

FPC Weekday
Preschool
Handbook
2019-2020

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STATEMENT OF PHILOSOPHY

First Presbyterian Weekday Preschool embraces the total development of the child and strives to provide an education and an environment that enables children to develop to their greatest potential—spiritually, intellectually, physically, socially and emotionally. Each of these five areas of growth is consistently stressed with the belief that spiritual development permeates and enhances all other areas. All curriculum planning and implementation are developmentally appropriate and are consistent with the Christian principles of the Church.

Weekday Preschool believes that Christian nurturing and instruction take place primarily in the home. In this most important endeavor, our Preschool views itself in partnership with the home. To complement and reinforce this religious instruction, Biblical material is used in the classroom whenever practical in songs, stories, displays, artwork and games, thus promoting familiarization. Teachers share the importance of God in all our lives and exhibit their personal faith in the guidance that they give to the children. The Christian values of love, caring, and doing unto others as you would have them do unto you are imparted to the children by teaching and by example.

To help the children with their total development, the Preschool also encourages intellectual, physical, social and emotional growth. Since its founding in 1964, the Preschool has offered a curriculum based on the research indicating children learn most effectively through a play-oriented approach. Toward that end, our curriculum offers carefully planned activities to promote cognitive growth. We also expose the children to various fine and gross motor activities to promote physical skills. We offer carefully structured small and large group instruction to promote growth in social skills. Participation in all these activities enhances the child's emotional development, thereby creating a strong foundation on which the child can build toward the future.

The philosophy guiding our program helps the child build a positive self-image as a child of God, thus promoting success and enjoyment in school, at home, at church, and in the community. Our ultimate goal is to develop children's God-given skills, enabling them to grow into happy, capable, confident and knowing Christians.

MISSION STATEMENT

The primary mission of the First Presbyterian Church Weekday Preschool is to help families prepare their children for school and for life as Christians. The Preschool operates with competent, well-trained, and loving Christian teachers who help the children grow intellectually, physically, socially, emotionally and spiritually. The Preschool also supports the mission of the Church in outreach and service by making a high-quality, distinctly Christian preschool experience available to the children of the wider community, as well as to children whose parents are members of this congregation. As an important Christian Education ministry of this congregation, the Preschool's policies that are to be consistent with the mission statement adopted by the Church Session in 1998:

The mission of the First Presbyterian Church of Marietta, Georgia is to obey the Great Commission as found in Matthew 28:18 – 20, by providing the environment for all individuals to learn about Christ, to strengthen their faith in this community and beyond, through the power of the Holy Spirit.

“Go and make Disciples...” The Church’s primary task will be to spread the good news of Jesus Christ in word and deed and to bring those who respond into membership in His Church.

“...of all nations, ...” As God’s love is boundless, so will be the Church’s commitment to offer Christ and provide worship, education and Christian fellowship to sinners without regard to any qualification other than need.

“...teaching them...” The vow of the congregation at baptism “to provide for the Christian nurture of this child” will be diligently implemented in the programs and activities for children and growth in the critical, formative years, and in the continuing education of the children of God of all ages.

“...all I have commanded you; ...” The scriptures of the Old and New Testament as the word of God written will be the central inspiration and final authority over all that is preached, taught, sung and offered in programs.

“...baptizing them in the name...” Public worship as the central activity of the Church will be reverently observed by regular attendance, thoughtful preparation and conscious participation.

“...all power is given to me...” The officers and ministers will nurture the prayer life and stewardship needed to support the mission outlined in these principles.

“...I am with you always, ...” The members and pastors will seek to Minister for Christ to the spiritual and material needs of persons both within and without the congregation, especially in times of personal or family crises.

Staff

Our staff members are highly committed to excellence in the classroom. Teachers have an understanding of the developmental levels of the children they teach. Continuing education is required of all our staff members, so they may offer the most developmentally appropriate learning opportunities. In addition to continuing education, we require current CPR certification among our lead teachers and Child Protection training for all of our staff.

We have our own library of Early Childhood Education reference materials, which is continually updated with new books and resources.

One of the important attributes of our Preschool is that each teacher respects each student as a child of God. Teachers work at giving the children a comfortable setting in which they can develop to the maximum capabilities that their age and individual potential permit. Our teachers can achieve this highly desirable goal because of our low student/teacher ratio. Each of our classrooms has a lead teacher and a full-time assistant.

