



JOHNS CREEK PRESBYTERIAN  
**PRESCHOOL**

Parent Handbook  
2018 - 2019

*Please Read Me Carefully*

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***The Statement of Understanding, found in the August mailer (Form D), must be signed and returned after you have thoroughly read the handbook!***

## Johns Creek Presbyterian Church

August 1, 2018

Dear Parents,

It's that time of year again! *To everything there is a season, A time for every purpose under heaven.* Years ago a pop song by The Byrds made those words from the biblical Book of Ecclesiastes familiar. But, who hasn't thought something like that before? When the fall (or late summer) comes around, it is *time* for school. It is the *season* for new schools, new teachers, new classmates, and new experiences.

Here at Johns Creeks Presbyterian Preschool, we look forward each fall to beginning a new school year. For over twenty years this preschool has nurtured boys and girls, helping to prepare them for the next level of education and for life. By now we have been doing this long enough that one of our earliest students is currently a teacher enriching this educational experience for others.

Over the years we have been blessed with consistent, faithful leadership, and vibrant, talented teachers. That combination gives us a great balance between the values that endure and the excitement of new teaching methods. We have intentionally kept the preschool classes at a size that optimizes the learning experience for your child.

Thank you for trusting us with the education of your child this school year. If I can ever be of service to you, please do not hesitate to contact me. Our preschool is an important ministry of Johns Creek Presbyterian Church. If you do not have a church home, or you are looking for a place to connect, please come visit with us and experience God's love and grace.

Have a great school year!

Sincerely,

Gray Norsworthy  
Senior Pastor  
770-813-9009, ext. 224  
grayn@jcpcusa.org

**Johns Creek Presbyterian Preschool**  
10950 Bell Road     Johns Creek, Georgia 30097  
770-476-1166     preschool@jcpcusa.org     www.jcpcusa.org

**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.

**Our Board of Directors**

Class of 2018

Mary Helen Bryant  
Kelly Swicegood

Class of 2019

Kristen Feldstein  
Erica Harris  
Nancy McVicker

Class of 2020

Jone Jones  
Gwen Lawrence  
Angie Wilson

Board President and Director of Christian Education, Johns Creek Presbyterian Church:  
Allison Shearouse

Preschool Director: Pris Horne

Assistant Director: Lisa Lucas

Notice of Exemption: This program is not a licensed child care 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.

## **PHILOSOPHY**

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 and development. Each child's development is uniquely his or her own and will be handled as such. Our desire is for each child to develop positive feelings about themselves and grow in their personal abilities.

We believe in educating the whole child. We use a variety of enrichment activities, games, and materials to create an atmosphere which fosters your child's cognitive, social, emotional, physical, and spiritual development.

The time your child spends at preschool should be happy and relaxed. Each class will follow a flexible daily schedule.

We will provide an opportunity for the child to learn through their play with a balance of self-discovery and teacher-directed activities.

## **GOALS & OBJECTIVES**

To aid and develop the whole child: socially, emotionally, physically, cognitively and spiritually.

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.

To provide an opportunity for development through Music/Movement, Chapel, Storytelling, and outside playtime. Science and Spanish are also included in the curriculum for three year olds through Young 5's.

## **IMPORTANT GENERAL INFORMATION**

The school year will begin with a Parent Meeting (preferably without children) on **Tuesday August 28 at 7:00 pm**, followed by an **Open House on Wednesday, August 29**. Both of these events are extremely important. **Parents are encouraged to make every effort to attend the Parent Meeting as well as the Open House.** Open House times are staggered so families with several children enrolled can attend each child's Open House:

### **One's**

TTh Young 1's                      9:30 – 9:55                      WF Older 1's    10:00 – 10:25

### **Two's**

TTh & MTTh 2's                      9:30 – 9:55                      WF & MWF 2's 10:00 – 10:25  
(if your child is attending more than one class, you are encouraged to stay for both sessions)

### **All Three's**

10:30 – 11:00

### **All Pre-K & Young 5's**

11:05 – 11:35

**Make sure to read all newsletters, notes and calendars.** Pay particular attention to days your child needs to bring something in from home. There is no better way to show your child that you think his/her school is important.

