

# Summit Baptist Church Weekday Preschool

## Parent Handbook



**3080 Highway 81, South  
Loganville, GA 30052  
770-466-2338**

### **OUR PURPOSE**

Our purpose is to surround your child with love and joy. Summit Baptist Church Weekday Preschool (SBCWP) provides a variety of opportunities to discover and develop each child's potential and uniqueness that God gave them. We bring wonder to preschool years and lay a foundation for future years so children can become all that God created each child to be. The Bible says that if we "train up a child in the way that he should go, when he is old he will not depart from it." Our program is designed to help your child develop intellectually, physically, emotionally and spiritually. We strive to help your child have a happy and meaningful preschool experience in a distinctively Christian atmosphere.

### **Our Curriculum**

Our teachers follow the Weekday Early Education (WEE) Learn Curriculum that is framed by theory and philosophy of life. Led by **faith** and grounded in evidence-based practices, programs using the WEE Learn philosophy and curriculum work to support children and families. Children's individual differences and learning styles are considered as they learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential. This thoughtful and planned curriculum is based on a Christian foundation. WEE Learn Curriculum is on the list of state approved preschool curriculums.



## General Policies

### ENTRANCE REQUIREMENTS

Children who will be 12 months old prior to September 1<sup>st</sup> may register for our Toddlers Class. These children must be walking and able to feed themselves. Children who will be two years old by September 1<sup>st</sup> may register for our two-year-old class. Children who are three years old by September 1<sup>st</sup> may register for our three-year-old class. These children must be completely potty trained by September 1<sup>st</sup>. Children who will be four and are potty trained prior to September 1<sup>st</sup> may register for our four year old classes.

### TUITION PAYMENTS

**Tuition payments are due September through May on the 1st of each month.** A \$10.00 late fee will be applied when tuition is received after the 5th of the month. You will receive a tuition envelope at Open House to place your tuition payment in each month. The envelope will include an invoice for you to keep for your records. Please make checks payable to SBC Weekday Preschool, place it in the envelope and return it in your child's folder. Checks, cash and money orders are all acceptable forms of payment. There will be a \$25.00 charge for returned checks and tuition must be paid with cash or money order for the remainder of the year. If the tuition plus late fee is not paid by the 15th day of the month, the parent will be notified that the child cannot participate until the account is paid in full and the child will be automatically dropped on the 10<sup>th</sup> of the following month unless the parent pays in full.

#### **Tuition is prorated for your convenience:**

While there are several times throughout the year when school is closed, tuition is based on the number of days throughout the entire school year that classes are offered. The monthly prorated tuition payment option is for the convenience of our parents and is NOT based on the number of days per month that a child attends school. Although your child may not attend school, our monthly expenses remain the same.

### TUITION RATES:

<i>Toddlers:</i>	<i>\$1350/year or Prorated @ \$150/month</i>
<i>Two's:</i>	<i>\$1710/year or Prorated @ \$190/month</i>
<i>Three's (3 day):</i>	<i>\$1710/year or Prorated @ \$190/month</i>
<i>Three's (4 day):</i>	<i>\$1890/year or Prorated @ \$210/month</i>
<i>Fours:</i>	<i>\$2070/year or Prorated @ \$230/month</i>

Please note that we do not make deductions for absences, holidays of any kind, or school cancellations due to inclement weather. We operate on a straight nine-month basis and tuition is paid accordingly.

Note: Enrollment fees are non-refundable and do not apply to the 1<sup>st</sup> month's tuition.

The **activity fee** is a yearly fee that provides each student with daily supplies and materials necessary for instruction including, but not limited to, construction paper, glue, crayons, scissors, and additional craft items. The activity fee will also be applied to field trips; both in-house and off site. At the beginning of the year, the teachers will still prepare a supply list for various items that will be used during the school year. The activity fee covers only the basic instructional supplies.

