



JOHNS CREEK PRESBYTERIAN PRESCHOOL

Parent Handbook

Note, due to changing COVID-19-related guidance from public health officials, the policies and procedures discussed in this handbook may change prior to, as well as during, the 2020-2021 school year. We will notify parents of specific changes throughout the school year.

(updated August 24, 2020)

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July 2020

Dear Parents,

Ten years ago, I wrote my first of these letters for our preschool handbook. Over that time things have changed, but certainly not like what we have been experiencing in the recent months. I am sure this has been an uncertain time for you and your family. I hope and pray that you will stay safe in the coming days.

As you might imagine, this is uncharted territory for all of us -- even though we have an incredibly experienced preschool staff. I know our church and our preschool are committed to the safety of everyone who comes on our campus and enters our buildings, but especially “the least of these” which certainly includes our children. As our preschool staff and board plan for the coming school year, they are working hard to do what is necessary in creating a safe place for your child.

Because this is new territory for all of us, I would ask that we each do our best to show one another what I would call “grace” in these challenging times. Most people I come in contact with are doing their best to get through all of this. Please feel free to contact any of us on staff if you need information, so that you can do what is best for you and your family. The best way to contact me is through email at grayn@jcpcusa.org.

I believe that a preschool education can be a very significant part of the growth and development of a child. I also believe that we have a great preschool here at Johns Creek Presbyterian Church. I know we would like for your child and your family to be a part of that. We will be using our best wisdom and understanding to balance the need for an excellent preschool education and with the safety of our children. My hope is that we can move forward in a healthy way to enable all of our children to grow. May God bless you and your family in the coming days!

Sincerely,

A handwritten signature in black ink, appearing to read "Gray Norsworthy".

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

COVID-19 Policies and Procedures

These policies and procedures are subject to change based on guidance from the CDC, Georgia's Department of Early Care and Learning (DECAL/Bright from the Start) and Georgia public health officials. Updated Aug 24, 2020

The following policies and procedures are either standard practice at JCP Preschool or have been added due to the COVID-19 Pandemic. When a policy or procedure listed below differs from our Parent or Teacher Handbook, the temporary policies in place due to COVID-19 override previous policy.

Inside the Classroom

Your child's teacher will not be socially distanced from your child during the school day. Nor will your child be socially distanced from other children in their class. It is unrealistic to expect preschoolers to socially distance and interaction with friends and teachers is critical to a positive preschool experience. Your child's class will become a group that will practice healthy hygiene and be together throughout the school day. Teachers will wear face coverings (masks or shields) during the day. However, when a teacher is more than 6 feet from others she may remove it, including when outside. A separate section below discusses student masks.

We will make every attempt to schedule activities such as playground and Specials classes so that your child's interaction with children outside his/her class is limited. If it becomes necessary to combine classes, your child's class will have a "buddy" class. This is the only other class your child's class may combine with.

Outside the Classroom

At this time we plan for Specials classes to be taught outside whenever possible. When outside instruction is not possible Specials teachers will come to your child's classroom. Specials teachers will socially distance from students at all times. Any shared items used in a class will be disinfected before being used by another class. Specials teachers will wash their hands before entering and after leaving a classroom. Children will wash their hands or use hand sanitizer when returning to their classroom from any activity outside their classroom.

We plan for each class to enjoy the playground separately from other classes. Children will wash their hands or use hand sanitizer before and after using the playground. We also have the benefit of the ball field, nature trail, outdoor chapel, and other outside areas. Bright From the Start does not recommend disinfecting playground equipment, however we will be cleaning high touch areas between classes.

Student Masks

Children in our 2-year-old classes are not allowed to wear masks.

