

The Nett
Church
Kindergarten
and
Preschool

Parent Handbook

“Train a child in the way he should go, and when he is old he will not turn from it.”

Proverbs 22:6

Dear Parents:

School for a young child should not be a drastic change from their family and home situation. It should be a place where they feel loved and secure, and it should be a place where they are guided toward widening their world.

In the beginning, your child may feel insecure about coming to school, but the teacher will call them by name, give them things to do, read fascinating stories to them and share many wondrous things with them. Gradually, they learn that they are loved and learn to trust the teachers. As they learn to get along well in this new environment, they gain faith in themselves. And in doing so, they are able to encompass greater ideas of faith.

Our school is here for the purpose of helping you guide your child toward a learning experience that will enhance their life now and later. This will help them feel like a special part of the family and the community and in time this will benefit their world.

Let us give our children tasks that will stimulate them mentally but not make demands on them that are impossible to fulfill. Our children need our faith in them and they need our love because it encourages them to believe in themselves. Children, who learn at an early age, by a teacher's tenderness and the warmth of a parent's love, have no difficulty with the learning process and a good self-image.

The staff of The Nett Church Kindergarten and Preschool would like to assist you in every possible way to make this year one of the happiest, most satisfying and enjoyable in the life of your child. Living is such a joyful, wonderful event for children - we adults should recapture that joy!

We are pleased to welcome your child to our school and are honored to serve your family with our ministry.

The following information is in response to the COVID-19 Health Crisis and may be modified as required. Please refer to our most recent health policies distributed to families at the start of the current school year. Any updates will be sent home immediately as changes are made. Please see our COVID-19 Policies and Procedures document for more detailed information.

Early education and school age programs licensed by the Georgia Department of Early Care and Learning (DECAL), including Child Care Learning Centers, Family Child Care Learning Homes, Pre-K Programs, license exempt providers, and Child and Adult Food Programs and Summer Food Service Program Institutions and Sites, shall maintain full compliance with all DECAL directives and guidance.

The following practices align with CDC guidelines for open child care programs during the COVID-19 health crisis and should be implemented by all open and reopening child care programs.

Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in the childcare facility.

Symptoms of COVID-19

- Fever* • Cough • Shortness of breath • Difficulty breathing • Respiratory symptoms
- Any 2 of the following: • Chills • Repeated Shaking with Chills • Muscle Pain • Headache • Sore throat

***Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking**

CLASSES

Registration for school will begin during January of each year. A registration fee is required upon application, and this fee is **non-refundable**. Monthly operation costs, including staff salaries, are covered by tuition payments.

Our Preschool 2 class is open to children who are two years old on or before September 1. We do not require that our two year olds be potty trained, however, we do require that they are potty trained by their 3rd birthday.

Our Preschool 3 class is open to children who are three years old on or before September 1 who are **reliably potty trained**.

Reliably potty trained is defined as: "a child who **can and will tell an adult** when he/she needs to go to the bathroom." Children in this class **should not** be wearing "pull-ups" to school as a just-in-case measure. Reliably potty-trained children are past this need.

Our four-year-old program is open to children four years old on or before September 1.

Our kindergarten class is open to children who are five years old on or before September 1.

All students are enrolled on a 30 day probationary basis. If it is determined that your child is not ready for our program, you may be asked to withdraw.

TUITION

Our tuition policy is based upon your commitment to one full school year. For your convenience, tuition is payable in monthly installments. A discount of 10% is given if the full year's tuition is paid before September 30th of the current school year. We cannot make tuition exemptions for holidays or other absences including absences due to travel abroad. If tuition is not paid during extended absences, your child will lose placement in his/her class.

Tuition is due the first of each month, one month in advance. A late fee of \$10.00 will be charged for tuition paid after the 10th day of the month, and \$20.00 after the 20th day of the month unless arrangements have been made in advance with the director.

