



2019 - 2020 PARENT HANDBOOK

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“A place for little hearts
and minds to grow”

Prince of Peace Preschool

2019-2020 Parent Handbook

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Welcome to Prince of Peace Preschool! We regard it as a very special privilege that you have entrusted us with the care and development of your child. We look forward to serving you and your child throughout this school year. Our handbook contains a great deal of information about our program. If you have any questions, feel free to ask any of our staff members.

Purpose and Philosophy

We work with children to assist them in their spiritual, intellectual, physical, social and emotional development. We consider ourselves partners with you, the parents. Our teaching is done from a Christian perspective. We share basic Bible truths and their application to daily living with the children through our core curriculum. We would like to lead the children to know and love their Savior Jesus and to make Him a part of their daily lives.

In this Christian atmosphere your children are considered to be special gifts from God and are treated with love and respect. They will be cared for in a gentle and loving way by our dedicated staff. We seek to impart timeless Christian values and ethics to equip the children to face an ever-changing world. All of this is done in a stimulating environment conducive to learning.

Goals and Objectives

Our objectives for your child:

- ◆ To grow in the knowledge that because of Jesus' death and resurrection, he/she is cared for and loved by God.
- ◆ To develop problem solving skills.
- ◆ To develop skills toward academic readiness.
- ◆ To develop emotionally and gain independence.
- ◆ To express age appropriate emotional responses.
- ◆ To improve fine and gross motor skills.
- ◆ To improve on good hygiene habits.
- ◆ To develop respect for others.
- ◆ To play and interact appropriately with others.

Enrollment

Children ages 3 to 4 are eligible for entrance into *Prince of Peace Preschool*. Class assignment is based on the Sept. 1st date used by Columbia County Public Schools. All children of the proper age are welcome at *Prince of Peace Preschool* regardless of gender, color, race, ethnicity, or religion.

A child may be enrolled in *Prince of Peace Preschool* after the director receives a completed *Registration Form* and *Emergency Information Card*. A completed *GA Immunization Form 3231* or a signed affidavit against such immunizations must be turned in within 20 days of enrollment. The registration fee is due at the time of enrollment and is *non-refundable*.

Scholarships

Every 4K student receives a scholarship through the Prince of Peace Preschool Seedling Scholarship program. While the amount of scholarship dollars varies each year, we look forward to working with each family to make Prince of Peace Preschool affordable for everyone! For more information please speak with the Director.

Tuition and Fees

The registration fee is \$100 and non-refundable. Attendance options and costs are as follows:

Three Year Old Full Time (8:45 a.m.-2:45 p.m.)

2 Days- \$165/month
3 Days- \$220/month
5 Days- \$325/month

Three Year Old Part Time (8:45-12:45 p.m.)

2 Days- \$125/month
3 Days- \$165/month
5 Days- \$245/month

Four Year Old Full Time (8:45 a.m.- 2:45 p.m.)

2 Days- \$250 tuition- \$110 Scholarship= \$140/month
3 Days- \$375 tuition-\$160 Scholarship= \$215/month
5 Days- \$500 tuition-\$220 Scholarship= \$280/month

Four Year Old Part Time (8:45 a.m.- 12:45 p.m.)

2 Days- \$175 tuition- \$55 Scholarship= \$120/month
3 Days- \$225 tuition- \$75 Scholarship= \$150/month
5 Days- \$435 tuition- \$205 Scholarship= \$230/month

Apogee Scholarships are given to all students that are 4 years old or older by Sept. 1 of the current school year.

Tuition for the upcoming month is due on the 30th of each month. After a 5-day grace period a late fee of \$15 will be automatically imposed. Delinquent tuition is cause for dismissal from the school. The return check fee is \$35.00. (See also Arrival/Departure for late pick up fees.) If you have questions or concerns regarding payments, please contact the Director at (706) 860-1655.

Insurance

Prince of Peace Preschool maintains liability insurance in the amount required by the State of Georgia.

