

# Parent Handbook 2017

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## Philosophy

We believe that each child is a gift from God and should have the opportunity to develop physically, intellectually, emotionally, socially and spiritually. We see all children as worthy individuals, capable of success.

The purpose of our weekday preschool is to provide a loving and positive atmosphere, to prepare the children for more formal education and teach them to live with themselves in their surroundings in an acceptable manner. Our desire is to achieve this purpose through standards of excellence that include:

Widening and deepening each child's understanding of self, home, school, community and God.

Developing each child's self-esteem.

Creating within each child a respect for others and self.

Developing the desire to work and play together and to acquire peer relationships.

Aiding each child in her natural curiosity about all things.

Teaching each child to care for personal needs.

Providing an atmosphere that will promote creative responses to music, stories art and play.

Respecting each child's ideas and opinions.

Providing opportunities for parents to interact with other families, knowledgeable preschool staff, and a loving church family.

With God's guidance, parental support and a dedication to the ministry of caring for children, we are committed to achieving this purpose.

## Policies and Procedures

### School Hours / Contact Information / Closings

- Monday -Friday 9 - 1:00 (12 - 1 is optional for 2's and under)
- Preschool Phone 770-592-7250
- Preschool email preschool@standrewunitedmethodist.org
- Preschool Website standrewumcpreschool.com
- Church Office 770-926-3488
- Treasurer's email baileys@mylink.net

Our calendar corresponds with the calendar of Cobb County Schools with a few exceptions. A yearly calendar is given out at Open House with specific dates. When Cobb County closes due to inclement weather, we are also closed. If they start 2 hours late, we start at 10:00. Listen for the Cobb County Schools announcement on days with severe weather.

### Forms

Immunization Certificate 3231 and a health form signed by the doctor should be on file by the end of September. The immunizations required depend on the age of your child. Each child's schedule may be different. The immunization certificate has an expiration date that parents should note. Immunization forms are available through your doctor or health department. Preschool Health forms are updated yearly.

We must have the appropriate certificate and health form on file for every child in order to be in compliance with the health department.

Parents complete a Student Information Form at registration to help teachers be acquainted with your child, his home and family. All forms are treated as confidential with access to the director, teaching staff, regulatory authorities, and parents.

Parents are required to fill out an Emergency form for each child attending any program. This form must be on file the first day of class. In a medical emergency, your child will be taken to Kennestone Hospital if you cannot be reached.

This form also lists persons who may pick up your child from school. If there are custody issues that we must be aware of please make a note on this form. Provide the director with documentation of custody limitations if you have concerns.

### Orientation

An orientation is held in the fall for parents and also for children. We hope to provide a secure, confident school beginning for each family. When a child enrolls after school has started, the staff gives extra attention to the child to help ensure a smooth transition. Parents are encouraged to read the parent handbook.

We encourage parents to become acquainted with other parents in the school, particularly parents of children in your child's class. We also encourage you to become knowledgeable about the activities that are available during the morning hours for not only church members but also for preschool parents and other community members.

### Staff Continuity

We make every effort to keep your child with the same staff throughout the school day. We do not anticipate staff changes during the school year but will keep you informed if that becomes a necessity. When a staff person is absent, we provide substitutes under the guidance of a staff person the child knows. Parents may volunteer as paid substitutes and will be invited to an orientation session.

## Abuse / Neglect

School personnel are required by state law to report any suspected case of abuse/neglect. Should we notice any of the signs that we have been instructed to look for, in particular, unexplained bruises and burn marks, we are required to contact authorities. Please keep us informed of any accidents that might cause us unnecessary alarm.

## Registration

A registration fee and the tuition for the first month of classes are paid at registration. Usually these fees are collected in February for the upcoming school year. We hope you will budget for this event so that it is not an unexpected hit on your household finances. The registration fee will not be refunded.

Pre-registration of our current students and their siblings is open each year before registration is open to the public. Children of members of St. Andrew United Methodist Church and siblings of alumni may pre-register before registration is open to the public. Priority is held in this order - current students, siblings, alumni siblings, church members and then the public. A registration discount is available for parents with more than one child enrolled. Although your preferences will be considered, the director will determine placement with specific teachers and in specific classes.

## Tuition

Tuition for the year is divided into 10 equal parts expected at the beginning of each month. No waiver of tuition will be given for absences. It is the responsibility of the parent to keep up with this bill and make sure it is in the preschool office on time. Please return your tuition check in the envelope provided by the school.

The director must be notified in writing before July 15 if a registered child will not be attending the up-coming school year. In all other months, the director must be notified in writing by the 15th of the month if a child is going to be withdrawn the following month. Please let us know as soon as possible so that we can offer the spot to another family. Please give us notice as soon as possible if you have an impending move.

