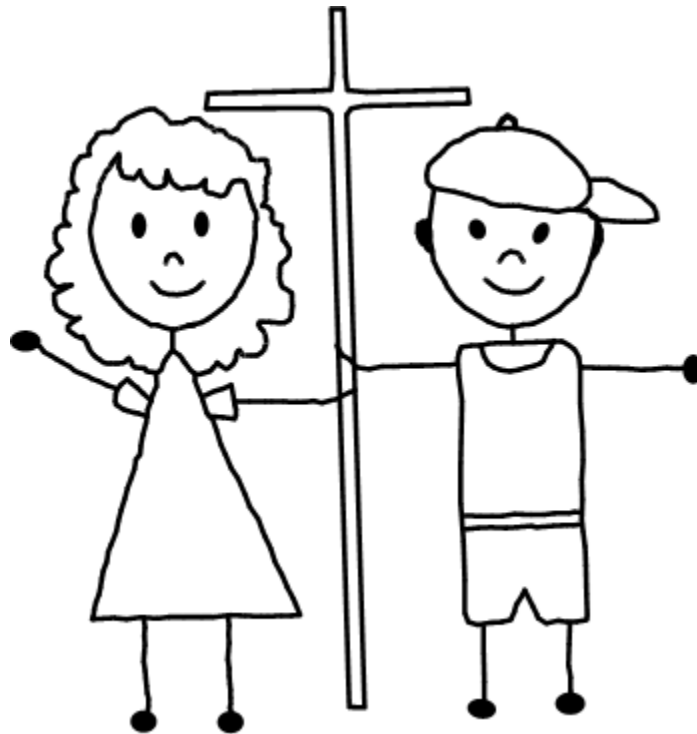


Metro North School  
Parent Handbook  
2023 -2024



109 Central Avenue  
Goose Creek, SC 29445  
(843) 764-0122  
[www.metronorthpca.org/mnc-school](http://www.metronorthpca.org/mnc-school)

Dear Parents,

On behalf of the congregation of Metro North Church PCA, we want to welcome you and your children. We are thankful and honored that you have chosen to entrust us with the responsibility of being a key resource in the education of your child.

This is a ministry to connect you and your child to the transforming grace of God. Our teachers and staff are here to serve and to provide everything possible to ensure your child receives an excellent education.

We are excited about this coming year and anxiously wait to see the wonderful things the Lord will do in each of our lives and the lives of your precious children. May God bless you with His peace, mercy and grace.

With warmest regards,

The Elders of Metro North Church PCA

## PARENT HANDBOOK

Thank you for enrolling your child at Metro North School. We would like to take this time to welcome you to our school and acquaint you with our school's mission and policies. If you ever have any questions about our school, do not hesitate to call.

### MISSION STATEMENT

As His followers, empowered by the Holy Spirit, our goal is to connect parents and children to the transforming grace of God. Focusing on His grace, we will provide an excellent education, nurturing each child's development: spiritually, socially, emotionally, physically and intellectually.

### CURRICULUM

Our goal is to stimulate the child's physical, mental, emotional and social development while maintaining a strong spiritual emphasis throughout. We use Bob Jones University curriculum in our K4 program. We strive to promote learning through fun and hands-on experiences. All of our weekly activities for the K3 and K2 classes will be based around a monthly theme and/or weekly letter/color/shape that will incorporate all the learning objectives at the appropriate age level.

### GOALS

It is our intention to develop the total personality of each child by providing an educational experience of lasting value.

Spiritually—because reconciliation with God through faith in Christ is essential to an abundant life. We will include God's Word in the daily program in Bible stories, songs and through the modeling of Christ by the faculty and administration.

Socially—because following the imperatives to love God and love our neighbor as ourselves is of fundamental importance. We will encourage participation in group activities and getting along with others.

Emotionally—because personal wholeness is developed by knowing our position in Christ. We will provide a loving and caring faculty in a safe and nurturing environment designed for the needs of the young child.

Physically—because our bodies are the temple of the Holy Spirit and human life is of great worth and value. We will offer experiences that will develop large and small muscle coordination and motor skills.

Intellectually—because our lives are transformed by the “renewing of our minds.” We will have children explore and use firsthand experiences that will help build an enthusiasm for learning.

#### DISCIPLINE POLICY

We believe that effective classroom management is largely a function of a positive, loving teacher-student relationship. Teachers will look for the positive behavior in all children and reward it with praise. Inappropriate behavior will be handled with a “time-out” for the child to think about alternative methods of handling the situation. A “time-out” is defined as a place away from the group, but not out of the teacher's sight. If other forms of discipline are needed, parents may be asked to come to the school and assist in the discipline process.

