

POLICIES & PROCEDURES WEEKDAY MINISTRIES

Arrival:

Our doors will open in the morning at 8:55 am and will remain open until 9:15 am. One of our staff members will greet your child every morning and assist him/her from the car and into the building (rain or shine). When loading and unloading, always place your car in PARK. If you arrive after 9:15 am, please park in the designated area and walk your child into the building and to his/her classroom. To ensure the safety of the children, doors will be locked from 9:15 am to 12:55 am.

The staff at CLUMC Weekday Ministries is sensitive to the well-being and safety of our children. We expect some "tears" during the first couple of days of carline. Rest assured, every effort will be made to console your children and make their first days at County Line happy ones. **It is much easier on everyone if you do not walk your child to his/her classroom door.** Please use carline. The teachers are prepared to greet the children as they arrive and introduce them to the daily activities and routines. Having to separate from parents at the classroom door can be very disruptive for everyone!

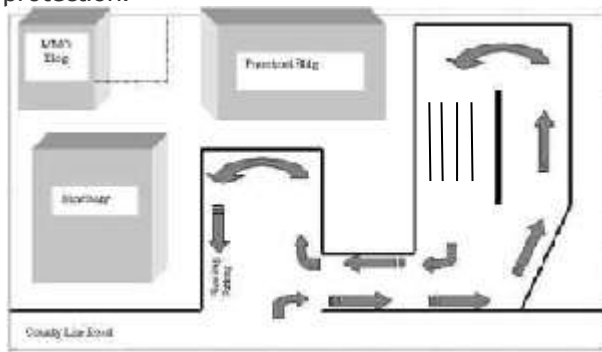
Request from teachers: We are very busy working with the children when they begin arriving each morning. As much as we would like to stop and visit with parents, we believe that this is unfair to the children. If you bring your child in, you may leave your child's teacher a note, but if you need to speak with a teacher, please see her after dismissal or you may email her. If you need to speak with a director, please wait until carline has ended.

Dismissal:

Please make every effort to be punctual. The teachers plan very carefully for each day's activities and wish to start promptly. Late arrivals mean that an art or learning activity is missed. You will be given a "sign" with your child's name on it. This is your child's "dismissal sign". Please line up (see the carline map for directions) and make sure that your child's sign is showing in your car window. Dismissal will begin at 1:00 for preschool and MMO. The staff will bring the children and help them into the car (rain or shine). **It is your responsibility to buckle your child's seat belt.**

You may park in the designated area if you wish to walk in to pick up your child. You will need to show your child's dismissal sign to the staff member at the doorway and she will get your child for you.

We must have written permission or phone confirmation to send your child home with someone other than you - NO EXCEPTIONS. The person picking up your child must be prepared to show I.D. Please send a note with your child and give your child's dismissal sign to the person picking up your child. This is for your child's protection.



Attendance:

We encourage children to be in attendance every day that he/she is registered for school. However, if a child shows signs of illness, please keep her/him at home (please note the "Health" section of the handbook). If the absence is planned in advance, please send a note ahead of time. It is not necessary to call the school on the day that he/she is out. We do request that you call the school if the absence is due to a communicable disease, so that we may notify the other parents. We follow the Cobb County School Calendar for all of our school holidays. As a Christian program, we also elect to be closed on Good Friday.

Balloons:

Balloons cause the deaths of more children than any other toy. Therefore, balloons are not allowed as decorations, and they cannot be distributed to the children. Please understand that we are putting your child's safety first. We greatly appreciate your cooperation in this matter.

Birthdays:

You are welcome to provide a special snack on or near your child's birthday. If your child has a summer birthday, you may discuss with your child's teacher a special day to celebrate with classmates. Please remember that this is a special snack and NOT YOUR CHILD'S BIRTHDAY PARTY - NO BALLOONS! Please check with your child's teacher before bringing a birthday treat. We will distribute birthday invitations if there is one for each child in the class. If there is not, you will need to mail them. Goodie bags and gifts that were not given at the party need to be given to the parent directly and not sent to school.