### WITHDRAWAL

If you find that you need to withdraw your child from our program for any reason, after the school year begins, one month's notice is required. Parents should give official notice to the director. One full month's tuition will be required for any portion of a month that your child attends. Since our class numbers and budget are limited, compliance with this request will give us time to make arrangements for another child to enter our program as soon as your child withdraws.

## **SCHOOL YEAR AND SCHOOL CLOSINGS**

Our school year begins **Tuesday, September 4th** and continues through **Friday, May 17th**. Other than start and end dates, we follow the Walton County school calendar and will observe the same holidays as well as closings for inclement weather. Please listen to you radio or television for emergency closings. Public announcements will be made on local and metro-Atlanta radio and television stations. Cancellations are usually announced shortly after 6 a.m.

## **DELIVERY AND PICK UP OF CHILDREN**

**Morning Carpool:** We will begin unloading children from the carpool line at 8:45 a.m. each morning. All parents should use the carpool line to bring children to school. Please be sure that your child wears their name tag given to them at Open House, so we can make sure that your child arrives safely in the correct classroom. It is a great idea to use your time waiting in line to assure your child that you love them, talk about the fun they will have at school, and that you will return for them soon. If your child cries, please remain in the car and the director or teacher will take your child to their classroom. The preschool staff will do everything possible to comfort your child and help them to adjust to their new surroundings. Normally the child will stop crying within 5 minutes, but if it continues, we will call you to discuss what is best for your child. Please feel free to call the preschool office anytime you are concerned about your child, and we will be glad to check on them for you.

It is best to go through the carpool line everyday, but if you should need to walk your child to the classroom, please do not bring them in before 8:45 a.m. Our teachers are very busy preparing their classroom for the day and will not be available to supervise them before 8:45 a.m. If you arrive after the carpool line is finished, a parent must walk their child to the classroom.

**Afternoon Carpool:** Parent's should arrive in line no later than 1:00 p.m. We ask that you place your child's carpool tag against the windshield on the driver's side or hold it out the driver's window everyday for afternoon carpool. This will help us to have your child ready to pick up and keep the line moving quickly. Parents should proceed around the 200 Building back to the main parking lot to buckle their child. This will ensure that your child is buckled properly and also keeps the line moving quickly.

PLEASE NOTE: If you must pick up your child early, you must arrive no later than 12:40 p.m. and you must go to the preschool office to sign them out.

Please make sure that we are aware of all carpool arrangements in writing. Carpool arrangements should be turned into the director as soon as they are worked out. If a change must be made, please make sure the preschool is notified in writing. For your child's protection, anyone, who picks up your child must be on the Pick Up Authorization form or you must give us written permission. Carpool changes will not be made over the phone. It is also very helpful if parents inform the person picking up your child of carpool and buckling procedures.

If you arrive in the carpool line after 1:10 p.m. and your child is in the director's office when you pick them up, you are late and owe a late fee. You will be charged on the following month's tuition notice. The late fee is \$5.00 for every 5 minutes. Example: \$5.00 for 5 minutes, \$10.00 for 10 minutes late, etc. Please understand that it can be upsetting to a child when their parents arrive after all the children are gone and it also makes it difficult for the director and teachers who have staff/planning meetings and their own children and obligations following carpool.

## **PARKING**

Please use the lined parking spaces provided when you come into the preschool for 5 or more minutes. This will help keep the drive thru area clear for other cars. If you are bringing or picking up your child and will be in the building for less than 5 minutes, you may park near the door and return quickly.

## CLOTHING

This is a school where we work and play. Your child will come home with paint, glue, food, and /or dirt on their clothing. We will do our best to keep them clean but please remember this as you dress them for school. We recommend that children wear play clothes that are practical, comfortable, and washable. In winter, children will need warm removable clothing for outside wear. We do go outside, even when the weather is cold, if other conditions permit. For your child's safety and so they can run and play on the playground or in our indoor playroom, we encourage all children to wear tennis shoes to school. Please no cowboy boots, slides, shoes with wheels, or dressy shoes (heels, platforms, slippery bottoms, etc.)