Should your tuition be later than the 10th of the month, a \$10 late fee may be added to your account. Call our treasurer if you anticipate a cash flow problem. There is a \$20 service charge for a returned check. If you have more than one child in the program you may pay with one check. We prefer checks to cash.

If your tuition is later than the 10<sup>th</sup>, you will be contacted. If you have not paid by the 15th your child may lose the opportunity to attend. Our budget is entirely tuition based and we must collect tuition in a timely manner from each family for children to continue to participate in the program.

Questions about tuition statements, receipts, or requests for statements for tax purposes can be directed to our treasurer, at [baileys@mylink.net](mailto:baileys@mylink.net).

## Licensing and Accreditation

Our preschool is exempt from state licensing. A copy of our exemption letter is posted. Licensing is required only of programs that serve students more than 4 hours a day. We have reviewed the licensing regulations and are in voluntary compliance. If you would like a copy of the licensing regulations, please contact the director.

We are accredited by NAEYC the National Association for the Education of Young Children and follow their guidelines for accepted good practice with young children. Their guidelines are much more extensive than the state licensing regulations and represent a high quality program.

We are also considered "A Program of Excellence" with the N GA UMC Conference. Their certification guidelines are similar to those adopted by NAEYC with some additions related to faith development.

## Clothing / Outside Play

- Please dress your child in play clothes and play shoes.
- Tennis shoes are usually the best choice for school. Shoes such as jellies, some leather sole shoes, sandals, crocs, and flip-flops may be dangerous for the children on the playground.
- We cannot work with cloth diapers at school. While potty training, a child may not be sent in underwear until we see that he is able to use the potty effectively at school.
- We are sometimes messy as we play and learn. Do not be shocked if your child comes home with paint on her outfit!
- If we have loaned your child a change of clothes, we would appreciate you returning the articles.
- Please put your child's name on all clothing. Many children have identical items and this will assist us in identifying lost or found clothing.
- We play outside part of every day if weather permits. We stay inside if public health authorities recommend indoor play due to air quality or some other factor; or, it is close to freezing and/or a wind factor that is uncomfortable; or rainy.
- If your child is restricted from outside play, please keep him home until completely well.
- In the winter, please send a warm coat, mittens/gloves and a hat.

## Chapel

Students in our 3's, 4's and Young 5's classes attend chapel one day a week for about 20 minutes in the church sanctuary. The theological format consists of simple Bible stories. When we begin a new series of lessons, we include the subject in the Parent Page so that you can follow up at home. The children usually enjoy this short worship/lesson period. Children's worship songs are included. If you are later than 9:30 on Chapel Day please bring your child to the sanctuary.

## Tote-bags and T-shirts

In order to facilitate the transfer of projects, tuition envelopes and notes from school and home, we have tote bags available for sale. Each bag will also have a tag that we provide identifying the child, his carpool number, teacher and parent. If you prefer to provide a bag available commercially, please choose one that can be easily loaded from the top and hung on our hooks. Avoid large bags and rolling backpacks. Please check the totes daily for any communications. If you change bags, switch the tag to the new bag.

Many children in the school enjoy wearing the school T-shirt, especially on T-shirt days, and on field trips. The shirts are also available for sale.

## Personal Items at School

Toys should not be brought to school unless they are for designated "show and tell." Guns and mouth-sized toys should never be sent. Toddlers may bring their blankets, pacifiers, or other comforting objects if needed; we will encourage them to leave them in their bags as much as possible. Please label everything, including diapers with your child's name.

## Pictures

Each fall we have a professional photographer scheduled to take pictures of the children (and their siblings if you desire.) In the spring individual and class pictures will be taken. The photographer usually allows us to send home proofs and you will be offered the opportunity to purchase photographs.

## P-nut Butter Ban - Other Food Allergies in the Class

We have instituted a peanut/peanut butter ban. Even a tiny amount of peanut butter left inadvertently in the trash or on furniture can cause an episode leading to shock for an allergic child. We will not serve lunch items or snacks with peanuts or peanut butter. If you forget and send a PBJ sandwich, we will substitute another item. (If you send in a sandwich that is made with a substitute that looks like peanut butter, let us know it is not, so we know it is safe to serve.)

- Please be aware of any class members with special allergies when it is your week to provide snack.
- Avoid sending any snack that contains food that may cause an allergic reaction. Please be aware of the list of allergies in your child's class, particularly severe peanut allergies.
- If a child in the class is allergic to some substances, please try to avoid sending snack items containing those substances or include a note with the snack so the teacher can make a substitution for that child.
- Please avoid peanut products listing peanuts as ingredients in all the snacks you send.
- We will try to avoid serving snacks identified to have trace amounts of p-nuts from processing; however, you do not have to be concerned about those products in individual lunches. Please understand and cooperate with our efforts to have a safe environment.

