

POLICIES & PROCEDURES WEEKDAY MINISTRIES

Arrival:

Our doors will open in the morning at 9:00 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 to the building. After ringing the doorbell, please wait patiently for a staff member to retrieve your child and take him/her to their classroom. To ensure the safety of the children, the doors will be locked from 9:15 am until 12:55 pm.

The staff at Weekday Ministries is sensitive to the well-being and safety of your 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 with the children when they begin arriving each morning. As much as we would like to stop and visit with parents, we believe this is unfair to the children. If you need to speak with a teacher, please email or text her. If you need to speak with the director, please wait until carline has ended.

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.

Dismissal:

You will be given a “sign” with your child’s name on it. This card identifies who you are picking up at dismissal. 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 12:55 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.**

We must have written/text 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 ID. Please send a note with your child and give your child’s name 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 any signs of ill health, please keep him/her at home. If an absence is planned, please send a note ahead of time. It is not necessary to call the school on the day your child is out, but we do request that you communicate with the teacher if the absence is due to a communicable illness. This way we can notify other parents. We follow the Cobb County School Calendar for all our school holidays.

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. Please consult with the 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/email them. Goodie bags and gifts that were not given at the party need to be given to the parents directly and not sent to school.

Clothing:

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

Any piece of clothing that your child may take off at school (sweaters, coats, etc.) should be clearly marked with your child's name. Please make sure that your child's name is on the outside of their lunchbox. **Any lost or unclaimed item will be donated to MUST Ministries after 2 weeks.**

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 become better informed of current trends in preschool education. All teachers and aides are certified in CPR and First Aid. All staff members are required to submit to a GBI background check.

Food:

The only food sent to school should be their snack and lunch. ***Children should not come to school in the morning with food in their hands.***

Fund Raising:

Our school has several fundraisers throughout the year. These are in place to help maintain a high-quality program at an affordable price for parents. This money helps us to buy supplies, furniture and other items that are not included in the budget. You are not required to participate in any fundraising activities. As a ministry of County Line, we support other ministries and missions that the church supports.

Health:

We follow strict hygiene practices in our program that includes regular handwashing, use of disposable gloves when changing diapers and when exposed to bodily fluids. Tables and toys are disinfected throughout the day. We also encourage children to learn to use and dispose of facial tissue properly and to wash hands (or use hand sanitizer) afterwards.

We ask for your cooperation by 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 ill while at school. Health conditions that may represent a contagion are:

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

Any child exhibiting the symptoms listed above should not attend school until such symptoms are not present for 24 hours. ***Children must be fever free for 24 hours without fever reducing medication to return to school.***

If your child is diagnosed with a contagious condition, please notify the office or the teacher immediately so we may contact the other parents. Any child who is diagnosed with any illness listed below may return to school only after the following conditions have been met:

- Strep Throat -- Child must be on an antibiotic for 24 hours.
- Conjunctivitis (pink eye) – Child must be on medication for 24 hours.
- Chicken Pox – All spots must be dry.
- Ringworm, Impetigo – A note from doctor is required.
- Head Lice, Scabies –Proof of treatment is required. There should not be any nits left in hair.
- Whooping Cough – 2 weeks and a note from the doctor
- Scarlet Fever – Note from doctor.
- Infectious Hepatitis – Note from doctor.
- Meningitis – Note from doctor.
- Measles, Mumps or Rubella – Return after 7 days and a note from the doctor.
- Tuberculosis – Return after 14 days and a note from the doctor.

We will not give medication at school. Generally, it is best that a sick child who requires medication during school hours remain at home. The exceptions to this rule are Epi Pens and asthma inhalers. Please do not leave medications in your child's school bag. It should be handed directly to the teacher in the original pharmacy container with exact instructions from the doctor. A medicine form needs to be completed. If your child has an allergy of any kind, please make sure the school has written information explaining the irritant and what reaction can be expected.

If your child is not well enough for the playground, he/she is not well enough for school. Please do not ask the teacher to allow him/her to remain inside during recess. 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. This is a requirement of the Georgia Health Department. If we do not receive 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 ("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 occurred outside of school hours.

Items Brought to School

We welcome books and CDs (clearly marked with your child's name), flowers, shells, insects (in jars!) and assorted treasures from nature. Small animals must be in a carrier. Large animals must stay outside on a leash. A parent must always stay with the animal. Please consult your child's teacher before bringing live animals to school.

