

# mceachern

united methodist preschool

*Infants through Kindergarten*

2019-2020



# Parent Handbook

4075 Macland Road Powder Springs, GA 30127 | 770-439-7110  
[www.meachernumc.org](http://www.meachernumc.org)

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## McEachern Methodist Preschool Objectives and Mission

*Work and play with others in a group setting*  
*Respect the rights of others*  
*Be kind, cooperative and courteous*  
*Develop a feeling of belonging*  
*Develop a positive self-image and grow in self-control*  
*Listen and follow directions*  
*Express feelings and ideas*  
*Face and overcome problems*  
*Become more independent*  
*Use and care for materials*  
*Share belongings and supplies*  
*Broaden range of interest*  
*Learn from hands-on experiences*  
*Develop pre-reading skills*  
*Develop number concepts*  
*Develop motor skills*  
*Acquire safe and healthy habits*  
*Enjoy music and art*

*It is the mission and goal of McEachern Methodist Preschool to nurture the whole child. This includes the intellectual, spiritual, emotional, social and physical aspects of each child. Most importantly, we want each child to feel loved by each member of our staff and to learn of the love of Jesus Christ.*

*McEachern United Methodist offers classes for infants through 5 yr. Old kindergarten. We seek to provide a happy, loving, Christian environment offering age appropriate activities and learning experiences at every level.*

*We are recognized as a “North Georgia Preschool of Excellence”. Our program welcomes all children and does not discriminate due to physical, mental, emotional, spiritual or racial differences. However, our facilities, equipment, staff training and ratio numbers may limit our abilities to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and weekday ministries team.*

*McEachern Methodist Preschool is a license exempt program.*

McEachern United Methodist Church  
Weekday Preschool  
4075 Macland Road  
Powder Springs, GA 30127

Office Telephone number: 770-439-7110

Preschool Director:

Denise Register, [denise@mceachernumc.org](mailto:denise@mceachernumc.org)

Assistant Directors:

Julia Ledford, [julia@mceachernumc.org](mailto:julia@mceachernumc.org)

Emily Nadeau, [emily@mceachernumc.org](mailto:emily@mceachernumc.org)

Main Church Office: 770-943-3008

**Age requirements, classes offered, fees:**

All age requirements are “as of September 1”

Infants: 8 weeks to 18 months or steady walkers  
1 or 2 days. Tuesday, Wednesday, Thursday  
(May choose any one or two)  
Hours: 9:00 – 1:00  
Fees: 1 day registration \$100.00, 1 day tuition \$100.00  
2 day registration \$170.00, 2 day tuition \$170.00

Toddlers: 18 to 24 months  
1 or 2 days. Tuesday, Wednesday, Thursday  
(May choose any one or two)  
Hours: 9:00 – 1:00  
Fees: 1 day registration \$100.00, 1 day tuition \$100.00  
2 day registration \$170.00, 2 day tuition \$170.00

- 2 Year Olds: 2 day. Tues/Thurs Children must be 2 by September 1  
 3 day. T/W/Th Children must be 2 at time attendance begins  
 Hours: 9:00 – 1:00  
 Fees: 2 day registration \$170.00, 2 day tuition \$170.00  
 3 day registration \$195.00, 3 day tuition \$195.00
- Older 2's: This class is specifically designed for children turning 3 between  
 September 1 and December 31.  
 3 day. Tues/Wed/Thur  
 Hours: 9:00 – 1:00  
 Fees: 3 day registration \$195.00, 3 day tuition \$195.00
- 3 Year Olds: Children must turn 3 by September 1 and be completely  
 potty trained.  
 3 day. Tues/Wed/Thur  
 4 day. Monday through Thursday  
 Hours: 9:00 – 1:00  
 Fees: 3 day registration \$195.00, 3 day tuition \$195.00  
 4 day registration \$215.00, 4 day tuition \$215.00
- Older 3's: This class is specifically designed for children turning 4 between  
 September 1 and December 31.  
 3 day. Tues/Wed/Thur  
 4 day. Monday through Thursday  
 Hours: 9:00 – 1:00  
 Fees: 3 day registration \$195.00, 3 day tuition \$195.00  
 4 day registration \$215.00, 4 day tuition \$215.00
- 4 Year Olds: Children must turn 4 by September 1.  
 3 day. Tues/Wed/Thur  
 4 day. Monday through Thursday  
 5 day. Monday through Friday  
 Hours: 9:00 – 1:00  
 Fees: 3 day registration \$195.00, 3 day tuition \$195.00  
 4 day registration \$215.00, 4 day tuition \$215.00  
 5 day registration \$240.00, 5 day tuition \$240.00
- Older 4's: This class is specifically designed for children turning 5 between  
 September 1 and December 31.  
 5 day. Monday through Friday  
 Hours: 9:00 – 1:00  
 Fees: 5 day registration \$240.00, 5 day tuition \$240.00

