



Student Handbook
of
Policies and
Procedures



Cumming Baptist Church Weekday Preschool

115 Church Street
Cumming, GA 30040
(770) 744-5762

preschool@cummingbaptist.net
cummingbaptistpreschool.com



Dear Parents,

We are so thrilled that you chose Cumming Baptist Church Weekday Preschool for your child(ren). This handbook is designed to inform you of the policies and procedures of our program for providing a safe and nurturing environment.

Our vision for our Weekday Preschool program is to be a ministry of Cumming Baptist Church and a ministry to the community. It is our desire to honor Christ in every aspect of our program. Our staff is committed to nurturing your child(ren) and providing the most opportunities for them to learn and grow.

Please know that we are here if you ever have any questions or concerns. We have an “open door” policy. Please do not hesitate to visit, call, or email if the need arises.

In Christ,
Dana Stewart
Director
770-744-5762
preschool@cummingbaptist.net

Church Relationship:

The Weekday Preschool Director is responsible for the overall program administration and supervision of all staff members of the Weekday Preschool. The Director and the program itself are under the supervision and sponsorship of Cumming Baptist Church. The Director will report to the Preschool Ministry Team. The Preschool Ministry Team is comprised of the Director, Senior Pastor, Associate Pastor to Children, and other members of Cumming Baptist Church. It is the purpose of the Preschool Ministry Team to provide guidance and support to the preschool.

Purpose:

The weekday preschool of Cumming Baptist Church exists to provide a safe, loving, Christian environment and to nurture the whole child spiritually, physically, academically, emotionally, and socially.

CBC Weekday Preschool's objectives are:

1. To grow the next generation to know Jesus and make him known.
2. To provide a ministry to families to help children grow and develop spiritually.
3. To provide a safe and secure environment, where parents know their children will receive excellent care at their "home away from home".
4. To provide opportunities for children to grow in all aspects of their lives through various activities, learning materials, and lessons that are developmentally appropriate.
5. To encourage children to be independent thinkers and lifelong learners.

Curriculum:

CBC Weekday Preschool is utilizing the WEE Learn bible story curriculum in Mother's Morning Out classes. It is a developmentally appropriate curriculum that is designed by Lifeway and is a Southern Baptist approved curriculum. This curriculum places a heavy emphasis on Biblical teaching. Teachers will utilize different learning materials, manipulatives, music, and building blocks in this class. Teachers will emphasize sharing with others, free play, and getting along with our friends.

2K, 3K, and 4K classes will utilize the A Beka curriculum in the classroom. This is a Christian based preschool curriculum that uses age appropriate learning activities. Teachers will use supplemental materials to enhance classroom instruction as well. In addition to this curriculum, our classes will focus on a fruit of the spirit for each month and will do activities demonstrating that fruit of the spirit. This teaching is based on Galatians 5:22-23.

Policies:

Age of Child: We serve children from age nine months to five years old. Each child will be placed in a class based upon their age as of September 1st of that school year. Children remain in the same classroom until the end of the school year.

Class Days: Mother's Morning Out and the 2K class have the option to attend on Monday/Wednesdays or Tuesdays/Thursdays. 3K class meets on Tuesdays, Wednesdays, and Thursdays. 4K class meets Monday through Thursday.

Registration Fee: A registration fee of \$115 is due upon registration and is non-refundable for Mom's Morning Out, 2K, 3K, and 4K. Your child's spot is not reserved and secure until the registration fee is paid. There is a \$25 non-refundable Activity Fee for Mom's Morning Out. There is a \$50 non-refundable Activity Fee for 2K, 3K, and 4K classes. Activity Fees are due by May 1st.

Class Sizes:

- Four year old class: not to exceed a 7:1 student/teacher ratio
- Three year old class: not to exceed a 7:1 student/teacher ratio
- Two year old class: not to exceed a 5:1 student/teacher ratio
- Mom's Morning Out class: not to exceed a 4:1 student/teacher ratio

Each class has a lead teacher and at least one assistant teacher.