- All children should keep a change of clothes in their book bag including shirts, pants, socks, and underpants in case of an accident. You will be given a Ziploc bag with your child's name on it at Open House. Place the child's clothes in the bag and send it in your child's book bag on the 1<sup>st</sup> day of school.
- If your child is in the one or two year old class and wears diapers, please send at least 4 diapers to school each day.
- If your child is in the 3 or 4 year old classes, please make sure they wear clothes they can easily manage in the restroom.
- Please label all jackets, sweaters, and removable clothing with your child's name so that it can be easily returned to you if misplaced.

## BOOKBAGS

Book bags should be approximately 12"x12"x4". This will insure that the folder, lunchbox, and art work will fit inside without folding. Please choose one that is easy for you child to open and close. Children in three and four year old classes will be required to carry their own book bag to and from carpool. Backpacks with wheels do not work well for preschoolers. They are difficult to handle and it is not beneficial since children in three and four year old classes are required to wear their book bag during afternoon carpool. Please label book bags so they can be returned to you if they are misplaced.

## BATHROOM POLICY

The following guidelines have been set for assisting children in the bathroom:

**One and Two Year Old Classes**-Children who are not yet trained will be changed at two scheduled times during the day and whenever necessary. Parents should send 4 diapers each day. If your child is showing interest in potty training and you are having success at home, we will be happy to assist you. Children who are trained will be assisted in the bathroom as needed (clothing, wiping, flushing, hand washing). \*\*\* We highly discourage the use of Pull-ups when potty training and ask that parents NOT send children to school in Pull ups. Please note that no diapers will be changed after carpool starts in the afternoon.

**Three Year Old Classes**-Children must be potty trained to attend our three old program. As you train your child at home, please keep in mind that "training" a child also includes wiping, flushing, and independent redressing. Parents are encouraged to send children in clothing that is easy for them to manage in the bathroom. Example: Pants with elastic waist, no belts, not too many layers, etc. We are here to encourage and assist your child when necessary.

**Four Year Old Classes**-Children must be potty trained to attend our four year old program. (Please see our three year old guidelines above). All children are expected to be independent in all areas of bathroom use: pulling up and down clothing, wiping, flushing, hand washing, and cleanliness of bathroom.

## THE FIRST DAY

The first day of school you are asked to use the carpool line and leave your child in their teachers' care. They will adjust to the situation quickly as you bid them a cheery goodbye (from the carpool line) and assure

them they will have lots of fun and you will return to pick them up soon. You can help to ease their concern by being loving but firm, calm and understanding about going to school. Prolonging your departure or entering the classroom only makes it more difficult. Attendance at Open House helps make a happy and smooth transition. If you are still concerned, we don't mind you calling the preschool office and asking us to check on your child. You are also always welcome to drop in and observe your child through the window in the door or set up an appointment to avoid conflicts in the classroom schedules.

If you have any questions or concerns, the director or your child's teacher will be happy to discuss them with you by phone, a scheduled conference, or after carpool is completed. Please do not use the carpool line for conferences as it slows the loading/unloading process and causes other parents to wait longer than necessary. We hope that you will enter wholeheartedly into your child's preschool experience, to know your child's teacher and get an idea of the basic routine.

### **WHAT WE TEACH:**

We continue to follow Georgia's Bright from the Start ~ Georgia Early Learning and Development Standards (**GELDS**) expectations for every age – birth to five years; using their guidelines to ensure the highest levels of learning and development. (Resource – WEE Learn Curriculum)

**Toddlers and Two Year Olds** - For the younger child, this is a time of exploration and discovery into God's world. The child will increase his/her receptive and expressive language skills through manipulation concrete objects and shapes. The two year olds will learn routines, how to follow simple directions, pre-writing/reading and pre-math skills.