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

If your child finds the 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. Feel free to call the office to check on your child. 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.

**The importance of arriving on time cannot be stressed enough.** All children are much happier when they arrive at the proper time. Our Chapel, Music, Spanish, Science, and Storytelling specials often start early in the school day. Everything we do in the classroom is important, and we do not want your child to miss out on some fun activities, **so please be on time.** Promptness is a very important quality to teach children while they are young.

At dismissal time, please take the time to read your teacher's "What We Did Today" notice outside of the classroom door. This can provide great talking points about your child's day.

If you are going to be late picking up your child, please let us know. There is no worse feeling than being the last child at school, not knowing when Mom or Dad will arrive. If you call, we will be sure to let your child know so they can be prepared. Leave a message if no one answers your call since we check messages first when a parent is late. Please be aware that a late fee will be applied if your child is not picked up by 1:25 p.m.

## **PAYMENT POLICY**

Preschool tuition is collected in nine equal monthly payments and allows for school closings, national holidays, Thanksgiving, Christmas, and Spring Break. There are no refunds for unattended classes. If your child is going to be gone for an extended period of time, tuition must be paid in order to keep your child's spot. Should a student need to withdraw, thirty days written notice is requested. **Tuition is non-refundable and non-transferable.**

Monthly tuition payments for Sept. 2018 through April 2019 are due on the first of each month. May 2019 tuition is due by June 1, 2018. Failure to pay May 2019 tuition by this date will forfeit your child's spot in the preschool program. May 2019 tuition is **non-refundable** after June 30, 2018. If registration takes place after May 2, 2018, May 2019 tuition will be due within 30 days and is not refundable.

In addition to tuition, a one-time Registration Fee and a one-time Activity Fee are also collected. The Registration Fee is collected at the time of registration. The Activity Fee is collected in September, along with September tuition.

<b>2018-2019 Tuition &amp; Fees*</b>	<b>Due Date</b>
Registration Fee	At Registration
May 2019 Tuition	June 1, 2018 or within 30 days
Activity Fee	Sept. 1, 2018
Sept. 2018-April 2019 Tuition	First of each Month

\*Tuition and fees are **non-refundable and non-transferable.**

Tuition is due in the preschool office no later than the 1st of each month. Accounts with a past due balance after the 5<sup>th</sup> of the month will be charged a \$20.00 late fee. A \$35.00 processing fee will be charged for returned checks.

Tuition is based on a start time of 9:15 a.m. (carpool begins at 9:05) and a pick-up time in the classroom of 1:15 p.m. We do not offer an early drop-off or a late-stay program. Children whose parent or carpool ride has not arrived by 1:25 p.m. will need to be picked up in the preschool office. After 1:25 p.m., you will be charged a late pick-up fee of \$15.00 for every 10 minutes or any part thereof. This charge will show on your next billing statement.

For your information, the preschool's Tax ID number (58-2129641) is located on each tuition statement.

A monthly statement, to serve as a reminder, will be emailed to you the last week of every month. This statement will include tuition and any other fees accrued during the month.

**PLEASE MAKE ALL CHECKS, BILL PAYS, OR MONEY ORDERS PAYABLE TO: Johns Creek Presbyterian Preschool (JCP Preschool) with your child's first and last name in the memo line. If cash is your only method of payment, deliver it in person to a director and wait for a receipt. The office does not keep cash on hand therefore cannot make change. Credit cards are NOT accepted due to the high surcharge.**

## **FEES / SIBLING DISCOUNTS**

A registration fee of \$200 for new students and \$150 for returning families is required to secure your child's placement in the preschool program. A 15% discount for younger siblings applies. The registration fee is non-refundable and non-transferable.

