

*Concord
Baptist Church Weekday
Preschool*

*Shaping The
Future of
Preschoolers*

2012-2013

Parent Handbook

6905 Concord Road; Cumming, GA 30028

Phone: 770-886-9230

Fax: 678-208-1329

website: www.cbccumming.org

email: shangilbert@bellsouth.net

Director: Shannon Gilbert

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Dear Parents:

Welcome to the Preschool of Concord Baptist Church. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child need as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this preschool program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew.

“And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our preschool program.

Concord Baptist Church Weekday Preschool reserves the right to revise the student handbook at anytime. A written notification will be given to each parent if any changes are made.

We maintain an “Open Door” Policy and welcome your suggestions, complaints and even praises.

God Bless,

*Shannon Gilbert
Director*

State Licensing

This school is exempt from licensure with the Department of Human Resources of the state of Georgia. Concord Baptist Church Weekday Preschool is annually inspected and approved by the Forsyth County Fire Marshall. Concord Baptist Church Weekday Preschool will perform monthly fire drills and every quarter tornado drills as well as other safety drills.

Educational Philosophy of the Program

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ like role modeling of the staff.

The Program

Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles, nature, music, and age appropriate curriculum. In house field trips are brought in from the community, and you will be notified in advance of these activities.

Admission and Dismissal Procedures

All children are placed in an appropriate class according to their age on September 1st of that school year. The registration fee must be paid upon enrollment and a completed application must be in our files before a child may enter class. Before a child can attend, we must have a signature on file of the parent reading and accepting this handbook. The state requires that we have copies of updated immunization records form 3231. These are available from your pediatrician. We must have updated shot records when your child starts in our program.

Concord Baptist Church Weekday Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Concord Baptist Church Weekday Preschool. Concord Baptist Church Weekday Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs. All enrollments are done on a trial basis and Concord Baptist Church Weekday Preschool reserves the right to terminate the enrollment if the program does not meet the needs of the child. This school reserves the privilege of dismissing any child, if after entering he/she seems unable to participate in group experience.

All 3-year olds must be fully potty-trained prior to the first day of school.

Pick-up and Drop-off will be at the drive under at the main entrance to the education building (with the exception of the first week of school when the parents will drop-off and pick-up the children in their classroom). Identification tags will be given to parents at open house and must be presented in car window at drop-off and pick-up. Children will not be allowed to go to the car by themselves. The staff of Concord is responsible to taking the child to the car; however, it is the responsibility of the person picking the child up to make sure that the child is safely secured in their car seat.

Always look out for children as you drive in and away. Please see attached car line map.

If necessary, a child may be picked up from his/her classroom during the school day. The parent will need to park in a parking space and ring the doorbell at the main entrance beside the glass doors.

Hours of Operation:

Classes begin promptly at 9:00a.m. and end at 12:00p.m. Drop-off will be from 8:30-9:00 a.m. and pick up from 12:00-12:10. Lunch Bunch play schools is available for those that want to extend their school day by an hour.

Classes will begin the Tuesday after Labor Day and will end the Thursday week prior to Forsyth County school ending. All Forsyth County School System's closing and holidays will be observed during the school year.