**Three Year Olds** - The three year old will receive wider ranges of experiences and an increase in his/her expressive and receptive language through active work. They will expand their knowledge of the community, the church and the world around them. There will be a steady increase in concept development as it applies to pre-reading/writing and pre-math skills. This time is valuable to help the child move from awareness of self and things in the immediate environment to a concern for others and increase their understanding of God's love.

**Four Year Olds** - The four year old will see a steady expansion of concept development as it applies to pre-reading/writing and pre-math skills. They will become emergent readers. Emergent readers demonstrate alphabet knowledge, a concept of what a word is, a sense of story (beginning, middle, end), listening and retelling skills, phonemic awareness, and verbal expression. They will increase their knowledge of the community, the church and the world around them through increased physical involvement in their immediate environment. It is a time when a child begins to discover meaning in his/her relationships with others and with God and begins to appreciate and value those relationships.

*Every age of development is dependent on the skills and experiences of prior knowledge. At each stage of child's development it is critical to continue and practice the skills and concepts at home.*

We offer Music for all ages and computer lab for our three's and four's. This is included in your child's tuition at no additional cost.

### **CONFERENCES**

Private conferences may be scheduled with your child's teacher after school hours. Scheduled conferences will be made in the fall to let you know how your child is adjusting. Teachers will also schedule a conference in the classroom in the spring to discuss each child's academic progress. All teachers will be glad to cooperate with you in a mutual effort to meet the needs of your child.

## **KINDERGARTEN READINESS ASSESSMENT**

All of our four year olds will be assessed two times for Kindergarten readiness. Testing will take place in the fall and again in the spring. Parents will be advised of the results during parent/teacher conferences. These assessments are similar to the public school Kindergarten readiness assessments. The assessments are tools to gauge your child's progress and readiness toward a continued education.

## **FIELD TRIPS**

Three and four year old classes will be taking field trips periodically to further extend the world of the child. Most of these trips will be coordinated with the unit being studied by the class. The permission slip is part of the application form and covers this for the year. However, you will be notified of all field trips in advance and asked to sign another permission slip to assure us you are aware of the trip. Parents are welcome to attend all field trips with us and drive or you may leave your child's labeled car seat/ booster and we will place it in another parent's car. Please be assured that we will make every effort to keep your child safe. Parents who attend field trips should be aware that siblings, other relatives, and friends may not attend due to limited space and safety concerns. If you prefer that your child not participate in a field trip, you may choose for them to remain home on the day of the trip or bring them in after the trip for the remainder of the day.

## **PARENT-TEACHER COMMUNICATION**

Each child will be provided with a pocket folder with their name on it. All messages, important information, class calendars, tuition envelopes, and the child's work will come home in this folder at the end of each day. It is vital that parents check the folder on a daily basis and place it back in your child's bag for the next school day. This folder is also your way to make sure we receive tuition, important messages, carpool changes, permission slips, etc. It will be checked each day when your child arrives at school.

If you need to get a message to a teacher or the director after the day has begun, call the preschool office. You may leave a message on voicemail if there is no answer or try again in a few minutes. Messages are checked frequently throughout the day. If you cannot reach us and it is an emergency, call the church office at 770-466-6133 and one of the ministry assistants will make sure we receive the message.

Please do not use the carpool line for conferences or to give important messages verbally as we are unable to write them down at that time and they could be accidentally forgotten.

\*Please note that English is the primary language spoken at SBCWP. It is our desire to work with all families who speak a different language. However, we must be able to communicate with your child in order to keep them safe, meet their needs and for learning to take place. It is also critical that we have a parent or contact person who can speak English and who can read English when important information and teacher communications are sent home in your child's book bag.\*

## **SUMMIT BAPTIST CHURCH WEEKDAY PRESCHOOL PARENT SOCIAL MEDIA GUIDELINES**

- No last names, school names, addresses or phone numbers of SBCWP should appear online.
- Do not post photos of SBCWP students or other staff members without their express approval.
- Remember that SBCWP is a church based preschool. Use common sense and decency when contributing comments on social networking sites.
- Incoming texts and emails regarding early pick up or late drop off of your child should be sent to your child's teacher with a copy to the director.

