

# PARENT HANDBOOK

2025-2026



**Mandarin  
Presbyterian  
Preschool**

## Letter from the Director



### Welcome to MPP 2025-2026

Dear Parents,

Welcome to a brand-new preschool year! We are so excited to begin this journey with your child and your family. The start of a new school year is always filled with wonder and anticipation, and we are looking forward to all the fun, laughter, and learning that lies ahead.

Our preschool is a place where curiosity is encouraged, friendships are formed, and every child is celebrated as a unique and special creation of God. We believe in nurturing not only young minds but also young hearts. As we explore letters, numbers, art, stories, and play, we'll also be learning how to be kind, caring, and respectful—growing in God's love every step of the way.

Thank you for trusting us with your little one. It is a joy and an honor to partner with you in this exciting season of growth. We can't wait to see all the wonderful things this year will bring!

With Joy,

*Lee Samuels*

Lee Samuels, Director

Lsamuels@mandarinpres.com

904-680-6406

## **Staff**

### **DIRECTOR – Lee Samuels**

[Lsamuels@mandarinpres.com](mailto:Lsamuels@mandarinpres.com)

Phone: [904-680-6406](tel:904-680-6406) or 680-6404

### **2 YEAR OLD TEACHERS**

MWF – Sarah Gallagher

TTH – Kaity Spell

### **3 YEAR OLD TEACHERS**

Amy DeBerardine

Kelly Keitzer

Candace Minnicks

### **4 YEAR OLD VPK TEACHERS**

Vania Davis

Lindsay Hipp

Kelli Jerris

Jeanne Orman

Harmon Patterson

Carolyn Schmoyer

### **MUSIC TEACHER**

Elizabeth Clayton

### **CHAPEL LEADER/TEACHER**

Becky White

### **ADMINISTRATIVE ASSISTANT**

MWF Susan LeVoy

### **CLASSROOM ASSISTANTS**

Nikki Boutin

Terry McMahon

Dottie O'Brien

Jessica Shelton

Maria Whitcombe

Andjela Collins

Cassie Mousa

Whitney Price

Maria Smith

Tiffany Wilkowski

Catherine Glassick

Kelley Murray

Carolyn Schmoyer

Laura Webb

### **Staff Qualifications:**

Our staff has a variety of qualifications and certifications. Many teachers have at least a 4-year college degree in a field generally related to education. Others may have their Child Development Associates certificate. Our employees have taken the required DCF courses, have been fingerprinted, background screened for criminal history and child abuse, and have character references on file. All are involved in yearly continuing education. We have staff certified in First Aid, CPR and CDA's as required by the Department of Children and Family Services (DCF) who is our licensing agency.

## MPP Calendar 2025-26

This is a **TENTATIVE** schedule and is **SUBJECT TO CHANGE**.

<b>August</b>	14, 15	Explore MPP Days (explained & listed in Parent Packet)
	18, 19	8:45 Classes begin, please walk your child into his/her class
		9:10 Orientation for all parents
<b>September</b>	1	Labor Day – NO SCHOOL FOR ALL ( <i>Monday</i> )
	19	Room Mom Meeting, 9:10
<b>October</b>	30, 31	Halloween Costume Parade, Trick or Treat Emporium, and Class Parties ( <i>Thursday, Friday</i> )
<b>November</b>	3	Registration for 2026-2027 School Year begins for MPC and MPP students
	11	Veteran's Day — NO SCHOOL ( <i>Tuesday</i> )
	24, 25	Thanksgiving Feasts ( <i>Monday, Tuesday</i> )
		<b>**No Lunch Buddy 11/24 &amp; 11/25. All children dismissed at Noon</b>
	26-28	Thanksgiving Holidays — NO SCHOOL ( <i>Wed. through Fri.</i> )
<b>December</b>	18, 19	Christmas Programs & Parties ( <i>Thursday, Friday</i> )
		<b>**No Lunch Buddy 12/18 &amp; 12/19. Children dismissed after program</b>
	22—Jan. 2	Christmas Holidays — NO SCHOOL
<b>January</b>	5, 6	Classes Resume ( <i>Monday, Tuesday</i> )
	12, 13	Vision is Priceless Vision Screening ( <i>Monday, Tuesday</i> )
	19	Martin Luther King Jr Day — NO SCHOOL ( <i>Monday</i> )
<b>February</b>	12, 13	Valentine's Day Parties ( <i>Thursday, Friday</i> )
	16	President's Day — NO SCHOOL ( <i>Monday</i> )
<b>March</b>	16-20	Spring Break -- NO SCHOOL ( <i>Monday-Friday</i> )
<b>April</b>	1,2	Easter Egg Hunts & Parties ( <i>Wednesday, Thursday</i> )
	3	Good Friday – NO SCHOOL for all
	6	Easter Monday—NO SCHOOL for all
<b>May</b>	14, 15	End of Year Programs for all classes, VPK Graduations, & End of the Year Parties ( <i>Thursday, Friday</i> )
		<b>**No Lunch Buddy 5/14 &amp; 5/15. Children dismissed after program</b>