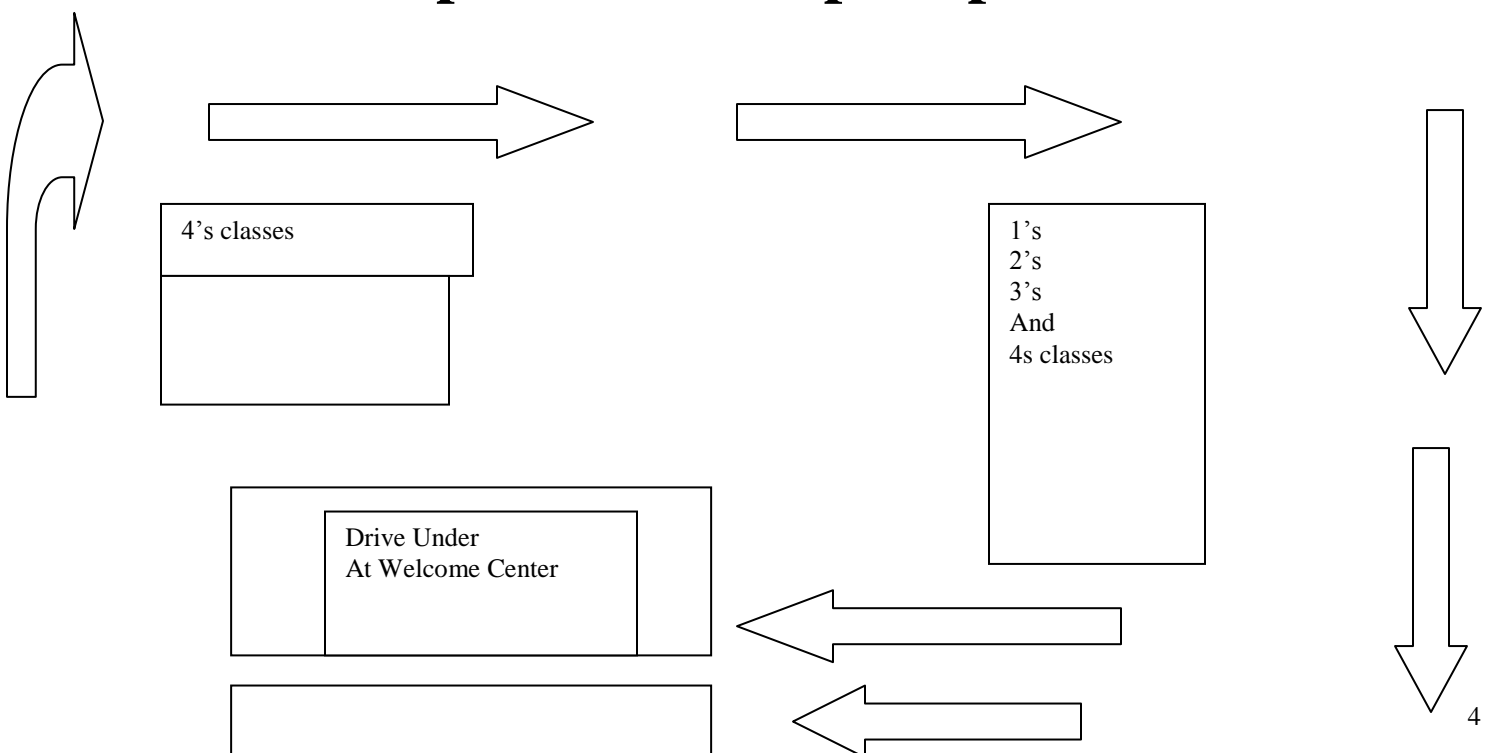
Arrival and Departure

Arrival - Drop-off will be at the drive under at the main entrance to the education building beginning at 8:30 and ending at 9:00a.m. (with the exception of the first week of school when the parents will drop-off and pick-up the children in their classroom). Every driver should be very cautious when bringing children to school or picking them up.

Authorized Pick-up – Pickup will begin at 12:00 and end at 12:10 at the pick up-line at the drive under at the main entrance of the preschool. All children will be dropped off and picked up at their classrooms the first week of school. A late fee of \$5 for every 5 minutes may be charged for late pick-up after 12:10p.m. (after 11:30 on early release days and 1:10 for lunch bunch students). Your child will only be released to persons listed on the Pick-up Release Form. If someone other than the parent needs to pick up your child, parents will need to call the Director. In this case, picture identification will be required in order to pick up a child. The teacher will assist with this and if there is a question, contact the director. Under no circumstances will a child be given to someone who is not on the pick up list.

Early Release pick-up time for early release days begins at 11:15. The pick up line will begin at 11:15 and end at 11:30. There will be no lunch bunch on early release days. Early release days are scheduled by the Forsyth County School System.

Weekday Preschool Drop-Off / Pick-Up Map



Security

For security reasons, the doors are locked between 9:00a.m. – 1:00p.m. Parents arriving between these times may ring the doorbell located beside the glass doors at the main entrance. Only the director, assistant, or church staff is allowed to open the doors.