## Guidelines for Snacks

Preschool children will be assigned weeks during the school year to bring in snacks for the class. In an effort to serve quality snacks, we have provided a list of guidelines:

- Please send enough for students and teachers.
- Please stick to nutritious items.
- Please choose organic fruits and vegetables whenever you can but particularly for those items on the 'dirty dozen' list
- Check the fat, sodium, and sugar of the items you purchase.
- Try to include 2 food groups in each snack (for example veggies & hummus or cheese & fruit.)
- Avoid items that list peanuts or peanut butter as ingredients.
- Avoid items that list high fructose corn syrup (HFCS) as an ingredient.
- Avoid artificial color additives and preservatives.
- Avoid *GMO* (genetically modified) foods when possible.
- Avoid dairy products that have RBGH (growth hormone given to cows)
- Become familiar with the brands of prepared foods that are considered organic.
- Look for snacks that are @150 calories or less, < 5 g. of fat, < 275 mg sodium and are low in sugar.
- Pick a snack that your own child loves!

In the event that you forget to bring snack, relax! We always have extra supplies. Some parents find it helpful to send in all the snacks for the week they are assigned on the first day of the week. Water will be provided for the preschool children to drink.

We cannot serve items that present a choking hazard. These include hot dogs, whole grapes, nuts, rod pretzels, chunks of raw carrots or large chunks of meat. If they are sliced lengthwise, we will serve grapes, and raw carrots. Popcorn can be served to children over 3.

Learning these organic store brands may be helpful:

- Greenwise (Publix)
- Any Trader Joes
- Healthy 356 (at Whole Foods, note that not all Whole Foods products are organic)
- Simple Truth (Kroger)
- Archer Farms Organic (Target)
- Kirkland Organic or Nature's Path (Costco)

We have edited our snack list to encourage more organic products. It is not necessary that every snack be organic. Any time we can avoid foods that contain pesticides or genetically modified ingredients it is beneficial to our students health. Remember that small bodies adsorb proportionally more of harmful substances than adult bodies!

Some parents elect to provide a snack that goes along with the class theme. Teachers may suggest specific snacks that go along with the theme or that introduce a multicultural awareness. Homemade snacks are always appreciated! Please do not send doughnuts or cupcakes except for birthdays.

Please see our list of Nutritious Snack Suggestions. If you have suggestions for additions, please let us know.

## Lunch

Parents of 2's and under may elect a 9 - 12 day and occasionally let their child stay until 1:00. We offer an optional Extended Day Program on Monday - Friday afternoons until 1:00 for 2's and under. The cost is \$5 per day and participation is entirely optional. Some toddlers love Extended Day and want to stay every day. Others prefer not to stay at all. If the teachers see that Extended Day is too long a day for your child, we will ask you to wait a while and try again when your child is older. If you regularly use this option, it would be less expensive to sign up for a 9 - 1:00 day. Please be aware that the extended day billing period (for 2's and under) may be from 3 to 8 weeks so that the total charges for a month of regular extended day may vary. If your child is not staying for the extra hour, we ask that you pick up promptly at 12 :00 so lunch can be served.

Twos and young 2's eat lunch with the children from their class and may be grouped with children from the other 2's class. Teacher/child ratios are maintained.

Classes for all threes, fours, and young 5's have the extra hour built into the schedule and the tuition. They will remain with their own group and their 2 teachers for the entire school day. The teacher may schedule lunch prior to 12:00 and omit a mid-morning snack; she will discuss the schedule with you at open house.

Each child needs to bring his/her own lunch and drink. Please send a reasonable amount that your child can handle independently in 20 minutes. Please do not send canned drinks, dark colored juices or food that requires refrigeration. Do not send food that requires microwaving.

In order to avoid choking hazards, grapes must be cut in half and hot dogs must be cut horizontally - teachers are not allowed to serve these items unless you have prepared them in this way. This applies to all ages even if your child successfully handles these foods at home. Be careful of any potential choking hazards.

Label lunch boxes on the outside.

## Adjustment to School

Many young children are anxious about the separation from parents when they first begin preschool. We find that children enjoy this early school experience so much more if we keep some of these ideas in mind:

- Make sure that your child is receiving adequate sleep. Please try to stay on a regular sleep schedule with set bedtime and wake-up times.
- Arrive on time with the other children - it helps reluctant children feel more comfortable.
- Plan for your child to have enough time for getting dressed and eating a nutritious breakfast. Start the day in an unhurried manner.
- Make sure he/she has visited the bathroom and washed hands before coming to school.
- Make a special effort to greet your child cheerfully at the end of the school day and show real interest in what your child has done that day.
- Do not pressure your child. Each one of us grows and develops at an individual rate.
- If you are concerned about your child's progress, call the teacher or the Director to schedule a conference.
- Make sure you check your child's class calendar and notes from school so that your child is prepared for each school "event." Post the calendar and talk about class events and themes she is studying.