## Mission Statement

The mission of **Mandarin Presbyterian Church Preschool** is "Loving Children to Love Jesus Christ." We are here to serve children and families throughout the community by creating a foundation for social, emotional, physical, intellectual, and spiritual growth and development in a nurturing, Christian environment.

A "hands-on" approach is encouraged through imaginative play, exploration, and experimentation. **Mandarin Presbyterian Church Preschool** encourages responsibility and independence in the children, while building their self-confidence and self-esteem.

Our preschool program is an outreach of **Mandarin Presbyterian Church**. We consider all children to be members of God's diverse family. Enrollment is open to all children.

## Admission

- Children must be 2 on or before September 1<sup>st</sup> to be eligible to attend MPP
- To enter our 3 year old program, children must be TOTALLY POTTY TRAINED. No pull-ups or diapers are allowed for children in our 3 year old and 4 year old classes.  
**Be sure your child can independently go to the potty to take care of his/her needs, including wiping.**
- The following must be received in order to secure placement in MPP:
  1. Completed Registration form
  2. Registration fee – NON-REFUNDABLE
- Medical forms required by DCF must be received within 30 days following the first day of attendance:
  1. Immunization form (or Religious Exemption from Immunizations)
  2. Physical Exam form (doctor fills out one side, parent fills out the other side)

*Failing to have these forms could result in a fine for MPP. More importantly, we will be required to exclude your child from attending MPP until the forms are provided.*

## Withdrawal

- Written notice of withdrawal must be submitted to the Director.
- If notice is given at the beginning of the month, full tuition for that month is required.
- If notice is given after the 10<sup>th</sup> of the month, tuition for the current month **PLUS** the following month will be required.

## Fees

- **Registration Fee and VPK Donation**
  1. Non-Refundable Registration Fee for 2 and 3-year-old students is \$150.00
  2. Suggested donation for VPK students: *at least* \$200.00 as funds from the state do not cover the expenses we incur to carry out our excellent program.
- **Tuition (Our tax ID is #59-097-8265)**
  1. **Annual fee divided by 9 months to be paid September through May (no payment in August!** (Due to fixed expenses of the program, no adjustments are made for holidays, school breaks, or illness)
  2. We accept checks (payable to "MPP"), cash amounts \$100 or less, or online payments through Cheddar Up (<https://mandarin-presbyterian-preschool-payments.cheddarup.com>)
  3. \*\*\*Tuition is due on the 1<sup>st</sup> of each month, delinquent on the 5<sup>th</sup>
  4. \*\*\*Late payment fee = \$5.00 **per day** your child attends **after the 5<sup>th</sup>** unless other arrangements are made.
  5. Returned checks will generate a **\$10.00 fee**
  6. \$10 discount on tuition is available for families with multiple enrollees. You may deduct \$10 from the tuition payment for the **SECOND child**. (Excludes VPK students)
  7. You are welcome to pay several month's tuition at a time or pay for the entire year