#### ADMISSION POLICY

Our school is a non-profit organization. Children are accepted on a non-discriminatory basis. We do not discriminate against gender, race, religion, or origin. However, we do not have special educational programs for children with severe learning, emotional or physical handicaps. Children will be accepted on a first come first served basis, according to receipt of registration fee. Once a child is enrolled, his/her position is secure. Children must be 2 years old on or before Sept. 1 to enroll in the K2 class, 3 years old on or before Sept. 1 to enroll in the K3 class, and 4 years old on or before Sept. 1 to enroll in the K4 class. Exceptions may be approved by the Director.

#### APPROPRIATE CLOTHING

Children should be dressed in clothing that they can manage with a minimum of help. Parents should dress children in clothing suitable for inside and outside play. Sturdy, washable, durable clothing is recommended. All children should have an emergency change of clothes at the school. Put them in a zip lock bag marked with their name. Please change the outfit as the season changes.

#### DISMISSAL POLICY

Attendance at Metro North School is a privilege. Children must treat people with respect. Individual children will not be allowed to take an extraordinary amount of the teacher's time. All of the children's needs must be met. Parents will be expected to support the staff and school policies. Failure to comply with the above mentioned items will be cause for dismissal.

#### POLICY ON RELEASE OF CHILDREN

Parents will be required to sign a release form listing all people that are authorized to pick up their child. Your child will not be allowed to leave with anyone not on your list unless you call the school that morning or send written authorization. If one parent is not allowed to pick up a child we will need a copy of the custody agreement. Any unfamiliar adult will be asked for a picture ID.

#### DROP OFF AND PICKUP TIMES/PROCEDURES

Please park in the parking lot and walk your child into the building and to their classroom. Children should be escorted to and from their classrooms by their parent or the adult designated to pick them up. **School starts promptly at 9:00 a.m.** **Students are to be dropped off no earlier than 8:50 a.m.** Bringing them before this does not give the teachers the necessary time to prepare for class. Please make every effort to have your child here by 9:00 a.m. to avoid disrupting the class. Also, please do not leave any small children unattended in the car while dropping off or picking up your child. Dismissal is at 12:00 noon. Children will not be released to siblings. **There is a late pick-up fee of \$10.00 for children not picked up by 12:10.** If there is an emergency, please call the office at (843)764-0122.

#### SICK CHILD POLICY

Your child should be kept at home if he/she has any of the following symptoms: Fever over 100 degrees, sore throat, swollen glands; cold symptoms such as sneezing, runny nose, watery eyes and coughing; unexplained rash or skin eruptions; vomiting or diarrhea in the preceding 24 hours; or any contagious condition. Your child should be free of fever, vomiting or diarrhea for 24 hours before returning to school. If your child tests positive for COVID, please keep them home and contact the office for guidance.

The following policy will apply to children who become ill while at school. Once a child is determined to be ill, he/she will be taken to the office. The office will notify the parent and request that the child be picked up as soon as possible. The child will be made as comfortable as possible until someone arrives to pick him/her up.

#### INCLEMENT WEATHER POLICY

Metro North School will follow the same procedures as the Berkeley County School District in the event of school closings due to inclement weather. If Berkeley County Schools are closed, Metro North School will also be closed. Tune in to your local radio & TV stations for information on closings. If Berkeley County Schools are on a delay, please check Procure or our Facebook page for information.

#### FIELD TRIPS

The K3 and K4 classes will occasionally go on field trips. Teachers will collect any fees required from parents and keep track of those students/adults that will be going. Teachers are not allowed to transport students in their personal vehicles. If a parent does not plan on accompanying their child to the field trip, they must make the necessary transportation arrangements with another adult/parent/grandparent, etc... and let the teacher know.

#### PETS

Due to Department of Health regulations no animals of any kind will be allowed in the building.

#### PARENT - SCHOOL COMMUNICATIONS

Communication between the parent and school is of the utmost importance. **PROCARE** is our communication and mobile payment application/website. You should receive an invitation to join. **Please make sure to join and complete the necessary information required.** If you haven't received the invite, let us know.

“Like” our Metro North School Facebook page, and check out our school website at [www.metronorthpca.org/mnc-school](http://www.metronorthpca.org/mnc-school).

Director’s email: [Bwalsh@metronorthpca.org](mailto:Bwalsh@metronorthpca.org)

Assistant Director’s email: [Tadams@metronorthpca.org](mailto:Tadams@metronorthpca.org)

An orientation (“Meet the Teacher”) will be held the week before school begins to get acquainted with the school and teachers.

