapes, colors, alphabet review, storytelling, sharing information.
- Large motor skills – walking, running, hopping, jumping, riding tricycles, dancing, outside play, and free play.
- Fine (small) motor skills – drawing, writing, coloring, cutting, tearing, pasting, painting, puzzles, using Play-Doh, and manipulatives.
- Language activities- reading books, role playing, predicting outcomes, following directions, promoting a love of reading, early literacy.

- Math and Science activities – counting, calendar time, patterns, grouping, observing, weather, size, problem solving, questioning, collecting, seasons, early numeracy.
- Religious Education – bible stories, songs, crafts, blessings before meals, chapel.

This wide variety of activities will be organized around a thematic approach and will be presented and implemented in a developmentally appropriate style with emphasis on the process of learning.

Though it may seem like “just play” or “just a craft” these activities are designed to develop large and small muscle control, coordination, and increase cognitive development. As Albert Einstein said, “Play is the highest form of research”.

Our 4-year-old and Readiness class utilize the Letterland Curriculum, as used in Davie County Schools. We believe this provides a solid early literacy foundation and is well suited to kindergarten preparedness. Your teacher will tell you more about the program throughout the year. You may also visit [www.letterland.com](http://www.letterland.com) to find out more.

### **Discipline Policy**

At MMP, we believe in providing a supportive and positive environment as children gain independence and learn self-control. As a school, we practice the Conscious Discipline method. We promote Christian values and encourage love, self-control, and forgiveness. We use positive reinforcement, praise, and redirection as much as possible to promote positive behavior. Children need guidance and support in learning how to navigate in social settings. We provide this guidance by:

- Setting developmentally appropriate expectations.
- Establishing simple rules about keeping ourselves and others safe.
- Creating classroom environments that keep children busy and engaged.
- Modeling appropriate behavior to encourage children to cooperate, problem solve, and make positive choices.
- Using distraction and redirection to resolve or avoid conflict.
- Using natural and logical consequences that children can understand. For example, throwing a toy results in loss of privileges in using that toy.
- Providing a safe, quiet area in each classroom for children who need a sensory break or pause in behavior.

**No use of physical punishment is ever permitted.**

### ***Chronic Disruptive or Unsafe Behavior***

As children develop, it is not uncommon for them to occasionally act in non-constructive ways. Some stages of development may include expression through hitting, pushing, or even biting. Learning to communicate feelings, regulate feelings, and exhibit self-control takes time for children. When we have incidents that result in one child harming another, we will notify the parents of each child.

Most children respond well to the guidelines above, however, there may be instances in which a situation becomes too disruptive or excessive. We believe in providing an environment where all children feel happy, safe, and loved. When a teacher or the director deems a behavior or situation to have escalated, the following steps will be taken:



**First Instance:** Parents will be asked to meet with their child's teacher and the director for a conference. At that time, the behavior will be discussed, and we will work with parents to develop an action plan. Action plans may include any combination of the following: classroom management, home support, amended attendance, and connection with services outside of MMP. Following this conference, the parents, teacher, and director will sign the action plan to acknowledge the next steps.

**Second Instance:** Parents will again be asked to meet with their child's teacher and the director for a conference. The action plan will be revised, and all parties will again sign the action plan.

**Third Instance:** If the teacher and director feel that the behavior is not improving, or that the action plan put in place at school is not being supported at home, the child will be asked to leave our program. We will take every caution to see that we do not reach this stage. However, we must always consider what is best for all our children, particularly when a student is displaying behavior that places the well-being of others at risk of injury.

### Resolving Conflicts

It is important that your child (and you) feel safe and supported at school. Occasionally, conflicts will arise with other children. Generally, these are age appropriate and handled immediately by the teacher. Should a conflict escalate, parents will be notified by the teacher. If, at any time, you have concerns about a conflict in the classroom, **please contact your child's teacher first**. While the director is an integral part of preschool and maintains an open-door policy, she/he is not directly in the classroom. Your child's teacher is always your best and first resource for resolving conflicts. If you (or your teacher) feel that the director's input is necessary or helpful, the director will join in conflict resolution.