Monthly Tuition:	1 day per week	\$135.00/month
	2 days per week	\$255.00/month
	3 days per week	\$295.00/month
	4 days per week	\$320.00/month
	5 days per week	\$335.00/month
	5 days per week (Young 5's)	\$345.00/month

Tuition is discounted by 15% for each additional younger sibling.

Annual Activity Fee:	1 day/week	\$35.00
	2 days/week	\$55.00
	3 days/week	\$75.00
	4 days/week	\$95.00
	5 days/week	\$115.00

*If an account is more than 45 days past due and no effort is being made to pay it, the student will not be allowed to attend preschool until arrangements for a payment plan have been made.*

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

Tuition is based on a start time of 9:15 a.m. (carpool begins at 9:05) and a pick-up time at the classroom door of 1:15 p.m. We do not offer an early drop-off or a late stay program, with the exception of the pre-arranged Ballet, PlayBall, and Little Yogi's. Children whose parent or carpool ride has not arrived by 1:25 will need to be picked up in the preschool office. After 1:25 p.m. you will be charged a late pick-up fee of \$15.00 for every 10 minutes or any part thereof. This charge will show on your next billing statement.

## **WITHDRAWALS**

Should a student need to withdraw, we request thirty days written notice.

## **ADMISSION POLICIES**

Children will be enrolled in the JCP Preschool based on space availability. A child MUST turn the appropriate age by September 1, 2018 to be enrolled in the current school year.

## **PREPARING FOR THE FIRST DAY**

If you have never left your child before, now is the time to start leaving him/her with a babysitter or at a church nursery. Start with short periods of time. This will show your child that Mommy and Daddy will return and will help to build their sense of security.

You may want to bring them by the school to show them where their school will be, and how they will be dropped off for school. You are also welcome to bring them to the playground. The

more familiar they are with the facilities, the more comfortable they will be on their first day. Plan your schedule so your child can be well-rested, unhurried, well fed, and relaxed about the first morning and every morning. Expect your child to go to school happily and to have a good time. Attempt to hide your own insecurity. Children are very sensitive to your emotions and will respond accordingly.

If your child does not speak English very well, please be sure they understand basic phrases such as “your mommy will be back soon” and can say simple phrases like “I have to go to the bathroom”. This will help them be more successful in school.

Talk about preschool in a positive way. Name activities your child will enjoy. “*You are going to enjoy playing on the playground*” OR “*It is going to be so much fun eating your lunch at school*” OR “*I can’t wait to see what you make in school today.*” 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.

For our 1-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. Additionally, children this age who begin after the first of the school year do best by attending half days for their first two weeks of school as well.

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

Please let us know if there is a change in your child's transportation, such as going home with another child or adult, etc. **Send a written note to your child’s teacher explaining the change. Under no circumstances will we release your child to someone without written permission. The person picking your child up will have to be listed on your Release Form B and must present a photo ID to your child’s teacher.** If an emergency situation 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.

Under no circumstances does the preschool provide car seats, so other arrangements must be made.

### **CURRICULUM**

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

This program offers a safe and loving environment for infants 12 to 18 months. Children spend time on socialization skills and are introduced to a variety of stimulating activities focusing on fine and gross motor skills. Children will begin their first experiences in literacy facilitated with felt boards, puppets, and songs. Music is incorporated throughout the day. Crafts and Bible stories are introduced. Playground facilities are used daily to promote gross motor skill development

through climbing, running, and playing. Chapel and Music are shared with this young group every week in the classroom

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

The children will begin the year by exploring their environment and getting acquainted. They begin to work on socialization skills such as sharing. This class concentrates on one theme each month. Many activities such as art, music, finger plays, and story time all revolve around the monthly theme. The older ones will also experience significant free time to play with their favorite toys and let their imaginations run free. Chapel and Music are shared with this group each week in the classroom.