Kindergarten: Children must turn 5 by September 1.  
5 day. Monday through Friday  
Hours: 9:00 – 1:00  
Fees: Registration/book fees \$320, tuition \$275.00

*Registration fees are nonrefundable and nontransferable.*

Tuition is due the 1<sup>st</sup> of every month from August through April. A late fee of \$20 will be applied to past due accounts. A \$15 returned item charge will be assessed for returned NSF checks.

***Available Monthly Payment Options:***

**Credit card:** Credit or debit card payments are accepted through our “Ticks and Tots” app provided to us through SunPlus Data Group.

**Personal Check/Cash/Money Orders:** Make checks payable to McEachern UMC Preschool. Checks should be placed in the lockbox at the Preschool office or mailed to the Preschool’s attention at 4075 Macland Road, Powder Springs GA 30127. Your child’s name must be written on the Memo line of the check to ensure timely credit to your account. Checks must be received by the 1<sup>st</sup>. Cash payments should be made in the office where a receipt will be issued.

**Withdrawals:**

A written notice two weeks prior to the last day of attendance is required so that the space may be filled by another student. No refund will be given for the month of withdrawal.

**Hours:**

All classes, infants through kindergarten, begin at 9:00 a.m. Children are not admitted to the classrooms before 8:50 a.m., as teachers are preparing for the day and not ready to receive students. All classes dismiss at 1:00 p.m.

**Drop off and Pick up:**

Infants, Toddlers, 2’s and Older 2’s must be accompanied to the classroom and signed in at the door by including the child’s name, your name and contact phone numbers. Teachers will expect the same person to pick up the child at the end of the day as brought the child unless notified IN WRITING. If another person will be picking up your child,

this person's name must be listed on the application form and the person must present a valid photo ID. NO EXCEPTIONS! This is for the safety and security of your child.

For the safety and welfare of all our children, the Infant, Toddler, 2 yr. and Older 2's classroom areas are limited to teachers and children only. Please know that this policy is not only for the safety of the children, but also to smooth the transition of drop off time.

### **Carpool for 3's, 4's, and Kindergarten:**

To make things safe and convenient, we have a drop-off and pick-up line for 3's, 4's, and Kindergarten. **For the sake of maintaining a safe environment, we strongly encourage all families to use the carpool line!**

Each child is assigned a carpool number. Each family is given 2 carpool tags with the preschool stamp and the child's carpool number on them. Carpool numbers are also written on the children's tote bags. Your carpool tag is your identification! If you lose it, you must get a replacement from the office. If you carpool with a friend, (which we encourage you to do because of the traffic) we will be happy to issue extra tags.

Carpool **"drop-off"** lines will be run from the circular driveway in front of the sanctuary. Cars will enter the lot from Macland Road (near the ball fields), following the drive around the building, through the circular drive and then exiting onto New Macland Road. A map is included for reference and staff will be available for routing traffic.

**Carpool Drop off** will begin at 8:50 a.m. and close at 9:10 a.m. Please have your child ready to exit the car on the passenger side of the vehicle as you pull up to the carpool stop where a staff member will open the car door. Your child should remain seated until a staff member opens the door.

If you arrive later than 9:10 a.m., you will need to park in the back lot and walk your child to the preschool office where a staff member will give you access to the classrooms. Carpool area doors will be closed and locked at 9:10 a.m.

**Carpool Pick up** will begin in the same area at 1:00 p.m. for 3's, 4's and Kindergarten. Please be patient as loading takes a little longer than dropping off. Before exiting onto New Macland Road, be sure your child is properly restrained.

**Please never allow a child to move about freely in a moving vehicle. Children should not sit in the front seat where they could be injured by the air bag. Your child's safety is your responsibility.**

The carpool area is for drop off/pick up by vehicles only. **We will not dismiss children to walk through the front carpool area.**

Anyone walking into the building during carpool time must park in the back lot and enter through the CLC at the preschool office. It is our goal to make carpool time as safe and organized as possible and having parents in the hallway and lobby area during that time causes many distractions.

We must have written notification from you if your child is being picked up by anyone other than yourself or their regular caregiver. We will not dismiss a child to anyone without the proper identification!