PRESCHOOL BOARD

Weekday Preschool is administered by a Preschool Board, consisting of 10 to 24 volunteers who serve two to four-year terms. The Board is responsible for the supervision and operation of the Preschool. The Board meets regularly with the Director to determine policies, plan events, and to seek ways to improve the Preschool. The Preschool and the Board are represented by the Director on First Presbyterian's Family Council and on the Preschool Advisory Committee that serves as a liaison to the Church.

Members of the 2019-2020 Parent Board

A.B. Almy, Chair
Kate Hill, Asst Chair
Laura Rutland, Past Chair
Betsy Sherwood, Director
Allison Gruehn, Business Manager
Meghan Allen
Sarah Ciccone
Beth Claterbaugh
Allie Cochran
Courtney Craig
Jenna Elliot
Kandice Ferris
Lauren Hyatt
Jenna Jackson
Christina Mikhail
Melissa Minahan
Brook Rozen
Margaret Seickel

POLICIES and PROCEDURES

AGE REQUIREMENTS FOR ENROLLMENT

One-Year Class: Child must be 12 months old by May 1 before the school year begins.

Two-Year Class: Child must be two years old by September 1 of the school year.

Three-Year Class: Child must be three years old by September 1 of the school year.

Four-Year Class: Child must be four years old by September 1 of the school year.

Kindergarten Class: Child must be five years old by September 1 of the school year.

Anyone seeking exceptions to the above age requirements must obtain approval of the Director prior to registration. Teacher and class preferences may be noted but are not guaranteed.

PRESCHOOL CALENDAR

The Preschool calendar is based on the approved Marietta City Schools and Cobb County calendars. The calendar for the new Preschool year will be provided to parents via school newsletter and email by April 1 of the current year. A copy will also be included in the school-wide June mailing and on the Preschool's website:

<http://fpcmarietta.org/preschool-mmo/calendar/>

SCHOOL HOURS

Preschool activities begin at 9:00 a.m. each morning. Your child may arrive no earlier than 8:52 a.m. *Please wait in your car or in the main lobby if you arrive early.* Teachers use the time before and after school for class preparation. School ends at 12:00 noon, except for Kindergarten which ends at 1:00. Please bring your child to school on time. Students arriving late often cause a disruption to classroom activities already underway. If you arrive after 9:10 a.m. and the Director or an assistant are not out front for carpool, please accompany your child to the classroom. Please pick your child up promptly at the appointed time. Children need the security of knowing their parents are waiting for them when school is over. If you are running late, please leave word at the front desk of the Church, 770.427.0293.

HEALTH GUIDELINES

Encourage good attendance when your child is well. This habit will establish a routine that will help your child all through the school years.

Please advise the Preschool Director if your child has been in class after contracting any infectious condition including conjunctivitis, lice or other contagious disease. Parents will be informed in writing or by e-mail when we are made aware of the exposure. We will not identify the individual who has exposed the class.

We cannot allow a child to begin school until we have both a Preschool Health History form and a Georgia Certificate of Immunization Form 3231 on file. The Preschool Health History Form must be signed by your child's physician. The Georgia Certificate of Immunization Form 3231 can be obtained from their pediatrician. All health forms must be received before the first day of school.

Notarized state-approved exemption forms are required for any child who, for religious or other reasons, has not been immunized. If there is a local outbreak of a communicable disease for which a vaccination is available, children who are not fully vaccinated will be advised to stay at home. A local outbreak would include cases reported in Marietta City Schools, Cobb County Schools, The Walker School, Mount Paran, East Side Christian School or any other schools that directly touch our preschool community.

Please do not bring children to school when they have the following symptoms:

Fever – 100.1 or if the child has run a temperature in the previous 24 hours.

Nasal Discharge – Excessive drainage or colored drainage indicating infection (allergy induced drainage is watery and clear).

Cough – Deep coughs or coughs sounding like a seal usually indicate infection.

Diarrhea – Please wait 24 hours after the last episode before returning child to class.

Vomiting or Nausea – Please wait 24 hours after last episode before returning child to class.

Head Lice – A child with live bugs and/or nits will have to be treated before returning to the classroom.