Clothing:

We recommend that children wear play clothes that are practical, comfortable, washable and easy for the child to take on and off. Tennis shoes are the best choice for playground feet. *No open toes shoes please.*

Any piece of clothing that your child may take off at school (sweaters, coats, hats, gloves, coats, etc) should be clearly marked with your child's name. Also, please make sure his/her name is on the outside of the lunchbox. Any lost and unclaimed item will be donated to Must Ministries after 2 weeks.

Emergency Procedures:

We will conduct a monthly fire drill or tornado drill. In case of an actual emergency, we will contact you via *Calling Post*. ***Please make sure that we have your current emergency phone number and that your cell phone is turned on when your child is at school!***

Faculty:

Every member of our staff is a Christian who is committed to teaching your child in a loving and nurturing manner. Continuing education workshops are attended annually so that they may be better informed of current trends and better teach your child. All teachers and aides are certified in CPR and First Aid. All staff members of County Line UMC are required to have a GBI background check. We are also a Safe Sanctuary Church.

Food & Gum:

The only food sent to school should be a snack and your child's lunch. *Children should not come to school in the morning with food in their hands or gum in their mouths.*

Fund Raising:

Our fund raising committee sponsors fundraisers to help maintain a high quality program at an affordable price for the parents. This money helps us to buy materials, furniture and other items that are not in the budget. You are not expected to participate in any fundraising activities you do not choose to join. If you would like to be on the committee, please contact a director. As a Weekday Ministry program of CLUMC, we support the other ministries & missions of County Line UMC. Please see the church website for ministry information.

Health:

We follow hygienic practices in our program including regular hand washing, use of disposable gloves when changing diapers and exposure to body fluids, and disinfecting tables used as eating areas and toys. We also encourage children to use and dispose of Kleenex properly and to wash their hands afterwards. We encourage you to make washing hands the routine at home as well.

We ask your cooperation in keeping your child at home whenever he/she is sick. We will contact you to come and pick up your child if he/she becomes sick while at school. Health conditions that may represent a contagious disease are:

- Fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Rash of unknown origin
- Cold symptoms -- yellow or green running nose, frequent cough, etc

Any child exhibiting the above symptoms should not be with other children until the symptoms are not present for 24 hours. *Children must be fever free for 24 hours without fever reducing medication in order to return to school.*

If your child is diagnosed with a contagious disease, please notify the office immediately so that we may contact the other parents. Any child who has had a communicable disease or condition may return to school only after the following procedures have been met:

- Strep Throat Must be on antibiotic for 24 hours
- Conjunctivitis Must be on medication for 24 hours
- Chicken Pox All spots must be dry
- Ringworm, Impetigo Notes from doctor
- Head Lice, Scabies Proof of treatment is required and no nits in hair
- Whooping Cough After 2 weeks & with note from doctor
- Scarlet Fever Note from doctor
- Infectious Hepatitis Note from doctor. Children in families with this disease need a Gamma Globulin shot to protect against it
- Meningitis Note from doctor
- Measles, Mumps, Rubella Return after 7 days & note from doctor
- Tuberculosis Return 14 days after treatment & note from doctor

We will give no medication at school. It is best that a sick child who needs medication during school hours to be kept at home. The exceptions to this rule are Epi pens for allergic reactions and asthma inhalers. Please do not leave medications in your child's school bag. It should be given directly to your child's teacher in the original pharmacy container with the exact instructions from the doctor and a medicine form filled out. If your child has an allergy of any kind, please see that we have written information explaining what offends him/her and what his/her reactions are. We will try to keep your child as comfortable as possible.

If your child is not well enough to go outside on the playground, he/she is not well enough to come to school. Please do not ask the teacher to allow your child to remain inside during this time. We do not have the staff to stay inside with one child.

Your child's health form and immunization form (3231) must be kept up-to-date and on file in the office. The Georgia Health Department requires this form. If we do not have it within 30 days of enrollment, your child cannot remain in the program.

If your child has a minor accident at school, the staff will administer first aid and you will receive a note from the teacher (a "Boo Boo Report"). If medical attention is required, the staff will call 911. Every effort will be made to contact the child's own physician. You will be notified as quickly as possible.