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

We offer your 2-year-old child a variety of new experiences geared for this stage of development. The curriculum includes many forms of art media, music, finger plays, story time and play experience. Self-help skills like dressing, feeding themselves and putting away toys are incorporated to help encourage responsibility and build self-esteem. We feel this curriculum, along with love and praise, encourages learning as a creative life-long process that begins in play and flourishes in wonderment through firsthand and hands-on experiences for your child.

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

We offer a wide variety of experiences directed towards the needs of the 3-year-old child. Social skills, language development, listening skills, sensory, perceptual and gross motor development are the major goals of this program. Our curriculum includes many creative activities for developing fine motor skills. We use all forms of art media, music, games, finger plays, literature, sensory experiences and play. The children are provided with academic activities to reinforce their understanding of basic shapes, colors, numbers, and name recognition while introducing early literacy and math skills through age-appropriate material. Handwriting Without Tears is used to help them develop proper writing skills. All activities are geared to the developmental success of a 3-year-old child.

### **Pre-K Program**

All of our Pre-Kindergarten programs are designed to meet the needs of children preparing for future Kindergarten experiences. Creative activities include the use of scissors, crayons, glue, paint, blocks and numerous other items. Imaginative housekeeping play, cooking activities, science experiments, music, language and social development are encouraged throughout the year. A love for literature is our goal through the use of Literacy Beginnings. 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 is included. Responsibility for personal items and space is emphasized.

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

Similar to the above program, the Young 5's Pre-Kindergarten program is designed for those children with Spring, Summer, and early Fall birthdays who desire an extra year before moving on to Kindergarten. The curriculum consists of different themes from the Pre-K classes. As is the case in all Pre-K programs, the themes are supported by art, science, literature, religion, and music/movement activities with an emphasis on math, writing, and reading readiness. Parents in conjunction with the preschool staff can determine if this class is the best fit for their child.

A special 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**

To enhance the classroom experience and to help accomplish the overall goals and objectives of the preschool, the following specials are provided for each class:

#### **Chapel**

Chapel is a weekly activity for all children. Chapel lessons made up of Bible stories, as well as life application lessons, are taught using a variety of resources, such as Bible songs and movement, felt stories, puppets, and games. A note is sent home with the children describing the topic covered during the weekly lesson.

#### **Music and Movement**

Music and movement class reinforces the classroom lessons, Chapel and the monthly calendar themes. We incorporate music and songs with exercise, dance and movement. The children are exposed to different types of music, instruments and styles. Music and movement is a time for children to act silly, expend energy and have fun with their friends. Music also helps enhance listening skills and a child's ability to follow simple directions.

#### **Story Telling**

All children participate weekly in Story Telling time. Our storyteller selects stories that are thematic or seasonal following the monthly calendar for each age level. Stories are told or read using puppets, felt boards and a variety of other props. A library is available for the Pre-K and Young 5 students to check out books on a bi-weekly basis.

#### **Spanish**

The Pre-K (four and five day), including the Young 5's have a weekly Spanish lesson, while a bi-weekly introductory Spanish class is offered for the three year olds\* and the MTTh Pre-K. The children are exposed to the Spanish language and customs, as they learn basic words and phrases through songs, stories, counting, crafts, cooking, and play.

#### **Science**

Science class is offered bi-weekly to the three-year-olds\*, Pre-K, and Young 5's classes. The children participate in science experiments, while learning about plant and animal life, measurement, weather, and many more exciting areas of science! In addition, classroom teachers routinely include Science activities in their monthly curriculum.

## **Mother Goose**

Mother Goose visits our school four times throughout the school year. These visits are thematic or seasonal in nature and are favorites with the children who enjoy having “characters” visit the school.

\*Spanish and Science are taught on Mondays, so children attending the TTh 3’s will not attend these classes.

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

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

Parents will need to provide an inexpensive tote bag for carrying an extra change of clothes, lunch box, and artwork. Our school prefers bags **completely open at the top (no zippers)**. We have JCP Preschool school bags available for purchase in the office. If you have a similar bag in style, there is no need to purchase a new one. Our hook racks within the classrooms are not designed for the bulkiness of backpacks, and we have found zippers to be cumbersome and time consuming. We would appreciate it if you do not send backpacks with your child.