- If your regular plans change with regard to picking up your child, please tell him/her so that he/she will not be upset or frightened by the change of plans.
- If your child is crying and frightened when coming to school, try to maintain a cheerful attitude yourself. Do NOT give up and take the child home. Give kind and firm assurance that you will be back. At pick up remind your child that you did, in fact, return as you promised.
- If you anticipate difficulty upon arrival, let us know and we will try to have your child's teacher greet him in the carpool line.
- Maintain a matter-of-fact attitude and do not seem hesitant yourself. We find that nearly all children become involved in the class routine within a few minutes of arrival and "forget" about mom.
- If a child, for any reason, does not do well in our school, the Director will discuss the matter with the parent. If the situation warrants, the parent may be requested to seek care better suited to the child's needs.

### **Class Schedules / Curriculum Overview**

Curriculum goals are established for each class and guide intentional learning opportunities. Our goals have been designed to prepare children for the expectations in the Georgia Core Curriculum Standards for Kindergarten and are correlated with the Georgia Early Learning Standards. Parents and staff discuss curriculum at conferences. Our written curriculum ensures that age-level programs provide continuity over time.

Regularly scheduled enhancements to the program include a weekly session with our music teacher for all students. We add chapel, weekly sessions with our Spanish teacher and special Science Lab experiences for our 3's, 4's and young 5's. Our 4's and young 5's enjoy a specially designed monthly Art Camp and Math Camp.

Each teacher posts a general schedule that the class will follow. Activities include outdoor play, child-selected activities in centers, free play, bathroom/hand washing, snack, individual reading and small-group projects. They also include chapel, story-time, group time, and music. Group times increase with the lengthening attention span of the class members. Scheduled times in the school day may be flexible to accommodate the individual needs and interests of the children. Transitions between activities are built into the routine. We believe that having a regular routine helps children feel more comfortable and secure.

During center time, the children may choose from centers that may include manipulatives, blocks & cars, sand/water/rice, science, computers, writing, dramatic play, housekeeping, easel painting, unstructured art, playdoh, or puzzles. Small groups of children may take turns doing a teacher-structured learning activity as a separate center area. See the 'Learning through Play' description.

Small group projects are designed to offer opportunities to learn to follow directions and practice specific readiness skills with a teacher's attention. The main goal of our small group projects is for your child to have fun and to enjoy using emerging skills. Usually projects emphasize the theme that the class is currently exploring. The project might be a cooking activity, a game, a craft, a science experiment or an interesting manipulative. Children are offered choices in how to complete the project and different levels of participation are accepted.

Projects that are planned for 4-year-olds usually look more 'pre-academic' than those for younger children; however, please realize that play is the work of children and that structured play experiences are great learning opportunities. Most early childhood educators believe that learning experiences involving several modalities prepare children

best for kindergarten.

We encourage parents to ask about the projects children work on in school and to display 'work' that is brought home. While we encourage children to participate in small group projects, we understand that some children may choose not to participate. Since working on a small group project is one important way we teach readiness skills, we hope parents will help encourage participation by showing interest in their child's day at school.

## Assessment

The staff at St. Andrew employs assessment tools for the purpose of observing, recording and documenting the actions of our students. We use this information to plan effective learning experiences and to guide educational decisions that affect the children in our care. Teaching team members use their daily observations of play, behavior, and interactions to assess progress and to modify the curriculum to meet the needs of individual children.

Our assessment approaches are systematic, informal methods that provide information on children's development. We assess using a variety of methods including information supplied from parents about their families. We keep in mind the culture of our area, particularly the skills that have been identified as prerequisites for kindergarten in our public schools. Assessments are teacher developed and engaging for students.

Teachers who are familiar to the child collect information in the classroom setting. They are knowledgeable about the child's home and aware of any identified disabilities. Whenever possible, regular classroom activities are designated to collect information. Curriculum goals and assessed skills are integrated and reflected in lesson plans. The Student Progress Reports are updated periodically in order to make better decisions about curriculum content, teaching approaches and child interactions. The skills outlined in the forms for the 3 age groups coordinate with each other and with the State GA Performance Standards for Kindergarten.

Norm referenced assessments are not common in our program nor are individual assessments used for the basis of placement decisions. When concerns about a child's progress arise, parents are informed of our concerns, and given information about screening and diagnosis services through Babies Can't Wait or the school system Early Intervention Services. Staff training includes identification of special needs children and staff members are encouraged to share concerns with the director. Teaching strategies may be adjusted to make students successful without additional intervention.

Parents are encouraged to participate in a mid-year conference that is emphasized as a time to share information and gain consensus on educational decisions. The conference will include a review of the Student's Progress Report Form. Parents may request an end-of-year conference in addition to the 2<sup>nd</sup> written report. Any information collected about a child remains confidential and is released only upon parent request.