## **LUNCH**

Please send a lunch with your child every day. Lunches should consist of finger foods that your child will enjoy. Please label all lunch boxes, bags, cups, etc. Cups with lids are requested for children in the one and two year old classes. Juice boxes are fine. Please do not send the following: carbonated drinks, foods that are considered “chokeable”- popcorn, whole grapes, whole hot dogs, peanuts, hard candy, gum, etc. If you choose to send in hot dogs or grapes, they must be cut up. We do not warm or refrigerate food - lunch time is very busy and there is not time for teachers to go to the kitchen. Your child’s teacher will give you specific instructions if someone in the class has severe allergies. For example, some children are so allergic to peanuts that being near another child eating peanuts will cause a severe reaction.

## **SPECIAL DAYS**

Our teachers make an effort to celebrate special days in a child’s life. We like to keep our traditional celebrations simple, for they are more meaningful to a child that way. Each class will have a room parent and other parents may sign up to help with special activities planned by the parents with the teacher’s guidelines. One and two year old classes will not have parties, but will have special activities planned by the teacher and the room parent. Three and four year old classes will have 4 scheduled parties: Thanksgiving, Christmas, Valentine’s, and Spring/End of the Year. For the safety of the children, balloons are not allowed in preschool classes. Please make sure that as we celebrate these days, we focus on the true meaning of the holidays. Please no Santa Claus, Easter Bunny, Cupid, etc. Birthdays will also be celebrated in the classroom as close to the child’s birthday as possible. Teachers will schedule “pretend birthdays” for our children with summer birthdays. Parents may provide a birthday treat for the class and teachers will provide a birthday sticker and the class will sing to your child following lunch.

## **HEALTH**

Immunization forms: To meet state regulations, all children in our preschool program must provide the school with a current Immunization Form #3231 by the first day of school. This form is available from either your own pediatrician or the county health department. The school is required to have the original form. If your child’s form expires during the school year, you will be notified 30 days prior to the expiration. If you do not provide the school with a new form within 30 days, by state law your child cannot attend school until a new form is obtained.

The health of your child is the utmost importance to us. Please do not send your child to school if they show any signs of illness, such as: runny nose, skin rash, eyes with redness/itching/discharge, fever, sore throat, diarrhea, nausea, or vomiting.

A child should be free of these symptoms for 24 hours before returning to school. For your child’s sake and the protection of the other children, we must insist that they be kept at home under these conditions. If any of these symptoms appear at school, parents will be notified to come and pick up your child. If your child has an allergy of any kind, please note this information on their registration form. Discuss the allergy and the symptoms/reactions as well as proper treatment with your child’s teacher.

**Communicable** diseases such as chicken pox or pink eye should be reported to us at once so we may notify the other parents. Lice should also be reported immediately so we can treat the classroom.

## **DISCIPLINE**

Your child’s experience at school is of great importance to us. We want the classroom to be a positive and pleasant environment for all. A child grows through learning to handle situations on their own. In handling these situations, they learn self control, how to make choices, and how to be responsible for those choices. It is our desire to offer a nurturing learning environment for each child. The teachers will keep you informed about your child’s progress as well as their behavior. If behavior problems arise, the teacher or assistant will handle the situation as positively as possible. Directions will be given as positive statements. Example:

“Johnny, we build with the blocks” instead of “Don’t throw the blocks”. If the child continues throwing the blocks, the teacher may say, “Johnny, you may choose another center and next time I am sure you will remember to build with the blocks.”

“Time-out” is also used to give the child time to be away from a problem that has arisen. An appropriate time is one minute for each year of age. After this period of time, the child and the teacher will talk about what has happened and the child may re-enter the play situation and try again.

