



JOHNS CREEK PRESBYTERIAN  
**PRESCHOOL**

Parent Handbook  
2024-2025

*(Revised July 15, 2024)*

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Dear Parents,

Welcome to Johns Creek Presbyterian Preschool for the 2024-2025 school year!

We are committed to the full flourishing of every child entrusted to our care. The staff and faculty of Johns Creek Presbyterian Preschool gives the attention, loving care, and guidance that your child needs as they grow and learn in a faithful and nurturing environment.

This handbook answers many common questions and will help you understand the preschool program, its mission, and the operational guidelines. You are always welcome to visit, to ask questions, and make suggestions, as we work together to help your child grow and thrive.

Johns Creek Presbyterian Preschool is a ministry of our church and reflects our deep commitment to serve our community and our unwavering dedication to education. Our goal is to provide a learning experience that will lay a strong foundation for kindergarten and beyond. As a church we seek to reflect the love and welcome that Jesus had for the children when he told his followers, “Let the children come to me, and do not stop them, for it is to such as these that the kingdom of heaven belongs.”

On behalf of Johns Creek Presbyterian Church - the members, staff, and pastoral leadership - we extend our deep thanks for the opportunity to serve you and your family. If you are looking for a church home - opportunities to worship, serve, and learn - please do not hesitate to contact me for information or any pastoral care need you or your family may have.

May God continue to bless you and your family, as well as the Johns Creek Presbyterian Preschool program, as we all look ahead to a great school year!

Grace and Peace,

Rev. George Tatro



10950 Bell Road      Johns Creek, GA 30097  
www.jcpcusa.org      770-476-1166      preschool@jcpcusa.org

Dear Parents,

In celebration of our 30th year, we thank you for allowing your child to join us for their preschool experience! We are very fortunate to have an outstanding staff, many of whom have been with us for more than 15 years, who have been planning and preparing for your child to enter their classroom. We always feel that God places children together with the perfect teacher who will spend the school year teaching, playing, and sharing the love of Jesus with their students.

We have chosen this Bible verse as our verse for the year –

*Let the kindness of the Lord our God be over us.  
Make the work of our hands last. Make the work of our hands last! Psalm 90:17*

The kindness of the Lord has been with our preschool for 30 years! We hear over and over again from past families how much their experience at our preschool has helped shape their child, and we pray that God will continue to bless us, so the “work of our hands” will continue for many more years.

Please take the time to thoroughly read this handbook, as it has information you may need throughout the year. At the Parent Meeting on Tuesday August 13 at 7:00pm, your teacher will give you more information individual to your child’s class.

Please do not hesitate to contact us with any questions you may have.

Wishing you blessings for the new school year,

Lisa Lucas & Lisa Desmond

## **THE PRESCHOOL BOARD**

A Preschool Board, appointed by and responsible to the Session of Johns Creek Presbyterian Church, governs the Preschool. This board reviews the financial records, staff, classes, and curriculum. The board also sets fees and policies and governs any other matters which may occur during the school year that are not already covered by the Preschool's By-Laws.

Board President: Shannon Johnston

Current Board members:

Class of 2024	Marilyn Davis, Jenny Ridnour
Class of 2025	Barbara Smith, Lisa Elliott, Kim Dowd
Class of 2026	Gwen Lawrence, Sara Sweet, Debbie Tanner

Preschool Director: Lisa Lucas

Assistant Director: Lisa Desmond

Notice of Exemption: 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.

JCP Church Safety Policy: Please be aware the following are not permitted on our campus: guns or other weapons, alcoholic beverages, illegal drugs, non-service animals, smoking.

***Our mission is to provide young children a quality social and educational experience in a safe, warm, loving Christian environment.***

## **PHILOSOPHY / GOALS & OBJECTIVES**

Our preschool strives to provide a quality educational experience in a warm, loving Christian environment. We realize all children pass through various stages of growth, with each child's development being uniquely his or her own.

Goals & Objectives:

- To aid and develop the whole child: cognitively, spiritually, emotionally, physically, and socially.
- To help each child know themselves as a unique and important person.
- To help children develop trusting and responsible relationships with others.
- To present a developmentally appropriate, play-based curriculum designed to meet the needs of every child.
- To provide an opportunity for spiritual enrichment.
- To provide experiences designed to develop gross and fine motor skills.

- To provide opportunities to develop basic learning skills of math, reading, writing, science, and social studies integrated in daily activities.
- To provide opportunities to succeed at tasks suitable to the child's developmental level.
- To provide time for social interaction with other children.

### **IMPORTANT GENERAL INFORMATION**

The school year begins with a **Parent Meeting and Open House** the Tuesday night and Wednesday morning before the first day of school. These events are extremely important, and parents are encouraged to make every effort to attend both.

Your registration and account information, as well as your tuition statement, are available to you online at [mybrightwheel.com](http://mybrightwheel.com). New families create their account during our online registration process. More details are available on our website, or you may contact the preschool if you have questions.

**All registration, tuition information and communication are done through Brightwheel.**

JCP Preschool uses a morning carpool line for drop-off. Parents will come to one of the exterior doors to pick up their children in the afternoon. Please carefully read the *Carpool Line Drop-Off and Afternoon Pick-up Procedures* included in this handbook.