The Preschool will provide each child age 1 - 3 with a clear plastic pouch to attach to the outside of their school bag. Important information will be sent home using these convenient pouches, so they should be checked daily. Parents should send any important notes to teachers in these same pouches. 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 the plastic pouches.

## **JCP Preschool t-shirts and tote bags: \$5.00 each**

*Please send school bags every day. Again, do not send backpacks or bags with zippers.*

## **SUPPLIES**

The school will furnish most classroom and school supplies. However, our classrooms and building have limited storage space for supplies such as tissues, wipes, paper towels, trash bags, and snacks for the 1 and 2 year olds. Therefore, we will stock these items initially. As our supplies need to be replenished, your child’s teacher will request, on a rotating basis, the supply items that you need to send.

A teacher may send home a wish list for her class. These are items that would be helpful for her to have, but in no way are they mandatory purchases.

## **CONFERENCES**

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.**

Our teachers welcome the opportunity to confer with you regarding your child's progress or any specific concerns you may have. The Pre-K, including the Young 5's, will receive a written progress evaluation during January and will have parent conferences at that time. Three year olds will be given a written evaluation in March and may have parent conferences upon request.

Prior arrangements need to be made to meet with your child's teacher to discuss **specific issues** pertaining to **your** child. You may arrange such conferences in the following manner: (1) a note addressed to the teacher, requesting an opportunity to speak privately, or (2) you may call the Preschool Office and ask to have a teacher return your call. All phone calls will be returned promptly. Parents should not expect replies to texts or emails to teachers during school hours since our teachers do not have their phones out during this time.

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. Parents and teachers make different contributions to a working partnership. Together they can give preschool children the needed support and guidance that will help them to live good lives as children and will move them to the ultimate goal of responsible adulthood.

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 / CALENDARS**

The Preschool Office publishes a monthly newsletter. The newsletter will be sent home and can also be found on our website. This will give you a current run-down on the activities of the entire program. Important dates will be listed on the left hand side of the page so you will have an up-to-date listing of all school activities. In addition, teachers send home monthly calendars and newsletters detailing classroom themes and events.

### **LUNCHES / SNACKS**

Children will bring their own lunch and drink each day. Please remember to include spoons, napkins, straw, etc. We are unable to microwave or refrigerate food for any child. We encourage you to send nutritious, well-balanced lunches that will keep your child satisfied until 1:15pm.

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.*

The children will eat with their class in the classroom. This is a great time for them to learn independence, table manners, and conversation skills. The one- and two-year-old classes are the only ones that have a snack time in addition to lunch.

## **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, clogs, cowboy boots, sandals, and flip flops are not recommended and can be dangerous 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 everyday, weather permitting. Rain boots and umbrellas are not necessary but a jacket is usually a good idea. Also, please remember to change out the spare clothing in your child's school bag seasonally.

**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 use the playgrounds after school hours. However, adult supervision is required at all times. All riding toys must stay within the fenced riding playground. Restrooms are only available in the preschool building until 2:00 pm.

## **BIRTHDAY PARTIES**

Your child may celebrate his/her birthday at school if you wish. You may provide a special treat; (we request cookies with no icing or Rice Krispies Treats) however, no birthday presents should be received. **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 from the office if you do not already have one. **Due to safety concerns, neither balloons nor candles are 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. The Pre-K and Young 5's classes also have a Thanksgiving Feast. At Open House, parents will be asked to sign up for one party during the year. Parents are asked to attend only the party that

they are helping to host. The host parents will be responsible for planning and providing refreshments, craft, etc. ***Due to safety concerns, neither balloons nor candles are allowed.*** The Classroom Parent will help with any event as needed, coordinate teacher gifts, and special activities.

