

*Concord  
Baptist Church Weekday  
Preschool*  
*Updated 1/23/2022*

*Shaping the  
Future of  
Preschoolers*

*2022-2023*

*Parent Handbook*

*6905 Concord Road; Cumming, GA 30028*

*Phone: 770-886-9230*

*Fax: 678-208-1329*

*website: <https://www.cbccumming.org/preschool>*

*email: [preschool@cbccumming.org](mailto:preschool@cbccumming.org)*

*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 needs 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 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 state of Georgia. This program is not a licensed childcare facility. This program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements. 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 curriculum, hands-on activities in learning centers, and positive Christ like role modeling of the staff.

### **Admission and Dismissal Procedures**

All children are placed in an appropriate class according to their age on September 1<sup>st</sup> of that school year (with the exception of students that turn 2 years old after the first day of preschool but before September 1<sup>st</sup>. Those 2 year old students can only enroll in the 2 year old program (they are not eligible for the 3 day class)). The registration process and fee must be completed online before a child may enter class. 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. 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.

Students attending the 3 and 4 year old classes 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. Identification tags will be given to parents at open house and must be presented in car window at drop-off and pick-up. Please refrain from being on your cell phone during car line. 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. Please pull forward to buckle your child in their car seat. Always look out for children as you drive in and away.

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:**

All classes begin promptly at 8:45a.m and end at 12:15p.m. Drop-off will be from 8:30-8:45 a.m. and pick up from 12:15-12:30.

Classes will begin the week after Forsyth County School starts 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.