The importance of arriving on time cannot be stressed enough. All children are much happier when they arrive at the proper time, and we do not want your child to miss out on anything.

***Promptness is an especially important quality to teach children while they are young.***

If your child finds adjustment to preschool difficult, please feel free to talk with his/her teacher. She may have some helpful hints or may suggest shortening the school day for a while. Please be assured, the office will call you if your child is inconsolable. A full day of crying hinders the adjustment process. Sometimes a fresh start on the next scheduled school day works wonders.

For our one-year-old classes we have early release (dismissing at 11:15 am) for the first two weeks of school. Experience tells us that this age group transitions better into the classroom setting when they are "eased" into this new world called Preschool.

### **PAYMENT POLICY**

The Payment Policy is an attachment on Brightwheel and on our website. Our Payment Policy addresses payments and schedules, as well as late payments and other related items.

### **SIBLING DISCOUNTS**

A 15% discount for younger siblings applies to registration and tuition fees only.

## **SCHOOL HOURS & LATE PICK-UP**

Preschool hours are 9:15 - 1:05 for ages 1-3 and 9:15 - 1:15 for Pre-K and Young 5's. Morning carpool begins at 9:05 a.m. Children whose parent or carpool ride has not arrived by 1:15 for the first classes to dismiss and 1:25 p.m. for the later, will need to be picked up in the preschool office and you will be charged a late pick-up fee. This charge will be on your next billing statement. If you are going to be late, please let us know. There is no worse feeling than being the last child at school, not knowing when Mom or Dad will arrive. We do not offer an early drop-off or a late stay program, with the exception of the pre-arranged Ballet and PlayBall, which are independently operated.

## **ADMISSION POLICIES**

Children will be enrolled in JCP Preschool based on available space. A child must turn the appropriate age by September 1 of the current school year to be admitted.

## **PREPARING FOR THE FIRST DAY**

### **Tips for Preschoolers!**

Based on 30 years of experience with preschoolers, we know that children adjust better to preschool when they are well rested and able to communicate with teachers and friends. Please consider this list as you prepare your child for the wonderful world of preschool:

- Practice these words & phrases in English:
  - Your child's name
  - It's ok or alright
  - Mommy/Daddy will be back
  - Yes / No
  - Potty / Bathroom (so he/she can tell the teacher)
  - Hungry / Thirsty / Wash hands / Water / Drink
  - Sick / I don't feel well
  - Use gentle hands or soft touch
  - Share / Walk / Sit
- Occasionally leave your child with a babysitter, church, or gym nursery which likely will help with the transition to preschool.
- Read with your child, limit screen time, and play outside – encourage imagination and play.
- When in the car, instead of playing on a screen, offer opportunities to look for letters on signs, count the cars, observe God's creation, etc.
- Have your child assist you at the grocery store – counting apples, discussing healthy foods, carrying bags, etc.
- Preschoolers are great at household chores like emptying the dishwasher, sweeping the floor, sorting clean clothes, etc.
- Children in the 3's classes and older must be fully potty-trained. Encourage responsibility and with a can-do approach.

- Allow your child to help pack his/her own lunch box and school bag. This will get them very excited about the day and help them feel important. Use the teachers' names frequently so the child becomes familiar with them.
- Be excited about preschool and your child will be as well!

### **GOING HOME WITH ANOTHER STUDENT / ADULT**

Please let us know by written note, Brightwheel message, or email if there is a change in your child's transportation. **Under no circumstances will we release your child to someone without written permission. The person picking your child up must present a photo ID to your child's teacher.** If an emergency arises during the day, please call the preschool office at 770-476-1166. The Directors will determine if permission will be given over the phone for your child to ride home with someone else. **Again, please make sure this person knows a photo ID will be required and that the Preschool Office must be notified.** While we understand that emergencies happen, there can be **NO exceptions** to this policy. The preschool does not provide car seats.

### **HEALTH RECORDS & IMMUNIZATIONS**

**Fulton County Health Department requires that we have a complete record of immunizations on file before the first day of school (Form 3231).** The required state form is available at your pediatrician's office or health department. Failure to comply with this policy will result in your child's dismissal from preschool until such form is present. Returning students may already have a current health record on file, or you may need to update your child's record during the school year, depending upon when his/her annual check-up occurs.

If you choose not to immunize your child for medical or religious reasons, we must have a written note from your doctor. If there is a local outbreak of an illness covered by required immunizations and you have chosen not to immunize your child, the Preschool will require you to keep your child home until the outbreak has passed.

### **SICKNESS**

The most important thing we can do to keep our school free from sickness is for sick children to stay at home.

If your child becomes ill during the day, we will call you. **Be sure to put the preschool number into your phone so you will know it is us when we call (770-476-1166).** If you are unavailable, we will call one of your emergency contacts. Please keep all phone numbers in Brightwheel current.



**Any child who has any of the following symptoms should not attend school and must be free of any symptom for 24 hours without medication before returning:**

Fever	Nausea or vomiting
Cold	Discharge from eyes, ears
Sore throat	Runny nose or cough that cannot be contained
Earache	Rashes**
Diarrhea	

**Symptom Free for 24 hours Defined:**

Your child has had a normal temperature of 98.6 and has been symptom free of any of the above for 24 hours before they are allowed to return to school.