Conjunctivitis (Pink Eye) – Please wait 48 hours after beginning medication before returning child to class.

Rash – Large blistering or oozing rash requires a doctor's note verifying it is non-contagious. Other rashes may be cause for removal from the classroom at the discretion of the teacher or director.

MRSA – Students, who have contracted a staph infection within six months of enrolling, or at any time during the school year, must present a doctor's note verifying the infection has been treated and is no longer infectious.

In the event of an **Infectious Outbreak**, our policy is as follows:

In the event of an extreme break out of illness in the community, the Preschool director will communicate parents a plan of action on a case-by-case basis. If Cobb or Marietta Schools systems close for illness or infection, the Preschool program will be suspended until school officials determine it is safe for students to return.

In the event of closure due to illness, the program/church staff will conduct a thorough cleaning of surfaces and materials which have been in direct contact with students.

Special Needs – First Presbyterian Weekday Preschool is not equipped to handle children with severe emotional, visual, speech or other physical or psychological disabilities. If there are any questions, please confer with the Preschool Director.

Abuse or Neglect – In the state of Georgia, all school teachers and school volunteers are considered mandated reporters and are required by Georgia law (O.C.G.A. 19-7-5) to report any reasonable cause to believe a child is being abused or neglected. Weekday Preschool will comply with this law out of concern for the welfare of the children in our care.

TOILET TRAINING

Children attending three-year and four-year classes must be completely toilet-trained at the beginning of the school year in order to attend class. Each child should be wearing underwear, not pull-ups or diapers at school.

Our definition of fully toilet-trained is:

1. The child recognizes when the need to go to the restroom arises.
2. The child verbally informs an adult of the need to go to the restroom.
3. The child enters the restroom on his or her own.
4. The child manipulates clothing off and on with little or no assistance (please no belts, overalls or one-piece rompers)
5. The child sits or stands at the commode and handles own wiping needs.
6. The child washes hands and rejoins the class.

If the child is not sufficiently toilet-trained to consistently perform the tasks as listed while at school, parents may be asked by the teacher or director to keep the child at home until toilet-training is complete.

While we understand accidents do occur occasionally, repeated accidents or uncooperative behavior may result in a parent being called to remove the child from the classroom for the remainder of the class day. This is not a punishment, but rather an opportunity for children to develop and grow in their toilet-training abilities in a place where they may be more comfortable and without the time constraints of a preschool schedule.

DISCIPLINE

Our discipline policy requires teachers to use positive discipline methods such as redirection, reminders about the rules, suggestions for alternative acceptable behavior, logical consequences and as last resort, time out for reflection. If the preceding steps are not effective, the child may be sent to the Preschool Director. At the discretion of the Director, a child may be removed from the classroom for the remainder of the day.

Biting – It is normal for a child, especially a toddler, to occasionally bite another child out of frustration, anger, or teething. Because biting hurts and can cause an infection if skin is broken, we will enforce the following policy:

On the first incident of biting, the child will be sent to the Preschool Director and a parent/caregiver will be called.

On subsequent incidences of biting, the child will be sent to the Preschool Director and the parent/caregiver will be notified, with the possibility of that child being removed from the classroom for the remainder of the day.

If biting continues, the child may be required to spend a day out of the classroom until the child develops sufficient language skills or self-control. At the discretion of the Preschool Director a conference with the child's parents may be required to assist them in addressing the behaviors successfully.

Statement Regarding Dismissal – The Preschool reserves the right to dismiss any student if the Preschool determines that continued enrollment in the Preschool program is disruptive to the school, other students, or is incompatible with the school's mission. Such reasons may include, but are not limited to significant disruption of the learning process, violation of classroom behavioral guidelines and expectations (either of a serious or continual nature), failure of parents or guardians to adhere to school terms or policies, misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the Preschool personnel, failure to pay tuition, application fee and/or additional fees as required completely or timely, the Preschool's inability to meet the special needs of the students, or any other good and sufficient cause.

SCREENINGS

A Speech and Language screening is offered each year for a nominal fee. The screening is conducted by a licensed speech therapist, and written results and recommendations are sent home to parents. Screenings for vision are also offered during the school year.