**As our school operates on the Bethesda Campus,
please make checks or money orders payable to Bethesda Preschool.**

Cancelled checks should serve for receipts, but if either parent's place of employment will not accept the cancelled check and needs a receipt for childcare credit purposes, **you must provide the office with an already filled out receipt and place it and the check in the envelope that will be sent to you each month;** place it in your child's folder and we will get it when he comes to school. We will sign the receipt and send it back to you in your child's bag. We will not be able to fill in forms detailing multiple months of payment. **For tax purposes, our Federal Tax I.D. Number is 58-1031507.**

If it becomes necessary to withdraw your child, a **one-month notice in writing** must be given to the director in addition to one month's tuition. This payment allows our school additional time to fill your child's vacancy in the classroom. You should arrange to withdraw at the end of a month. **Should you withdraw your child during any portion of the month, full tuition for that month is due.** Because of the school's inability to fill places in May of a school year, **should you withdraw anytime in April, tuition for May will be due also.** The school also reserves the right, with at least two weeks notice in writing, to ask that a child be withdrawn if we feel our school cannot properly meet the needs of that child.

CLOTHING

We recommend that the children wear school clothes that are practical, can be fastened and unfastened easily, (no "onesies") and are comfortable and washable. We want them to be able to experiment with various art media, to learn to take care of his/her personal needs, and to play comfortably indoors and out. All coats, sweaters, and jackets **must be labeled** with the child's name.

For 2-year-old children that are not potty trained, send a complete change of clothing, including socks, two extra diapers and diaper wipes each day.

MEALS

Each parent will provide their child with a nutritional mid-day meal such as: prepared fruit, cheese, crackers, etc. By "prepared", we mean bite size pieces. Grapes need to be sent halved. Please do not send any items that need to be heated. For classes with children under three please do not send raw carrots, hot dogs, or peanuts. Foods for two year olds should be finger foods that can be eaten by the child without the use of utensils. If older children bring foods requiring utensils, they should be included in the lunchbox as well. We do not supply eating utensils. Your child's teacher will give you detailed information about appropriate foods for your particular class.

You will be notified of any food allergies in your child's class.

Please be mindful of this when sending in snacks for the class.

BIRTHDAYS

Each child's birthday is important. We place emphasis on it by providing a special sticker or crown for them to wear on their special day and letting them be the "child of the day". If parents would like to visit or send a special snack, you are invited to do so. Should your child's birthday fall during the summer months, you may pick a special "pretend" birthday if desired. We will also have a Fall Festival, Christmas, Valentine's Day, St. Patrick's Day, Easter and End of the Year party.

Please do not send party invitations to school unless everyone is included. No matter how carefully the child distributes invitations, such wonderful plans cannot be kept quiet and someone is hurt if everyone is not included. We adults understand when not children can be invited, but it is difficult for children to understand. Invitations can be sent by mail. Please refer to the student directory for home addresses.

GUESTS

We invite parents to visit our school at any time. Because our teachers prepare well in advance of their classes, by cutting and making the exact number of projects for the students, we cannot invite siblings or friends to visit for the day. We do enjoy having Mommy, Daddy, or an adult friend share their hobby, job, culture or other areas of interest with our classes. In order for teachers to plan their schedule, all of these visits must be arranged in advance.

BRINGING THINGS TO SCHOOL

We enjoy special discoveries that your child may like to bring to school to share with the class, for example: shells, flowers or other nature specimens for our science tables. Books and CDs that are appropriate for the class may also be shared. At our parent's meeting your child's teacher will explain how her class will participate in sharing activities. Each age level will need to participate differently. Too many activities in one day results in your children becoming inattentive. Their attention span is not very long at this age. Encourage your child to participate in these sharing experiences; this enables verbalization in complete sentences and gives him practice in sharing ideas and speaking before his/her peers.

Children need to leave blankets, pacifiers, dolls and stuffed animals at home. They become very attached to these things and it is difficult to teach sharing when some things just can't be shared. In addition, germs can be spread easily through these personal items and the health of our students is of utmost importance.

SPECIAL ACTIVITIES

We will have chapel programs for all classes. The emphasis in Chapel is on the nature of God - He is a loving, caring Father and He shows love and care to each one of us through His creation and people around us. We also learn about his son, Jesus and his saving grace. All lessons are taught in an age appropriate manner. You are always invited to attend Chapel.

All classes will attend Movement and Music classes with our music teacher. Our students will learn fingerplays and songs, both Christian and secular. These times with another adult, in addition to his teacher, helps your child develop an awareness of other people and special concepts of the area around him/her. Songs and music stimulate the children to be more creative, to express themselves and... it's lots of fun!

Media Center visits and working in our Children's Garden are other special experiences. Our four and five year old classes also attend Spanish weekly.