Operation Dates and Times

Prince of Peace Preschool generally follows the Columbia County Public School Calendar at www.ccboe.net/calendars.html. We are open August through May. Our hours are Monday through Friday from 8:00 am to 4:00 pm.

Arrival/Departure

Children must be escorted into the building and into their classroom by an adult. The parent must also complete the Attendance Log when arriving or departing with their child.

8:30 a.m. School Door Opens
8:45 a.m. School Starts
12:45 p.m. Half Day Ends, Pick Up
2:45 p.m. Full Day Ends, Pick Up

Pick up time must be strictly observed. Late pick-ups will cost \$2.00 for each minute after a ten-minute grace period. Your child will not be released to anyone not listed on the Pick Up Information portion of the Registration Form. Please inform all authorized persons that they will be required to show their driver's license when picking up your child.

Parents are the sole responsible party once they retrieve their child from the classroom. We cannot be responsible for unescorted children allowed to run in the building or church property.

Snack and Lunch

A healthy morning snack and beverage will be provided each day. Parents are to daily provide a sack lunch. See the <http://www.mypyramid.gov/> for dietary guidelines for packing a healthy lunch. Please label all containers and lunchboxes.

Children will receive support and assistance with their food when necessary. Please discuss any individual needs your child may have with his/her teacher.

Parents are welcome to bring a special birthday snack for their child's class. Please speak to the teacher in advance so appropriate arrangements (such as alternative for children with food allergies) can be made for that day.

Transportation

Prince of Peace Preschool does not provide transportation or field trip services.

Nap Time

Children are required to have a rest period each day. Parents are required to provide a mat with dimensions of 2x19x44 inches and a cover/blanket labeled with the child's name. These items will be sent home with the child on Friday to be cleaned over the weekend.

Optional items that parents may send with their child to help them rest include small pillow, stuffed animal, etc.

Clothing

1. Each child must have a change of clothing to be left at the school. Please include underwear, socks, shoes, pants, and shirt.
2. Please label each item of clothing with the child's name or three initials and place in labeled zip lock bag. You will be notified when it is time to change out these clothes for the season.
3. Please allow your child to wear clothing that he/she will not be afraid to get dirty. They will naturally avoid activities if they are worried about getting their "best" clothes dirty.
4. Keep in mind that crayons, markers, and paints will be used frequently by your child. Even though we use 'washable' products, experience has taught us these do not always wash out completely.
5. The children will spend some time outdoors on a daily basis; please dress your child appropriately. For colder weather, be sure to remember **mittens, hats, coats**, boots, etc. Please label all of these items.

Discipline

Discipline is "grace and truth...over time" in the life of a child (Dr. Cloud," *Boundaries with Kids*", p. 67). Grace is the undeserved love God shows us for the sake of his Son, Jesus Christ. Grace includes forgiveness, love, compassion, encouragement and support. Scripture says, "The Lord disciplines those he loves...No discipline seems pleasant at the time but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:1-11)

Positive reinforcement and redirection are two important classroom management approaches which are applied. In the event of behavior that disrupts the class, hurts others physically or emotionally, or damages property, then the following guidelines will be applied:

1. The child will be informed that his/her behavior is inappropriate and why that behavior is not allowed. Then the child will express in their own words what they did and why it is wrong. The teacher will also educate the child how to positively resolve the conflict in the future. If applicable, the child will apologize to their classmate or teacher. Then the child will be diverted to another activity.
2. If this is not successful and the attitude or behavior continues to recur, the child will be separated away from the group for "time out" (one minute per year of age). The child will be reminded that these consequences are a result of his/her poor choices. After the isolation time is over, the first step will be reviewed.
3. If behavior is extremely disruptive to the classroom, the child may lose a privilege. *A child will not be deprived of food, naps, or bathroom facilities. In no instance will physical punishment be used.*
4. Parents will receive daily, written communication of their child's behavior. Additional communication will be made in serious or continued cases of misbehavior.