**Fever Example:** Child wakes up from a nap at 3 pm Monday with a fever. Fever is reduced within the hour. Child's fever remains normal for 24 hours but child may not return to school until Wednesday.

**Other Symptom Example:** Child has diarrhea or vomiting early Wednesday morning around 7 am. Same occurs again at 12 noon, but no symptoms again that day. Child remains free of symptoms by 8 am Thursday morning. Child **cannot** attend school because he/she will not have been symptom free for 24 hours until 12 noon Thursday. The child may return to school Friday if he/she has remained symptom free.

**\*\*Children with a rash will be sent home.** We **must** have a written note from your child's doctor stating that he/she is allowed back into school. This is a precautionary measure to ensure that your child is not suffering from something that could be contagious to the other children in the preschool and is based on the recommendation of several pediatricians in this area. While we realize some rashes occur after a child is no longer contagious, this can only be determined by a doctor's visual examination of your child.

Please let us know within 24 hours if your child contracts a **contagious** or **communicable** disease (such as a diagnosed case of COVID, flu, strep, etc.) and we, in turn, will notify the other parents as necessary.

The preschool makes every effort to protect the health and safety of the children. For the child's own protection and that of others in the group, your child should be kept at home when you see signs of colds or other illnesses.

Please be considerate when evaluating your child's readiness to return to school. A bad cold for one child can result in severe upper respiratory, asthma related complications or ear infections for another child.

If you travel to another country, CDC Guidelines on quarantines must be followed.

### **ALLERGIES / HEALTH CONCERNS**

**All allergies and health concerns requiring special medication and or attention need to be recorded in your Brightwheel account. In addition, please request an "Allergy Alert / Health Concerns" form and return it to the preschool.**

Prior to the beginning of school, parents of children with severe allergies and/or other health concerns should arrange to meet with the Directors and their child's teacher to review appropriate action in case of an emergency, as well as preventative options. Parents should provide a step-by-step, written action plan for the child that will be kept in the classroom's emergency bag as well as in the office.

### **MEDICATIONS / EPI-PENS / INHALERS**

Prescription medications (including epi-pens and inhalers) may be administered **only** after a meeting has occurred involving parents and pertinent staff members regarding administration procedures and a written permission form has been completed. The medication must be brought to the school in the original prescription bottle, showing prescription number, name of medication, date filled, child's name, physician's name and directions for dosage. Over the counter medications must be provided and are administered only with the written permission of the parent and/or physician. In non-emergency situations, medication will be administered in the Directors' Office in the presence of another staff member. Any medication not picked up after the end of the school year will be disposed of after June 30.

Children requiring EPI-PENS must have at least one EPI-PEN, preferably two, at the preschool. It will be kept in the classroom emergency bag. It is the parent's responsibility to send a replacement Epi-pen if the current one expires during the school year.

### **SCHOOL TOTE BAGS / T-SHIRTS / PLASTIC POUCHES**

Parents need to provide an inexpensive tote bag that is open at the top and is large enough for an extra change of clothes, lunch box, and water bottle. We have JCP Preschool school bags available for purchase in the office (\$5.00). Children in Pre-K and Young 5's have the option of a tote bag or regular size backpack.

With it being our 30<sup>th</sup> year, we will provide each child with one free t-shirt. Additional shirts may be purchased for \$10.00.

The Preschool will provide each child age 1 - 3 with a clear plastic pouch to attach to the outside of their school bag. Artwork and information will be sent home using these convenient pouches. Please check your child's pouch each day. Please do not put anything other than written communication in the plastic pouches (no juice cups, please!). Pre-K and Young 5's will use provided folders instead of plastic pouches.

## SUPPLIES

The school will furnish all school supplies. However, your teacher will request, on a rotating basis, supplies such as tissues, wipes, paper towels, and trash bags. A teacher may also send home a wish list for her class and a request for gift cards to have photos developed. These are items that would be helpful for her to have, but in no way are they mandatory purchases.

## CONFERENCES

Parents and teachers are partners. As parents, you love your children and want the best for them. You find child rearing brings rewards, has amusing episodes, and provides great satisfaction. You find that it also tries your patience, taxes your ingenuity, and sometimes seems a hopeless task! Now, another adult is on the scene to help guide your child - the Preschool Teacher. Your child's preschool teacher is ready and willing to work with you. Together we can give preschool children the needed support and guidance that will move them to the ultimate goal of responsible adulthood.

Our teachers welcome the opportunity to confer with you regarding your child's progress or any specific concerns you may have. The Pre-K and Young 5's will receive a written progress evaluation mid-year and will have parent conferences at that time. Three-year-olds will be given a written evaluation and may have parent conferences upon request. We do not provide formal evaluations for children in our one and two-year old classes.

Prior arrangements need to be made to meet with your child's teacher to discuss specific issues pertaining to your child. All teachers have morning and after-school responsibilities; therefore, **the morning carpool drop-off and afternoon pick-up are not appropriate times to discuss personal issues concerning your child. Parents should not expect replies to messages sent to teachers during school hours since the teachers' focus should be on her students.**

Please remember that we are here for you and your child. If there is anything that we can do to assist you, or if you have questions or concerns about Preschool matters, please do not hesitate to call and speak with one of the directors.