The preschool will have two school-wide functions: The Fall Festival in October and the Trike-a-Thon in April. Parents are welcome to attend these events. Also, we need many volunteers for these events and would appreciate your assistance. Sign-up sheets will be available at Open House. Once you sign-up, please make a note on your calendar, and the office will be in touch with you closer to the event to let you know of your specific duties.

All classes, except for the One's, will have a Christmas program in December, Donuts with Dads in March, Easter Egg Hunts in April, and Mother's Day Teas for the 2's and 3's and Mother's Day Luncheon for the Pre-K and Young 5's in May. The Pre-K and Young 5's also have a Thanksgiving Feast, as well as a Graduation ceremony on May 16, 2019 at 7:00 pm.

### **PARENT VOLUNTEERS**

In addition to the above school functions, parents are encouraged to visit the school throughout the year and to openly communicate with the teachers and the Directors at all times. We invite parents to share special hobbies, talents, and interests with us. For the safety of everyone involved, these visits must be scheduled in advance with your child's teacher. If you are visiting the classroom during school hours, you will need to stop by the Visitor's Desk outside of the preschool office to sign in and put on a visitors name tag for identification purposes before going to the classroom. Making arrangements in advance is important.

### **AFTER SCHOOL ACTIVITIES**

**The following afterschool 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 sport 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 are limited in class size for your child's benefit. All classes have the same start and end time since there are multiple coaches teaching their classes at the same time. This allows parents to enjoy more time prior to their child's pick up. Enrollment fees are prorated to the child's start date, and a 50% discount is offered for all siblings.

Questions? Feel free to contact Angel Duda at 813-727-8552.

LITTLE YOGI'S is an enrichment program offered on Wednesdays. Their focus is on kindness, compassion, and fun. They want the children to practice kindness to their bodies with movement, to their minds with joyful thoughts, and to each other with encouragement. Information is available on the table outside the preschool office or contact them at [thelittleyogis@gmail.com](mailto:thelittleyogis@gmail.com) or 678-237-9268.

PRE-BALLET is an extracurricular program held after school on Thursdays.

The class is a structured program designed for the early development of ballet and movement. Since children naturally respond to music and movement, the activities are presented through music. In the program, children learn self-discipline, listening skills, coordination skills, left and

right discrimination, patterns in movement, and pre-ballet. Top dance studios across the nation offer Creative Movement "Pre-Ballet" to "potty-trained" students aged 2 1/2 to 5 years to enhance self-confidence and enthusiasm. Information is available on the table outside the preschool office and via email: [heidic@jcpcusa.org](mailto:heidic@jcpcusa.org).

## HEALTH RECORDS & IMMUNIZATIONS

**Fulton County Health Department requires that we have on file a complete record of immunizations on or 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 ask you to keep your child home until the outbreak has passed.

## SICKNESS

If your child becomes ill during the day, we will call you. If you are unavailable, we will call one of your emergency contacts. **Please keep all phone numbers (cell, home, office and emergency) current! We will continue to call until someone has been contacted and is on the way to pick up the child. Preschool is not the place for sick children so please help us with this process.**

Please let us know within 24 hours if your child contracts a *contagious* or *communicable* disease (such as chicken pox, strep, pink eye, lice, pin worms, viral infections, mumps, measles, scarlet fever, hand/foot/mouth, 5<sup>th</sup> disease, etc.) and we, in turn, will notify other parents as necessary. You may phone the Preschool Office 770-476-1166 or e-mail us: [preschool@jcpcusa.org](mailto:preschool@jcpcusa.org)

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.

### **Any child who has any of the following symptoms should not attend school:**

Severe cold	Red or sore eyes
Persistent cough	Discharge from nose, eyes, ears
Fever ( <b>Must be free of fever for 24 hours*</b> )	Upset stomach
Sore throat	Nausea or vomiting ( <b>free for 24 hours*</b> )
Swollen glands	Diarrhea ( <b>free for 24 hours*</b> )
Earache	Rashes**

**\*Fever Free and Symptom Free for 24 hours Defined:**

Your child has had a normal temperature of 98.6 for 24 hours or has been symptom free (i.e. no diarrhea 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 – 4 pm. Child’s fever remains normal for 24 hours...**4 pm on Tuesday.** Child may not return to school until Wednesday.