School Holidays

Concord Baptist Church Weekday Preschool follows the Forsyth County School closings. If the county schools make up a snow day, Preschool will also make the day up provided the day scheduled to make up falls between Mon-Thursday and before the our scheduled last day of school. We will be closed for Good Friday.

Special Programs:

November – Thanksgiving Feast
December – Christmas Program
March or April – Easter Program
May – Graduation Program

Weather

All Forsyth County school closings will be observed. If Forsyth County schools are closed, Concord Baptist Church Weekday Preschool will also be closed. If there is a 2 hour delay in Forsyth County Schools, Concord Baptist Church Weekday Preschool will not open. Listen to 91.5 FM or 94.9 FM or TV channels 2 for school closings or delays due to inclement weather.

Communications

The primary means of communication between school and home will be emails. Teacher letters and memos, calendars, and newsletters from your child's teacher will go home in your child's backpack or sent via email.. These notes will keep you informed of upcoming events at our school, as well as share with you some of our exciting daily activities. Letters from the director may be included in your child's backpack. Please check their backpacks daily as these notes will also advise you of holidays, parties, pictures, special happenings, and program schedules. Carpool parents should alert those who pick up their child to watch for notes and bring them to your attention.

Your child's teacher will provide you monthly calendars.

At open house, you will also receive a directory by class of those enrolled in our program. The information in this directory will be parents and child's name, address and phone number. If you do not wish your child or any other personal information listed, please notify the director in writing by July 1st.

Parents need to be diligent about any information that may change during the year for their child. The director should be made aware of such things as change of address, email, change of phone number, and any medical information so the child's record can be updated.

Attendance

Children can benefit from the opportunities offered by a group learning program only if they attend regularly. One of the most important developmental opportunities our school offers your child is interaction with his/her peers. A child who is frequently absent or late will miss the overall program presented by his/her teacher. Therefore, it will be difficult for him/her to keep up with the group because he/she has not shared the same experiences. Regular attendance and punctuality is strongly urged so students may reap the benefits of our ongoing program. This school reserves the privilege of dismissing any child, if after entering he/she seems unable to participate in the group experience.

Immunization Records

The state requires that we have copies of updated immunization records. These are available from your pediatrician. We must have shot records when your child starts in our program.

The form used is 3231 and you may have your pediatrician fax it to the director at 678-208-1329.

Potty Training

All students entering the 3 & 4 year old programs must be fully potty trained. If not potty trained, please inform the Director before school begins. The Director reserves the right to dismiss the child from the program if the student is not fully potty trained.

Fee Structure and Payment

The registration fees are due upon enrollment of your child in our program. This fee reserves your child's place in a class and covers the necessary supplies and paperwork for the year. These fees are non-refundable. The registration fee is \$125. An activity fee of \$45 will be due with first month's tuition on August 1st. This activity fee will cover special events and activities throughout the school year.

Tuition fees are based on costs for the school year. For your convenience, we have averaged the cost over a nine-month school term. Tuition will be the same each month, regardless of absences or holidays. Tuition fees are as follows:

Tuition Monthly Rates

2 day classes	\$140.00
3 day classes	\$165.00
4 day classes	\$195.00

Lunch Bunch Playschool Rates

1 day / week/ month	\$10.00
2 days / week / month	\$20.00
3 days / week / month	\$30.00
4 days / week / month	\$40.00
Daily	\$5.00

Concord Baptist Church Weekday Preschool reserves the right to make changes to tuition fee during the school year.

Tuition is payable the first of each prior month and no later than the tenth of each month (i.e. September tuition is due August 1st). If payment is not made by the tenth of the month a late fee of 10% will be charged. If tuition is still not paid, the school reserves the right to suspend the child until payment is made and / or vacancy is filled.

If checks are returned, there will be a \$20 returned check fee along with a late fee. Replacement payment must be paid with cash.

A late fee of \$5 for every 5 minutes may be charged for late pick-up after 12:10p.m. (after 11:30 on early release days and 1:10 for lunch bunch students).

If you have had a financial problem, please call or come by the director's office. We will try to work out special arrangements for deferred payments whenever possible, so that your child may continue his/her learning experiences.

