

Resurrection Preschool

Parent Handbook

2019-2020

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Mission Statement

To promote the growth, well-being and happiness of our future generation in a Christian learning environment.

Philosophy

Our philosophy at Resurrection Preschool is to provide quality care and education for children 18 months old through 5 years of age within a loving environment. The overall belief is to prepare children for each school year by building on previous years. We strive to meet each child's individual emotional, spiritual, physical and intellectual needs. Resurrection Preschool is an outreach ministry to the community providing early childhood education for all children without regard to race, color, religion, sex, handicap, creed or national origin.

Governance

Resurrection Preschool is a program of Resurrection Episcopal Church and is governed by the church's leadership board, the Vestry. The Vestry provides for the physical needs of Resurrection Preschool and oversees its budget. The Vestry delegates the day-to-day operation of Resurrection Preschool to the rector of Resurrection Episcopal Church and to the director of Resurrection Preschool. The director of Resurrection Preschool determines all policies and procedures in consultation with the rector and Vestry. The Vestry meets monthly.

Calendar

Resurrection Preschool's calendar for the school year is based upon the calendar for the White County school system. Resurrection Preschool follows the White County school system holiday and weather closings. A pullout calendar is located at the end of this handbook.

Curriculum

Resurrection Preschool curriculum offers opportunities for learning in a developmentally appropriate environment. Social and emotional development of the child is a major focus. We emphasize self-awareness, cooperative behavior, and self-confidence. Our program offers learning through free play, stories, art projects, finger plays, music, snack, outdoor play, manipulatives, and language skills.

Bible Instruction

The school shall provide a chapel time once a week for all classes to experience stories from the Bible and prayers. The religious significance of holidays will be included in the curriculum. In addition, each class will be taught a mealtime blessing that will be used daily at snack and lunch

Student Activities

- Art Projects - Art projects are offered to all classes once a week.
- Discovery Center -Each classroom has a science discovery center.
- Chapel - Every Wednesday
- Music - Music is offered to all classes once a week.
- Special Programs - We offer several opportunities for people from the community to share with the children. They include a visit from White County Fire Department, EMS and Sheriff's Department, HEMC, Smithgall Woods, etc.
- Birthday Parties - Birthdays are an exciting time for children and we welcome and encourage birthday parties and a special snack. Please talk with the teacher when scheduling a time for such parties.
- Holiday Parties - Holiday parties are celebrated throughout the year, and are an integral part of your child's learning process.

Parent/Teacher Conferences

Developmental evaluations will be performed twice a year for 3 & 4 year old students. Evaluations will be performed at the beginning of the school year and at the end of the school year. Resurrection Preschool provides the opportunity to meet in conference with your child's teacher as needed. Conferences may be scheduled at the request of the parents or teacher.

Parent Information Sheets

Parent information sheets will be sent home periodically to let parents know if your child has had any type of accident, discipline problem and/or other miscellaneous information. PLEASE check your child's bag for these forms.

Visitation

Parents are welcome to visit Resurrection Preschool anytime. By regularly checking with staff members, parents can keep informed of their child's progress and activities. We encourage parents to volunteer for any parties and programs, in order to be as fully involved in your child's experience at Resurrection Preschool as possible.

Behavior Management

The purpose of discipline is to help children learn ways of behaving that are acceptable to themselves and others. With very young children this usually means setting limits for their safety, the safety of others and the safety of property. Discipline is regarded as part of the total program, and the consequences of misbehavior will be stated in positive terms and discussed with the child. Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more appropriate activity, and setting clear limits for the benefit and safety of all children. If redirecting is not successful, a child will be placed in "time-out" as a consequence for his/her unacceptable behavior. No form of physical punishment will be allowed, and verbal abuse will not be tolerated. No child will be denied food, rest or bathroom privileges as punishment. If unacceptable behavior continues, the director will notify the parents and a conference may be held. A child may be suspended or ultimately removed from the program for serious misbehavior at anytime at the discretion of the director of the preschool. Please make a point to know your child's classroom rules, so that the two of you can work together in making your preschool experience positive.

Attendance

To gain maximum benefit from the program, regular attendance is recommended. If, however, there is any indication of illness, please keep your child at home and notify the office.