## NEWSLETTERS & COMMUNICATION

Newsletters will be sent home monthly. Brightwheel will be used for classroom and office communications. *Be sure to check Brightwheel daily for updates and photos.*

## LUNCHES / SNACKS

Children must bring their own lunch and drink (leak-proof cup/bottle) each day. Please remember to **LABEL** lunchboxes and cups and include spoons, napkins, etc. We are unable to microwave or refrigerate food for any child. All children will eat with their class in the classroom. This is a great time for them to learn independence, table manners, and conversation skills. We encourage you to send nutritious, well-balanced lunches that will keep your child satisfied until 1:15 pm. The one- and two-year-old classes are the only classes that have a snack time in addition to lunch and parents are asked to send an individual snack for their child each day.

Your child may attend class with a child who has a severe food allergy. If this is the case, the teachers may give you specific guidelines regarding food restrictions for the classroom. We ask that you please be considerate when teachers request certain foods or beverages be eliminated from school lunches, as ignoring this request could be a life-threatening situation for some children.

## **CLOTHING**

We recommend that children wear play clothes that are practical, comfortable, and washable. Please remember that we paint and glue frequently and spills can occur. Tennis shoes are the best. **Crocs, cowboy boots, sandals, and flip flops are not recommended because they are too difficult for running and climbing on the playground.**

Don't worry if your child insists on wearing plaids and stripes together. We like your child for who he is, not for what he wears. We would rather have a happy child in mismatched clothing than an unhappy child in a beautiful outfit. This is a perfect opportunity to "pick your battles."

As the weather gets colder, please dress your child in layers since we go outside every day, weather permitting. Rain boots and umbrellas are not necessary. Also, please remember to change out the spare clothing in your child's school bag as the weather changes (and as they grow!).

**Clothing such as coats, jackets, sweaters, mittens, etc. should be clearly marked with your child's name.**

## **PLAYGROUND**

The children will spend time on the playground every day, weather permitting. The riding area and small climbing playground are designed for the one and two-year-olds. The larger playground is designed for the three-year-olds, Pre-K, and Young 5's.

You are welcome to enjoy our green space or playground after school with your child and friends. Children are not allowed to roam unattended. **PARENTAL SUPERVISION IS REQUIRED. PARENTS MUST BE ON THE PLAYGROUND WITH THEIR CHILD. NO SITTING OUTSIDE OF THE PLAYGROUND.**

## **BIRTHDAY PARTIES**

Your child may celebrate his/her birthday at school if you wish. Parents are welcome to make arrangements with their child's teacher to come in at the end of the day to read a story to the class and/or provide a special treat (we prefer healthy store-bought treats with the nutrition label). **Invitations to birthday parties and thank you notes cannot be distributed in the children's school bags unless everyone in the class is invited.** PLEASE do not ask the teachers to make an exception to this policy. Class lists are available. **Due to safety concerns, balloons and candles are NOT allowed.**

## **SCHOOL PICTURES**

Individual pictures will be taken in the fall, and class and individual pictures will be taken in the spring for all children in our program. There is no obligation for parents to purchase the pictures.

Pictures are taken by Ken Rada Photography and are ordered directly through his website. Parents will be provided with a password and proofs can be viewed on-line.

### **SCHOOL FUNCTIONS INVOLVING PARENTS**

Each class will have three classroom parties: Christmas, Valentine's Day, and End-of-the-Year. At Open House, parents will be asked to sign up to help host one party during the year. The host parents will be responsible for planning and providing light refreshments, craft, etc. ***Due to safety concerns, BALLOONS and candles are NOT allowed.***

The preschool will have two school-wide functions: The Fall Festival in October and the Trike-a-Thon & Art Show in April. Parents are welcome and we need many volunteers for these events. A Sign-Up Genius will be used for volunteers.

### **PARENT VOLUNTEERS**

In addition to the above school functions, teachers may invite parents in for special activities. These visits must be scheduled in advance, and you will need to stop by the preschool table to sign in and put on a visitor's name tag before going to the classroom.

### **AFTER SCHOOL ACTIVITIES**

**The following after school classes are run independently of the preschool:**

PLAYBALL is an extracurricular program held after school on Mondays and Tuesdays. Playball offers varied, formalized, age specific sports and movement to children ages 2 – 5. Through fun and games, skills are taught for the following sports: basketball, baseball, soccer, tennis, and hockey. Classes are separated by age and limited in class size for your child's benefit. Information is available on the table outside the preschool office or contact Angel Duda at 813-727-8552.

Creative Movement PRE-BALLET is an extracurricular program held after school on Wednesdays. The class is a structured program designed for the early development of ballet and movement. Children learn self-discipline, listening skills, coordination skills, left and right discrimination, patterns in movement, and pre-ballet. The class is for potty-trained students aged 2 to 5 years to enhance self-confidence and enthusiasm. Information is available on the table outside the preschool office or contact at 678-482-2264, [www.creativemovementanddance.com](http://www.creativemovementanddance.com).

### **SPEECH / HEARING / OCCUPATIONAL THERAPY SCREENING**

Developmental screenings will be available in the fall by Kidz Therapy for a small cost. A permission form will be sent home before the screening. You will receive written results of the screening. The results are sent to the preschool, and we keep a copy in the child's file, if permission is granted. This is an optional service offered to all families of children 2 years and older. We have found that early intervention is best and can make a significant impact on your child's preschool experience. Screenings may also be done later in the year. Contact the office for information.