We require a 30-day written notice in order to withdraw your child. This must be submitted to the director rather than giving it to the teacher. If notice is not given, your child is considered enrolled and tuition for the following month will be due.

No refunds are made for parent's vacations or school holidays.

Please make checks payable to Concord Baptist Church Weekday Preschool. Please note on the check your child's name. Checks are preferred, but cash may be given in a sealed envelope labeled with your child's name.

Families with two or more children enrolled will receive a 5% discount in tuition.

Parent Conferences

It is the desire of every teacher to know each child and his/her family on a personal basis. Any of our teachers will be happy to meet with parents to discuss either progress or problems their child might be having. Simply call the director's office to make an appointment for a conference. Please do not take class time to talk to a teacher about your child.

Parent Conferences will be held mid-year and at the end of the school year. Mid-year and Year end progress reports will be completed. Your teacher will contact you to schedule any needed conferences. These meetings will be used as a forum to discuss your child's progress.

Progress Reports

Progress Reports are performed twice a year (mid-year and year-end) to inform you of your child's progress. However, we have an open door policy where we welcome you to come to us at any time that you have concerns.

Parental Involvement

It is our desire to have a close relationship with the parents of our students. Concord Baptist Church Weekday Preschool has an open door policy where parents may visit anytime during our hours of operation. It is our policy that parents check in at the office and notify the director of their presence and desire to visit their child's classroom.

Discipline Policy

We know that the word "Discipline" comes from the word "disciple" and the definition of disciple as "to teach". Our approach to discipline will be on the positive aspect of discipline rather than the negative. A child who has good behavior habits will be recognized and praised for the same. Children will be given a clear explanation and guidance on their level of understanding of the rules to be used during the time they are at our school.

When a child misbehaves, he/she will be helped to understand why the conduct is unacceptable. Brief, supervised separation from the group may be necessary to give the child time to understand what is expected of him/her. This is called "time-out". Discipline will be relevant to the behavior involved and done so in a Christ-like manner.

Any staff member of Concord Baptist Church Weekday Preschool will not be permitted to spank a child, regardless of the consent of the parent or guardian. Children will not be disciplined by the use of abusive language nor deprived of snacks or restroom privileges. Children will not be hit or shaken.

Parents are encouraged to inform the staff of any daily situations that might affect the child's classroom behavior, such as death in a family, death of a pet, divorce, etc.

Aggressive behavior, such as biting, hitting, scratching, spitting, pushing, abusive language or any intentional physical contact that causes physical harm to another person will be dealt with the following procedures. Step one will be time out in the Director's office. The parent will get a copy of the disciplinary action taken. After two consecutive trips to the office, the director will schedule a meeting with the parents. After three consecutive trips to the office, suspension will be for two days. If upon returning from school and doing aggressive behavior, suspension will be for 4 days. During any suspension, tuition payment is required and not refundable. If negative behavior continues after suspension, the director has the privilege to terminate the child from the program at any time.

Children with Special Needs

Concord Baptist Church Weekday Preschool is not a special needs facility. We will, however, work with any parent who feels his child can participate in a mainstream classroom. The director will evaluate the child and see if this possible. We work closely with the County Special Needs Departments with any necessary support needed.

Food

Each child will bring his/her an individual snack to school each school day. A drink should be included for snack. Lunch boxes, bags, thermoses, sippy cups should be labeled with the child's name. An allergy list will be sent home with each student after the beginning of school. If there is a food allergy in the class, please refrain from sending snacks with the ingredient. Occasionally, the children will be cooking as a part of their daily activity and will enjoy eating the products of their efforts. The teacher will be aware of any allergies made aware to the office.

Health/Illness/Medications

For the well being of all children in our program, sick children will not be allowed to remain at school. If symptoms of illness are observed, parents will be contacted to come for their child. In the meantime, we will separate the child and provide care for him/her until someone can come for him/her.

If your child has a cold (runny nose other than clear), fever, diarrhea, vomiting, visible rash, or requires medication during school hours, he/she cannot come to school. A child must be free from symptoms for 24 hours before coming back to school.