Developmental screening tools are used to help identify children who may need further evaluation and/or special services in order to perform adequately in kindergarten.

CLOTHING

Children should be dressed in comfortable, washable clothes for school. Rubber-soled shoes, gym shoes or sneakers are strongly preferred to give maximum traction during playground time and Movement classes. Please do not send your child in cowboy boots (unless at teacher's request), dress shoes, flip flops, clogs, or Crocs. These shoes are inappropriate for most Preschool activities. **Flip flops, clogs and Crocs in particular, come off too easily and can cause falls in the classroom and on the playground.**

During the colder months, each child should have a coat, hat and gloves, or mittens. Classes will play outside each morning unless it is raining or below 40 degrees. The playground can be windy, and it can be very cold.

Teachers at some age levels may request that each child has an emergency change of clothes, including a top, bottom, underwear and socks, in a labeled bag the first week of school. The clothes will remain in the classroom until the end of the year. Please label all of your child's jackets, hats, sweaters, etc.

Tote bags are provided to each new student. Please make sure your child's name is on the bag so that artwork, notes and clothing go home with the correct student. Binder clips are provided for the use of teachers to send notes home to parents. Please leave the clip on

the bag each day. One school t-shirt is provided for each child enrolled in the 4's classes. These are to be worn on school field trips.

TUITION

Tuition is payable one month in advance, due on the first day of each month for the following month. The Business Manager must receive tuition by midnight of the 10th day of the month or a \$20.00 late fee will be assessed.

Consistently late payments may result in the student's withdrawal from the Preschool program. We certainly understand that financial challenges may occur. Please contact the business manager in the event that the monthly payments become a hardship so that arrangements may be made for an alternate payment plan.

We do not send monthly statements but will put a reminder in the monthly newsletter that arrives via email through the office. Payments can be mailed directly to the Preschool, Attention: Business Manager, Allison Gruehn, 189 Church Street, Marietta, GA 30060. Tuition paid by check should be made payable to First Presbyterian Weekday Preschool. You may utilize your Bank's Bill Pay System and a check will be mailed on your behalf to the Preschool. Again, please put it to the Attention of Allison Gruehn and include your child's name in the bill detail field. A service charge will be assessed on returned checks based on the bank's returned-check fees charged to the Preschool. You may also choose to send payment (not cash) on your child's school bag in an envelope labeled "Tuition".

Lump sum tuition payments are due in May, prior to the start of the new school year, and feature a 5% discount. For more information, contact the Preschool Office.

The monthly budget of the Weekday Preschool depends fully on regular payment of tuition fees. Tuition is not based on the number of classes per month since these may vary. Tuition is the fee for the total number of classes in the school year. No refunds are granted for classes not attended. When you register a child, we assume it is for the entire school year. If you must remove your child from Preschool please provide at least one month's notice of your intention to withdraw your child. Otherwise, you will be obligated to pay an additional month's tuition. There will be no refunds for withdrawals.

CARPOOL PROCEDURES

FOR THE SAFETY OF OUR CHILDREN, PLEASE HANG UP YOUR CELL PHONE DURING CARPOOL. NO CHILD WILL BE PUT IN A CAR IF THE DRIVER IS TALKING ON A CELL PHONE!

Morning Carpool – Children in the three-year and four-year classes begin the school year with carpool and are to be let out of cars at the main entrance starting at 8:52 a.m. by the Director and three assistants. Please do not leave your car. Your child should be unbuckled when the car door is opened to facilitate the quick and efficient drop-off system. Other assistants will be in the hallways to direct the children to the proper classroom where their teachers will be waiting for them.

-HANG UP YOUR CELL PHONE DURING CARPOOL!

-TURN OFF VIDEOS DURING CARPOOL!

- Enter the FPC parking lot by making a right turn from Kennesaw Avenue only. **Do not enter the parking lot by turning left from Kennesaw Avenue.** Commuters get very frustrated when Kennesaw Avenue gets blocked in both directions!

- If you are the first car in carpool, *please pull all the way through the carpool circle.*

Four cars fit in the carpool circle at one time

- **CLOSE THE GAPS IN LINE** – In order to prevent traffic congestion on Kennesaw Avenue, please leave no gaps in the line between cars in the parking lot. The entrance to the Church is wide enough to accommodate two lanes of cars. Please make room for as many cars as possible when you enter the carpool line.