**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. Most diseases with rashes *are* highly contagious; this rule is in place for the protection of all children using the facilities.

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 there is an outbreak of a severe illness from another country (i.e., Ebola) and your child or a family member has visited that country, your child will not be allowed to attend preschool during the incubation period.

***You have not done your child, yourself, the other students, or the Preschool Staff any favors by sending a sick child to school. If your child is sent to school with any of the above symptoms, you will be called to return to pick up your child. If you cannot be contacted, we will call the other parent and/or move to names on your emergency list. Sick children need to be at home.***

**ALLERGIES / HEALTH CONCERNS**

**All allergies and health concerns requiring special medication and or attention need to be recorded on your child’s registration form and a red “Allergy Alert / Health Concerns” form must be turned in prior to the first day of school.**

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 are administered only with the 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 at the preschool. It will be kept in the classroom emergency bag. Epi-pens that expire during the school year will need to be replaced.

### **SPEECH / HEARING SCREENING**

Individual speech, language and hearing screenings will be available in the Fall and again in the Spring. There is a screening fee, and a permission form will be sent home to all parents 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, with a small fee, offered to all families of children 2 years and older.

### **VISION SCREENING**

The Pre-K, including Young 5's, and all 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

### **BITING**

Biting cannot be tolerated. If a child bites another child, written notification will be sent to *both* sets of parents. If the same child bites 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). Helpful information regarding biting and possible preventative techniques can be found on-line. In addition to your child's doctor, your child's teacher and the directors may also have some helpful suggestions.

### **STUDENTS WITH SPECIAL NEEDS**

The Preschool Board 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. The preschool further reserves the right to dismiss a child if this child is requiring supervision above and beyond reasonable limits, or is restricting 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.

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. 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.

If your child is having speech or occupational therapy, it will be necessary for the teacher to be made aware of this. Arrangements will need to be made for a classroom or space to be used if the session is not taking place in the classroom. It would also be beneficial to receive a report from the therapist, so that we may be more helpful in working with your child.

### **EXCESSIVE BEHAVIORAL ISSUES**

If the teachers and Directors agree that all appropriate measures have been taken to handle behavior issues and these measures are not working, the Preschool will request time with the parents to discuss the issues. Most situations can be resolved when the parents and preschool staff work together.

### **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, it is best to avoid 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 may occur, but if accidents occur frequently, the teachers will confer with the parents.

## **CELL PHONE USE POLICY**

**In addition to the GA Hands-Free Driving Law, Bluetooth devices and speaker devices are prohibited in the carpool line!** The slightest distractions can prove dangerous when cars are lined up in a stop and go situation. **Please make sure that anyone bringing your child to school is made aware of this policy.** Recent studies have shown that even hands free cell phone use is distracting, so please do not participate in any calls when dropping off or picking up children. We cannot stress this enough. PLEASE, NO CELL PHONE USE WHILE DRIVING ON THE CHURCH PROPERTY.

Cell phones should also be turned off when parents are visiting in a classroom or volunteering for a preschool function. Cell phone use is not permitted during Open House, Class Parties, Christmas Program, Mother's or Father's Day Celebrations, Graduation or while substitute teaching in our program.

Your complete cooperation and understanding in adhering to these policies is greatly appreciated. We need and want your undivided attention while you are visiting our school for programs and activities and as a courtesy to those around you.

**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 will begin 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:**

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, so you could possibly meet a car as you are exiting the drop-off area.*

Cars coming from SR141 should stay in the right lane after entering the driveway.

Cars entering from Bell Road/Boles Road should stay in the left lane after entering the driveway.