### Children with Special Needs

At MMP, we celebrate the diversity of all God's children. If your child has a physical or developmental difference, please inform the director upon enrollment. If we feel that we can give your child the best opportunity to learn and grow at our preschool, we would love to have you join us. In some cases, we can work with DCS to provide itinerant services here at MMP. However, because of our limited staff capacity, we are sometimes unable to provide children with the right environment for their individual needs. In that case, we can direct you to other programs which might serve your child better.

### Communication

The link between home and school is an important part of your child's education. A high level of communication is key to building a strong home-school partnership. **Please check your child's backpack/folder and Procure class messaging FREQUENTLY**. It lets them know you are interested in what is happening at school! We strive to provide regular communication in the following formats:

- Facebook and Website updates
- Newsletters
- Procure messaging
- Calendars



**In an effort to conserve natural resources and reduce costs we will be moving toward electronic communication as much as possible.** Printed copies may be available upon request.

**Please notify us immediately if there is a change of address or phone number.**



Each month you will receive a calendar listing your child's daily themes or activities. In addition, there will be important messages from your child's teacher. A newsletter and other brief notices will be sent home periodically as well. Please read carefully and don't hesitate to contact us if you have any questions.

### **Accidents and Injuries**

Minor injuries will be treated as needed (washing, bandage, ice pack) and parents will be notified at pick up time. Injuries will be documented in Procare. At least 1 member of each grade level and the director are certified in CPR each year. In case of severe injuries or emergencies, the procedures are as follows:

1. Basic First Aid care
2. Call 911 and render care as determined by the specific case
3. Notify parents
4. If the child needs immediate medical attention and needs to be transported by ambulance a member of the staff will accompany and remain with the child until a parent arrives.

**Please be certain that your emergency contact information is updated and on file. Please provide TWO additional emergency (non-parent) contacts for your child.**

### **Safety**

**Our number one priority is the safety of your children and our staff.**

Our preschool doors will remain locked during the school day (beginning at 9:10 after drop-off).

**ALL guests and visitors are required to ring the doorbell and wait to be buzzed in. After entering the school, you must sign in** & obtain a visitor badge at the Church OFFICE door located at the front of the building on the right.

**THE STAFF IS NOT PERMITTED TO ANSWER KNOCKS AT THE DROP-OFF & PICK-UP DOORS.**

We recommend you call **(336)998-6492** or message on Procare before coming to be sure someone is available at the office door to let you in.

## School Calendar & Sick Policy

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To download a printable copy of the calendar, visit our website.

### School Closings

We follow the Davie County Schools calendar for holidays and school closings. Please listen to the radio or news for information regarding inclement weather and how it may affect school closings or delays. We will also try to send updates on Facebook. **The safety of our preschool families and teachers is our number one concern during inclement weather, please use caution while driving.**

### Davie County Early Release Days

**On Davie County Early Release Days, MMP will dismiss at 11:30. We will begin loading cars at 11:20. Late charges apply after 11:35. Please see the school calendar for dates.**

### Inclement Weather Policy:

- If Davie County Schools (DCS) are closed, preschool will be **CLOSED**.
- If DCS have a **2 hour delay**, we will have preschool from **10:30-12:30**.
- If DCS have a **3 hour delay**, preschool will be **CLOSED**.

### Sick Policy

We want to provide a healthy environment in our classrooms, so we ask you to keep your child at home if any of the following occurred **in the last 24 hours**:

- Fever of 100+ degrees
- Discharge in or around the eyes
- Green or yellow runny nose
- Excessive coughing
- Vomiting or repeated diarrhea
- Undiagnosed or questionable rash
- Any communicable disease

Please do not send your child back to school if they have had a fever until they are **fever free without medication for 24 hours**. If your child is being treated with an antibiotic, please allow 24 hours before returning to school, even if they are feeling better. As a rule, **“when in doubt, keep them out”!**

If your child becomes ill or is injured while at school, you will be notified promptly.

# HELP US KEEP CHILDREN SAFE!

## DO

- **DISPLAY YOUR CAR TAG.** If you do not have one, please be prepared to show identification. We require written notice prior to allowing a child to go home with someone not listed on the transportation form.
- **REMAIN IN YOUR VEHICLE** until the child is placed inside. All children must remain with their teacher until they are safely loaded in the vehicle.
- **PULL UP TO BUCKLE YOUR CHILD.** Teachers are not allowed to buckle children in. Please pull to the far right of the parking lot, as far down as possible, or into a parking spot. Please do not block others entering or exiting the car rider line.
- **ENTER SCHOOL AT THE OFFICE DOOR ONLY** if you must walk in to pick up a child. The director or a teacher will retrieve your child from their classroom and bring them to the office.
- **BE PATIENT.** We are trying to keep your children safe and keep the line moving.