**Tuition Fees:**      MWF 2s and 3s = \$325.00/month  
                         TTH 2s and 3s = \$275.00/month  
                         M – F 2s, 3s, and Pre-K 5s = \$525.00/month  
                         VPK 4's = NO MONTHLY FEE for tuition

- **Fee for Late Pick-up at the end of the school day for your child:**
  1. Please be in the car line **BY** the scheduled time of your child's dismissal
  2. \*\*\*At 10 minutes past the scheduled dismissal a **\$10.00 fee** will be charged, every 5 minutes after you will be charged an additional **\$5**.
  3. Late fee payments are due the next scheduled day of attendance.
  4. Late fees also apply to "Lunch Bunch" dismissal at 3:00 p.m.

## Communication Folder

Your child will receive a "communication folder" labeled with his/her name which will be used by MPP to send daily papers home and also for you to return paperwork to MPP. **Please be sure to return this folder every school day.** If the folder becomes lost or damaged, a fee of \$3.00 will be required for replacement.

The folder may be used for:

- Tuition payments
- Notes for the teacher or the office
- Paperwork or crafts from the school day

## **Drop Off and Pick Up Procedures**

**Early Drop off:** 8:15-8:45 should you need to utilize this service (see below)

**Arrival:** 8:45 a.m. (unless utilizing Early Drop-off)

**Dismissal:** 12:00 for 2s and 3s with another dismissal at 3:00 for Lunch Bunch.

**VPK:** Dismissal times vary.

**Morning Drop-off:** As you enter the parking lot, please **disconnect from your cell phone!**

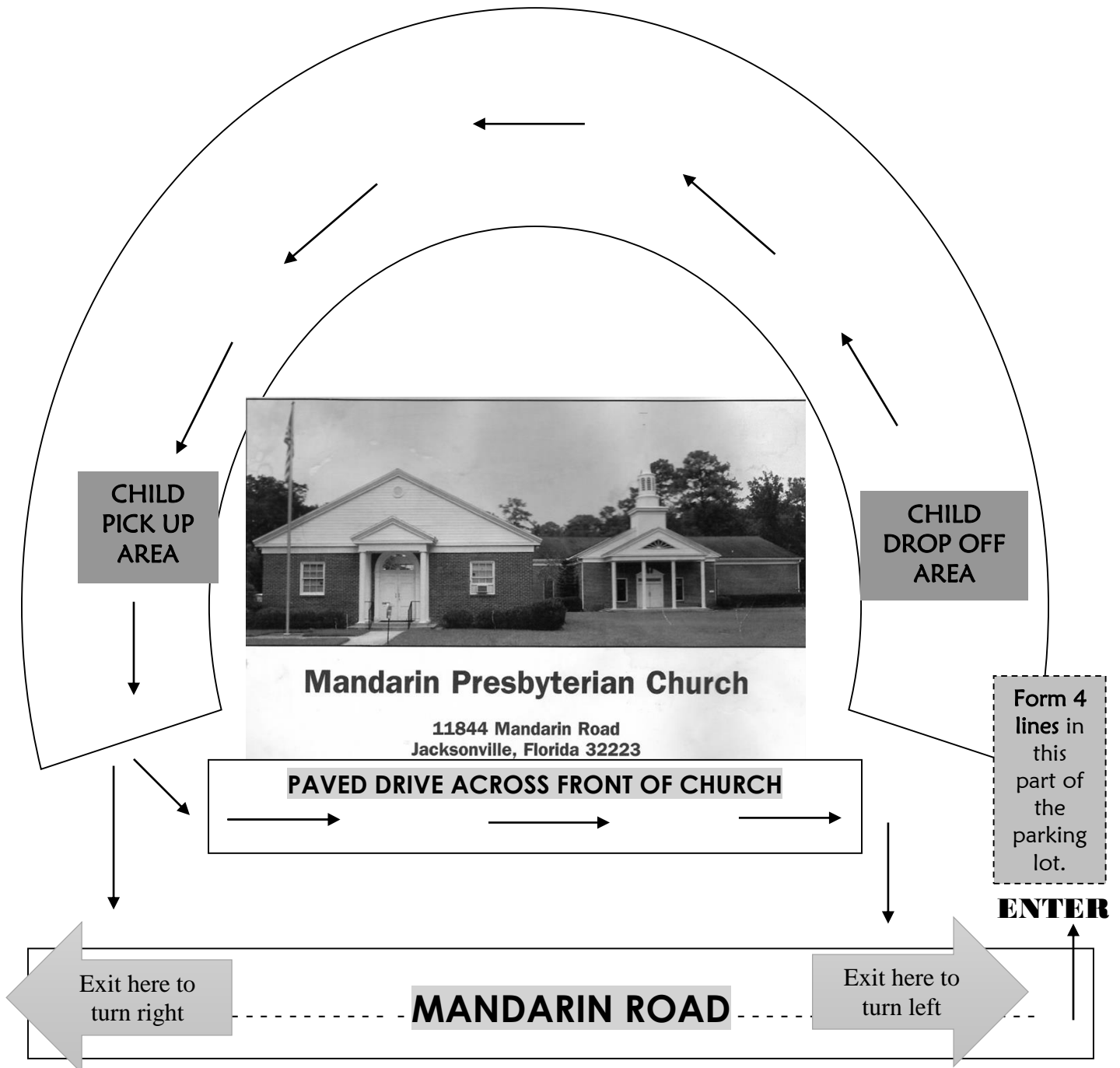
- Early Drop off: 8:15 – 8:45 Mon. – Fri., cost = \$5/morning. Park on the ‘skinny’ parking lot side (opposite our drop off area). Go through the double glass doors to the church office and bring your child back to the preschool hallway!
- All other students are to be dropped off beginning at 8:45 as our standard day begins at 8:45 a.m.
- Enter the parking lot on the playground side of our buildings.
- To keep the traffic off of Mandarin Road, create four lines of cars waiting for drop off.