No medications (unless specified on your child's medical release form) can be administered during school hours. These medications must remain in the child's backpack. The office must have a permission slip on file in order for the teacher to administer the above medication.

If a child is highly allergic to certain foods, stings, etc. and requires an Epi-Pen to be on the premises, the Epi-Pen must have the child's name clearly written on the box and an expiration date circled. The Epi-Pen must remain in the child's backpack or in the preschool office and a permission slip on file.

The Authorization for Medical Care included in the application must be completed and on file in case a child sustains injuries and we are unable to locate you at the numbers given.

School Dress

Children should be dressed comfortably in clean, washable play clothes.

In warm weather, outdoor play is part of the day's schedule and cool clothing will make this time more enjoyable. Some games and activities call for sitting on the floor; therefore, pants or shorts are more suitable attire. Athletic shoes are preferred over sandals due to bark being used in the playground area. We will try to go out even in cool or mildly cold weather. Please send a jacket or sweater with your child's name on the inside.

In cold weather, we will still use the playground, please be sure to send a coat with your child during the winter.

All children should have a change of clothes including socks and underclothes in their backpack for the appropriate season. Accidents do happen during the day and we will have to call you if extra clothes are not provided.

Those that are not potty trained also require a diaper change every hour. Please provide at least 3 diapers per day.

Please make sure that everything is properly labeled with your child's name on it.

Personal Items

Children should not come to school with their personal toys. They are often too young to understand when their favorite toy becomes community property. Please leave toys, dolls, stuffed animals etc. at home or in your car unless requested by the teacher for show and tell.

School Pictures

A professional photographer will come to our school in the Fall to take individual pictures and in the Spring to take class and individual pictures of every student. In addition, in the Spring, the 4's pre-k classes will also have their graduation picture made in cap and gown. You are under no obligation to purchase these pictures.

Solicitations

We do not send home any flyers that deal with outside ministries other than those of our church, Concord Baptist Church, sponsors.

Birthdays

Your child's birthday may be celebrated with his/her class by sending special treats to share during regular snack time. Gifts cannot be exchanged nor party invitations sent out through the school. If your child has a birthday that falls in the summer or during the holidays, you may select any day during the regular school term to celebrate his/her "pretend" birthday. Please contact your child's teacher to schedule birthday treats so there are not multiple parties on the same day.

Class Parties

There will be a sign up sheet at open house so that parents can volunteer to sponsor a party (i.e. Hallelujah, Christmas, Easter, End of School). We do not celebrate Halloween. During Christmas holiday emphasis will be placed on Jesus' birth. During the Easter holiday emphasis will be on Jesus' resurrection. All of this, of course, will be at the child's level of understanding.

Policy Changes

Parents are notified of any changes in the policies of the Preschool in form of written notification that will be sent home with each child. Parents have the opportunity to call and talk with the director if there is any question concerning the policy change.

Guidance procedures

It is our desire to guide your child in a learning experience that vigorously involves the total child. To achieve this, we have developed an early childhood program that will introduce a number of new and exciting experiences in learning play. This creative play/work will provide:

- An informal period for creative work and play with art materials, puzzles, blocks, home-living equipment and other media whereby the child can work by himself or in a small group.
- A regular period for outside and inside activity.
- A time for building a vocabulary, looking at books, being read to, seeing written names and learning to write their own name (when developmentally appropriate), telling about experiences and learning beginning sounds, letters and an awareness of reading.
- A time for snack.
- A time for learning to talk in conversations with peers.
- A time to learn to express themselves through music.
- At the end of the day as preparations are made to go home, children may view a movie for a maximum of 15 minutes.

**2012-2013 Parent Handbook
Acknowledgement Receipt**

Please sign and return by the first day of school.

I have read the Parent Handbook for Concord Baptist Church Weekday Preschool located on the Concord Baptist Church Weekday Preschool website at www.cbccumming.org/preschool.php. I understand this handbook lists policies for the operation of the Preschool program. I agree to abide by the policies and procedures mentioned in the Parent Handbook. Should I have any questions about these policies, I can contact the Preschool office at 770-886-9230.

Print Student Name and age class

(Signature of Parent/Guardian)

(Date)