Our classes may go on field trips that will be related to the unit that they are studying at the time. All students attending these field trips must be accompanied by a parent and transported to and from the location by the parent.

CORRESPONDENCE

Please check your child's folder each day for any correspondence. Please send written notes to the teacher in this folder as verbal messages brought by the children cannot be accepted. Let us know in writing, in advance, if anyone other than you will be picking up your child. Please give your child's teacher a list of people who have permission to pick up your child from the classroom and make sure the registration form in the office is always up to date for your emergency numbers. For the child's protection, we cannot send children home with anyone that is not on either of the two lists without written confirmation from the parent. Only the people listed on these two forms will be allowed to take your child without a note from you. We will check identification before releasing any child.

CONFERENCES

Since a mutual interest exists in helping your child, you will be kept well informed of our classroom activities by newsletters, calendars, and notes. Personal parent/teacher conferences are scheduled for Pre-K and Kindergarten late January or early February after progress reports are sent home. Conferences for Preschool 2 & 3 classes will be scheduled on an as needed basis near the end of the school year. Additional conferences may be scheduled at the discretion of the classroom teacher. Please feel free to call and ask for a conference at any time if you feel there is a need.

CURRICULUM

Our school offers a child-centered curriculum in a loving, caring atmosphere in which children learn through "hands-on" experiences are allowed to mature and develop within their own time frame. The curriculum is based on positive, success oriented learning activities. We focus on all aspects of a child's development - intellectual (readiness skills of all types), social and emotional (exhibiting respect for others and ourselves), physical (developing fine and gross motor skills), and spiritual (learning and growing in an environment of love and trust). Each age group has its own set of learning skills and objectives.

DISCIPLINE AND BEHAVIOR

Corporal punishment is not used (we do not spank). If there is a problem in the classroom, a child may be asked to sit in a "thinking chair" or the child's attention is diverted to some other area of interest. Mainly, we will try to find out the sources of the undesirable behavior. If there is a persistent problem, we will talk with the parents. If it is determined by the teacher, director, or assistant director that a child's behavior is disrupting the learning environment for other children, the administration and teacher will meet with the parents and discuss their observations and possible solutions. Every effort will be made to help the student work through their behavior challenges, but in some instances, it may be necessary to withdraw the student from our program.

EXTENDED SESSION (Stay and Play)

We may offer an extended day consisting of free play and outside activities weekly with days being determined based on interest and participation. To comply with state regulations, extended session will begin at 1:00 pm and will dismiss no later than 2:00 pm. Dismissal time from Extended Session will be determined by administration based on staff availability and parent participation. Information on cost is available through the school office. Extended session fees are **payable at the beginning of each month with your monthly tuition in a separate check and the appropriate reservation form completed.**

PROGRAM AND STAFF

Our teaching staff consists of qualified, skilled teachers in the early childhood education field and they are enthusiastic about working with young children. We are dedicated to helping your child develop physically, spiritually, socially, emotionally, and intellectually, and feel that the most important concept is the development of a good self-image. We want your child to feel loved and secure, and therefore, will provide tasks at your child's physical and mental level while encouraging the interest of the child to try to experience new things while she also learns independence. In this environment, we feel that your child will develop a positive attitude toward learning for years to come.

WEATHER

Our school follows Gwinnett County Public schools for all closings due to weather as well as any school holidays or teacher workdays. If Gwinnett County schools are closed, we are closed also.

Due to our half-day schedule, if Gwinnett County schools should delay opening, our school will be closed all day.

Because of our alternating day schedule in some classes, please be aware that **we cannot make up school days missed due to weather.**

PLACE OF REFUGE

The Nett Church Kindergarten and Preschool has established a "Place of Refuge" for our program as suggested by the local fire marshal. It is our hope and prayer that we will never need a "Place of Refuge" but should the need arise we have a plan in place for such an emergency situation. The Nett Church in agreement with Bethesda Park has designated Bethesda Park Senior Citizen Building, 225 Bethesda Church Road, Lawrenceville, GA, as our primary "Place of Refuge" in case of an emergency evacuation that prevents our students from re-entering our home facility at The Nett Church. In such an emergency, students will be transported via staff personal vehicles to Bethesda Senior Citizen Building. Parents will be contacted from Bethesda Senior Citizen Building and asked to immediately come and pick-up their children. Our secondary "Place of Refuge" will be Bethesda Elementary School, 525 Bethesda School Road, Lawrenceville, GA, following the same plan as mentioned before. The

Bethesda Park Senior Citizen Building's phone number is (678) 277-0179. The Bethesda Elementary School's phone number is (770) 921-2000.