Please inform your child's teacher of any illnesses or injuries that happened on the weekend. Please do not bring sick siblings into the classroom of a child that you are bringing to school. This spreads germs to the children in that room.

Items Brought to School:

We welcome books, tapes, and CDs (clearly labeled with your child's name), flowers, shells, insects (in plastic jars), and assorted treasures from nature. Small animals brought into the building must be in a carrier. Large animals must stay outside and on a leash. A parent must stay with the animal at all times. Please arrange a time with your child's teacher before bringing live animals to school.

We do not allow any poisonous plants in the classrooms (please check with your teacher - she has a list in the classroom).

Toys and stuffed animals should be left at home, except on days designated by the teacher as "show and tell" days. Please do not send anything that is a weapon (toy or real) at any time.

Lunches:

We ask that you send food that your child can eat independently. Please do not send foods that are a choking hazard: (hot dogs (unless cut into length-wise strips), whole grapes (unless quartered), hard candy, gum or nuts. Such items will be returned home in your child's lunch box with a note reminding you not to send it again. Please do not send any glass containers to school. Please do not send in food that needs to be microwaved. All lunches need to be "ready to eat". Send any spoons or other utensils that your child will need to eat his/her food as well as a cold pack if it needs refrigeration. You also have the option to purchase Gondolier pizza from school on Tuesdays

& Fridays. The cost is \$2.50 per lunch if prepaid, otherwise it is \$3.00 and must be paid in the day of lunch.

Messages:

Please send all messages to the school in writing. Verbal messages are not dependable. Please let us know if you will be picking up your child early, so that we can have your child ready. Please remember that the teachers are in their classrooms until the end of school and cannot answer the phone unless it is an emergency. You can leave a message in the office and the teacher will call you as soon as possible.

Please notify us in writing of any home, work, and cell phone number (or address) changes.

Parent Communication:

We will do our best to keep you informed of the activities of the program and the progress of your child. It is very helpful if you read this handbook and the other items that we send home. Classroom communication will be done via the shutterfly website. All parents are required to sign up for this site. Of course, there will always be casual conversation and phone calls and additional conferences when needed.

Parent Conferences & Progress Reports:

Please feel free to contact your child's teacher or the director anytime a question may arise. Parents of three, four & fives, for both MMO & Preschool, will receive a detailed progress report in April. Either the parent or the teacher of any child may request a conference any time there is a special concern.

Parent Involvement:

The staff and parents working together play a vital role in the growth of our young children. We value your time and talents in your child's classroom and appreciate any question or insight you may offer. You will have several opportunities to sign up to volunteer at Orientation and Open House or you can let us know when and where you would like to help. We need Room Parents, craft helpers, a fund raising committee, and substitutes.

Parental Support:

- Make sure that your child has adequate rest.
 - Make sure that your child has a nutritious breakfast. Proper nourishment is essential for children to do their best.
 - Wake your child early enough so he/she is not rushed. Strive to maintain a pleasant emotional atmosphere in the mornings and on the way to school.
 - Make sure that your child has an opportunity to use the restroom BEFORE arriving to school.
 - Inform your child's teacher of any unusual situation or stress at home that may affect your child.
 - A child that is not well enough to play outside is not well enough to be at school.
- Encourage responsibility and accountability. Praise your child when he or she puts away play things; keeps up with his or her own things; puts on/takes off his or her own coat; respects other children and adults and their property; remembers his or her manners ("please" and "thank you"); and follows directions promptly.
- Teach your child to be reverent at prayer time.

Parents are requested not to bring siblings of students on special days unless absolutely necessary. If possible, this time should be set aside to give your child your undivided attention and the place of importance he/she needs. Please make prior arrangements if you would like to help in the classroom. Also, please remain sensitive to the separation anxiety of your child when you come in for a while and then leave. Some children handle this situation better than others. Younger children have a more difficult time having to separate from parents more than once during the day, especially at the beginning of the year. The teacher will let you know if she thinks your child and the class can handle it.