Policies Regarding Illness

Resurrection Preschool is a place for WELL children. Staying at home at the first sign of illness is important. If you receive a call that your child is ill, PLEASE make arrangements to pick up your child as soon as possible in order to protect the health and well being of the other children. Sick children expose other children, parents, staff, and their families to the spread of their illness. Do Not bring your child to the preschool if he/she has had any of the symptoms discussed below in the past 24 hours without the use of any medication. Control of communicable diseases in preschool takes a cooperative effort on the part of the parents and the preschool. If medication is necessary, please refer to the information on medication forms in the handbook.

Diarrhea: When diarrhea is noted, and if the director feels it is necessary for the child to go home, the parents will be notified. **Temperature elevation of 100.4 or above:** When a temperature elevation is suspected, the child's temperature will be taken. If your child has a temperature over 100.4 the parents will be notified

immediately and asked to pick the child up as soon as possible. Rash (suspected contagious disease, i.e. measles, chicken pox, scarlet fever, etc.): When a rash is noted, the child's temperature will be taken. The child's parent will be notified of the rash. If a contagious disease is suspected the parent will be requested to come for the child immediately.

Prolonged Vomiting: If a child has been vomiting before they come to preschool, then the child should be kept home. If vomiting occurs while the child is at the preschool, the parents will be notified and requested to come for the child as soon as possible.

Lice: Lice policy of Resurrection Preschool:

At the first occurrence, follow the treatment prescribed by the White County School system. Treat lice with commercial products available at any local drugstore, and remain out of school until all nits are gone.

At the second occurrence, follow the same procedure as the first occurrence, but parents must show proof that treatment has been completed.

With the third occurrence, the child must remain home for a minimum of 7 full days or until the condition is totally remedied.

Resurrection Preschool shall reserve the right to request a doctor's written release if the director deems it necessary. All parents will be notified if a child becomes ill with a communicable disease such as measles, mumps, chicken pox, etc. Parents are requested to report any illness or symptoms of illness that your child may have as soon as possible to the director. The child must be fever free for 24 hours without medication before he/she can return to school.

Enrollment

Resurrection Preschool is open to any child from the age of 2 years to 5 years. The following ages are used only as a guideline when placing children within an appropriate age group at registration:

Tuition

The annual tuition rates for the school year are:

- \$2,150 annual for three days/week
- \$2,700 annual for five days/week
 - ❖ Pledging Resurrection Church members receive a 20% discount.

Tuition Payment Schedule

Tuition may be paid in full, quarterly, or ten payments based on the total annual tuition rates.

August 1st tuition payment
September 2nd tuition payment
October 3rd tuition payment
November 4th tuition payment
December 5th tuition payment
January 6th tuition payment
February 7th tuition payment
March 8th tuition payment
April 9th tuition payment
May 10th tuition payment

Checks should be made payable to either Resurrection Preschool or Resurrection Episcopal Church and given to the director. Please do not place tuition checks in your child's bag. Tuition payments received after the 14th will incur a \$30 late fee which will be added to your next tuition payment. Feel free to contact the director if you ever have a question or problem with your account. Please note that a \$25.00 fee will be charged for all returned checks.

Tuition Assistance

Limited funds are available to provide tuition scholarships for Resurrection Preschool Families. Funds may be awarded after the completion of an application process. Disclosure of personal financial information is part of this process. For additional information about tuition assistance, please speak to the director.

Fall Registration

Registration is held in February for the next school year. Registration cannot be done over the phone. Children are accepted on a "first-come, first-served" basis within each of the priority categories listed below:

1. Teacher's Children
2. Students currently attending Resurrection Preschool
3. Siblings of current Resurrection Preschool students
4. General Public

There is a \$75.00 non-refundable registration fee per child.

Waiting List

If all available spaces are filled, the child will be placed on the waiting list. When an opening occurs, the child at the top of the list will be notified and a registration fee will be due at that time. A child is not considered enrolled until the registration fee is paid in full.

Withdrawal

If a parent wishes to withdraw their child from the program, the director must be notified in writing 30 days before the action is to take place. Enrollment will be cancelled 30 days from the date of written notice. It shall be the responsibility of the parents to pay tuition during the last 30 days.

Children's Records

It is a requirement of the State Department of Human Resources that a current record be on file for each child. This record shall include:

1. Application form complete with emergency information
2. Current certificate of immunization (if for religious or family beliefs, your child is not immunized, please send it in writing to be filed). This information can be faxed directly from your pediatrician's office to our office at 706-865-9681.
3. Emergency medical agreement signed by the parent giving permission to seek emergency medical treatment and waiver of liability for transporting children
The parents shall provide all required information before your child's first day of school.

