

**2023-2024**

**Preschool Handbook**

30 Church Street

Smithfield, Pa 15478

724-569-4890 Office

e-mail mountmoriahschool@mymoriah.org

[www.mymoriah.org](http://www.mymoriah.org)

This handbook has been designed to answer any questions you may have regarding the education program at Mt. Moriah Christian School. We encourage open communication in all school relationships and certainly urge parents to ask questions, express concerns, and become involved with the school.

We reserve the right to change any policy in this handbook without prior notice.

If, after reading this handbook, you still have questions, please contact

Mrs. Erika Shiflett, or Mrs. Renee DuBois. Call either of them at the school,

phone number 724-569-4890 or email mountmoriahschool@mymoriah.org

or rdubois@mymoriah.org or eshiflett@mymoriah.org

More information can also be found on our website [www.mymoriah.com](http://www.mymoriah.com)

Welcome to the MMCS Preschool. These are exciting years in your child’s life, and we are happy to be a part of them. The major objectives of our preschool are:

1. To provide, within a religious oriented atmosphere, a serious educational program to prepare the child for kindergarten.
2. To help meet the growing needs of our community for an early childhood education facility in a safe and secure environment.
3. To provide a setting where people of various religious and ethnic backgrounds can work together for a common concern, the interest and needs of their preschool children.

Our main goal is to produce a happy and enjoyable foundation of learning for our future leaders in society. As we bridge the gap from home to school, we hope to guide the children to a continued good self-image while building social and intellectual skills in a school setting.

We hope you and your child have a positive experience this year.

Preschool Staff,

Erika Shiflett and Marcie Moody M/W/F PK 4

Erika Shiflett and Marcie Moody T/T PK 3

**Mt. Moriah Christian School**

**Mission Statement of Mount Moriah**

The mission of the Mt. Moriah Baptist Church is to love and serve our Lord Jesus Christ with all our heart, soul, mind, and strength. We will share His Good News with others and provide opportunities for Christian growth; therefore, the Mt. Moriah Christian School was established to pursue this goal. Mt. Moriah Christian School promotes the physical, mental, emotional, social, and spiritual education of each child by providing a Biblically-based program of academic, moral, and spiritual instruction while emphasizing high standards of excellence and challenging each child to achieve his individual learning potential.

**Mission Statement of Mt. Moriah Christian School since 1985**

**Is to encourage, equip and energize students to:**

**Love Jesus and Others**

**Grow in knowledge & Wisdom**

**Live the Kingdom Life**

**Philosophy of Education**

The teaching of academics is only one part of a child’s education. Spiritual and moral values, proper attitudes, respect for authority and for the rights and feelings of others are also very important in the task of training children to become mature Christian leaders. Education that includes only the academics is inferior as it lacks the foundation for ongoing achievement. The foundation for moral and spiritual teaching is the Word of God, the Bible.

God has given each child to his parents, who, in turn, are entrusting the School with a very vital part of his training. We consider our share in the education of this child to be a sacred trust and will endeavor to instruct him as an individual. Each child is a human being endowed with God-given abilities and unique personality. We recognize that each student will respond differently to that which is presented; however, ALL of them will be exhorted to produce to their fullest potential.

**Admissions Policy**

Mt. Moriah Christian School accepts students without regard to gender, race, color, national or ethnic origin, or religious affiliation. Because it is a Christian School, students who enroll agree to participate fully in all required religious activities such as Bible class, chapel, etc. Mt. Moriah may deny admission to students with physical or mental handicaps because the school is not physically able to accommodate disabled students and because it does not have staff or resources to serve students with exceptional learning problems.

Mt. Moriah Christian School reserves the right to accept a student on a trial basis. We may re-evaluate his/her progress at any time deemed necessary by the administrator, staff, or Board of Directors to determine if it is still in the best interest of the school and the students to continue his/her attendance. Mt. Moriah Christian School reserves the right to dismiss any student at any time for reasons of non-cooperation, the inability of the child or parent to adjust to the school, delinquent tuition payment, or other any other reason deemed necessary by the administration.

All preschool children in the 3 year old program must be 3 years old by September 1st (with a documented birth certificate), have completed immunization records, and be toilet trained. Preschool children in the PreK (M/W/F) program must be 4 years old by September 1st (with a documented birth certificate).

**Faculty and Administration**

Mt. Moriah attempts to provide the best teachers possible for each class. Every staff member has current child abuse and criminal record clearances on file. All full-time classroom teachers have valid teaching certificates or appropriate licenses and work diligently to stay aligned with state certification standards for teachers. Many members of our staff also have current First Aid/Life Saving certificates.