### **Late Pick up Fees:**

Please make every effort to pick up your child on time. Children not picked up on time may become very anxious. Accounts will be assessed a late fee of \$1.00 per minute after ten minutes past the pick up time. Please notify the office if you have an emergency and will be running late. Children not picked up on time will be held in the preschool office. If a parent is habitually late picking up a child, the preschool has the right to review the child's continuing participation in the program.

### **School Schedule, Closings and Variances:**

The McEachern Weekday Preschool program will follow the Cobb County school calendar regarding holidays and teacher work days, with the exception of the first and last day of school. Please refer to our annual calendar. The program will also be closed on Good Friday.

Please listen to radio or television for closings due to inclement weather. If Cobb County schools are closed because of the weather, we will be also. If Cobb County delays school opening for one hour, McEachern will open at 10:00 a.m. If Cobb delays school opening for two hours, McEachern will be closed. If an announcement is made before the start of a school day that Cobb County schools will close two hours early because of impending weather, the preschool will be closed. Every effort will be made to contact parents by email or text message.

In the case of utility outage or leaks, the preschool will be closed if incident occurs before the beginning of the school day. Every effort will be made to contact parents in advance. If the incident occurs during the school day, emergency fire procedures will be followed.

### **Attendance:**

We encourage you to have your child in attendance every day. This teaches and encourages a good habit that will last a lifetime. If an absence is planned in advance,



please send a note to the teacher ahead of time. Please notify the preschool office if your child is absent due to a contagious illness where others may have been exposed.

## **Potty Training:**

Staff members (for 2's and Older 2's) are delighted to support your home efforts to potty train your child. If you are in the process of potty training, please make sure your child's teachers are aware of your decision to initiate this major milestone. The teachers will make every effort to follow similar guidelines you have implemented at home. However, please be aware that you are potty training one child where teachers are also caring for and instructing as many as 11 other children.

- Pull-ups *with Velcro* are required until your child is fully potty trained. This is for sanitary reasons and cleanliness of our facility.
- Several changes of clothing, including socks, should be in the bag in the event of an accident.
- Please do not bring your child in cloth underwear until the teachers feel that the child has made significant progress and is ready to use the restroom at school. Two weeks accident free at school while in pull ups is a good general rule of thumb.

Children in the 3, 4 and 5 year old classes must be fully potty trained at the beginning of the school year to attend class. Each child should be wearing underwear, NO PULL-UPS allowed. Each class has access to a bathroom on an as-needed basis. To be considered fully potty trained, a child must be capable of performing bathroom functions independently. Such tasks include:

- Recognizing the need to go to the restroom.
- Verbally informing an adult of the need to go to the restroom.
- Entering the restroom independently.
- Manipulate clothing off and on with little or no assistance.
- Sitting on or standing at the commode and handling own cleaning needs.
- Washing hands and rejoining the class.

## **Sickness:**

Please keep your child at home if he/she is having one or more of the following symptoms: diarrhea, rash, fever, persistent cough, sore throat, pink eye, green drainage from the nose or vomiting. Any child with these symptoms will be sent home from school. Sick children will be kept in the preschool office until a parent arrives. If a parent cannot be reached, someone on the child's emergency form will be called. Any child with chicken pox will not be allowed to return to school for six days after the

beginning of the rash breakout. We will notify the parents if exposure to chicken pox occurs in their child's classroom.

Please do not return your child to school for at least twenty four hours after vomiting or running fever.

### **Accidents:**

If your child has a minor accident at school, you will receive either a note or a call from the teacher. All of our teachers are required to be certified in infant/child CPR and basic first aid. In the event of a major emergency, your child will be transported to the nearest medical facility and you will be contacted immediately.

### **Health Forms:**

Each child is required to have current medical information on file. Medical forms are part of the registration packet and should have been completed at the time of registration. Each child must have a current immunization form on file. To protect the health of all children, those not up to date on immunizations may be asked to leave the program.

### **Allergies:**

It is your responsibility to be sure that your child's teacher is aware of your child's allergies, particularly food allergies. Parents of allergic children must complete a "Food Allergy Action Plan" form, which must be signed by the child's doctor.

**Because we have many children in our school community who are susceptible to allergic reactions to nuts and nut products, our policy is to strive to maintain a "nut free" environment. Your support in refraining from sending peanut butter and nut products to school in snacks or lunches will be greatly appreciated.**

### **Lunch Time:**

Please send a balanced lunch that includes foods that your child enjoys. Preschool age children 3 and up will be served water in paper cups so there will be no need to send a drink. Please send sippy cups or other necessary items for younger children. Infants should have all necessary implements included such as spoons, bottles, formula, baby food, bibs, etc.. Please do not send foods that need to be refrigerated or cooked. **Peanut products, gum, hard candy and carbonated sodas are not allowed in the classrooms.** Insulated lunch boxes are available from the preschool. Please do not send large lunch boxes that do not fit into the tote bags.