Poisonous plants are not allowed in the school.

Toys and stuffed animals should be left at home except on days designated by the teacher as "show and tell" or pajama day. 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 designated as a choking hazard: i.e. hot dogs (unless cut in strips), grapes (unless quartered), hard candy, gum or nuts. These items will be returned to your child's lunch box with a reminder to not send them again. Please do not send any glass containers to school. Please do not send foods that need to be heated. All lunches need to be ready to eat. Send any spoons or other utensils that your child will need. Add a freezer pack if the food needs to remain cold. You also have the option to purchase Gondolier Pizza on Tuesdays. The cost is \$3.00 if pre-paid and \$4.00 if paid on that day.

Messages:

Please send all messages to the school in writing or via text. Verbal messages are not dependable. Please let us know if you'll be picking your child up early so we can have them ready. Please remember that the teachers are busy in the classroom until the end of the day and may not be able to reply until the end of the day.

Please notify us in writing or via text of any phone number or address change.

Parent Communication:

We will do our best to keep you informed about program activities and your child's progress. It's very helpful to read the policies and procedures and other items that we send home. Classroom communication is done using private Face Book Pages and different apps at the teacher's discretion. i.e., Homeroom, Band, Group Me, etc. Your teacher will let you know which one she prefers and will invite you to become a part of the site. Of course, there are still casual conversations, texts and phone calls when extra communication or conferences are needed.

Parent Conferences & Progress Reports:

Please feel free to contact your child's teacher or the director any time that you have a question or concern. Preschool parents (3s, 4s and 5s) will receive a detailed progress report toward the end of the school year. Parents and teachers may request a conference any time there is a special concern.

Parent Involvement:

The cooperation of parents and teachers plays a vital role in the growth of our young children. We value your time and talents and appreciate any insight you may offer. You'll have several opportunities to sign up to volunteer when you attend Meet & Greet and Open House. We always need substitutes. Let the Director know if you are interested.

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 during the morning and on the way to school.
- Make sure that your child has an opportunity to use the restroom BEFORE arriving at school.
- Inform your child's teacher of any new or unusual situation 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/she puts away their playthings; keeps up with his/her own things; puts on/takes off own coat; respects

other children and adults and their property; remembers his/her manners (“please” and “thank you”); and follows directions promptly.

- Teach your child to be reverent at prayer time.

Parents, we request that you not bring siblings on special days unless necessary. If possible, this time should be set aside to give your child your undivided attention. 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. 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 class must be potty trained at the beginning of the school year to attend class. Each child should be wearing underwear to school, not pull-ups or diapers.

Fully potty-trained means:

- 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 or stands at the commode and handles his 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 to prevent most problems from occurring. However, when discipline becomes necessary, we follow the steps below:

- We gently remind the child of acceptable behavior.
- We will redirect the child to another activity or another area of the room.
- 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.
- If the “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 must 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 non-stop 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 that is 30 days past due will make the child subject to suspension until payment is received.
- Failure to provide the requested Georgia Form 3231 (immunization record) or state approved/notarized immunization waiver.
- Extremely disruptive, destructive or dangerous behavior in the classroom

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

Registration:

Each child must be the age of the class on or before September 1st with the exception of the Young 5s. They need to be turning 5 by December 31st. No exceptions will be made. Enrollment is limited to ensure a low student/teacher ratio and to provide the best program possible for each child.

School Bags:

County Line 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. Storage space is very limited.**

Snacks:

You will receive information from your child's teacher regarding how their individual class handles snacks. Most will ask that you send a water bottle or sippy cup for use during snack time. The 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.

Tuition Payment:

Tuition is based on an annual rate that is then divided into 10 equal monthly payments beginning in August and ending in May. Prorating for illness, holidays, bad weather or moving is not our 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 added. A \$35 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 or cash only. Each child will have an envelope with his or her name on it that will be sent home the week before tuition is due. Please place your check or cash in the envelope and return it to the school in your child's folder.

Please notify the director at #770.428.0511 x 105 or mmops@countylineumc.org if you need to make a late payment.

Visitors:

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

Because County Line Weekday Ministries falls under the State of Georgia "exempt status for churches and preschools" we are not licensed. Therefore, we cannot legally operate more than four hours per day. Your complete understanding and cooperation in this are required and expected.