## Special Needs

St. Andrew's staff cooperates in the planning of individual education plans for children with special needs. When necessary, we refer parents who seek additional services for their child. We believe strongly in the effectiveness of early intervention.

When we have concerns about the progress of a child we may suggest that parents seek assessment from other professionals in order to be sure that special intervention is not

warranted. With your permission, we make every effort to cooperate with other professionals who may provide services to your children. Please share their recommendations with us as they pertain to our interactions with your child. Should you want us to accompany you to IEP meetings, we will be glad to go with you. We work regularly with a community based early intervention specialist assigned to some of our students by the Cobb Co. Schools.

Children with mild handicaps are regularly included in our classes; children with moderate to severe special needs may be included in our program. In those cases, it is our policy that a facilitator that is arranged by parents but supervised by St. Andrew be present in the classroom if it is necessary. We will work with you to make sure your child has the opportunity to learn with the support needed for his special needs.

### Field Trips

Many of our classes take field trips at some time during the school year. You will always be requested to give written permission. Students may not attend unless we have written permission. Our older students take several field trips; children younger than three rarely go on field trips off the church grounds. Please volunteer, if you can, to go on these trips. Plans for some field trips require that we purchase tickets or reserve spaces ahead of time. Please alert us to your plans and expect to pay the fee for the event. Adult spaces may be limited on some trips due to the restrictions of the event setting.

On the day of the field trip, leave your car seat for your child to use if you are not going. Taping your child's name to the car seat will help us. If you are concerned about another parent installing your car seat correctly, please make arrangements to personally install it with the parent transporting your child. Teachers may not transport students. In order to be safe and in compliant with the law, we require you to send a car seat for your child until your child is 4 years old and also weighs 40 pounds.

If you plan to drive or go along on a field trip, please make arrangements to leave your other children with a sitter in order to give your full attention to your child and his/her classmates. When you chaperone an event, you will be assigned one or two students in addition to your own. We cannot accommodate siblings on the field trips.

### Special Occasions / Visits / Parental Involvement and Volunteering

We have parties at school for Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and the end of the school year. At Easter, we have an "Egg Hunt" as part of an Easter celebration. Every parent is asked to help in some way with one party or special event during the year. Each teacher will have sign-up sheets for the various parties in the classroom at Open House.

Balloons, glitter or candles are not allowed at school parties for safety reasons. (Mylar balloons are acceptable.) Most parties last from 30-45 minutes. In addition to a special snack, parents usually plan several short activities for the time period. These parties are generally planned and carried out by the parents who have volunteered.

Birthdays are very important to children! The teachers will try to schedule one of the weeks you are to bring snacks around your child's birth date. If you want to send cupcakes, please try to avoid the really gooey ones. You may send special napkins or cups if you like but it is not necessary. It is not necessary for you to attend the party; however, we'd love to have you should that be your choice.

Birthday parties must fit into the 15-minute snack time so they cannot be elaborate. Please do NOT provide 'goody' bags for school birthday parties.

You are invited to visit anytime during the school year. Please stop by the Director's office to let her know you are present. If you are planning to stay in the classroom for an

extended period of time, please do not bring siblings. If you would like to substitute in classes or volunteer for jobs to help the preschool, please email or see the director. We ask that subs attend a sub orientation in September.

We ask that parents use care in what they bring onto the property. Smoking, fire works and firearms are specifically banned. Do not let children have inadvertent access to your purse contents. Make-up or your personal medications may be harmful to them.

Your teacher will encourage you to share your interests, skills, cultural heritage, and experiences with the class. Please help us make our classroom environment more exciting by sharing your background and skills. In the past, parents have shared aspects of their lives including languages, music, ethnic foods and dress, pictures from trips, holiday practices, occupational information, and customs from different parts of the world.

Each class has a parent designated as the 'Room Mom'. Room moms help with party organization, helping with Teacher Appreciation activities and transmitting other communication to class parents by email or phone. Please be responsive when your room mom asks for your help.

Occasionally parents may elect to pool money for gifts for staff members. Usually the room mother coordinates this effort. Our teachers especially appreciate this approach and most parents find it an easy way to recognize their child's teacher. This practice or any giving of any gifts is not encouraged or discouraged by the St Andrew Preschool Board. The board feels participation is up to the discretion of parents.

### Parent/School Communication

The school shares other information with parents in the form of monthly school *Parent Page* newsletters, website posts, class calendars and class newsletters, emails and notes from the teachers. Teachers of 3's and 4's share information at least weekly. Teachers of 2's and under correspond with parents daily. Please take the time to read this information. Remove the notes and your child's work from your child's bag so that the teacher knows you have seen them.

Your teachers may send emails instead of notes and will share her email with you.