## **VISION SCREENING**

The Pre-K, Young 5's and three-year-old classes will be offered a free vision screening in late winter. Permission forms will be sent home. As the forms state, the children will be screened unless the parents request otherwise. The required form for Kindergarten registration is provided at the conclusion of the screening.

## **EXCESSIVE MISBEHAVIOR**

Aggressive behavior cannot be tolerated. If a child bites, hits, scratches, or harms another child, written notification will be sent to both sets of parents. If the infraction happens a second time, the parents will be required to pick the child up from school immediately. A meeting will be scheduled with the teachers, parents, and administration to determine if the child will be allowed to continue in the program (the child will not be allowed to attend school prior to this meeting). Most situations can be resolved when the parents and preschool staff work together. Helpful information to address biting and other aggressive behavior can be found on-line. In addition, your child's doctor may also have some helpful suggestions.

## **EARLY CHILDHOOD INTERVENTION**

JCP Preschool makes every effort to support our students' needs and firmly believes in the strength of early intervention. The need may arise where we recommend a child participate in a screening or evaluation. We believe parents and teachers are the best advocates for each child and our desire is for each one to reach their full potential. Parents are encouraged to follow through with any recommendations. In addition, JCP Preschool will have Kidz Therapy on campus to provide optional speech, occupational, and physical therapy screenings in September.

Parents desiring individual evaluations or observation of their child by a county or private specialist must make arrangements with the preschool Director and their child's teacher prior to having someone come to the school. Once arrangements have been made, the individual observing the child will need to sign in at the preschool office and be accompanied to the child's classroom.

If your child will have part-time speech or occupational therapy services during the school day, please coordinate with the teacher and the directors to secure a space and time for the sessions. It will be beneficial to receive a report from the therapist, so that we may be more helpful in working with your child. JCP Preschool reserves the right to discontinue providing space for classroom services at any time.

If your child requires a full-time therapist, who will be provided by the parents, please see the Director for guidelines and more information.

At times, the preschool staff is requested to complete a checklist or evaluation form from an outside source in order to understand the child's behavior in the preschool setting. We are happy to provide this information, but it will be returned directly to the person requesting the information and not to the parent.

## DISMISSALS

The preschool welcomes all children and understands there may be different developmental needs; however, The Preschool Board reserves the right to dismiss a child if the child requires supervision above and beyond reasonable limits or restricts a teacher's time or ability to work with the other children in the classroom. The preschool cannot accommodate any child having a physical, mental, or emotional condition, which requires special supervision or handling and/or which requires the dedication of special facilities or teachers for the child. The preschool further reserves the right to withdraw any child having a physical, mental or emotional condition, which, in the Board's and Director's judgment, poses a possible threat to the health, welfare or safety of other students.

## CHILD ABUSE

We are required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

## BATHROOM / POTTY TRAINING POLICY

The Preschool Board has adopted the following guidelines for assisting children in the bathroom.

### ONE'S

The One's are changed mid-morning and towards the end of the day, or as needed. **All children must have a change of clothes and at least two extra diapers in their school bag at the beginning of each day. The preschool expects the children to arrive at school in a clean, dry diaper.**

### TWO'S

Children who are not yet trained will be changed mid-morning and towards the end of the day, or as needed. **The Preschool expects the children to come to school in a clean, dry diaper. All children must have a change of clothes as well as 2 extra diapers in their school bag at the beginning of each day.**

A child who is *trained* will be assisted in the bathroom as needed (clothing, wiping, flushing, and hand washing). **All trained children must have a change of clothes including underpants, socks and shoes in their school bag at all times throughout the year.**

When a child is *getting ready to be trained*, the parents need to speak with their child's teacher to be sure they both feel the child is ready to begin training in the school environment. Please try to begin training during a school vacation so that the child has the best chance to succeed at school. All children who are training must be sent in pull-ups. Also, please remember the teachers will cooperate as much as possible, but they cannot be expected to take an individual child to the bathroom every 20-30 minutes. Please include a change of clothes, underpants, socks, shoes and two extra pull-ups in the child's school bag each day. The teachers will try to ask a child in training at least three times a day if they would like to use the bathroom, but we will never under any circumstances force a child to sit on the toilet. As you train your child at home, please keep in mind that "training" a child also includes wiping, flushing, hand washing, and

cleanliness of the bathroom. When children are learning bathroom use, avoid dressing them in overalls, snaps, belts, zippers, and tights. Elastic waist pants work best.

### **THREE'S AND OLDER**

All children enrolled in the three's, Pre-K, and Young 5's classes must be totally independent in all areas of bathroom use: clothing, wiping, flushing, hand washing, and cleanliness of the bathroom. These policies are in place to protect the health and well-being of all children using these facilities. Parents of three- year-olds were notified of this policy when they registered their child. **There will be no exceptions to this policy.** Please remember to include a change of clothes, underpants, shoes and socks in the child's school bag each day and to change out the spare clothes seasonally. We understand that accidents occur, but if accidents occur frequently, the teachers will confer with the parents.