ARRIVAL

The doors to the building will remain locked until 9:00 a.m. to allow the staff to get ready for their busy day. If you arrive early, keep a supply of books in your car and read to your child until the doors are opened. When the doors open, you may walk your child to the building.

We will keep the doors open until 9:15 a.m. If you arrive after the doors are closed, **you must bring your child to the front door and ring the bell. No child is to be left unattended at the front door.** If you arrive after 9:15, a tardy fee of \$5.00 for every 5 minutes will be assessed. If you arrive after 9:30 there will be no admittance to the building. If your child will be late due to a doctor's appointment, we must be notified in writing in advance and you must bring in a doctor's note to avoid being charged a fee.

AFTERNOON PICKUP

Afternoon pickup will be via carpool line. Carpool will begin at 12:45 and end at 1:00. Our staff will bring your child to your car for this pick up.

Late fees will also be assessed for late pick ups after any After School Activities.

Please park and come into the building to pick up a child from after school activities or Extended Day Session. Please be on time to get the children as they become anxious when a parent is late. It is important that your child know that he/she will be picked up on time, and this will ensure a happy ending to a busy day. There are no provisions for children left beyond "pick-up" time. Our staff members have families, commitments, and responsibilities to take care of when school is over. A late fee policy is as follows:

Late fee charges will begin promptly at 1:01 p.m. for regular school hours and for after school classes depending on the ending time for the activity.

Late fees charged are \$1.00 per minute

The late fee must be paid on the day of the late pick-up. In the event there is a chronic problem with late pick-up, additional action may become necessary.

HEALTH

Good health is essential if your child is to derive full benefit from our program. You can help by keeping your child at home during the first few days of a cold. Many childhood diseases will start with a cold, so your child should be carefully observed. In the event that your child has a contagious disease, notify the school immediately so that we may notify other parents.

The following procedure is currently required:

Health Screenings at home prior to arrival. A health screening list has been provided to you. Staff will also conduct health screenings prior to arrival at school.

If you do not feel that your child is well enough to play outside, keep him/her at home. We cannot allow a child to stay in the room alone and the teachers are needed with the class. We will play outside, even in cold weather.

Please remember, if your child has been ill he/she should not return to school until they have been fever free WITHOUT THE USE OF FEVER REDUCING MEDICINES (no diarrhea or vomiting either) for at least 24 hours. A fever is 100 degrees or above. By keeping your child home when sick, we will reduce the number of children and teachers who may get the illness. We require a current immunization form signed by your doctor or the health department. We must have this on record before thirty days (beginning from the first full day of school) has elapsed. Your child cannot attend school after that time without proof of immunization.

Students with nasal discharge that is green or yellow in color should be kept at home as this can be a sign of infection. If this is noticed during the school day, your child will need to be picked up from school and seen by a doctor. Please obtain a doctor's note stating that your child may return to school.

Other than EpiPens used in emergency situations no medicines will be given to children by our staff during the school day. If your child must be given medication during school hours, they are likely too sick to attend school and should be kept at home until well enough to return.

For the health and safety of all the children, please **DO NOT** send medicine of any kind in your child's bag or lunch box.

CHILDREN WITH SPECIAL NEEDS

It is our desire to serve our community with quality education for all students and will consider all applicants including those with special learning needs. Depending on the nature of the special needs, it may be necessary to consult with the Administration prior to admission to ensure that our program would be appropriate for an individual child's needs. It may be possible to admit a student on a trial basis with the understanding that withdrawal may be necessary at the end of the trial period. If it is determined by the teacher, director or assistant director's observations that a child is having difficulty with the adjustment to school, is struggling, is frustrated with the learning situation, or is disrupting the learning environment for other children, the director and teacher will meet with the parent and discuss their observations. Since the faculty at our school is not trained to teach children with learning difficulties, it may become necessary to ask the parents to withdraw their child from The Nett Church Kindergarten and Preschool.