- As the car line begins to move, please allow the first car from each of the four lines (left to right) to proceed forward and merge into the single drop off line by the school. After the fourth line takes a turn, repeat the pattern.
- Please take turns and be kind. Show grace to others who do not follow the rules exactly!
- Please share these drop off rules with anyone who may be dropping off your child.
- ***For safety reasons, your child should remain buckled in the back seat of your vehicle until it is time to get out of the car.***
- ***Please do not allow your child to hang out of car windows or the sun roof***
- ***Please come to a complete stop and put your car in park before opening any car doors.***
- ***Please do not let your child out of the car without the help of an assistant.***

**Dismissal:** As you enter the parking lot, please **disconnect from any phone calls.**  
***Our staff is instructed NOT to place your child in the car if you are on the phone. At the end of their day, your sweet child deserves your undivided attention.***

- Please **be in line by the scheduled time** of your child’s dismissal. Enter as you do in the morning and proceed all the way around the building. Pick up is on the opposite side of the building (***See map on next page***).
- If you arrive for dismissal prior to 11:30, please stop at the drop off doors by the playground. At 11:30, cars can proceed around to the pick-up doors
- Please **FORM 4 LINES** in the parking lot as you wait for dismissal in order to keep cars off Mandarin Road. (***See map on next page***)
- Children will be put in the car by our staff, but will not be buckled in. You will then pull forward and into a parking space to buckle your child into his/her car seat.
- Late Pick up Fees: Refer to “Fees” on page 5

### **Release of Children:**

- All students will be released via the Car-Line.
- If you need to pick up your child prior to dismissal OR if you are not going to be on time for dismissal, please call the office (9004-680-6406).
- Car Pools are encouraged & each participating parent must provide a note for our file.
- A note is also required if your child is being picked up by anyone other than parents or designated car pool drivers. Identification will be required.