## DO NOT

- **DO NOT ALLOW YOUR CHILD TO HANG OUT THE CAR WINDOWS, RIDE IN THE FRONT SEAT, OR RIDE IN YOUR LAP IN THE CAR RIDER LINE.** Please keep your child seated in their car seat until they are unloaded by staff.
- **DO NOT DRIVE BEHIND THE BUILDING DURING SCHOOL HOURS.** Children may be playing on the playground.
- **DO NOT LEAVE WITH YOUR CHILD WITHOUT MAKING THE TEACHER AWARE**
- **NO PARKING OR EXITING YOUR VEHICLE IN THE CAR LINE.** Remain in your vehicle until the child is placed inside and then pull forward as directed to buckle.
- **DO NOT COME TO A SIDE DOOR TO PICK UP.** If you must walk in to retrieve a child, park in the front lot, enter at the office door, sign in, and wear a visitor tag.
- **NO CELL PHONE USAGE IN THE CAR RIDER LINE.**
- **NO SMOKING ON SCHOOL GROUNDS.** Macedonia Moravian Preschool is a tobacco free campus.

### **Food Allergy and Special Diet Information**

Child's Name \_\_\_\_\_

Foods that are <b>not to be served in any quantity</b>	Permitted to eat foods that were manufactured in a facility that also processes the allergen?	Foods that can be served in small/trace amounts	Reaction the child experiences when exposed to allergen	In case of accidental exposure or ingestion:

### **Consent for Prescription Medication**

Macedonia Moravian Preschool has my permission to administer the following prescription medication(s) or treatment: List condition, treatment, and dosage (Epi-pen, inhaler, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Consent for Non-Prescription Medication**

I hereby give MMP permission to administer any of the following in accordance with directions for use on the appropriate container:

- ☐ Ointment (e.g., Desitin/Aquaphor/Neosporin/Vaseline, etc.)
- ☐ Pain reliever (e.g., Children's Tylenol or Advil)
- ☐ Allergy Medicine (e.g., Benadryl)
- ☐ Other \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Volunteering @ MMP**

Parents, Grandparents, and other family members are a very special part of our program! There are many ways for you to become involved in your child's education and experiences at preschool. You are welcome to volunteer in a variety of ways, some ideas are listed below. Please let us know your special talent if it is not listed. **We greatly appreciate all family support and involvement.**

Your name \_\_\_\_\_ Child's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Best way to contact you \_\_\_\_\_

I am interested in volunteering in the following way(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Room Parent – help with parties and organizing events in your child's classroom | <input type="checkbox"/> Lunch Bunch or Breakfast Bunch chaperone |
| <input type="checkbox"/> Teacher assistant   | <input type="checkbox"/> Substitute teaching                      |
| <input type="checkbox"/> Office/Director assistant   | <input type="checkbox"/> Book fair                                |
| <input type="checkbox"/> Fundraising   | <input type="checkbox"/> Help with special projects or events     |
| <input type="checkbox"/> Send in items for a class project or special snack                              | <input type="checkbox"/> Provide food for a special event         |
| <input type="checkbox"/> Help with school pictures   | <input type="checkbox"/> Cut out paper projects for teachers      |
| <input type="checkbox"/> Lead a craft  | <input type="checkbox"/> Laminating                               |
| <input type="checkbox"/> Car rider line helper   | <input type="checkbox"/> Minor equipment or toy repairs           |
| <input type="checkbox"/> Teacher appreciation  | <input type="checkbox"/> Cleaning and sterilizing toys            |
| <input type="checkbox"/> Sharing exciting preschool events with media (newspaper, social media, etc.)    | <input type="checkbox"/> Other _____                              |
|  | (be creative)   |
| <input type="checkbox"/> Sharing a special story, music, or activity                                     |   |
| <input type="checkbox"/> Serve on our Parent Council   |   |