Children in our 3-year-old and Pre-K/Young 5's classes have the option to wear a mask if the parent provides it. While we encourage the wearing of masks, it is not required. We recognize that preschool students may not leave masks in place and may constantly be touching them which defeats the purpose of wearing a mask. Therefore, if you know your child is able to leave his/her mask in place and you want him/her to wear it, you may send your child to school wearing a clean mask daily. However, if your child is not able to leave his/her mask in place without constantly touching it or playing with it, please work on this at home before sending your child to school wearing a mask.

Teachers will not adjust a child's mask during the day as this increases the spread of germs. If a child discards their mask, removes it for some reason other than eating or drinking, or it becomes soiled, the teacher will place the mask in your child's bag for the remainder of the day.

Children with masks must be able to remove them and put them back on, unassisted, before and after eating and drinking.

Handwashing

Children wash hands with soap and water when they arrive to school, before and after lunch and/or snack, after using the restroom, when returning from the playground, and before afternoon pickup. Proper handwashing technique includes washing with soap and water for at least 20 seconds. Please practice this at home. Children may use hand sanitizer at other times during the day, such as when returning to the classroom from another activity.

Classroom Toys & Surfaces

All toys are washed and disinfected before they pass to any other classroom or group of students or are returned to our resource areas.

All materials such as baby doll clothes and dress up clothes will be washed before being used in any other classroom or with another group of students.

Any toy put into a child's mouth will be put into a "soiled toy" bin and washed and disinfected before being returned to classroom use or used by another student.

All tables are disinfected before and after lunch.

All commonly touched surfaces such as light switches, sink handles and door handles are disinfected daily.

Restrooms are cleaned and disinfected daily.

Each student will have their own container for commonly used items such as scissors, glue stick, water colors, and crayons. If items need to be shared they will be disinfected after use.

Food (does not include student lunch)

At this time students may not bring any outside food to share for birthdays or other occasions. Our two-year-old classes do eat a snack in the morning and parents will be asked to send an individual snack for their child each day. Please place the snack in the plastic pouch that will be attached to their tote bag.

Visitors

Initially there will be no visitors, such as parents and therapists, allowed in the building during preschool hours. We will update our visitor policy as things change and eagerly look forward to the time when we can welcome parents and others into our hallways and classrooms again.

Special Events

Our special events for fall 2020 have been cancelled. We will communicate any changes to parents.

Health Screenings and Morning Drop Off

The most important thing we can do to keep our school free from sickness is for sick children to stay at home. This has always been our policy. To further reduce the potential for sick children to enter the school, state guidelines now require us to conduct a daily health screening of each child as they arrive.

To reduce congestion we will be staggering morning drop off times. Please arrive at your designated time. If you have children in multiple classes please arrive at 9:15am.

Morning Drop Off Times

9:05am - 9:15am – 2's/Pre-K/Young 5's

9:15am - 9:25am - All 3's classes

Please see our Parent Handbook for basic morning carpool driving instructions. In addition to our standard procedures we will be using name cards to help us quickly identify which child is in the car. Each family will be provided 2 name cards at Open House. The name cards will have your child's name on one side and the health screening questions on the other. **Please familiarize yourself with the health screening questions before the first day of school.** Once you arrive for drop off:

1. Please do not leave your car during drop off.
2. Place your child's name card on your dashboard on the passenger side of your vehicle so your child's name is visible from the outside.
3. Roll down your passenger window.
4. A teacher will speak to you through the passenger window to begin the health screening process. We will ask parents the following questions. If a parent answers yes to any question, their child will not be allowed to exit the car or enter the school building that day.

Daily Health Screening Questions

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
2. Do you or any of the children you are dropping off have a fever* or chills, new cough, sore throat, fatigue, shortness of breath or difficulty breathing, headache, muscle or body aches, nausea, congestion or runny nose, or new loss of taste or smell?
3. Since they were last at the preschool have you or any of the children you are dropping off been diagnosed with COVID-19?