- If you arrive after carpool ends, park and walk your child in to the classroom. If the class is not present, please find the Director. Do not leave children unattended in an empty classroom.

Children in the 2's classes will begin carpool at the Director's discretion, usually 4-6 weeks from the start of school. Children in our 1's classes will begin carpool sometime after the Winter Break. Until carpool begins, parents will walk in and out with their children each morning and afternoon. We ask that you allow the teacher to greet your child at the door rather than entering the classroom, as this process make the transition easier. Please do not park in the traffic circle near the main entrance to bring in or pick up your child. If you have various ages in your carpool, including a one-year old, please park and pick up younger siblings by 11:50 a.m., then enter the carpool line to pick up older children.

Afternoon Carpool – Laminated carpool numbers are distributed to each family at parent orientation (1's will receive their numbers in January.). If you need another copy, call the office. Please prop the number in the driver's side of the windshield during afternoon carpool. Cars assemble in the West Parking Lot, on Kennesaw Avenue, across the railroad tracks. Once your number has been called, you proceed to the main church lot where your child will be waiting for you. We load and unload children from the passenger side only. Once your children are in the car, please pull immediately out into the parking lot to fasten all seat belts. Pull into a parking place, if necessary, to complete this important task. Please do not leave the parking lot until every child in the car is buckled-up.

Classes go to the lobby at 11:50 a.m. We begin loading children into cars at 11:55am. The Director and teachers remain in the lobby until 12:10 p.m. If your child has not been picked up by this time, and we have no message regarding an emergency, you will be called.

Teachers must have written permission to send a child home with a friend in another carpool. Please attach a note to the tote bag. If an urgent change of plans occurs during the morning, please leave a message on the Preschool phone, 770.427.2166. Please call the Church receptionist, 770.427.0293, if an emergency occurs after 11:45 a.m.

SAFETY AND SECURITY GUIDELINES

Your child's safety and security are of utmost importance to our staff. The Preschool and MMO area of the Church may only be accessed by a locked door via Video Intercom System. This system has been installed in order to restrict access to Church and Preschool staff, parents and guardians. We require each staff member to undergo background checks prior to hiring. Adults escort children to and from Music, Movement and the playground. Adult supervision is provided during restroom visits and along the route to classrooms during morning carpool.

We will question any visitors to our Preschool classrooms who have not called to inform us of a visit. We will ask for identification of anyone we do not recognize picking up a student. This includes fathers, mothers, grandparents, aunts, uncles, nannies or neighbors.

If you have any particular concerns regarding the safety/security of your child due to custody or other domestic issues, please inform the Preschool Director immediately. We will make every effort to implement measures to ensure the safety of every student. Please help us by following these guidelines:

1. Visitors should sign-in on the clipboard located on the orange counter at the base of the steps just inside the Preschool's security doors.
2. If someone other than a designated parent or caregiver is to pick up a child at carpool, please send a written note attached to the tote bag.
3. If an emergency arises, and you cannot pick up your child at carpool, please call the Preschool office at 770.427.2166 before 11:45 a.m. or the Church receptionist at 770.427.0293 after 11:45 a.m.
4. Children attending Mother's Morning Out (MMO) must have a note on their tote bag EVERY TIME they are to be transferred to MMO after carpool.

We have internal emergency response procedures in place for fire, tornado, and lockdown situations.

EMERGENCY CONTACT FORMS

If you move to a new address any time during the year, please contact the Preschool Director, as well as your child's teacher, providing the current address and telephone number. If anyone listed as an emergency contact person relocates, or your child's physician changes, please advise the Preschool office.

VISITORS

Friends, cousins, brothers and sisters may not attend school with our students, unless by invitation from a teacher. This policy also applies to field trips and class parties. If you have volunteered to assist with a field trip, please make arrangements with MMO or someone to keep guests or siblings.

EXTENDED DAY PROGRAMS

Due to our licensing exemption status, granted by the State of Georgia Bright From the Start program, we are restricted to providing a maximum of four hours of service daily, including Lunch Bunch and Mothers' Morning Out (MMO). As of July 30, 2007, the following policies are in place:

- Children **under the age of two** may attend a total of only eight hours of Preschool and MMO combined per week.
- MMO is available for an additional hour per Preschool day, and a Preschool teacher will walk registered students to MMO. On days which children do not attend Preschool, they may attend MMO for up to four hours per non-school day, for a maximum of eight hours per week in addition to preschool.