Tuition:

Tuition is determined on a yearly basis. Each tuition payment is made one month ahead of time. For example, September tuition would be due on August 1st. Consideration for special arrangements may be made by the Director and/or the Preschool Ministry Team in situations of extreme hardship. Please make checks payable to Cumming Baptist Church Weekday Preschool. Anyone who is paying cash must come in to the Preschool in person to receive a receipt.

Records:

The Preschool will keep attendance records, health records, and incident reports, should any incidents occur. Parents are required to submit all contact information where you can be reached throughout the day, authorized pick-up information, and allergy information.

Program Length:

Preschool will be in session for nine months. We will follow the Forsyth County Schools calendar for all holidays, breaks, and inclement weather days. The Preschool will be in session from September to May. We will also follow the Forsyth County Schools early release days. All classes will end at 11:00 on an early release day, with students not eating lunch on campus that day. When Forsyth County Schools close for hazardous weather, the Preschool will close as well. If Forsyth County Schools have a delayed start, our Preschool will be closed for the day.

The Director will be in constant communication via email so parents are always aware of any closings.

Hours:

The 2K, 3K, and 4K classes will meet from 9:00 a.m. to 12:30 p.m., with instruction time from 9:00 a.m. to 11:50 a.m. and lunch from 11:50 a.m. to 12:20 p.m. Mom's Morning Out hours are 9:00 a.m. to 12:00 p.m. These children will not eat lunch on campus. **Please do not bring your child earlier than 8:55 am to ensure proper supervision for your child.** The parent who brings the child must stay with the child until he/she is under the care of a CBC Preschool staff member. Your child can only be picked up by a person on the "Approved Pick-up" list. Pick-up time is promptly at **12:30**. A late pick-up fee is subject to be assessed if the child is picked up 5 or more minutes later than dismissal (\$5 for each 5 minute period).

Security:

For the safety and security of each child, we will lock the doors to the preschool promptly at 9:15. If you need to enter for any reason or for late drop off or early pick-up, you will need to call the preschool number at 770-744-5762 or ring the doorbell located beside the preschool door.

Tardiness:

If you are bringing your child to class after 9:15 a.m., you will need to sign them in at the front desk. A CBC Preschool staff member will walk them to their class. Please make every effort to be on time. It is less disruptive for the learning environment if you arrive on time. You will also need to sign your child out at the front desk if you are checking him/her out early.

Car Pool Line:

The first week of school parents will need to bring their child into their classroom and pick them up from his/her classroom. The car pool line will start the second week of school. You will enter our car pool line at the Church Street entrance of Cumming Baptist Church. You will pass the church office and go up the hill to the preschool building. Please follow the perimeter of the parking lot to the right. You will pick up your child under the shelter between the preschool building and the gym. All children enrolled in the Mom's Morning Out program must be brought into and picked up from their classroom and not dropped off in the car line. Mom's Morning Out parents may park in the parking lot to walk your child in. In the car pool line at pick-up, CBC Preschool staff is not responsible for buckling your children into their car seats. Please pull forward to the parking spaces to the right or to the left of the playground to ensure your child is correctly buckled into his/her car seat.

Sick Policy:

In order to protect the group as a whole, we ask that parents assist us by keeping sick children at home. In the event that a child becomes sick while at Preschool, the family will be notified, and prompt pick up arrangements will be made. If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made. Children with infectious illnesses cannot attend.

A child may not attend preschool if:

- Fever 99.9 degrees and higher: this includes the day before/morning of preschool. Your child must be fever free for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before, then that still means they cannot come to preschool the next morning.
- Rash: For an unexplained rash, you need to consult your child's doctor. We ask that you submit a note stating your child is not contagious.
- Vomiting and/or Diarrhea: We ask that you keep your child at home if they have had two consecutive episodes of vomiting and/or diarrhea. To return to Preschool, all symptoms must be gone for 24 hours.
- Strep Throat: We ask that you consult a doctor and your child be fever free for 24 hours before returning to Preschool.
- Flu/Bronchitis/Pneumonia: We ask that you consult a doctor and your child be fever free for 24 hours before returning to Preschool.
- Conjunctivitis (red eyes with yellow discharge)/Pink Eye: Pink eye is EXTREMELY contagious. If your child is experiencing even the slightest symptoms, please see a doctor and wait 24 hours after the start of antibiotics to return to Preschool.
- Head Lice: In order to return to school after having head lice, your child must have a written doctor's note clearing him/her to return to school.
- Common Cold Policy: Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc. The child should also be well enough to actively participate throughout the day.