**Fever is determined by a thermometer reading 100.0 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.*

5. If you answer no to all screening questions, your child will then have their temperature taken with a contactless thermometer before they are removed from the car. Ideally we would like to be able to take your child's temperature through their window. If possible, please have your child's car seat on the passenger side of the vehicle. We understand this isn't always possible and in these situations the teacher will open the door to take the child's temperature.
6. The teacher will document your answers to the health screening questions as well as your child's temperature.

7. If your child is fever* free (see above) and does not exhibit any signs of illness a second teacher will unload your child and escort him/her to a hand sanitizing station near the building entrance, and then to class.

If your child has a fever of 100.0 or higher, he/she will not be removed from the car. Your student will need to be fever free for a **minimum of 24 hours** without medication to return to school.

If your child has a runny nose, cough or other symptoms he/she will not be able to attend. For children who have on-going medical issues that may result in symptoms that are not contagious (such as a clear runny nose from allergies) you will need to provide documentation from your doctor explaining that your child’s condition results in symptoms that are safe for school.

The preschool staff may also do temperature checks throughout the day.

See below for a summary of the health screening process from the COVID-19 Guidance for Georgia Child Care Facilities, Interim Guidance as of August 12, 2020:

**SYMPTOM SCREENING CHECKLIST:
Child Care: Children, Staff, or Any Person Entering the Building**

The person conducting screenings should maintain a six-foot distance while asking questions. Ask the person dropping off the child the following questions before entering the facility or transportation vehicle. If no person accompanying the child during drop-off, use your best judgment if the child can respond on their own.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at the child care facility.

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The child should not be at child care. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at child care if the child is not experiencing symptoms.

2. Do any of the children you are dropping off have any of these symptoms?

- Fever or chills
- New cough
- Sore throat
- Fatigue
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Headache
- Muscle or body aches
- Nausea or
- Congestion or runny nose

If a child has any of these symptoms, they should go home, stay away from other people, and the family member should call the child’s health care provider.

3. Since they were last at the facility, have any of the children you are dropping off been diagnosed with COVID-19?

- Yes
- No

Returning to Child Care

If you answered **YES to Question 3** above, a child can return to child care when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms? **AND**
- Has it been at least 24 hrs. since the child had a fever (without using fever reducing medicine)?
- Has it been at least 24 hrs. since the child’s symptoms have improved, including cough and shortness of breath?
- If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of child care until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of child care for 14 days since the last known contact unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.
- If a child has had a negative COVID-19 test, they can return to child care once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Please be patient and allow extra time for morning carpool. Because of the additional health screening steps we must take we will not be able to unload children as quickly as in the past. Expect delays but know we are working to get everyone through carpool as safely and efficiently as possible.

Children Arriving Late to School

If your student is late for school, you will need to park and walk him/her to the door. Parents must wear a face covering. Please knock or ring the bell and return outside to wait under the portico for a staff member to meet you. The staff member will perform the health screening and take your child’s temperature outside and then escort your child to class. The same restrictions described above apply to children who do not pass the health screening. Parents may not enter the building. If more than one parent is waiting outside, please practice social distancing while you both wait. Please be patient while you wait.

Afternoon Pick Up

We will dismiss students from one of our three exterior doors (front door under the portico or one of the two doors on either side of the Great Hall on the back side of the church). Parents must park and line up outside the doors to wait for their child. Parents must wear a face covering and maintain social distance while waiting outside the door. Parents should also maintain at least 6 feet of distance between themselves and the door when they pick up their child. Parents may not enter the building.

Students will wait inside with their class until their parent arrives. Classes dismissed from the same exterior door will be kept at least 6 feet apart while waiting. Your child’s teacher will bring your child to the door, one at a time, as you arrive.

We are staggering our afternoon pick up times to reduce congestion at the doors. See below for your child’s dismissal door and time. If you have children in multiple classes we will let you know in advance which door your children will be dismissed from.