For the safety of your child, all personal information records must be kept current. It is the responsibility of the parents to notify the administration in writing of any changes to pertinent information regarding the family during the school year. All parents are assured of complete confidentiality.

Grievance Procedure

If you have a complaint that cannot be resolved with your child's teacher you may contact the director. We want you to know that we do care and will always listen. Your child's well being is extremely important to us as well as your confidence in the program.

School Hours

Regular school hours are from 8:00 Am to 12:00 PM. Please sign in your child before leaving the school. Pre Care begins at 7:00 AM and After Care is from 12:00 PM to 5:30 PM. If your child is not picked up by 12:15 PM (if in the regular program) or by 5:30 PM (in the after care program) then a late fee of \$30 will be added to your

monthly bill. Please have your child here by 8:30 am at the latest to help with disrupting the classroom and missing various activities.

Arrival and Departure Procedures

For safety reasons, Resurrection Preschool has implemented a "carpool" system that must be observed by all individuals picking up children during carpool times. Carpool in the afternoon will last from 12:00 p.m. until 12:15 p.m. Observing the procedures outlined below will insure your child is properly supervised while waiting to be picked up and that they get safely to your vehicle. A window tag with your child's last name on it will be handed out at Open House in August so we may identify you during carpool. If someone else is picking up your child, please notify the school, and give them your window tag if possible. We must have prior permission in writing to send your child home with someone other than yourself. Identification is mandatory and we will not release your child to an unauthorized person.

Children should arrive no later than 8:30a.m. so as not to disrupt activities teachers have planned. Regardless of the time of your child's arrival, we request that you take your child to his/her classroom. Please do not drop your child off in the parking lot or hallway unsupervised.

An adult must accompany children, when entering or leaving the building and they must sign the child in or out. PLEASE NOTE: A late fee will be charged each time a child is picked up after carpool has ended. The late fee will apply to each child.

Security

Resurrection Preschool doors are locked after 9am and remain locked until school is closed. This ensures the safety of all children in the program. Please ring the doorbell located at the entrance to be let in. The doorbell can be heard in the front hallway and the office.

Child Abuse

State of Georgia requires that all childcare providers be on the lookout for and report to the State all cases of child abuse (emotional, verbal, and physical) and or neglect. Resurrection Preschool is therefore obligated to report to the State any and all cases of abuse and or neglect.

Snacks

We ask that the snacks have some nutritional value. The teachers will provide a list of suitable snacks and drinks you may bring.

Clothing

Each child must have at least one change of clothing (shirt, pants, socks and underwear) left at school to be used in case of an emergency. You should place these articles of clothing in a large zip lock bag with your child's name on it. If the clothes are used, the bag will be sent home with the dirty clothes. A new bag with a set of clean clothing must be returned to the school the next day your child attends. These policies are put in place to ensure that Resurrection Preschool does not have to inconvenience the parents in the case a child may need to change clothes. Please make sure your child has either closed toe shoes or tennis shoes on each day.

Personal Items

Although we will try to keep track of personal items brought from home, the preschool cannot be responsible for them. Please mark all items brought to the preschool (i.e. lunch boxes, book bags, jackets, etc.) with your child's name.

Medication Forms

If your child is to be given medication while at school, a medication form must be completed. Please see the director or teacher for forms. One form is to be filled out for each medication the child is to receive. Your child's medication must have their name on the bottle and be in the original container. No medication can be administered without a completed medication form. Medication must be given in the presence of the teacher or director. Absolutely no medicine can be left in bags or diluted in juice (sippy cups) as this poses a major safety issue to all children in the program. NO medicine should enter the preschool without the immediate notification of the director.

Emergency Drills

Fire drills and tornado drills will be practiced periodically. In the event of a fire, tornado or other severe weather, children will be taken to the appropriate designated areas. There are written evacuation plans and teachers are trained to safely evacuate children to designated areas or from the building in the event of an emergency.

Inclement Weather

Under emergency conditions created by severe weather or other circumstances, it sometimes becomes necessary to close the preschool. Resurrection Preschool follows the White County School systems inclement weather closings. Parents will receive an automated phone call informing you for school closing or delays.

Resurrection Preschool Parent Handbook
Rule & Procedures Acknowledgement Form

Please tear out this page and return it to the Resurrection Preschool.

I have read and agree to abide by all rules and regulations in the Resurrection Preschool handbook.

Signature: _____ Date: _____

Signature: _____ Date: _____