**Administrative Assistants – Mrs. Brenda Wingrove, Ashley Spak, Chris Paschke**

**Executive Director – Mr. Richard Ellsworth**

**Principal and Second Grade Teacher – Mrs. Renee DuBois**

Mrs. DuBois is a graduate of California University of Pa. with a B.S. in Early Childhood Education, and she earned her Master’s degree, also in Early Childhood Education, at WVU. She formerly held positions in Laurel Highlands School District and Chestnut Ridge Christian Academy. She lives in Hopwood. She has two children, Jessica and her husband David, and Joshua. She has one grandson, Landon and a granddaughter, Abigail. Mrs. D. attends Mt. Moriah Baptist Church.

**Preschool Teacher – Mrs. Erika Shiflett**

Mrs. Shiflett attended California University for 4 years, majoring in elementary/early childhood education. This is her 10th year teaching at MMCS. She is a member of the Morgantown Restoration Branch Church. She lives in Greensboro with her husband Matt and has 2 energetic children, Marley and Ross. When she isn’t at school you can find her at one of the kid’s sporting events. She looks forward to the new year and the blessing of teaching the littles.

**Preschool Aide – Mrs. Marcie Moody**

Mrs. Moody lives in Smithfield with her husband Alan and has two sons, Hunter and Braeden. She is a graduate of West Virginia Career College. This is her 20th year at MMCS. She is an active member of the New Geneva Baptist Church. She enjoys reading, cooking, and spending time with her family.

**Mt. Moriah Christian School Support Staff**

**Maintenance Engineer – Dayna High**

**Albert Gallatin Area School Nurse**

**Mt. Moriah Baptist Pastor:**

 **Pastor Darrell Edgar**

**Mt. Moriah Christian School Board of Directors:**

 **Mr. Bob Robinson, Mrs. Joyce Edgar, Mrs. Julie Sines, Mrs. Jennifer Diamond, Mr. Josh Ellsworth, President**

**Contact with Teaching Staff**

Preschool teachers will not be available for conferences, meetings, or text messaging with parents during instruction time. Parents can call the office at any time and leave a message for the teacher or principal. Teachers will respond as soon as they have a free time during the school day. Teachers can be reached by phone at the school between 2:45-3:15. Teachers will not be asked to take phone calls from parents during instruction time. Again please leave a message with the office. Your call will be returned as soon as possible. Mrs. Shiflett will accept email messages at eshiflett@mymoriah.org

**Preschool Policies**

*Classes:*

Sessions will be held Tuesday and Thursday, 9:00 am to 11:30 am for 3 to 4 year olds. Monday, Wednesday, and Friday morning sessions are from 9:00 am to 11:30 and afternoon sessions from 12:15-2:45 pm for 4 to 5 year olds.

Please bring your child to preschool no earlier than five minutes before the session. The teacher or security guard will open the door so that you may enter. You may escort your child to the classroom when the classroom door opens. At dismissal the security guard or teacher will again come to the door to unlock it and you may go to the classroom once the classroom door is open. If you come to school after the door is locked you must ring the bell. If there are no employees available to answer the door, you must come to the school door downstairs and walk your child up to the preschool room. Promptness in picking up your child is imperative. Security guards will be checking security cards from time to time to ensure the safety of the children at all times.

*Tuition*:

Recognizing that the financial commitment is a great factor in enrollment, the School Board has endeavored to keep the costs as low as possible and still maintain a quality education for your child.

The financial commitment letter MUST be signed and returned by the first day of school or the student will be dismissed from MMCS until it is returned. There will be NO exceptions to this policy.

Preschool Registration Fee: $100.00

Tuition: $115.00/monthly for 10 months for the 2 day program $1,150.00

 This program runs from Sept. 6 – May

 $135.00/monthly for 10 months for the 3 day program $1,350.00

 This program runs for September 7- May

Tuition is due on the first day of each month from August 1 to May 1. Because the first day of the month is not always a school day, a grace period of 10 days is given. A late fee of $25.00 will be charged for tuition paid after the 10th of the month. If a parent is behind more than one month in their tuition, the child will be withheld from the class until the late tuition payment, the late fee and the current amount is paid in full.

Tuition if non-refundable and there will be no credit given for absenteeism.

A charge of $25.00 will apply for any returned checks due to non-sufficient funds. NO post-dated checks will be accepted. Payments can be charged to your credit card.

If a child is removed from enrollment during the month, the tuition will be prorated at an amount of $10.00 per day plus a $20.00 fee for administrative costs. Registration fees are non-refundable.