## Curriculum

Classroom time is structured around teacher directed hands-on activities, plus time for group and individual play at centers in the classroom, circle time, snack and bathroom time, playground time and Bible stories. Music, cooking and science experiments enhance and reinforce learning and augment the curriculum.

### **Twos: We focus on . . .**

- Social Skills. Getting along with other children, sharing with friends, respect for those in authority, and following rules are all important to success in school.
- Process. With young children we believe process is more important than product. This will be reflected in their art activities as they relate to a unit.
- Developing and Refining Physical Skills. The size of the classroom allows for large muscle development as well as plenty of space for specific areas for drama, housekeeping, exploring books, and block play, etc.
- Basic Skills. We focus on listening, creating an interest in books, and speaking clearly enough to be understood.

### **Threes: We focus on . . .**

- Social Skills. Continuation of social skill development.
- Basic Academic Skills. The threes are introduced to emergent reading skills such as beginning phonological awareness, comprehension (sequencing & retelling) and an awareness of letters. Math skills included identifying patterns, shapes, counting, numbers, comparing and sorting, and positions.
- Development of small muscles necessary for learning to write
- Classroom time is structured so that there is a teacher directed activity that is usually done in groups of two while other children are involved in social play.

### **VPK Fours: We focus on . . .**

- Phonics, upper and lower case letter recognition and formation, spatial relationships, positions, ordinals, and a variety of other skills necessary for reading and math.
- Various units of study including, but not limited to, holidays as they occur, good manners & the Golden Rule, plants and growth, dinosaurs, Dr. Seuss, sea life and space.
- Cooking, Social Studies explorations and Science experiments to enrich learning.

## Christian Education

Teaching children about Christ and how He would have us live is a big element of our program. We draw inspiration from the ultimate source: the Bible! Most of all, we want children to KNOW that God loves them so, so much! Christian values are taught daily using Bible stories through activities at Circle time, in the music we sing, in the prayers we say, and special lesson times. Children will also take part in monthly Bible lessons in the MPC Chapel with a trained Bible teacher.

## Assessments / Progress reports / Conferences

Students are assessed at various times during our year.

- Parents of 2s & 3s will receive a hard copy of the assessment.
- VPK Students will be assessed 3 times/year. The Florida Assessment of Student Thinking (FAST) using Star Early Literacy is used to determine progress. Parents are provided with hard copies of Fall/Winter/Spring assessments.

Formal conferences are scheduled as needed or requested.

## Dress code + Personal Belongings

- Please dress your child in comfortable clothes and shoes.
  1. Remember that we are a preschool and **love to have “messy fun”!**
  2. Dress your child in clothing that allows independence when using the restroom.
- **The best shoe choice is sneakers and socks! Crocs & Flip-Flops or shoes w/o heel straps are NOT allowed.** Our desire is to keep children as safe as possible and experience has taught us that these types of shoes are a hazard on the playground.
- **LABEL ALL CLOTHING and PERSONAL ITEMS with your child's FIRST and LAST name** (especially outerwear) lunch boxes, totes, etc.
- In case of accidents, we keep clothing and underwear to change your child into. In this case, please wash and return the borrowed clothing to MPP.
- Donations of shorts, long pants and underwear are gladly accepted!
- Two year olds should bring a tote bag each day with a change of clothing and diapers to last the morning.
- **Toys are to be left at home unless directed by your child's teacher for special occasions!!**



## Snack and Water

- Please pack a **children's water bottle** (Nalgene, etc.) **labeled with your child's first & last name** daily for drinking water. The bottle will be returned at the end of the day.
- **“Zip-Snacks”!!** **Parents will send a non-refrigerated daily snack for their child:** cut fruit or vegetables, trail mix, cereal, pretzels, goldfish, cheese, crackers, raisins, etc. **It is our desire that the snack be peanut free to protect those children with food allergies. Please send snack in a BAGGIE marked with your child's first and last name for quick identification and easy disposal.**
- Frequently we will cook or serve a special snack that reinforces the lesson of the day.
- Special snacks for your child's class (birthdays, etc) must be prearranged with teachers.
- Please mention **food allergies** to the teacher.