Please do not ask for personal reports when your child or other children are around. If you have concerns or questions, make an appointment with your teacher or contact the director.

Our goals are to listen to parents, to seek your specific ideas for dealing with your child, to be sensitive to the your feelings and traditions, to develop a trusting relationship with you, and to work together with you on parenting issues such as potty training and achievement of pre-academic milestones.

### Parent Questionnaires

On an annual basis we ask our parents to fill out a survey that lets the Preschool staff and board know how you think St. Andrew is doing in serving you and your children. This is a formal opportunity for you to evaluate how the program is meeting your child's needs. We want to provide the best Preschool for your family. We welcome your compliments, comments and suggestions anytime. We use your input to make procedure changes. We give feedback to parents after we conduct this kind of program evaluation. Our preschool board reviews information from the questionnaires.

### Resolutions of Conflicts

It is our policy to listen to parents and meet with them as necessary to attempt to gain consensus. Parents are invited to bring issues of concern to the director and we hope that our parents will feel comfortable doing so. Parents who are not satisfied with the response of the director may contact a preschool board member. Their response will be to listen, take notes, inform the parent of existing policies that may govern the issue, promise to investigate further, share the information with the director and board chairperson, and insure that the parent receives a response that reflects the judgment of the board. Ultimate decision-making rests with the voting members of the Preschool Board.

### Fund Raising

The board sponsors fundraisers to help maintain a high quality program at an affordable price. We save Box Tops for Education and hope you will help in that effort. We hope you will use your Publix Card at every purchase as a painless way of helping support our program financially. Please visit the Kroger website and list St. Andrew as the designee of Kroger funds. We count on the generous donations from these vendors! You will receive information about any fundraiser we adopt.

You are not expected to participate in any fundraising activities that you do not choose to join. We try to pick fundraisers that are profitable to the preschool budget, products that are good values for families, and activities that are as painless as possible for the parent volunteers that are carrying them out.

If you do not wish to participate but want to make a donation, the school is a 501-c3 institution and donations qualify for tax receipts.

### Child Injuries and Illness

If a child receives a minor injury during the day, the teacher will administer first aid. If the child requires outside medical attention, the Preschool Director or ambulance will take him to the Emergency Room at Kennestone Hospital. The parent will be called and should meet the child at the Emergency Room. If possible, we will wait at the school for the parent when a child requires medical attention.

An incident report will be filled out on all injuries received during the school day that we feel you would like to be made specifically aware of.

We follow hygienic practices including regular handwashing, use of gloves when handling food, and disinfecting tables used as eating areas. We encourage children to use and dispose of tissues properly and to clean hands afterwards. We encourage you to make washing hands the routine when leaving home or arriving home from school. Also, please help us by including handwashing in your child's toileting training. As soon as they are able, we encourage children to turn off the water with a paper towel - a good practice for public restrooms. It is our goal for your child to stay healthy!

If a child becomes ill during the day, the parents will be asked to make arrangements to pick up the child. Children will be isolated in the preschool office in most cases until parents arrive. In case of emergency, we will notify the persons specified on the registration form.

Parents must notify the school within 24 hours of the diagnosis of communicable illnesses. We send home notices of communicable diseases that have been reported in the children of your child's class.

We encourage you to keep hand sanitizer in your car and help your child use it when you pick him up after school. We give each child a squirt of 'magic soap' upon arrival and follow it up with soap-and-water hand-washing. Hopefully, we can interrupt the spread of germs between home and school!

It is not necessary to call us if your child will be absent due to a minor ailment,

however, if your child is absent for more than 1 day in a week, we would like a call or email. Please let us know if your child is diagnosed with a contagious illness so we can warn other parents.

### Medication / Sunscreen

We prefer not to administer medication at school. If your child needs to be given medication at school, prescription or over-the-counter drugs, please contact the Director, fill out a medication form, and give her the medication. The teacher may not administer medication. Please do not send any medication in tote bags. Medication includes topical ointments or sunscreen.

Since our school day is only 3 - 4 hours long, we advocate the use of sunscreen applied at home to exposed areas. In the event that public health authorities advocate insect repellent or we find there is a need for reapplication of sunscreen, we will seek written permission.

If your child requires the use of Benedryl or an epi-pen for emergency allergic reactions, please provide one that we can keep in a secure location. Medication cannot be kept in the tote-bag (where it might be accessible to other children.) Keep medication permission on file with us that enable the director or her designee to administer it.

If you have administered any medication before bringing your child to school, please tell us so that we can be aware of the reason for any unusual behavior or sleepiness. The best course of action is to keep your child at home until fully recovered, even if the illness is allergen based and not contagious, if her behavior or enjoyment of school will be affected.