If you have any questions concerning our sick policy and whether your child should attend, please call before bringing your child. Use common sense. If your child is showing any symptoms of not feeling well, please keep them at home. Please be on the lookout for any symptoms of contagious illnesses such as: sore throat, earache, nausea, vomiting, diarrhea, skin rash, inflamed eyes, flushed skin, etc.

Parents should notify the child's teacher or director if your child develops a contagious disease. If your child develops chicken pox, head lice, ringworm, or any other communicable disease, please do not send your child to Preschool.

PLEASE BE COURTEOUS OF ALL CHILDREN IN OUR PROGRAM, AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED.

Immunizations:

Public schools in Georgia require preschool age children to be current on certain immunizations. While we are not considered a public school, we still try to abide by state guidelines and request that your child be current on certain immunizations. Please contact your child's pediatrician to obtain an immunization certificate to be kept on file. This immunization certificate must be turned in by the first day of school.

Chapel:

Once a week students will participate in chapel. We will also sing and learn songs and scripture during this time.

Food:

Parents will provide all food and drinks for students to eat lunch at school. Food should be in a lunch box. Please put your child's name on his/her lunch box, as well as any other containers. A thermos or cup with a sipper top is preferred. Your child can not eat breakfast at school. We are not prepared to heat or cool foods, so keep this in mind when packing your child's lunch.

Be sure to alert us of any allergies your child has in case special snacks are served.

Clothes:

Washable play clothes are the most suitable for preschool. A spare change of clothes placed in a Ziploc bag is required for all students in the event an accident occurs. We will keep one change of clothes at the preschool at all times. Please be mindful of the season when sending your spare change of clothes. All clothes (jacket, hat, gloves, etc.) are to be clearly marked with your child's name. Tennis shoes or other shoes with a closed toe are ideal for playground time.

Potty Training Policy:

Three year olds must be completely potty trained to participate in the program. For safety reasons, the child must be at least trying to wipe by themselves. For two year olds, we require them to be in pull-ups with Velcro sides. Please be sure to send extra pull-ups and wipes as well. Due to health and sanitary reasons, it is our policy that children who are not completely potty trained must wear a pull-up to preschool. Until the child can go through the day without an accident, a pull-up must be worn.

Toys:

Toys and equipment are provided in each classroom. Children may bring items from home, if they are willing to share with other children. If the child is not sharing, the item will be placed in their cubby until it is time to return home. Please refrain from allowing your child to bring something of great value in case of an accident. Please refrain from bringing any play guns, knives, and action figures. While we appreciate the generosity of parents and church members, we only accept donations made to the director so she can evaluate the age appropriateness, safety, and disinfecting ability of each item. In each classroom, there will be a "dirty toys" bin for toys that go into a child's mouth. These toys will be sanitized even more thoroughly than the rest of the classroom.

First Aid:

We make every effort to provide a safe environment for your child; however, on occasion, an accident may occur. In this situation, there is a first aid kit located in the kitchenette of the preschool building and in the preschool supply closet. The teacher will write an incident report. Depending upon the severity of the accident, we will notify the parent, seek emergency medical treatment, or simply send home the incident report at the end of the day. **In the case of head injuries, parents will be notified immediately.**

Withdrawal:

It is understood that a child admitted to the program will attend the program the entire school year. If, for some reason, the child cannot attend the program, we request that you notify the director at least 30 days in advance of your withdrawal of your child. A child is considered enrolled until we receive withdrawal notification and will be required to pay monthly tuition as well.

Dismissal of a child:

We reserve the privilege of dismissing a child at any time if, after entering the program, the child is unable to participate in activities or fees are not paid. Serious discipline problems may also constitute a need for dismissal. Such a dismissal would not take place until all appropriate measures have been exhausted.