<u>Class</u>	<u>Dismissal Door</u>	<u>Time</u>
Ms. Meredith	Front Door	1:05-1:15
Ms. Erin	Front Door	1:15-1:25
Ms. Kristen	Atrium Door/Daffodils	1:05-1:15
Ms. Amy	Atrium Door/Daffodils	1:15-1:25
Ms. Melissa	Atrium Door/Kitchen	1:05-1:15
Ms. Diana	Atrium Door/Kitchen	1:15-1:25

Thank you in advance for your patience with our new afternoon pick up procedures. Until state guidelines allow us to have parents in the building we are doing our best to make the most agreeable alternative processes we can.

Checking a Student Out Early

If your child needs to leave early, please pick your child up no later than 12:50 p.m. If you know your child will be leaving early, please send a note to the teacher and we will have your child waiting for you at the glass doors. If the early pick up is unplanned, please call ahead so that we can have your child waiting. Please do not enter the building.

Sickness at School

If a student gets sick at school, he/she will be quarantined from other students immediately and the parent will be contacted for pick up. The student will need to be **fever-free and symptom-free for 24 hours without the use of medication** to be able to return to school.

COVID-19 Closures and Financial Impact

Note: The closure policy discussed below is subject to change, according to what the Fulton County Health Department requires at the time.

If a student tests positive for COVID-19, his/her parent must immediately notify the preschool Director. A health alert will be sent home, and students in that class must quarantine for 14 days. A refund will not be issued for an initial 2-week period whether time is missed for the school or individual classroom closing due to quarantine, inclement weather, pandemic, etc.

If another student in the same classroom is diagnosed with COVID-19, and a second 14-day quarantine period is required, the preschool will issue a pro-rated credit for the 2 week period, based on the number of days a student attends each week.

If a family member living with a student is diagnosed with COVID-19, the preschool Director must be notified immediately. The student must be quarantined for 14 days before returning to school. The preschool will notify parents that a student's family member has been diagnosed with COVID-19. However, the classroom will not be shut down unless a student or a teacher in the classroom has been diagnosed and tested positive for COVID-19.

We require each family to act responsibly with regard to contacting the preschool and quarantining your child in the event of a COVID-19 exposure or diagnosis of your child or someone in close contact with your child.

JCP Preschool reserves the right to close for any reason for up to 2 weeks without issuing a refund to parents. Closure may be school-wide or select classrooms.

If JCP Preschool closes your child's classroom because of exposure at JCP Preschool for longer than 2 weeks total during a school year, you will be issued a partial credit based on your student's overall daily rate.

If your child needs to quarantine because of exposure outside of JCP Preschool, and JCP Preschool does not initiate a closure, tuition will still be due to maintain your child's spot in our program.

The same closure policies apply if teachers or staff test positive for COVID-19 or live with a family member who tests positive.

Waiver

All parents must sign an assumption of risk waiver/release.

Parent Night

Parent Night will be done via pre-recorded video.

Open House

Because we cannot have parents in the building, Open House will be a combination of a video presentation by each teacher that includes a virtual tour of the classroom, as well as in-person

meetings between children, parents and teachers (held outside on the church property). In-person meeting times with teachers will be staggered to allow for social distancing. All adults must wear face coverings. Masks are optional for children 3 and older.

Supplemental Classes

Supplemental after school programs such as Play Ball, Ballet and Little Yogis are not taking place at this time. We will notify you when that changes.

No Playground Use After School

Our playgrounds are open to our students during preschool hours only. The playground is not open after school for children to play as they did in past years. We know how enjoyable and valuable this fellowship time is for our students and parents and will let you know as soon as we are able to return to our past policy regarding after school playground use.

End of COVID-19 Policies and Procedures.

Our standard Parent Handbook begins on the next page.

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

Current Board members:

Class of 2020: Jone Jones, Gwen Lawrence, Angie Wilson

Class of 2021: Norma Badeaux, Kim Dowd, Gail Nearing

Class of 2022: Bill Barthlow, Sara Sweet, Jane McCormick

Preschool Director: Lisa Lucas

Assistant Director: Jill Whitridge

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.