### Summary of Health Regulations

Your child should be kept home if he/she is ill or has any of the following symptoms:

Vomiting	Regular sneezing	Fever
Diarrhea	Constant runny nose	Sore throat
Constant cough	Unidentified skin rash	Eye infection

Please make every effort to help us keep our students healthy. Fever, vomiting and diarrhea symptoms must be gone for 24 hours (an entire school day) before the child can return to school. Also, any child who has had any communicable condition may return to school only after the following procedures have been met:

1. Infectious Hepatitis      Return after 7 days; a note from the doctor is needed.  
Call the school when anyone in the family has been diagnosed.
2. Strep Throat              The child may return to school only after receiving an  
antibiotic for 24 hours
3. Meningitis                Child may not return until the doctor clears them.
4. Head Lice, Scabies      Return with proof of treatment.
5. Measles, Mumps,  
Rubella                      Return after 7 days with a note from doctor.
6. Chicken Pox              When all areas have dried, the child may return.
7. Scarlet Fever            Note from doctor is needed.
8. Whooping Cough        Return after two weeks with a note from doctor.
9. Conjunctivitis            Must be on medication for 24 hours.
10. Tuberculosis            Return 14 days after treatment.
11. Ringworm, Impetigo    Note from the doctor is needed.
12. HINI(Swine Flu)        Note from the doctor or 48 hours with no symptoms.

## Summary of Guidelines for Young 2's Students

- Park in the parking lot closest to Canton Road or in designated spots near the back gazebo. Bring your child in to the 'Big Room'. Include a phone number where you can be reached. Play in the 'Big Room' with your child if you arrive before 9:00. When dropping off your child be calm, quick and loving. In a confident manner remind your child that you will see him after the last activity. **Leave!** (It's OK to hide in the office if you need reassurance!) Please pick up your child from the 'Big Room'.
- Inclusion in carpool will begin when all children in the class can manage the trip-to-car quickly and with little assistance . It is difficult for us to do carpool with some and not all of the children of the class so we may delay carpool with this age until mid-year.
- No one other than you or your regular specified driver may pick up your child unless you have given us a WRITTEN NOTE.
- Label everything you send - diaper bags, clothing, lunch boxes, shoes, cups, etc. Label diapers with a permanent marker so it will not smudge off.
- When you think that your child is ready to stay for extended day, confirm it with your child's teacher. Prepare lunch for easy consumption. Avoid any choking hazards. Don't send dark juice, peanut products, or candy. We will encourage the use of a regular cup as soon as your teacher and you agree it is appropriate. We encourage children to stay seated at the table while eating or drinking. Please encourage these practices at home.
- In your child's diaper bag bring a complete change of clothing including socks, 3 labeled disposable diapers, & an empty sipper cup if your child uses one. Include a pacifier or comfort item if your child needs one to be happy.
- We cannot work with cloth diapers at school. While potty training, children may not be left in underwear until the child is able to use the potty effectively.
- To ensure a happy time for all, please do not bring your child if he or she is ill. See the handbook section on health regulations. No child will be accepted under any circumstances with a fever. Fever, vomiting, or diarrhea must be gone 24 hours.
- Please try to have a consistent bedtime. Sleepy children rarely have a fun time at school. Children who still need a morning nap may not be ready for school. Children who 'run out of gas' late in the morning do not need to stay for extended day.
- Learning is messy business. Send your child in washable clothes and tennis shoes.
- If your child has been absent, make sure you have received monthly calendars, tuition statements and other information that has gone out.
- On the weeks that you are assigned snacks please review the snack guidelines and keep it simple with items that young children can handle.

## Summary of Arrival and Dismissal Policies

We want the carpool routine to be safe, pleasant for the children, and to move quickly so it is convenient for parents. Please be familiar with these policies before the first day of class.

1. Your child needs to arrive at school on time to have a satisfactory day.
2. Teachers cannot supervise children before 9:00; if you must occasionally leave your child a few minutes early in order to make an appointment, make arrangements with the teacher or director ahead of time.
3. Do not attempt to walk in or out of the carpool doors during carpool.
4. Parents who walk in with their child before 9:00 may wait in the "Big Room".
5. If you walk in, please visit the bathroom with your child and wash hands before engaging letting him touch toys or other objects.
6. Do not drop children off or leave children unattended. Make sure the teacher knows the child is there before you leave.
7. If you are using the AM carpool line, a teacher or assistant will open the car door and take your child out of your car when it is time for the children to come in. We will unload children from 9 - 9:15. Please unhook your child's car seat fasteners before the teacher comes to get your child.
8. It is fine to arrive for carpool anytime during the 15 minute window in the AM or PM.
9. Parents who pick up from the hall once carpool has started are requested to ask a staff person to retrieve their child from the carpool waiting area of the hall. Please do not enter the hall when carpool is going on.
10. If you want to stop and chat with a friend or teacher, please stay out of the carpool area!! Additional adults in this area become a distraction. Please schedule talks with teachers during a time they are not directly supervising children.
11. Please have your carpool number displayed when picking up children.
12. Please do not use cell phones while we are loading or unloading children. We need your undivided attention.
13. Please do not let your child 'drive' during carpool - even a small bump can cause an airbag to engage and injure your child.
14. Please drive slowly in the parking lot.
15. If you send someone to deliver or pick-up that is unaccustomed to the routine please fill them in so that they do not interrupt the routine.
16. Please tell us if you plan to carpool with another family. Please feel free to set up carpools in your area. Every family needs to get a carpool number card for the dashboard. We use the numbers to identify you as you approach so that we can call your child, or your carpool group to the door.
17. Usually your carpool number will identify your family for the entire time your children are enrolled - you will keep the same number, so keep your card each year.