Monthly classroom letters/calendars will be sent home to keep you informed of weekly class and school-wide activities.

## SECURITY

**Building Security:** All parents and visitors must enter through the glass doors in the front of the building. These doors are unlocked for drop off (8:50 am—9:15 am) and pickup (11:55 am –1:15 pm) only. They are locked during school hours. Use the RING bell system if you come by when the doors are locked and someone will come and let you in. The side doors of the building are also kept locked during school hours. This is done for your child’s safety. Video surveillance is used around the outside of the building and the front porch area.

**Safety:** Do not allow your children to play on the stage before and after school. They are not allowed on the stage during school hours so please help us enforce these rules. There are many cords and expensive equipment on the stage.

## TUITION INFORMATION

The annual cost of the program is divided into ten equal payments, regardless of holidays, vacations, sick days, teacher workdays or weather closings. The first tuition payment is due at your child's "Meet the Teacher" appointment the week before school begins. **Tuition is due on the 15<sup>th</sup> of each month thereafter. The tenth and final payment will be due May 15<sup>th</sup>.** Payments are not refundable in case of absence. The cost of our program continues even when your child is absent. In order for us to provide a quality program, our budget must remain stable.

If payment has not been made by the 26<sup>th</sup> of the month, a \$10.00 late fee will be assessed. There will be a \$15.00 returned check fee. If tuition is paid in full at the beginning of the school year, you will receive a 5% discount.

Class	Annual Tuition	10 monthly payments
K2 and K3 classes – T/TH	\$2,350	\$235
K3 and K4 classes – M/W/F	\$2,850	\$285
K4 classes – M-F	\$3,350	\$335

## MONTHLY PAYMENTS

Payments may be made by check, cash, or via Procure. Checks may be dropped off in the tuition box next to our office. For cash payments, please pay in the office and get a receipt. Automated payments can be made through Procure. Please make sure to sign up for Procure, as it is also used for our parent communication. You should receive an invitation to join by email.



## LUNCH BUNCH PROGRAM

Lunch Bunch is a program that allows students to stay at school for an extra hour to have lunch with their classmates and additional playtime. The cost is \$5 per day and should be paid in advance or on the morning that the child attends Lunch Bunch. Lunch Bunch will be offered almost every day from 12:00 - 1:00 p.m. There will be several days when lunch bunch will not be held. These days will be noted in the monthly school newsletter.

Participation is optional and on a daily basis. If you would like for your child to attend lunch bunch: bring your child's prepared lunch box, **clearly labeled with his/her name**, to the school office in the morning. Place the lunch box on the cart outside the office door, sign-in on the "LUNCH BUNCH" sheet and pay \$5. We collect the fee in advance or on the morning during sign-up to avoid disruption during dismissal of the children at 1:00 p.m.

Lunch bunch will normally be held in room #7. If this room changes, it will be posted in the lobby. Pick up time is promptly at 1:00. **There is a \$10 late fee for those picked up after 1:10.** If there is an emergency, please call the office at (843)764-0122.

Lunch Bunch workers rotate daily and consist of the school staff. You should bring your ID at pickup. If you have any questions, please consult your child's teacher or the office.

2023 – 2024 Metro School Staff

Director - Barbara Walsh  
Assistant Director - Terri Adams

K4 Teacher (M-F) - Cindy Seacrist  
Teacher Assistant - Jennifer Wooten  
“Busy Bees” - Room 6

K4 Teacher (M-F) - Kristen Brace  
Teacher Assistant – Marianne Vello  
“Super Starfish” - Room 2

K4 Teacher (M-F) - Kim Brooder  
Teacher Assistant - Debbie King  
“Happy Campers” - Room 3

K4 Teacher (MWF) & K3 (TTH) - Stacy Patrick  
Teacher Assistant - Kelly Thompson  
“Peppy Puppies” - Room 5

K3 Teacher (MWF) & K2 (TTH) – Emily Romer  
Teacher Assistant - Lachlan Bowman  
“Forest Friends” - Room 1

K3 Teacher (MWF & TTH) - Sarah Rhodus  
Teacher Assistant (MWF) - Vanessa Baker  
Teacher Assistant (TTH) - Keri Williams  
“Cuddly Cubs” - Room 4

K2 Teacher (MWF & TTH) – Bre-Ana Bevins  
Teacher Assistant (MWF)- Madison Mandella  
Teacher Assistant (TTH) - Kim Kepner  
“Little Llamas” - Nursery room