### **CELL PHONE USE POLICY**

***For the safety and well-being of the children at the preschool, a cell phone should never be used while driving on the church's property, during carpool, pick up time, or while attending an event. This includes Bluetooth devices and speaker phones. We must ensure that all drivers are focused only on the children and the road. Thank you for your cooperation and understanding!***

### **MORNING CARPOOL DROP-OFF PROCEDURES**

Carpool begins the first day of school. Only parents of One-year-old students have the option of walking children to their classes. All other children need to be dropped off following these carpool procedures:

- Morning carpool runs between 9:05-9:25.
- Parents will be given two orange name cards. Please keep the card on the dash of your car to help us identify your child. Also, bring the card with you to dismissal until the teacher knows you.
- Cars will enter the East Driveway (Main Entrance to the Property). This is a one-way entrance during Preschool drop off. *Please be aware that people coming to the church offices may use the west entrance for entering the property, which is 2-way.*
- Cars turning right into the driveway should stay in the right lane of the driveway.
- Cars turning left into the driveway should stay in the left lane of the driveway.
- **Please do not change lanes.** Every effort is made to ensure each lane moves at a comparable pace, while clearing Bell Road as quickly as possible.



- The first 6-8 cars in line each morning should pull through the Portico and stop next to the furthest handicap space to wait for carpool to begin. Other cars should stop at the speed bump and wait to be directed under the Portico. Lanes will alternate 4 to 5 cars at a time unless one side is particularly backed up onto Bell Road.
- Please pay careful attention to the person directing traffic.
- **Drivers should wait in the car and NEVER, under any circumstances, unfasten a child's seat belt while waiting in the carpool line.** A staff member will unbuckle and assist children out of the car and into the building.
- **Children must exit on the passenger side of the car ONLY.** We will not allow children to walk in front of or in back of cars.
- There are no accommodations available for early drop-off.
- Once the children have been dropped off, cars will exit the Portico, yield, go right and exit the property via the west drive by the ball field (which is 2-way) onto Bell Road. When exiting the Portico, move slowly, and yield to those in the parking lot.
- On rainy days the carpool line will move slowly. Patience is necessary and appreciated.
- **One-year-old children:** We have found that using the carpool procedures works well for most children, including the one-year-olds. However, parents dropping off children for the one-year-old classes will have the **option** to pull through the Portico and park. Parents will escort their one-year-olds into the building and a teacher will take them to their classroom. If you have other children in an older class, you will need to drop them off through carpool before parking.
- While we strongly encourage you to make every possible effort to arrive on time, cars arriving after 9:25 will need to park in the east lot. After parking, parents should knock on the door or call our office for admittance. Cars should never be left unattended under the Portico. Do not leave the car running and never leave a child in an unattended car. A preschool staff member will escort your child to class, but you may need to wait as most staff are already in the classrooms.

*The importance of being on time is a life-long lesson you can teach your preschooler.*

## **AFTERNOON PICK-UP PROCEDURES**

We will dismiss students from one of our three exterior doors. Parents must park in a parking spot and wait outside the doors for their child to be dismissed.

Students will wait inside with their class until their parent arrives. Your child's teacher will bring your child to the door as you arrive.

We stagger our afternoon pick up times to reduce congestion at the doors. See below for your child's dismissal door and time. The Dismissal Map may be found on the Documents page in BrightWheel. If you have children in multiple classes, we suggest picking up the youngest child first, then walking through the building to pick up your older child.

<u>Class</u>	<u>Dismissal Door</u>	<u>Time</u>
All 2's	Front Welcome Center Door	1:05
Ms. April's Young 5's	Front Welcome Center Door	1:15
Ms. Laura/Madhu's 3's & Leigh Ayn's 3's	Front Atrium Door	1:05
Ms. Liz's Pre-K	Front Atrium Door	1:15
Ms. Janene's 3's & Ms. Amy's 3's	Back Atrium Door	1:05
Ms. Melissa Pre-K	Back Atrium Door	1:15

1 year old classes will be picked up at their classroom door at 1:05.

- You may enter the church property using either driveway. Both are two-way in the afternoon. Please exit the way you entered.
- You must park in a parking space. NO parking along the driveways or under the portico.
- Please do not park in any Reserved or Handicapped spots.
- Until your teacher knows you or if someone different is picking up, please have your orange name card with you.
- Please remember to use extreme caution and hold your children's hands when crossing the parking lot to your car.
- If a child needs to be picked up early from school, parents should call ahead or send in a note. Early pick-up from the Welcome Center must be **no later than 12:50 pm**.

*Please always drive slowly when driving on the church property.*

## **SOCIAL MEDIA**

Please take the time to "like" us on Facebook and/or follow us on Instagram! We will only post children's photos on our social media and website with your permission. We will never include children's names.

We understand if you want to post photos of your child while at preschool events on social media, but please respect the privacy of others and do not post any other child's photo **without** parent permission.

## **PARENTS AS SUBSTITUTE TEACHERS**

Substitute teachers are needed on occasion. If you are interested in being a Substitute Teacher, please sign up at the Parent Meeting, the Open House, or let the Directors know. You will need to complete a background check and State & Federal tax withholding forms. You will be paid through Bill Pay or ACH. Substitutes may be contacted directly by a teacher or through the GroupMe app. Many requests for substitutes are at the last minute. Substituting is not always

convenient, but it is an extremely important need throughout the school year. You can add or remove your name at any time by contacting the Preschool Office.