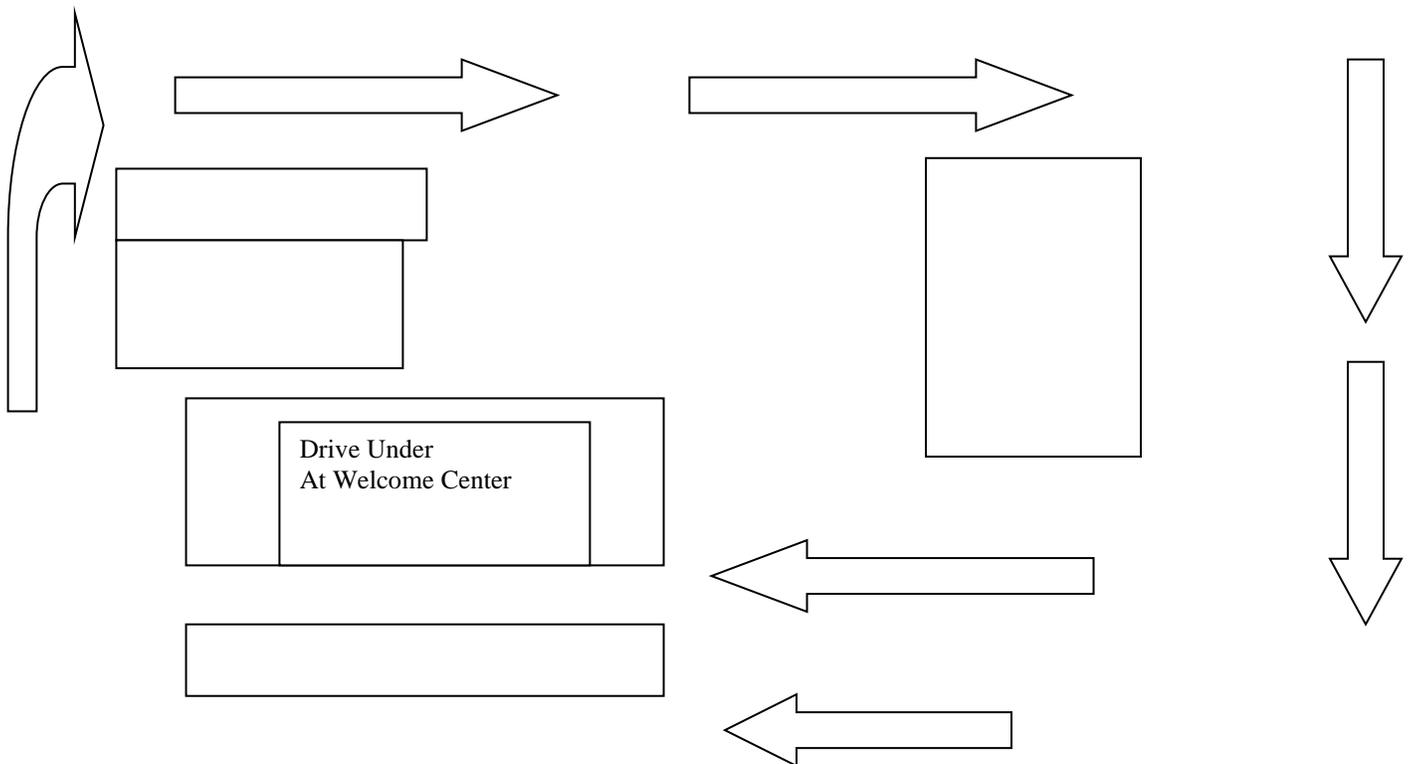
## Arrival and Departure

**Arrival** - Drop-off will be at the drive under at the main entrance to the education building beginning at 8:30 and ending at 8:45a.m. Please refrain from being on cell phones during car line.

**Authorized Pick-up** – Pickup for all classes will begin at 12:15 and end at 12:30 at the pickup-line at the drive under at the main entrance of the preschool. A late fee of \$5 for every 5 minutes may be charged for late pick-up. Your child will only be released to persons listed on the Pick-up section of the Registration 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 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 pickup list. *Please refrain from being on cell phones. Please pull forward to buckle your child in their car seat.*

**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 8:45a.m. – 12:15p.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 can 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 our scheduled last day of school. We will be closed for Good Friday.

### **Special Programs:**

TBD

### **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. Notifications will be sent out via email and remind 101 if there is a school closing. The Concord Preschool website will also be updated with closing information.

### **Communications**

The primary means of communication between school and home will be electronic (emails, REMIND 101 text, and GroupMe).

Parents need to be diligent about any information that may change during the year for their child. Parents / guardians can update information through “MyProcure” (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 are 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. No refunds are made for vacations, school holidays, illnesses, etc..

### **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 and 4 year old programs must be fully and independently 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 \$150. An activity fee of \$60 will be due with first month's tuition payment (on July 1<sup>st</sup>). This activity fee will cover special events, activities, and art supplies throughout the school year.

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

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. August tuition is due July 1<sup>st</sup>, September tuition is due August 1<sup>st</sup>). 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.

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 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 vacations, school holidays, illnesses, etc.

Please make checks payable to Concord Baptist Church Weekday Preschool. Please note on the check your child's name. Myprocare payments are preferred method of payment. If paying with cash, please provide in a sealed envelope labeled with your child's name. A locked drop box is located at main drive under of church.

Families with two or more children enrolled will receive a \$10 discount on monthly fees per child. Students with a parent that is in "active" military duty or a veteran will receive a 10% DISCOUNT per month per child.

## **Parent Conferences**

It is the desire of every teacher to know each child and his/her family on a personal basis. Our teachers will have zoom meetings / phone call teacher / parent conferences to discuss either progress or problems their child might be having.

Parent Conferences will be held mid-year and at the end of the school year 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.

## **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 with 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. 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 you child has a cold (runny nose other than clear), fever (99.4 or higher), diarrhea, vomiting, visible rash, or requires medication during school hours, he/she cannot come to school. **A child must be free from symptoms without medication for 48 hours before coming back to school (unless with a doctor's note). If there is a diagnosis or exposure at home to Covid, the CDC recommended quarantine period must be upheld before returning to preschool (5 days vaccinated, 10 days unvaccinated).**

No medications (unless specified on your child's registration form) can be administered during school hours.

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. We prefer that an Epi-Pen to remain at the preschool. Permission to administer is given on registration form.

### 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 on 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.

These 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**

TBD

### **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. 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. Due to allergies, the preference is for all treats to be "store bought" treats.

### **Class Parties**

TBD

### **Policy Changes**

Parents are notified of any changes in the policies of the Preschool. Parents will have the opportunity to call and talk with the director if there is any question concerning the policy change.