Discipline problems will be handled in the following manner:

1. Verbal Warning
2. Redirection: the child will be moved to another activity.
3. Time-out: the teacher will use time-out for the appropriate amount of time then talk to the child about his/her feelings and actions. The parent will receive a note or phone call from the teacher and it will be noted in the child’s file.
4. If there are repeated offenses or a major incident such as hitting, biting, spitting, inappropriate language, or a temper tantrum that can not be controlled, your child will be sent to the director’s office. The director will call the parent and an incident report must be signed by the parent.
5. The second time the child is sent to the office, the parent will receive a call from the director to discuss appropriate action or to come and pick the child up early. The parent will be given another incident report to sign.
6. The third time the child is sent to the office, a conference will be set up between the teacher, the director, and the parent to discuss appropriate action or dismissal.

These steps will be taken to maintain the integrity of the school and to protect the interest of all students and teachers. At no time will corporal punishment be used at Summit.

**Biting** - Many times in spite of all of our efforts, biting will occur, especially in our Toddlers class. When this happens, we will comfort the child that has been bitten as well as redirect the behavior of the biter by engaging him in a different activity or removing him from the area. Please understand that we maintain confidentiality in all biting incidents to protect both children. We will make every effort to work with you and your child. However if the behavior continues, the administration reserves the right to terminate the child’s attendance to maintain a safe and healthy environment for everyone.

### **CHILDREN WITH SPECIAL NEEDS**

If it is determined by teacher and director evaluations that a child is having difficulty with adjustment to school, is struggling, is frustrated with the learning situation or is disrupting the learning environment for other children, the director and the teacher will meet with the parents to discuss their observations. We are fortunate to have programs in our state and county to determine and meet the needs of children with special needs. Children may be referred to the county for evaluation. We will work hard to meet the needs of all students, regardless of disability, to the best of our ability. If, at any time during the school year, the administration feels we are unable to meet the child’s needs or the child is not benefiting from the class, we reserve the right to ask the parents to find a school that is more suitable to meet their child’s needs.

If a child is being evaluated/tested by the school system or a private facility for speech, hearing loss, learning disabilities, ADD, autism, etc., parents are strongly encouraged to share the results with the director and the teacher. This will help us to understand and better meet the needs of each child.



**THINGS TO BRING AND NOT TO BRING**

- Children may bring flowers, nature objects, and things that are related to the unit they are working on in class.
- NO toys should be brought to school unless your child’s teacher requested them for Show and Tell. This applies particularly to guns, knives, balloons, small pocket toys, or anything of the superhero or monster varieties. These are distracting and have no place in our program.
- Children should not bring money unless it is for a special purpose, in which case it should be in an envelope and clearly marked with child’s name and the purpose for the money.
- Pacifiers are welcome in our Toddlers class. It is recommended that they be attached to the child’s clothing to keep them from falling to the floor.
- Special blankets or stuffed animals may be sent during the first few weeks in our Toddlers and twos classes and then will be encouraged to stay at home or in the child’s book bag or diaper bag.

As described in *Bright from the Start*: Georgia Department of Early Care and Learning, SBCWP has been granted an exemption of licensure. Our program meets the criteria for exemption based on the following conditions: Operating hours are 9:00 a.m. to 1:00 p.m. Monday through Friday; with no extended care.

*Bright from the Start* would only monitor the program to determine or verify compliance with exemption criteria. While we follow the licensing requirements for the State of Georgia, Summit Weekday Preschool is not a day care facility and is not licensed by the State of Georgia as such a facility. It has been planned and organized as a Biblically-based academic Preschool program for children fifteen months old to four years old.

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**PLEASE SIGN AND RETURN THIS FORM TO SUMMIT BAPTIST CHURCH WEEKDAY PRESCHOOL BY THE FIRST DAY OF SCHOOL.**

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**Student’s Name (Please Print)**

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**Teacher**

As the parent/guardian of \_\_\_\_\_, I have read the above listed 2018– 2019 Parent Handbook and policies of Summit Baptist Church Weekday Preschool and I understand the possible consequences and penalties for non-compliance.

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**Parent’s Name (Please Print)**

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**Telephone Number**

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**Parent’s Signature**

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**DATE**