## **Class Parties:**

Children and parents alike enjoy holiday parties at school. The 3, 4 and 5 year old's class parties are hosted by the parents. Parents have the opportunity to sign up for parties during our parent orientation program. We ask that 3 parents sign up and attend each party, with exception of Christmas and end of the year. If you are helping with a party, please make arrangements for younger siblings. Party time can be overwhelming for some preschoolers, so please keep things simple.

While most holiday parties are held in the classroom, occasionally offsite parties for 4 and 5 yr. olds are a great way to combine party time with other theme related activities. If an offsite party or field trip begins before 10:00 a.m. the class will meet at the party/field trip site without coming to the preschool first. Events beginning at 10:00 a.m. or later will require the teacher to be in the classroom at the normal arrival time and children are welcome to attend class before the event. Parents are responsible for transportation to and from the party/field trip.

*Swimming parties are strictly prohibited during school hours. This also includes parties at the aquatic center. Activities should not be scheduled at parks or private homes where children might have access to a pool, pond or lake.*

## **Birthday Parties:**

Everyone deserves special recognition of his/her birthday! You are welcome to send in a small, non-food treat for your child's classmates. **No balloons, please.** We encourage parents of 3's, 4's and 5's to help celebrate by being a guest reader or participating in a classroom activity or craft. If you are planning a party outside of the classroom and plan to invite classmates, please remember to invite each and every child in the class. Party invitations may not be sent home through the school unless all classmates are included.

## **Party and Holiday Treats:**

In order to reduce the frequency of “sweet treats”, we ask that you refrain from sending bags of treats to your child’s classmates unless asked to do so by the teacher.

## **Behavior Policy:**

Learning objectives can best be achieved in an environment which promotes cooperation and good Christian conduct. The classroom environment is structured so that the daily schedule and planned activities limit the chance of inappropriate behavior. However,

when discipline becomes necessary, children are reminded first of what is acceptable. Inappropriate behavior will be redirected by the teacher. If the behavior continues, the child is separated from the group with a “time out”. A parent may be called at this point if the teacher and director feel that the behavior is a detriment to the other children in the classroom. It is at the discretion of the teacher and director whether a child will be allowed to stay in the program if the child shows extremely disruptive, destructive or aggressive behavior.

#### Our Classroom Rules:

Be Kind to Others  
Be A Good Listener  
Use Walking Feet  
Use Inside Voices  
Keep Our Hands to Ourselves

#### **Biting Policy:**

It is the school's experience that biting by toddlers and young two year olds is usually an expression of frustration because the child does not have sufficient command of language to explain why they are upset. Teachers make every effort to avert these situations from happening and to redirect behavior. However, repeated biting cannot be tolerated because of the health and safety concerns of all the children in the classroom.

- One bite – child is separated in the classroom and given an opportunity to rejoin activities within a reasonable amount of time.
- Second bite – child is removed from the classroom and parents are called.
- Third bite – child is suspended from the program for two weeks.

A subsequent bite after returning from a suspension will result in an automatic dismissal from the program.

As extenuating circumstances may occur, the teacher and director have the option to make changes or exceptions to the policy.

#### **Conferences:**

Parent-teacher conferences are held once per year for the 3, 4 and 5 yr. Olds as set by the director. These classes will dismiss at noon on conference days. Other conferences are available at any time during the year by contacting your child's teacher.

**Visitors:**

Visiting parents must check in at the preschool office in order to obtain access to the children's areas of the church. Please be sensitive to the teacher's need to devote her time to her children while you are visiting.

**Pets:**

Families bringing pets into the school for a visit must have prior approval from the teacher and director. Visits will be approved based on size and type of animal. Allergies of children in the class will also be considered. Animals brought inside must be in a carrier or on a leash and under the control of the parent/owner at all times. Visits should remain brief.

**Clothing:**

Please bring your child to preschool dressed to play and have fun. Even though we use paint shirts, sometimes this is not full protection for clothing. Also remember that we love to play outside, weather permitting. Dress your child appropriately. Children play best outside in athletic type shoes. Sandals, slip-ons or boots can be dangerous when climbing and running!

**Field Trips:**

Field trips are an important part of our curriculum for preschool and kindergarten students. Our field trips are for children enrolled in our program and each child must be accompanied by a parent or other responsible adult. Teachers are not to transport children in their personal vehicles.

**Non church related materials:**

We are unable to send out flyers or other solicited materials not pertaining to McEachern Methodist Church or preschool sponsored events.