

Resurrection Preschool

Parent Handbook

2023-2024

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MUST BE SIGNED AND RETURNED

The Program

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 4 & 5 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.

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.

Pictures:

Parents love pictures of their children at school. Often, we post them to our church website or our social media pages. If you do not want your child posted to any of these pages, please let us know. Or make sure on their enrollment form it is checked as “I do NOT want my child photographed”

Brightwheel App

Resurrection Preschool uses an app, Brightwheel. This app allows you to communicate with teachers. This app also documents check in and check out as well as incidents, behavior incidents, potty training, medication requests, various notes and photos of your child. Brightwheel is used daily to communicate with parents to let you know of your child's day/week. Please check the app.

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 or notify through Brightwheel.

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.

Temperature

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

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. A doctor's written release will be requested before the child can return to school.

Diarrhea

When diarrhea is noted, and if the director feels it is necessary for the child to go home, the parents will be notified. Child can return back to school 24 hours after the last episode took place.

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. Child can return back to school 24 hours after the last episode took place.

Lice

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.

Doctors note

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 sickness such as measles, mumps, chicken pox, RSV, COVID 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.

Administration

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.
 - ❖ Siblings receive a 20% discount. (two or more children attending the program)

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

Aftercare:

2 days a week: \$145
3 days a week: \$165
4 days a week: \$185
5 days a week: \$215
Drop ins: \$25 a day

Rooster Care

Rooster care is from 7am to 8am. \$5.00 a day

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. You can also pay through your Brightwheel app. Tuition payments received after the 15th 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 March 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.

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 Transportation/ Medical Attention Policy

For children who require immediate medical attention, staff will call emergency services to respond.

Procedure:

1. Staff at Resurrection Preschool will phone for emergency transportation and/or medical attention when they deem it necessary for a child or children in their care.
2. The staff will then call parents or emergency contacts to inform them.
3. Parents should fill out insurance information prior to starting school (on last page) for Director/Staff to be able to assist medical personnel if parents were unable to be contacted.

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 12:05 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 11:55 a.m. until 12:05 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** ring the doorbell and wait for a teacher/assistant to come get your child so they can be chaperoned to their correct class. Please do not drop your child off in the parking lot or at the front door 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 at all times 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. As well as video of who is at the door.

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 suspected 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.

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.

COVID-19 Guidelines

Guidelines During Pandemic

1. Practice and prepare child for school. Parents should observe if child knows proper handwashing with soap and water for 20 seconds. Parents should talk with child about keeping hands out of mouth and nose. Parents will help child learn to use Kleenex if old enough. Parents should talk with child about not putting toys in mouth. Parents will be asked to train child to sneeze or cough into elbow, rather than hand. Parents should show children a mask and explain some may wear them. Teachers will assist children with these practices at school
2. Complete symptom free form with signature every day. Parents can use the app provided by the school, or director will provide a clean tablet. Director will determine that child's temperature does not exceed 100.4 degrees, before child will be allowed to enter school.
3. Mark all of child's belongings with their name, or a symbol if the child does not recognize his or her name. If teacher wishes, she can provide parents with a symbol. The name or symbol will be applied to sippy cups, water bottles, lunch boxes, book bags, blankets, coats, etc.
4. Notify teacher or director if family or friends test positive for virus, so teacher and children can then be tested. Parents will then be immediately informed if there is a positive result for anyone in the classroom, without using the person's name. If there is a positive result, the child's classroom will be closed for 14 days.
5. Remind child not to take off mask if parents wish child to wear it. The school cannot force the child to wear a mask, so parents must practice at home and we will make every effort to assist.
6. Bring immunizations up to date as soon as possible and bring form to school.
7. Understand parents are not allowed past front door and will wait in carpool line for teacher to bring child out at the end of the school day.
8. Call from the car if child needs to go home early. If no one answers phone, then the parent should ring doorbell.
9. If school is shut down due to COVID for 20 days there will be a freeze in all tuition.

Resurrection Preschool Parent Handbook
Rule & Procedures Acknowledgement Form

Childs Name: _____

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

Insurance Company: _____

Phone Number: _____

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

Signature: _____ Date: _____

Signature: _____ Date: _____