## **Extended Day ( Early Drop Off + Lunch Buddy )**

### **Early Drop Off:**

- Monday - Friday from 8:15-8:45
- Please park in the skinny parking lot and enter the building through the glass church office double doors
- Cost = \$5.00/morning

### **Lunch Buddy: A service available as needed for MPP parents or care-givers.**

- Monday thru Friday from 12 Noon until 3:00 p.m. for ages 3 and up who do not need a nap, and are fully potty trained (able to independently go to the bathroom and take care of needs).
- We generally like children in our two-year-old classes to wait until after Christmas to try Lunch Buddy.
- **Cost = \$20 per afternoon Monday through Friday**
- Lunch Buddy students will eat lunch, play in the classroom, enjoy story time, and go outside to the playground. **Nap time is not part of Lunch Buddy.**
- Simply send your child in with a lunch, a drink and \$20. Please label your child's lunch box! No notice is required in advance of the chosen day/s for your child to stay.
- **Regardless of class schedule, any MPP student may come to Lunch Buddy any day of the week.** (For example, if your child is enrolled in a MWF class, he/she may come to Lunch Bunch at 12:00 Noon on a T or TH.) Just call the office **by 10:00 a.m.** to let us know.)
- We begin loading cars at 2:55 p.m. All children must be picked up **BY** 3:00 p.m. At 3:10 p.m., a late fee of \$10. is assessed payable the next scheduled day of attendance, and an additional \$5. for every 5 minutes after.
- Children utilizing extended day (early care or Lunch Buddy) frequently can pay for multiple days at a time – this money will be kept in a ledger and is used only when your child stays

## **Holiday Parties**

We celebrate: Fall/Harvest (Halloween), Thanksgiving, Christmas, Valentine's Day, Easter, and End of Year. You will be encouraged to sign up to plan and help with a party. Teachers will share applicable instructions. Most school celebrations will just include the parents who are signed up to assist with the party. You will be notified if the celebration is for all families to attend.

Per the Dept. of Children and Families:  
**NO Smoking** on school premises

## Birthdays & Invitations

- Birthdays are generally celebrated at snack time. Special snacks must be arranged with the teacher in advance.
- Invitations for a party away from school: be sure to **invite each child in the class**.
- If you do not wish to invite every child, please **MAIL** the invitations to the respective homes requesting the class list from the teacher or email [Lsamuels@mandarinpres.com](mailto:Lsamuels@mandarinpres.com) .

## Field Trips

For a child, some of the most exciting times of the school year revolve around field trips. **Our VPK classes leave the school premises** for field trips which often correlate with units of study. To ensure each child's safety, every VPK student must have an adult present with him/her on field trips. Two and Three year olds do not leave our premises.

## E-mail & Contact Info

Our predominant form of communication will take place through e-mail, so please let us know of any email changes.  
Likewise, if your contact info (phone numbers, address, etc.) changes, please let us know!

## Website and Social Media

Website = [www.mandarinpres.com/preschool](http://www.mandarinpres.com/preschool)



follow us on **facebook**

## Volunteers

Visitors and volunteers will be welcomed into the classroom at different times to help with special projects once children have settled in to the school routine and are separating easily from parents. Chat with your child's teacher about when/how you can become involved as a volunteer at MPP!