Visitors:

Parents are strongly encouraged to attend special events at school when invitations are sent home as a group. Parents are also encouraged to attend and volunteer upon the teacher's request. For the safety and protection of all of our children, only CBC Preschool staff will be allowed into the classroom on a regular school day (unless approval from the director is received). All visitors must sign in at the front desk.

Safety and Security:

All of our staff undergo vigorous screening before being hired. We follow the Safe Harbor system, and all staff members are required to pass a background check. Many policies are in place to ensure your child's safety and to ensure that all of our staff members are above reproach. Under state law, childcare workers are "mandatory reporters." Our staff is required to report any suspicion of physical, mental, emotional, or sexual abuse or neglect to the proper authorities and law enforcement officers.

Notes:

Each child is required to bring a folder to and from school each day. This folder will be the line of communication between the child's teacher and parents. A book bag or backpack is required to transport the folder, extra change of clothes, water bottle (or juice cup) and lunch.

Field Trips:

Field trips are planned throughout the school year. **For your child to be allowed to participate in the field trip, a parent must transport and attend with the child or your child cannot go!**

Supplies:

A supply list is usually emailed out to parents before school starts or given out at open house. An activity fee is required to pay for activities and events that are above and beyond the regular school day.

Parties:

Please sign up to volunteer at your child's holiday parties (Christmas, Valentine's, etc). Parental involvement is crucial in the success of these events for your child. Speak to your child's teacher if you have any special plans for his/her birthday. We welcome special birthday celebrations, but they must be approved by your child's teacher first. If you send birthday party invitations to school you should send one for each child in the class. If each child in the class is not invited, please use some other means to invite the specific children. We will not pass out birthday party invitations unless everyone in the class is included. Birthday presents should not be brought to school and exchanged.

Special Events:

We will have special events throughout the year, such as a Grandparent's Day, Fall Festival, Thanksgiving and Christmas Celebrations, etc. Parents are invited and encouraged to attend on these days.

Statement of Discipline:

We strive to make discipline at CBC Weekday Preschool a positive experience. We realize that children are learning how to behave in different types of situations. Should disciplinary action occur, the child will first be redirected to another activity and taken out of the situation. Children are never ridiculed, embarrassed, or excluded from an entire activity. **Corporal punishment is NOT an accepted form of punishment. This includes spanking, hitting, grabbing, or any other form of physical force.** Children never have a snack or lunch withheld as punishment. Restraint may be used, if necessary, to protect a child from harming themselves, another student, or a staff member.

Biting Policy:

If a child bites another child, the biter will be immediately told NO, be removed from the situation, and redirected to another activity. After the teacher cares for the child who was bitten, the teacher will speak with the biter about the situation. The teacher will console the bitten child and wash the bitten area with soap and water. An ice pack may be used if necessary to reduce redness and/or swelling. An incident report will be completed and sent home with all children involved that same day. The teacher will not release the name of the biter or the child who was bitten to parents.

- The first time a child bites, the parent will receive a call from the teacher or the director. In addition, an incident report will be completed and sent home. If a child bites more than once in the same day, the parents will be called to pick up the child immediately.

- The second time a child bites, the above procedure will be followed and parents will be informed that if it happens again, they must pick up their child immediately from school.
- The third time a child bites, the child will be removed immediately from the classroom and the parent will be called to pick up the child. A conference with the teacher, parents, and the director will be scheduled and held before the student can return to school.
- If a child bites after a third time, he/she will be suspended from school for one week. If the child continues to bite and shows no signs of improvement to stopping the behavior, the preschool reserves the right to dismiss the child from the preschool.

Amendments:

This handbook is evaluated every year by the director and Cumming Baptist Church Preschool Ministry Team. Amendments made to this handbook are approved by the Preschool Ministry Team.

Contact Us:

Please contact the director, Dana Stewart, if you ever have any issues or questions. We have an “open-door” policy, so please don’t hesitate to contact me. The director’s phone number is 770-744-5762. Email address is preschool@cummingbaptist.net. Website is cummingbaptistpreschool.com.

In the event that you cannot reach the preschool office, you can contact the church office at our main phone line at 770-205-6699.

Thank you again for choosing Cumming Baptist Church Weekday Preschool.
We look forward to learning and growing with your child.