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.

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 follows a flexible daily schedule.

We provide an opportunity for your child to learn through play by balancing 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 our MEGA Fun! class are also included in the curriculum for three-year-olds through Young 5's.

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. You will receive specific dates and times in early August.

We use an **automated system to maintain our student account information**. Your registration and account information, as well as your tuition statement, are available to you online at **MyProcure.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.

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. **Note, we have modified our drop-off and pick-up procedures to meet COVID-19 requirements.**

The importance of arriving on time cannot be stressed enough. All children are much happier when they arrive at the proper time. Our instructional day begins at 9:15 and we do not want your child to miss out on anything, **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 provides 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.

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.

PAYMENT POLICY

Please see our website for our current payment policy. You may also contact the office for a copy. 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

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. 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. Please see our current payment policy, located on our website, for details. This charge will show on your next billing statement. 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, 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 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 your child by the school to show them where their school is and explain that they will be dropped off for school. You are also welcome to bring your child to the playground during non-school and non-summer camp hours *(please note, the church campus, including the playground, is currently closed due to COVID-19.)* The more familiar your child is with the facilities, the more

comfortable he or she will be on their first day. Plan your schedule so your child is well-rested, unhurried, well fed, and relaxed on the first morning of school. Expect your child to go to school happily and to have a good time. Attempt to hide your own insecurity or anxiety. Children are very sensitive to your emotions and will respond accordingly.

Based on over 25 years of experience with preschoolers, we know that children adjust better to preschool if they are able to communicate with teachers and friends. The following basic words/phrases and concepts are helpful for your child to know.

Child's name	It's ok or alright	Mommy/Daddy will be back
Yes/No	Potty/Bathroom (so he/she can tell the teacher)	
Wash hands	Hungry/Thirsty	Water/Drink
Sick/I don't feel well	Share	Walk
Use gentle hands or soft touch		

If your child does not speak or understand English well, please try to familiarize them with these words and phrases before school begins. 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 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. 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. ***We are not offering our one-year-old classes at this time.***

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. **You must 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 Emergency Contact/Pick Up list 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. Remember, any changes in your Emergency Contact/Pick Up list in your MyProcure account must be made through the preschool office.

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

CURRICULUM

Younger One's (12 months to 18 months)

Older One's (18 to 24 months)

We are not offering our one-year-old classes to start the 2020-2021 school year. We hope to add them as the school year goes on.

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 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 such as identifying upper and lower case alphabet, identify rhyming words, and retelling the events of a story in sequence (beginning, middle, end)
- Math skills such as rote count to 20 and beyond, recognizing numbers 0 to 20 and beyond, understanding ordinal numbers 1st, 2nd, 3rd, graphing, and comparing more/less/equal
- Social and personal skills such as following 2 or 3 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.
- 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 of 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 1st, 2nd, 3rd, 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 3 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.

- 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. Note, our Specials classes format, as well as our ability to offer additional special programming opportunities, may be impacted due to COVID-19 requirements.

SCHOOL TOTE BAGS / T-SHIRTS / PLASTIC POUCHES

Parents need to provide an inexpensive tote bag for carrying an extra change of clothes, lunch box, and artwork. ***Please send school bags every day.*** For children in the one, two and three-year-old classes please provide a tote bag that is **completely open at the top (no zippers)**. We have JCP Preschool school bags available for purchase in the office (\$5.00), but if you have a similar bag in style, there is no need to purchase a new one. Our hook racks in those 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 one, two and three-year-old children. Children in Pre-K and Young 5's may bring a tote bag or regular size backpack. Please no mini-back packs. They are not large enough.

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. Please check your child's pouch each day. 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.

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 one and two-year-olds. Therefore, we will stock these items initially, but as our supplies need to be replenished, your child's teacher will request, on a rotating basis, the supply items that parents 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

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.