5. *Prince of Peace Preschool* has the right to dis-enroll any child that is causing harm to himself/herself or to others.

School Closing

In the event of threatening weather conditions, such as snow/ice, tornadoes/flooding, *Prince of Peace Preschool* will follow the decision made by the Columbia County Superintendent of Schools.

Emergency Procedures

Prince of Peace Preschool is equipped with emergency evacuation plans displayed at the exit of each room. Students participate in regular fire and tornado drills. Teachers are instructed as to procedures of evacuation during training. In case of an emergency with the school/church facility, such as floods, electrical outage, or structural problems, students will be safely evacuated from the facility or protected in another area of the facility. The Director will notify the parents via telephone or the local broadcast system.

Administration of Medication

Before the staff is allowed to administer medications to a student, the parent must complete the *Administration of Medication Form*. Prescription and non-prescription medicines must be in its original container with the child's first and last name. Medication requiring refrigeration shall be placed in the care of the teacher. Parents are responsible for taking the medication home at the end of the day and removing it from the school at the end of its use. Unclaimed medication will be discarded after two weeks. The staff will record any adverse reaction to medication. Medication will not be dispensed for a period of more than two weeks without written authorization from a physician.

Medical Emergency

In the event of an emergency, 911 will be called for ambulance transportation to the hospital (University Hospital, Doctors Hospital, or Georgia Regents Hospital). Then every attempt will be made to contact the parents, guardians and/or emergency contact (as listed on the *Emergency Information Card*) Parents are responsible for signing the Emergency Information Card which gives Prince of Peace Preschool permission to secure medical treatment for the child if the parent cannot be reached. Costs will be the responsibility of the parents. The school will notify the Bright from the Start: Department of Early Care and Learning of serious injuries requiring hospitalization or professional medical attention or death within 24 hours of accident or injury. Our staff is trained and certified in CPR and First Aid.

Health/Illness/Minor Injury

Parents are requested to inform the school when a child will be absent, but particularly in the case of illness, especially if it is contagious. Children with a temperature of 101 degrees or above, diarrhea, vomiting, or other signs of illness should be kept at home. If your child exhibits these symptoms while at school, you will be notified by phone and are required to pick him/her up from school. Your child should not return until able to participate in all of our activities.

Parents should notify the school if their child is diagnosed with a communicable illness (as defined by the chart posted at school). Children will not be re-admitted without a release form from the doctor. We will report any suspected case of communicable disease to the Columbia County Board of Health. Children must be symptom free for 24 hours before returning to school. Please be considerate of other children and teachers. If your child is sick in the night, do not send them to school the next morning.

In the event of minor injury or abrasions, the caregiver will administer basic first aid. Parents will be contacted immediately if it appears that an accident or illness requires medical attention, otherwise parents will be informed after school.

Posted Notices

Posted notices include our license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, name of director, emergency plans for severe weather and fire, and instructions for visitors.

Mandatory Reporting

All *Prince of Peace Preschool* employees are required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.

Items from Home

Items are not to be brought to school by children unless requested by the teacher for Show and Tell, Student of the Day, etc. Teachers and assistants may use discretion and put away any items brought until the close of the day. Please use discretion when selecting items for Show and Tell.

General Information

- ◆ Parents are always welcome in our school at any time. You also are welcome to access all areas of the preschool used by the children.
- ◆ It is very normal for a child to feel distressed when he/she is separated from the parent. Crying is a very normal reaction for most children at some time or another. A quick exit after settling the child in his room is the best remedy. You are welcome to wait in our gathering area until you are reassured that your child has calmed down.
- ◆ Each child will be given a personal folder that will be used to send items and information back and forth between home and school. Please check your child's folder each day.
- ◆ Parents/Guardians are responsible to communicate with the preschool any changes that take place in regard to personal contact information, work or home changes, custody rulings, transportation situations, or etc.
- ◆ If you have any questions or concerns about anything involving your child or the preschool, please feel free to contact the director at (706) 860-1655.