Lunch Bunch – Lunch Bunch registration will be available at Parent Orientation during the first days of school. 2s, 3s, and 4s students may participate in Lunch Bunch each Monday, Tuesday, Wednesday, and/or Thursday from noon until 1:00 p.m. Lunch Bunch provides an opportunity for lunch and play with their classmates and peers, supervised by our staff.

Lunch Bunch is available by the semester or annually. Payments are made by the semester, annually or may be divided into equal payments and added to your regular monthly tuition. Discounts apply to semester and annual payments.

If your child is staying for Lunch Bunch, send a lunch with them to preschool. If your child is not staying for Lunch Bunch on a routine day, please attach a note. Lunch Bunch fees are non-refundable for non- attendance.

At noon, the participating students will be escorted either to a downstairs classroom or the playground rather than going to carpool. They will eat lunch and play in Holland Hall or on the playground.

We will have Lunch Bunch carpool that will begin at 12:55pm. Please follow regular afternoon carpool procedures. **Chronic tardiness will result in removal from Lunch Bunch.**

For the safety and well-being of any students with peanut allergies, we request that **NO PEANUT BUTTER OR PEANUT PRODUCTS** be included in lunches sent for Lunch Bunch or MMO. If students have such products in their lunches, that portion will remain in the lunchbox for consumption at home.

Mother's Morning Out (MMO) – An additional hour of extended care is also available at First Presbyterian Church Mother's Morning Out (MMO) program until 1:00 p.m. Reservations must be made in advance by calling 770.427.0293 ext. 229. If your child

brings lunch and a note, we will drop them off at MMO following noon carpool. Please contact MMO Director Jennifer Rives for registration and reservation information.

HOLIDAYS

The Weekday Preschool calendar is coordinated with both Cobb County and Marietta City School calendars. A Preschool calendar is included in this handbook. Parents will be notified of any calendar changes in writing and via email.

INCLEMENT WEATHER

The Weekday Preschool will **close for inclement weather if Cobb County or Marietta City systems are closed or delayed for 2 hours or more**. If the delay is for 1 hour, we will begin Preschool at 10:00 am. Tune in to WSB or search wsbtv.com for the status of Cobb County and Marietta City systems.

PARENT WORKDAYS

Parent Workdays are scheduled once a month from 9:00 a.m. until noon. Any parents able to attend are encouraged to participate. Activities include tracing, cutting, copying and other tasks to assist teachers in preparing materials for their classes. Preschool Board members are in charge of workdays. The office will send out a reminder email to anyone who signs up at Orientation.

CONFERENCES

Parent/Teacher conferences entail a progress report as well as an exchange of ideas among the persons who are working jointly towards the optimal development of your child. Teachers are available for additional conferences by appointment. Please avoid discussing progress or behavior in your child's presence. Please use MMO, our conference day nurseries, or make other arrangements for your child/children during a scheduled conference.

Preschool Conferences:

2019-2020 conferences for the preschool classes are scheduled for **Thursday**,

January 30 and **Friday, January 31**. *The Monday-Friday 4s has class on January 30, but there is no Lunch Bunch. There is no school for any students on Friday, January 31.*

Optional Conference for 4's:

An optional conference day will be held **on Friday, November 1** for the 4's classes. Students will still attend regular classes.

Kindergarten Conferences:

Kindergarten will have two sets of conferences. The fall conferences are scheduled for **Thursday, October 3** (noon dismissal), and **Friday, October 4** (no students). The winter conferences will be on **Thursday, January 30**, (noon dismissal) and **Friday, January 31** (no students).

PARENT ACTIVITIES

During the year parent, meetings and activities are planned including Popsicle Play Dates in August, Parent Open House Night in October; Christmas Song Fest in December; Father's Breakfast for four-year classes in March, Muffins for Moms in April, and Spring Festival in May. Your attendance and participation throughout the year are encouraged.