### **NO SOLICITATION THROUGH THE PRESCHOOL**

The JCP Preschool cannot allow parents/teachers to distribute flyers, advertisements, or publicity papers for personal businesses or neighborhood sales in the children's school bags. Please do not use the class lists for solicitation purposes. The only exception to this policy is for the distribution of JCP Church flyers announcing church-related or missional functions.

### **RECOMMENDATION FORMS**

Parents wanting recommendations for private school must provide the forms to the preschool office and allow two weeks for forms to be completed. A stamped envelope addressed to the school must also be provided. These forms will only be mailed or faxed directly to the private school.

### **INSURANCE**

Our insurance policy is written to cover any excess expense that a parent's own policy does not cover and only includes our school hours of 9:15 am – 1:15 pm on the actual days your child attends.

### **PETS**

Non-service pets are not allowed on the church property unless contained in the car. If you bring a pet through carpool, please keep the pet in the front seat, as some pets may get protective when a teacher is taking your child out of the car.

### **EMERGENCY CLOSINGS**

Rarely does any preschool have to close due to illness or contagious health reasons of the children or staff. However, we reserve the right to close our preschool if a significant number of children have become ill and until we feel the illness or threat has passed. Should the staff of the preschool have a high absentee rate of more than 50% and no substitutes can be found, we reserve the right to close the school until it is determined that we have enough teachers/substitutes to safely run the preschool.

Should there be any structural damage or condition to our building that would make it unsafe or unsuitable to occupy the building, we reserve the right to close the school.

**Make certain your child's teacher and the preschool office are notified immediately of any phone number e-mail changes.** In the case of an emergency or weather-related closing, a Brightwheel message will be sent.

### **INCLEMENT WEATHER INFORMATION**

The Johns Creek Presbyterian Preschool is in Fulton County; therefore, our school days will be similar to the Fulton County Public School system. In case of inclement weather, we will close whenever Fulton County Schools close. Due to our close proximity to the South Forsyth County line, and the large number of staff members living in Forsyth, the preschool may need to close

when Forsyth County closes. When severe weather occurs, a message will be sent through Brightwheel.

### **FIRE PREVENTION**

Fire safety is a regular part of the curriculum for children and emphasis is on safety procedures. Evacuation routes will be posted in each room and actual staff responsibilities covered during Teacher Orientation. Fire Drills will be conducted throughout the school year. In addition, we will have a special visit from our local fire station to help emphasize the importance of fire safety.

### **SEVERE WEATHER AND INTRUDER PROCEDURES**

Emergency procedures are in place for severe weather situations and in the event of an intruder. Occasional drills will be practiced.

## **CURRICULUM**

### **Younger One's (12 months to 18 months)**

#### **Older One's (18 to 24 months)**

This program offers a safe and loving environment for children as they enter into the fun and fascinating world of preschool. Children are introduced to the preschool setting and routine. They become accustomed to separation from their parents and learn to enjoy time with new friends and teachers.

- Children begin to explore the earliest elements of literacy, through books, felt boards, puppets, and songs.
- Activities such as art, music, finger plays, and story time revolve around a monthly classroom theme.
- Crafts and Bible stories are introduced.
- Children spend time on socialization skills.
- Activities focusing on fine and gross motor skills are introduced.
- Music is incorporated throughout the day.
- Children visit the playground daily to promote gross motor skill development through climbing, running, and playing.
- Weekly Specials include Chapel, Music, and Storytelling.

### **Two-Year-Old Program**

Our curriculum, along with love and praise, encourages learning as a life-long process that begins in play and flourishes in wonderment through hands-on experiences. Curriculum examples are shown below.

- Art media, music, finger plays, story time and play experience
- Self-help skills like dressing, feeding themselves, and putting away toys encourage responsibility and build self-esteem.
- Match colors
- Identify basic body parts
- Recognize shapes and name

- Counting 1 to 10
- Gross motor skills such as walking, marching, jumping, hopping
- Reinforcement of toilet training
- Weekly Specials include Chapel, Music, and Storytelling.

### **Three-Year-Old Program**

Social skills, language development, listening skills, as well as sensory, perceptual, and gross motor development are the major goals of this program. We use all forms of art media, music, games, finger plays, literature, sensory experiences, and play. In addition to the examples below, children are provided with academic activities to reinforce their understanding of numbers, letters, colors and basic shapes. Children in the 3's are expected to be fully potty-trained.

- Early literacy skills such as name recognition and letter recognition
- Early math skills such as number recognition, sorting, and patterning
- Social and personal skills such as taking turns in a group setting, expressing feelings (happy, sad, angry, etc.) and putting on coat with ease
- Fine motor skills such as cutting with scissors on a straight and curved line
- Gross motor skills such as walking up and down stairs with alternate feet
- Specials include weekly Chapel, Music, and Storytelling, as well as bi-weekly Science and MEGA Fun! (due to limited time, Science and MEGA Fun! are not offered to the 2-day class).

### **Pre-K Program**

Our Pre-Kindergarten program is designed to prepare children for Kindergarten. We use creative activities including the use of scissors, crayons, glue, paint, and blocks. Imaginative housekeeping play, cooking activities, science experiments, music, language and social development, as well as a love for literature, are encouraged throughout the year. Our curriculum also includes a multi-sensory approach to mathematics and language/reading readiness skills. An emphasis on fine motor skills with special attention to writing using *Handwriting without Tears* is included. Responsibility for personal items and space is emphasized. Examples from our curriculum are listed below. Please contact us for our complete curriculum.