## Illness

Sick children belong at home in a comfortable setting. *Please do not send sick children to school.*  
If your child exhibits any of the following, please keep them home:

Fever **within the last 24 hours**

Diarrhea

Sore throat accompanied by fever

Undiagnosed Rash

Heavy congestion or persistent cough

Colored nasal discharge (*If your child has allergies exhibited by clear runny nose, please have a physician write a note to that effect.*)

- If a child seems ill, the parent will be contacted. In this case, we request pick up within 30 minutes.
- **When your child contracts a contagious illness, please contact us *immediately*** to insure the safety and well-being of other children and staff.
  - Per DCF, guidelines** for re-admittance following contagious illnesses:
    - FLU/COVID/OTHER VIRUS – When the Health Department or child's Primary Health Care Provider determines that the risk of transmission is no longer present (note from physician).  
Fever and symptom free for 24 hours.
    - STREP THROAT – No sooner than 48 hours (2 days) after start of oral medication or 24 hours after injection
    - IMPETIGO (Blisters covered with honey-colored crusts) At least 24 hours after the beginning of medication. Should there be no improvement within 48 hours, child should be reassessed by pediatrician.
    - PINK EYE (CONJUNCTIVITIS) – Redness of eye with burning, itching, and discharge; at least 24 hours after the start of medication
    - LICE – following medical treatment
    - PIN WORMS – No sooner than 24 hours after starting a doctor prescribed pinworm treatment
    - HEPATITIS – Physician's statement required for re-admittance

- **To have medication given at school:**

1. Authorization form must be filled out and approved by the school office
2. Medication must be in the original prescription container showing the child's name, physician's name, dosage instructions, and expiration date on prescription label.
3. Physician authorization must also be given for over-the-counter medication to be administered.
4. MPP reserves the right to refuse medications or procedures at any time.

## Absences

*We care about your child! We welcome the opportunity to pray for your child in the event of illness or for another reason.* Please call the office (904-680-6406) and let us know when your child will be absent.

VPK parents must adhere to the VPK Attendance Policy below.

## VPK Attendance Policy

*MPP will offer the VPK Program for 540 hours per track each school year.*

- ❖ Funding for the VPK program is linked not only to attendance but to the success of our students upon entrance into Kindergarten.
- ❖ Attendance during scheduled instructional days is imperative in order to remain in our VPK program.
- ❖ It is the responsibility of parents to comply with our VPK attendance and tardiness policy.

### **General Information:**

- Monday through Friday students = 8:45 – 12:00 Noon.
- Monday / Wednesday / Friday students = 8:45 – 3:00 Mondays and Wednesdays, and 8:45 – 12:00 on Fridays.
- Tuesday / Wednesday / Thursday students = 8:45– 3:00 Tuesdays and Thursdays and 12:15 – 3:00 on Wednesday afternoons.
- If a child is going to be *absent or late*, you must call our office at 904-680-6404.
- Parents will be required to sign a monthly attendance verification form.

### **Tardiness:**

- Your child must arrive in the VPK classroom no earlier than 8:45 and no later than 9:00. All children are expected to be in class ready to begin the day at that time.
- Arrival times will be recorded in each classroom. Late arrivals are disruptive to the functioning of the class and are difficult for the child as well.

### **Absences:**

- Daily attendance in the VPK program is essential for optimum learning.
- Funding from the state of Florida is calculated on attendance. The chart below outlines how many days/month your child may miss without a funding penalty for MPP.
- **MPP reserves the right to dismiss a child from our program for excessive absences.**

**Monday – Friday**  
M-F 8:45 -12:00  
(Start date 8-18-25,  
End date 5-15-26)

Months	# days may miss
August	1
September	3
October	3
November	2
December	1
January	2
February	3
March	2
April	3
May	1

**Mon/Wed/Fri**  
Mon&Wed 8:45 -3:00,  
Fri 8:45-12:00  
(Start date 8-18-25  
End date 5-15-26)

Months	# days may miss
August	1
September	2
October	2
November	2
December	1
January	2
February	2
March	2
April	2
May	1

**Tues/Wed/Thurs**  
Tues&Thurs 8:45-3:00,  
Wed 12:15-3:00  
(Start date 8-19-25  
End date 5-14-26)

Months	# days may miss
August	1
September	2
October	2
November	2
December	1
January	2
February	2
March	2
April	2
May	1