PLAYGROUND EQUIPMENT

Our playground allows for play in all types of weather. All of our equipment is designed for the development of mental and physical agility of small and large muscles. We have done our best to provide your child the safest recreation area possible. We require that two adults be present on the playground at all times when our students are present.

MUSIC AND MOVEMENT CLASSES

Children attend Music class with our Music teacher once a week throughout the school year. Children attend Movement class with our Movement teacher once a week for the winter semester (January-March). Parents are informed as to what day of the week their child attends Movement so that children can be dressed in pants and rubber-soled shoes. **NO CROCS, FLIP FLOPS, CLOGS, BOOTS OR HEELIES** are permitted for Movement class.

CHAPEL TIME

Chapel Time is held monthly in the historic Sanctuary of First Presbyterian Church for children in the 3's – K classes. A member of our church ministerial staff conducts the session, which usually includes a Bible story, prayers and songs. We want every child to feel welcome and to know the love of God when attending Chapel Time.

FIELD TRIPS

All children in our four-year and kindergarten classes must submit a blanket field trip permission form, signed by their parents, prior to leaving on a field trip. A field trip reminder notice is sent

home with every four-year student at least two days before each trip. Children are expected to wear their school t-shirts whenever they leave school grounds on a field trip.

Transportation for off-site field trips may be managed by church bus or by parent volunteers. Your child's teacher will let you know if volunteers and chaperones are needed.

When children are traveling on a field trip, the following guidelines will be applied:

1. One seatbelt is required for each child when being transported in private cars for field trips. Parents will provide age/weight appropriate car seats or boosters in accordance with Georgia State law.
2. Seatbelts are not required by law for the church bus.
3. Seatbelts are available on the church van and are to be used by each child.

CLASS PHOTOGRAPHS

Class photos are taken in the fall of each school year. Each child receives a copy of a class photo. The cost of the class photograph is included in your monthly tuition payments. Individual photos are available for optional purchase.

ITEMS FROM HOME

Occasionally teachers may request that children bring items from home that are relevant to their unit of study. Pets may only be brought in with teacher's permission. Children should not bring toys to school because they are subject to getting broken or lost.

REST TIME

Parents of one and two-year students are asked to send a bath towel **marked with their child's name** for a short rest/reading time. These will be sent home periodically for laundering

SNACK

Parents are asked to provide a snack approximately one day each month for their child's class. We would like to encourage parents to send **UNOPENED** packages of cheese, crackers, cereal or granola snack bars, raisins or fresh fruit, small containers of yogurt, etc. Peanuts or peanut butter is allowed only in classrooms where the teacher has indicated there are no allergies. Snack calendars are sent home at the beginning of each month in each class. Please clearly label your snack items with the teacher's name or use the classroom's snack bag, so the items can be delivered to the correct classroom. Labeled snacks can be dropped off with your child during morning carpool. Please note if the teacher restricts any other snack selections due to food allergies in the class.

CLASS PARTIES

At Parent Orientation, parents are invited to volunteer to organize and bring special food items for various holiday celebrations in the classroom during the school year. Individual

classroom teachers will determine whether parties include all parents or just the parents who have volunteered to organize the party.

No class party should cause hardship on participating volunteers in terms of time or expense. If you are a party volunteer, please consult with the teacher first, then with other party parents before incurring expenses in excess of normal party refreshments.

Off campus parties such as end-of-year celebrations require the participation of at least one parent or caregiver per child unless arrangements are made with another parent, caregiver or the teacher.

Siblings who are not young enough to be confined to infant carriers or strollers cannot be included in classroom party events. Toddlers can easily disrupt a party meant for an older sibling. Please utilize MMO or make other arrangements for such occasions.

BIRTHDAYS

We encourage parents to send a special snack for their child to share with classmates on this special day. However, please do not ask to have parties at Preschool or during school hours. Teachers cannot distribute invitations or presents in the classroom or during carpool time. Please do not send gifts with children for after school parties.

REGISTRATION

Current students and their siblings may pre-register for the next school year during the first week of February of the current school year. Any other interested families may register during general registration in mid-February. Registration materials will be distributed to current families on or before Parent/Teacher Conferences. An Open House for prospective students and their families will be held in January to introduce our program to other families in the community.

For questions about these policies or to discuss any details not included in the Parent Handbook, please contact the Preschool Director, Betsy Sherwood.