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. 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.** You may arrange 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 sent to teachers during school hours since our teachers do not have their phones out during this time.**

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

Teachers send home monthly calendars and newsletters detailing classroom themes and events. In addition, 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.

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 1:15pm. The one- and two-year-old classes are the only classes that have a snack time in addition to lunch.

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, 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 every day, 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 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.

The playground will not be open after preschool hours due to COVID-19 requirements. 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

Unfortunately, at this time parents are not allowed to enter the classrooms due to COVID-19 requirements. Furthermore, we are unable to distribute any birthday treats you might provide for the class to celebrate your child's birthday. We will notify you throughout the school year as policies change.

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 stickers, fruit, or healthy treat - 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, 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

Please note, all of our parties and programs are tentatively scheduled. Given the unknown impact of COVID-19 on school operations it is impossible for us to know at this time if/when we will be able to host any of the parties, festivals, performances or activities discussed in this section. We will notify you throughout the school year as policies changes.

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 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.

PARENT VOLUNTEERS

Unfortunately, at this time parents are not allowed to enter the building due to COVID-19 requirements. We will notify you throughout the school year as policies change.

In addition to the above school functions, parents are encouraged to visit the school throughout the year. 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 to sign in and put on a visitors name tag for identification purposes before going to the classroom.

AFTER SCHOOL ACTIVITIES

After school activities discussed below are not currently being offered due to COVID-19 requirements. We will notify you when this policy changes.

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. Information is available on the table outside the preschool office or 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 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 or contact them at 678-482-2264, www.creativemovementanddance.com.

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

We will be following protocols recommended by the CDC, as well as the Georgia Department of Early Care and Learning, with regard to COVID-19 diagnoses and exposures. We will notify you of these protocols prior to the start of the school year and make you aware of any changes as the school year progresses. See our COVID-19 Policies and Procedures for details.

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, 5th disease, a diagnosed case of the flu or COVID-19, 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.

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 (Must be free of fever for 24 hours*)	Upset stomach
Sore throat	Nausea or vomiting (free for 24 hours*)
Swollen glands	Diarrhea (free for 24 hours*)
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., COVID-19) and your child or a family member has recently 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. It is the parent's responsibility to send a replacement Epi-pen if the current one expires during the school year.

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, 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.

OCCUPATIONAL THERAPY SCREENING

Developmental screenings will be available in late September by Kidz Therapy. Fine motor, visual motor, sensory processing and self-help skills will be assessed, in addition to overall strength and endurance related to motor skills.

AGGRESSIVE BEHAVIOR

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 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 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.

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 will have 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 would

also be beneficial to receive a report from the therapist, so that we may be more helpful in working with your child.

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

In addition to the GA Hands-Free Driving Law, Bluetooth 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

Our morning and afternoon drop-off and pick-up procedures will change due to COVID-19 requirements. We will notify you of specific changes and new procedures prior to the start of school.

*** 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:**

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 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.

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

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

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.

AFTERNOON PICK-UP PROCEDURES

Our morning and afternoon drop-off and pick-up procedures will change due to COVID-19 requirements. We will notify you of specific changes and new procedures prior to the start of school.

- You may enter the church property using either driveway. Both 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.**
- Please do not park in any Reserved or Handicapped spots.
- The main doors at the rear west entrance to the building will be unlocked at 1:00 pm. The hallway doors upstairs and downstairs will be unlocked at 1:15pm.
- The front entrance (Welcome Center) doors will be open at 1:15pm.
- The elevator is located in the Welcome Center. Please supervise your child in and around the elevator.
- Children should be picked up in their classroom.
- **Please remember to use extreme caution and 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.

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. 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. 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. 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 last minute. Substituting is not always convenient but it is an extremely important need throughout the school year. 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 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

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. *Please see our COVID-19 Policies and Procedures regarding closings.*

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.

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. *(Please note, our annual visit from the firemen may be postponed or cancelled due to COVID-19 requirements.)*

SEVERE WEATHER PROCEDURES

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