Students in Preschool will be assessed a one-time $25.00 activity fee that covers expenses not covered by the PTF but are assessed to the parents at various times during the year. Students will also pay a one-time $75.00 supply fee that covers all paper supplies including: wipes, Kleenex, paper towels and copy paper.

Checks must be made out to: MMCS. Please put your payment in an envelope with the child’s name. The checks can be mailed to the school, given to the school office or placed in the preschool mailbox provided for collections by the teacher.

*Dress****:***

Because this is a preschool environment, a dress code is not required. Dress you child in casual, comfortable clothing that will enable him to move about freely.

Please label outerwear with your child’s name. Self-help will be stressed, so please help your child to learn to zip, button and put on his coat, sweaters, etc.

*Snacks*:

We will have a snack at mid-session each day. To encourage sharing in the children, we are requesting each child to participate in providing snacks. You will receive a snack calendar each month to let you know when it is your child’s snack day. Examples of nourishing treats are graham crackers, cheese crackers, string cheese, pretzels, popcorn, jello, fruit, vegetables and dip, boxed cereal and milk. All snacks must be individually wrapped. Please bring a drink for each child. If your child has a specific food allergy we may ask that you provide a daily snack for your child. This will be determined by the parent’s level of comfort and/or severity of allergy.

*Birthdays and Holiday Parties*:

Birthdays will be celebrated as close to the child’s birthday as possible. They will be marked on the monthly calendar. The parents are permitted to bring cookies, and special treats for birthday celebrations. **Cupcakes and cakes will no longer be accepted for birthdays at MMCS.**

We will have parties for Fall Harvest, Thanksgiving, Christmas, Valentine’s Day and Easter. You will be notified if your child is to bring a party treat.

*Attendance:*

Regular attendance is essential to the learning process. However, if your child shows many signs of illness, please keep him/her at home to avoid spreading the illness to others.

*Discipline and Classroom Management:*

Children at this age are eager to please. However, problems may still occur. We find, if the children know and understand our classroom rules, fewer problems occur. We will follow these guidelines for discipline:

1. Discuss and explain classroom rules.
2. Remind children of these rules.
3. Time out away from the situation to allow the child to “cool off” or think.
4. If needed, a conference with the parents.

*Evaluations:*

These years are full of growth and change for your child. Because of these constant changes, we do not feel the need for a formal evaluation process. We would however like to offer a fall assessment (1st nine weeks completion) and an end of year assessment to serve as a benchmark for you and your child. The first assessment (November) will focus primarily on your child’s adjustment to a school environment and behaviors within the classroom. The end of year assessment will focus on the mastery of skills attained throughout the year. Parent-Teacher conferences will be offered at the completion of the first nine weeks and the beginning of the 4th nine weeks (March.) Additional conferences may be requested by parent or teacher as deemed necessary throughout the year. You will also be able to keep track of their progress through the work that they bring home, your observations, discussions and notes from the teacher.

**Volunteer Policy**

The school will occasionally utilize volunteers to help with special projects at the teachers’ request. Unless under the direct supervision of a teacher, volunteers must complete a Volunteer Application, have appropriate clearances and background checks, and be in agreement with the school’s Statement of Faith. All volunteers must exemplify conduct reflective of a positive Christian example to students, parents, and the community. If you are interested in volunteering please see Ashley Jo Spak, volunteer co-ordinator in the school office.

**Drop off and Pick up of Students**

Students must be brought into the school at the beginning of the sessions each day by the parent or guardian. Parents must bring their children in through the side glass doors and if in the morning group pick them up through the same doors. The afternoon sessions will dismiss through the sanctuary doors in the front of the church building. All the doors in the building are locked at all times and entry is only through the lower school door. If you bring your child to school after the session has begun, please bring your child in through the lower school doors. The doors will be opened five minutes (5) prior to the beginning of each session and five minutes (5) prior to the end of the session so that you may come up and get your student.

**Security Identification Cards**

In order to provide more security for your child, we will be using a colored “Security I.D. Cards” specific to the year. These cards must be signed by you and your child’s teacher/principal. You must present this card each time you pick up your child after school. You will present your “ID card” to the teacher. Anyone picking up your child must have the card. If the person who picks up your child does not have a card for whatever reason, that person must go into the school office at the back of the building and present identification before the child will be released.

 **Building Security**

Security is held at the highest level at MMCS. We have active cameras in all common areas and outside areas that record all day long to insure the safety of the children. The doors remain locked during the school day and admission to the school must be made through the school doors

at the back of the building unless it is pickup or drop off time for the preschool. The staff have been trained to handle situations, that while unpleasant, may arise during the school hours. We

will take every measure to keep your child calm while we practice some of these drills. If you have questions about the security measures we have put into place, please call the school office.