*Remember: Cars turning left into the drive from Bell Road have the right-of-way into the left lane.*

**Do not change lanes once you have entered the driveway.** Every effort is made to ensure each lane moves at a comparable pace, while clearing Bell Road as quickly as possible.

When preparing to pull into the main entrance for carpool line, **slow down**. The driveway is occasionally backed up to the road.

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.*

When you are the first car directed under the Portico, pull all the way to the end of the Portico drive.

**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. We will not allow children to walk in front of or in back of cars.*

*Parents must remain in the car at all times. If for some reason you need to get out of the car, you will be directed to a parking space.*

*Carpool unloading begins at 9:05 a.m. **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 (ball field) onto Bell Road.*

*When exiting the Portico, move slowly, and yield to parents parking to walk one-year-old children into the building and/or backing out into the drive in order to exit the property.*

**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 to their classroom and immediately return to their car and exit the property by the west drive (ball field). 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 ring the doorbell for admittance. Cars should never be left unattended under the Portico. When parking to come in, 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.**

On rainy days the carpool line will move slowly. On these days fewer cars will be allowed under the Portico at one time so that cars can stop at the door entrance to prevent staff and children from getting excessively wet. Patience is necessary and appreciated.

**Never use your cell phone, even through Bluetooth or speaker, while driving on the church's property, during carpool, pick up time, or while attending an event. Thank you for your cooperation and understanding!**



## **Afternoon Pick-up Procedures**

- You may enter the church property using either drive. Both drives are TWO-WAY in the afternoon.
- You may park in either the east or west parking lot, but you must park in a parking space. **NO parking along the driveways or under the portico.**
- The main doors at the rear entrance to the building will automatically be unlocked at 1:00 pm. The hallway doors will automatically be unlocked promptly at 1:15pm.
- If you prefer to enter through the front entrance (into the Welcome Center), the doors will be open at 1:15pm.
- The elevator is located in the Welcome Center. Please supervise your child in and around the elevator.
- At this point, you may proceed to your child's (children's) classroom to pick them up.
- **Please remember to use extreme caution and carefully hold your children's hands when crossing the parking lot to your car.**
- **Please drive slowly when arriving for pick-up and also when departing from the church property. Be especially cautious as you back out of parking spaces.**
- You may exit either drive.
- Please do not park in any Reserved or Handicapped spots.

If a child needs to be picked up early from school, parents should call ahead or send in a note. Pick-up under the portico must be **no later than 1:00 pm.**

## **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 on the Student Permission Form (D). 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**

The staff at the JCP Preschool depends on our parents to occasionally be available to serve as substitute teachers. As a substitute, you will act as an assistant teacher only. 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 withholding forms, and will be paid for your work on the following scheduled payday through Bill Pay or ACH. Substitutes will be contacted through the GroupMe app and may be last minute. Substituting is not always convenient but it is an extremely important need throughout the school year. Please specify exactly which days of the week you are available when signing-up. You can add your name to the list or remove it 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 flyers announcing church-related or missional functions.

## **RECOMMENDATION FORMS**

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

Since some children suffer from pet allergies, pets are not allowed on the church property unless contained in 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 and e-mail changes.** These changes include home, cell or office numbers as well as emergency contact phone changes. When there is sufficient time, teachers and/or assistant teachers will attempt to contact all families by phone or e-mail in the case of an emergency or weather-related closing. When possible, a message with current information will be placed on the preschool voicemail and Facebook/Instagram page by 7 a.m.

### **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, please refer to our Facebook/Instagram page, voice mail, or [www.11alive.com](http://www.11alive.com).

### **FIRE PREVENTION**

Fire safety is a regular part of the curriculum for the 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 PROCEDURES**

Emergency procedures are in place for severe weather situations. A preparedness drill will be held during the school year.

### **STATEMENT OF UNDERSTANDING**

***\*\*Please sign and return the Student Permission Form (Form D) included in the August mailer which contains the Statement of Understanding, to indicate you have read and understand the Parent Handbook.\*\* Thank you.***