Potty Training Policy:

All children in the four year old preschool classes must be fully potty trained at the beginning of the school year to attend class. Each child should be wearing underwear, not pull-ups or diapers, at school. Staff members will help the children who are in the process of potty training.

For the purpose of clarification, our definition of fully potty trained is:

- The child recognizes when he/she needs to go to the restroom
- The child verbally informs an adult of the need to go to the restroom.
- The child enters the restroom on his/her own.
- The child manipulates his/her clothing off and on with little or no assistance.

- The child sits on or stands at the commode and handles own cleaning needs.
- The child washes his/her hands and rejoins the class.

Discipline:

We use positive discipline in our program. We try to concentrate on the positive by telling the child what we want them to do rather than what not to do. We structure the classroom, the daily schedule, and activities in such a way as to prevent problems from occurring. However, when discipline becomes necessary we follow the steps below:

- 1- We gently remind the child of acceptable behavior.
- 2- We will redirect the child to another toy or area in the room.
- 3- If the inappropriate behavior continues, we will remove the child from the situation or the group within the classroom. The "time out" will last as many minutes as the child's age. This time allows the child to exercise self-control and regroup. The parent will be notified if the child repeatedly exhibits inappropriate behavior.
- 4- If this "time out" is not effective or if the child is extremely disruptive or dangerous to the other children or adults in the room, the child will be removed from the classroom and taken to the director's office. If the child has to be removed from the room for more than a short time or for repeated incidents of the same behavior, the parents will be called.

Reason a Child will be Sent Home for the Day:

- A child who has been crying nonstop for an hour or more.
- A child who is sick.
- A child whose behavior is harmful to the children or teacher, or is extremely disruptive to the class.

Reasons for Dismissal from the Program:

- Non- payment of fees - any account as much as 30 days past due will make the child subject to suspension until payment is received.
- Failure to provide the requested Georgia Form 3231 (immunization form) or state approved/notarized immunization waiver.
- Extremely disruptive, destructive, or dangerous behavior of a child in the classroom.

Rest assured that every effort will be made to work with parents and child before dismissal.

Registration:

Each child must be the age of the class on or before December 31st to be admitted into the class. No exceptions will be made. Enrollment is limited to ensure a low student/teacher ratio and provide the best program possible for each child.

School Bags:

County Line UMC Weekday Ministries provides all of the supplies that your child will need, including a tote bag. Please do not allow your child to bring a backpack. Our storage space is very limited and the teachers strongly request the use of only the tote bags that are provided.

Snacks:

You will receive information from your child's teacher regarding how their individual class handles snacks. Water will be provided. Please no drinks unless your nursery age child requires a bottle or sippy cup. Your child's teacher will provide a list of snacks appropriate for your child's age group. Please remember to send in snacks that are ready to serve and easy to clean up. Also, please send in enough food for the children in the class plus 2 staff members.

Because County Line UMC Preschool & MMO falls under the Georgia state "exempt status for churches and preschools", we are not licensed. Therefore, we cannot legally operate more than four hours per day. Complete understanding and cooperation in this is required & fully expected.

Tuition Payment:

Tuition is based on an annual rate and then divided into 10 monthly payments- August through May. Prorating for illness, holidays, bad weather, or moving is not a policy. Tuition is due on the 15th of the month. If it is not paid by the 20th a late fee of \$10 will be assessed for tuition paid after this date. A \$35.00 service charge will be applied to all returned checks. If a check is returned twice, you will be asked to pay future tuition via money order, cash, or cashier's check only.

Each child will have an envelope with his/her name on it that will be sent home the week before tuition is due. Please put your check in the envelope and return it to school in your child's school bag.

Please notify the administrative assistant at 770.428.0511, ext. 105 if there is a need to make a late payment.

Visitors:

Visitors are always welcome at our school. Out of courtesy, please check first with the director before entering a classroom. Please be sensitive to the teacher's need to devote her time and attention to her class while you are visiting. Conversations about your child should take place on the telephone or at a prearranged conference rather than in front of your child.