There will be daily security officers in the building for added safety. They are licensed and do carry firearms.

**School Mission Projects**

Our school is very mission oriented and does projects for others every month. We also collect pennies monthly and support the school’s mission project for the year. We have given thousands of dollars over the years to many projects including: Samaritan’s Purse, Hopi Missions, Heifer Project, Habitat for Humanity, Interfaith Caregivers and Children’s Heart Project, Genre’s Cancer Fund. We collected over 3,000 pairs of shoes for Soles for Souls. Our mission project

for this year is to collect money South American Missions and items for MMBC Closet of Hope. These items will be collected throughout the month and taken to the appropriate place on the first Wednesday of the new month. Watch your newsletter and calendars to know what we are collecting for the month.

**School Closings and Delays**

We follow the Albert Gallatin Area School District schedule. In case of inclement weather, please listen to school closing announcements on television Channels 2 (KDKA), 4 (WTAE) and 11 (WPXI). You can also access the information on the web sites for each station. You may also call the following school information line: 724-583-0322, extension #0012.

You may also listen to the local radio stations (WMBS or WPQR) for Albert Gallatin Area School closings. You may also check the Mt. Moriah Christian School Facebook page for announcements regarding school delays or closings. To sign up for school reminders and delay/cancellation notifications, please text 81010 with the message @mmcsr.

For a two-hour delay for MMCS, **preschool will be held as following: MWF AM classes will be in session from 10:00 – 11:30 and T/T classes will be in session from 10:00 -11:30. All PM classes will meet as normally scheduled.** We will, to the best of our ability, make up all days missed for weather related problems at the end of the school year.

**Parent Teacher Fellowship** (PTF)

Mt. Moriah Christian School has a very active fellowship of parents and teachers who work together to make the year enjoyable for the children. The PTF elects its officers, with board approval, has its own bylaws and has only two major fund raisers per year. All participants in the school preschool through eighth grade are automatically voting members when in attendance at the meetings. The meetings are held once a month in the school lunchroom.

The PTF is responsible for all social gatherings at the school, such as the fall harvest party, Thanksgiving feast, 100th day of school, jump rope for the heart, beach day and any other FUN activities. The fund raisers help to support these activities as well as the field trips, graduation ceremonies, playground equipment, computers, and other classroom supplies and equipment.

**Sources of Information for Parents**

**Parent Handbook** – Given to each family at parent orientation or during the first week of school. It includes our mission statement, school policies and procedures.

**Children’s Folder** – Please have your child bring his folder every school day. The children’s work they have done along with any information to take home will be in their folders. This is the MOST important source of information to your family for weekly updates about the school, including events, activities, schedules and attachments.

**PTF Meetings** – The PTF meetings are held several times a year. The date and time will be announced in the folder information. These meetings are a very important bridge between the parents and the school. By attending, each parent will be involved in decisions made for their children and for the betterment of the school. We encourage ALL parents to become ACTIVE members.

**Website** – Information us uploaded to our website weekly. [www.mymoriah.org](http://www.mymoriah.org)

**Text Reminders –** To sign up for school reminders and delay/cancellation notifications please text 81010 with the message @mmcsr . M/W/F preschool @kkee9bs T/TH @9d2h76

**Email –** **mountmoriahschool@mymoriah.org****mmcsboard@gmail.com**

***“It has been said the ‘You can count the number of seeds in an apple, but only God can count the number of apples in a seed.’ The same is true for us. We can count the number of students who will come to Mt. Moriah for an education but only God can count the number of lives that He will touch through their service….the impact will be endless and rewards eternal.***

Your support of Mt. Moriah Christian School plants trees that will bear fruit for generations to come and enables us to train workers to bring in the harvest. We appreciate your generosity and help as we advance God’s mission through Christian education and hope that you will continue to partner with us as we build a school that will honor God and prepare students for a lifetime of faith and service.

We welcome your child to Mt. Moriah Christian School and we look forward to sharing in his/her development and education. If you are looking for a church family, we would be very pleased to have you join our fellowship. Our services are as follows:

Sunday School 9:30 am

Sunday Worship Service 10:45 am / Also showing on Facebook Live

Wednesday Prayer Meeting/Bible Study

Wednesday Youth Fellowship

Provision is made for all age groups, including a nursery.

 We look forward to serving you!

Mt. Moriah Baptist Church and Board of Christian Education and School Board of Directors

Please return this section:

I (We), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and understood and discussed the policies and rules in this Handbook. We agree to support them and follow them as a condition of my student(s) attendance at Mt. Moriah Christian School.

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Parent (s) Signature (s) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ child’s name

Cut and return to MMCS by September 8, 2023