18. Please make sure that any person that you want to authorize to pick up your child is on the registration/emergency form, this includes parents, grandparents, babysitters and carpool drivers. We must have a message in writing of any additions to this list. We hope that anyone picking up a child will expect to show identification if we do not recognize them.
19. Please try to stick with a regular pick-up routine so that the staff and your child can become familiar with the person picking up your child. Send in a note when someone other than the routine person will be doing pick-up.
  
20. Cars will load and unload from the driveway in the back of the church if the child's class meets in the Education Building.
21. Classes that meet in the Keheley Center have an arrival/dismissal location from the drive behind that building.
  
22. Please don't cut through the carpool line to get to the Keheley Center while the line is moving or if the line extends past the back parking lot into the driveway.
  
23. Stay in the line, once carpool starts, until you get to the dumpsters where the line separates.
24. Be patient! Cutting in line will not get you in and out any faster!
  
25. It will help us move the carpool more quickly if drivers will pull past the loading area to secure car seats in the afternoon.
26. The carpool will begin loading children to leave at 1:00. We will close the carpool door at 15 minutes after the hour. You may park and come in the front door.
27. If you are delayed, please call the school and let us know so that we can reassure your child.
28. If your schedule causes you to arrive more than 15 minutes past the hour on a regular basis, you may be asked to consider another program that can better meet your needs.
  
29. Please do not arrive early and idle your car in the parking lot. The fumes drift over into the playground.
30. The quickest trip through carpool is to arrive at 5 minutes after the hour.
  
31. If you walk your child in for the day, please do not plan to have a lengthy, unscheduled visit with the teacher. Once the school day begins, they want to focus on the students. Plan to talk another time.

## 2017 Program Options

Two's & Young Two's Classes MW, TTh, F	2:9 Ratio	Room 2	9 - 12 or 1:00
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Two-year-old Classes MW, TTh, F, M-Th, M-F	2:9 Ratio	Room 3	9 - 12 or 1:00
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Young Three and/or Three-year-old Classes	2:12 Ratio	9 - 1:00
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Tuesday/Thursday/ Friday 3's	Room 15
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Monday/Wednesday/Friday 3's	Room 4
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Tuesday/Thursday Young 3's	Room 4
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Monday - Th or F 3's	Room 5
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Young Four's Class	2:14 Ratio	9 - 1:00
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Monday-Thursday	Room 17
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Four's Classes	2:16 Ratio	9 - 1:00
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Monday - Thursday (2 classes)	Keheley Center
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Monday - Friday	Keheley Center
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Young Five's Class	2:16 Ratio	9 - 1:00
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Monday - Friday	Room 9/10
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## Learning through Play

Play is the work of early childhood. A child learns through play experiences and lays the groundwork for further growth and learning. Play provides an opportunity for children to grow at their own pace in a secure setting. St. Andrew's theme, *Learning through Play*, expresses our belief that play is central to growth in the young child.

*When children build with blocks, they learn:*

- To use their imagination
- To plan activities
- To choose shapes and sizes, weights and balances, height and depth
- To play cooperatively with others
- To use large muscles
- That satisfaction comes from their own creativity.

*When children work with art materials, they learn:*

- About God's creation
- To use all five senses to experiment and investigate
- About colors and how to use them
- To transfer ideas from imagination to paper
- To improve small muscle coordination
- To express themselves and their feelings in a new way

*When children play with dolls, they learn:*

- To better understand the roles of family members
- To pretend and empathize as they play
- To establish their own identities
- To relate to others and to nurture
- To help clean-up
- To compromise with others, take turns, and play cooperatively

*When children look at books and pictures, they learn:*

- To enjoy quiet times
- To increase attention span
- To organize new facts and concepts
- To love stories and language
- To develop their imaginations and increase their vocabulary
- That God's world is a varied and wonderful place.

*When children play on the playground, they learn:*

- To enjoy the fun and relaxation of physical activity
- About safety and caution
- About the strengths and limitations of their own bodies
- To take turns, respect rules, and share with friends
- To experience the joy of physical achievement