## Discipline & Expulsion Policy

Children are a gift from God, and as a Christian preschool we take our responsibility to provide a nurturing, loving, safe environment very seriously. Our policy re: Discipline & Expulsion are as follows:

### **Unacceptable behaviors include:**

1. Disruptive behavior
2. Physically aggressive behavior toward another child / adult
3. Behavior which could be harmful to the child himself
4. Defiant disrespect for authority by refusing to obey the attending adult

**Our teachers are trained to “redirect” rather than “react” to classroom behavioral issues. When behavior is unacceptable, we do our best to redirect the child. The following is a progression of steps we follow when dealing with discipline issues:**

1. Gently call the behavior to the child’s attention, letting them know it is unacceptable and not to be repeated. Redirect the child.
2. If the behavior continues, the attending adult will privately tell the child that separation from the group (time out) may be necessary.
3. Provide an opportunity to think about the behavior in a quiet corner or time out chair.
4. Should the behavior persist, the adult will remove the child from the classroom to talk about why the behavior is unacceptable and why it is creating a problem for the class. The child will return to the classroom if he/she agrees to stop the offensive behavior and abide by the teacher’s instruction. If the child is defiant and not willing to change behavior, then we move to the next step.
5. Persistent discipline issues will require a meeting with the Director, parent and teacher. A plan will be developed which can be implemented in the classroom and at home.

Dismissing a child for any reason would be a last-measure action on our part. However, if we are unable to meet the needs of the other children in the classroom due to disruptive behavior on the part of one child, the needs of the class must be weighed against the needs of the individual.

**Expulsion:** The expulsion of a child (termination of the Childcare Contract) is not a decision that is taken lightly, and happens only in exceptional circumstances.

Behavior concerns tell us children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will collaborate with parents in supporting children’s social and emotional health. On **rare occasions**, we may work with families to seek the best care for their child when our program can no longer meet the needs of an individual child.

Reasons for expulsion include, but are not limited to:

- Repeated physical aggression towards other children/ staff
- Repeated verbal aggression towards other children/ staff
- Placing self or others in danger.

**\*\*Expulsion is a last resort** and we will work hard with you to keep your child safe and in our loving program.

## Weather

- **Outdoor Play:** Unless it is raining or below 40 degrees, *outdoor play time will occur*. Please dress your child accordingly. In the case of extreme heat conditions, children will only go out in the morning before 10:30 am when the heat index is less than 95 degrees.
- **School Closure:** MPP **generally** follows the guidelines of the Duval County School System for closures due to hurricanes, tornadoes, or other emergency situations. If Duval County Schools are closed, **generally** MPP will also be closed. *If MPP will be closed, you will receive communication from the Director and/or your child's teacher.*
- **Severe Weather:** Occasionally, severe weather develops during school hours. If school is in session when an announcement of weather closing is made, you will need to immediately come and pick up your child. In the case of Extreme Heat (Heat Index above 95 degrees), recess time will be adjusted according to State guidelines
- **"Make-up" Days:** MPP reserves the right to determine policy for "make-up" days

## Show and Share

*Show and Share is to be determined by each classroom teacher.*

*Please be mindful that MPP is an outreach ministry of Mandarin Presbyterian church and as a Christian school, all items sent in should be appropriate.*

- Examples of sharable items: photos, children's story books, trophies, etc.
  - **No "weapons" are allowed** (toy guns, spears, or items that promote aggressive behavior.)
- We cannot be responsible for damaged or lost items.

## Summer Program

- 3-5 year olds who are fully potty trained & independently able to take care of bathroom needs) are eligible to participate in our Summer Fun Program
- Five weeks of camp are offered with fun, exciting themes each week
- Children may attend as many weeks as you desire
- Cost for the summer of 2026 yet to be determined
- Registration will begin in March 2026
- Sample Theme Topics
  - Creepy Crawlies
  - Go for the Gold
  - Days of Knights
  - Shipwrecked
  - Wild, Wild West
  - Gone Fishin'
  - Mad Scientist
  - Super Duper Superheros
  - Under the Big Top