- Reading Readiness skills will be taught daily through Phonemic Awareness and will encompass early reading skills.
- Math skills such as rote count to 20 and beyond, recognizing numbers 0 to 20 and beyond, understanding ordinal numbers 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, graphing, and comparing more/less/equal
- Social and personal skills such as following two- or three-part directions, participating in class discussion and raising hand, playing cooperatively with others, and being familiar with daily calendar and weather
- Fine motor skills such as holding a pencil or crayon correctly, cutting with scissors, writing first name, drawing a person with 2 to 6 recognizable body parts, and zipping and buttoning.
- Gross motor skills such as balancing on one foot for 5 seconds, running, skipping, jumping forward on both feet, and crossing the mid-line with little difficulty.

- Weekly Specials include Chapel, Music and Storytelling. Science and MEGA Fun! are offered bi-weekly (due to limited time, Storytelling is not offered to the 3-day class).
- A Resource teacher will be available once per week to work on reinforcing and/or enhancing skills for the Pre-K and Young 5's students.

### **Young 5's Program**

The Young 5's Pre-Kindergarten program is designed for those children with spring and summer birthdays who desire an extra year before moving on to Kindergarten. While the curriculum is similar to our Pre-K curriculum, it does consist of different themes. As is the case in all our Pre-K programs, the themes are supported by art, science, literature, religion, and music/movement activities, with an emphasis on math and reading readiness. Special attention is given to writing using *Handwriting without Tears*. Examples from our curriculum are listed below. Please contact us for our complete curriculum.

- Reading Readiness skills such as identifying upper- and lower-case alphabet letters, identify rhyming words, retelling the events of a story in sequence (beginning, middle, end), blending sounds (CVC), reciting days of the week, months of the year, seasons, and classifying items by category. New site words are introduced weekly.
- Math skills such as rote count to 20 and beyond, recognizing numbers 0 to 20 and beyond, understanding ordinal numbers 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, graphing, comparing more/less/equal, introduction to simple addition and subtraction, introduction to place value, and introduction to skip counting (5's, 10's)
- Social and personal skills such as following three-part directions, participating in class discussion and raising hand, playing cooperatively with others, and being familiar with daily calendar and weather
- Fine motor skills such as holding a pencil or crayon correctly, cutting with scissors, writing first name, drawing a person with recognizable body parts, and zipping and buttoning
- Gross motor skills such as balancing on one foot for 5 seconds, running, skipping, jumping forward on both feet, and crossing the mid-line with little difficulty
- Weekly Specials include Chapel, Music and Storytelling. Science and MEGA Fun! are offered bi-weekly.
- A Resource teacher will be available once per week to work on reinforcing and/or enhancing skills for the Pre-K and Young 5's students.

### **SPECIALS**

Specials classes are designed to be fun and engaging. Our Specials teachers craft their lessons to not only instruct children on a specific topic, but to supplement other areas of our curriculum. For example, children may play a game in Chapel that requires them to use their gross motor skills; a song in Music may reinforce counting; a Science lesson may review colors; and our Storyteller may include letter recognition in her story for the day. Unique to JCP Preschool, only one or two classes attend each Special at a time.

- Children attend Chapel for 30 minutes each week. During this time children share God's word and learn of His unending love for each of us. Through Bible stories, songs, games,

prayer, and interactive play, children learn that Jesus, God's son, is a friend who loves them more than anything and is with them everywhere, all the time.

- Music & Movement meets weekly for 30 minutes. Children are exposed to a wide variety of songs and song types, from classics like Beethoven and Mozart, to "Wheels on the Bus" and "Head, Shoulder, Knees and Toes," to new favorites like "Baby Shark." This is an action-packed 30-minute class. Additionally, the Pre-K and Young 5's classes learn to play hand bells.
- Storytelling is a weekly activity for each class. Our Storyteller makes stories come alive by engaging the children using felt pieces, stuffed animals, puppets, and more. Stories complement the monthly classroom themes and seasonal/holiday lessons.
- Science class includes hands-on lessons introducing topics like germs, air, dinosaurs, crystals, colors, bubbles, ice cream and worms! Children will observe, hypothesize, and experiment as they learn about the world around them. Children in the 3-year-old, Pre-K and Young 5's classes attend Science bi-weekly.
- Our MEGA Fun! (Math, Exercise, Garden, Art) class is always exciting and always hands-on. Children might play a large group game to learn about exercise and nutrition one week, create a masterpiece the next week, then try out a new recipe with produce harvested from our garden the next. Children in the 3-year-old, Pre-K and Young 5's classes attend MEGA Fun! bi-weekly.
- Our JCPC (Joyful Children Producing Crops) Garden is not a separate Specials class, however the children do visit the garden at least once a month, sometimes more, to till the soil, plant seeds and plants, harvest vegetables, and observe changes since their last visit. Through this hands-on activity children learn about healthy eating and the wonderful crops God provides for us.

*Watch the monthly newsletters and calendars for details concerning these specials and other special programming planned throughout the school year.*

*If you have any questions about the contents of this handbook,  
please do not hesitate to contact the preschool office.  
Thank you.*