

Deer Creek Shores Presbyterian Church 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

Deer Creek Shores Presbyterian Church Preschool
7620 Lanier Drive
Cumming, GA 30041
770-888-5101 Preschool Office
770-887-6801 Church Office
Website: www.deercreekshores.org
Email: deercreekpreschool@gmail.com



Dear Families,

Welcome to Deer Creek Shores Presbyterian Church Preschool! We are very excited to have your child attend our child enrichment program.

Our preschool ministries philosophy is to provide a quality learning experience in a Christ centered, gentle, and loving environment. We recognize and appreciate that all children develop at a different rate and time. At our preschool, we encourage children to develop positive feelings about themselves and their abilities. We believe there should be balanced spiritual, social, emotional, physical and cognitive growth. We take advantage of teachable moments and try to be mindful of each child's strengths and needs to guide instruction. To assist in this growth, Bible lessons, enrichment activities, games, manipulatives, literature and music will be part of the child's daily experience at preschool. We will provide an opportunity for the child to learn through their play with a balance of self-discovery and teacher-directed activities.

This handbook is your reference guide to the procedures that directly affect your child. Please read it thoroughly as it contains information that you will find useful throughout the school year.

Thank you for sharing your child with us. I'm looking forward to a year of growth and blessings! Please feel free to contact me if you should have any questions or concerns.

God Bless,

Carol Sorrells
Preschool Director

Deer Creek Shores Presbyterian Preschool Board of Directors

The mission of Deer Creek Shores Presbyterian Church Preschool is to provide a warm and caring environment that nurtures each child socially, physically, intellectually and spiritually.

A Board of Directors governs Deer Creek Preschool. The Board of Directors is comprised of committed and dedicated volunteers who may be church members and at least one active Elder.

The Board of Directors is responsible for setting the annual school budget, reviewing and establishing policies and procedures, personnel, long-range planning, approving scholarships and site and facility development.

The Board of Directors is accountable to the Deer Creek Shores Presbyterian Church Session.

Board of Directors:

Nancy Roche	770-889-0229
Nancy Tims	770-883-0150
Stacie Noble	770-888-1066
Charlotte Dewberry	770-888-5101



ADMISSIONS

Young Fives Class (\$275/month)

Four Year Old Class (\$260/month) Mon. - Fri. (Activity Fee - \$100)

Three Year Old Class (\$205/month) Mon., Wed. and Fri. (Activity Fee - \$75)

Three Year Old- Five Day Class (\$260/month) Mon- Fri. (Activity Fee - \$100)

Two Year Old Class-Two Day Class (\$180/month) Mon. and Wed. (Activity Fee - \$50)

Two Year Old-Four Day Class (\$235/month) Mon.-Thurs. (Activity Fee \$75)

Mom's Morning Out (\$180/month) Mon. and Wed. (Activity Fee - \$50)

*****Registration fees are due at time of registration.** This fee covers books and curriculum supplies. The activity fee covers in house activities throughout the school year. ***

All children must provide current immunization records. Completion of an enrollment application and the \$120.00 registration fee are due at time of enrollment. All activity fees are due at Open House. All fees are non-refundable.

MONTHLY TUITION

Tuition is payable August-May. Holidays, sickness, weather closings or personal absences do **not** affect the monthly tuition fee or the due date. ***A \$25.00 late fee will be charged to payments received after the tenth (10th) of each month. After 2 months of no payment, Preschool Board of Directors may suspend child's enrollment.***

Please make checks payable to: Deer Creek Shores Preschool

A \$25.00 fee will be charged for any returned checks.

Tuition is due a month in advance. First month's tuition will be invoiced on July 01, and is due by the (10th). Your first tuition payment can either be mailed or dropped off at the Church office (Mon.-Thurs) between the hours of 9am-1pm. All other tuition payments throughout the year *can be sent* in your child's daily folder. If you are paying with cash, please send it in a sealed envelope with your child's name on it.

After the school year begins, if you must withdraw your child from preschool, please give the director a written 2 week notice.

HOURS OF OPERATION

Our school year will begin on Tuesday, August 7. Other than the start and end dates, Deer Creek Presbyterian Church Preschool will follow the Forsyth County School calendar.

Monday - Friday
9:00 a.m.-12:30 p.m.

Please do not arrive before 8:50 a.m. The teachers need this time to prepare for the day.
Pick up your child promptly by 12:30p.m.

***A late fee of \$1.00 for every minute after 12:30pm will be charged.**

DROP OFF & PICK-UP PROCEDURE

Drop-Off and Pick-Up is located at the Preschool entrance. Please enter the parking lot off of Bambi Road. Teachers will be available to help your child out of the car.

Arrival

Drop-Off will begin at **8:50am**. A staff member or volunteer will escort your child into the school.

Late Arrival

School hours are 9:00 a.m. to 12:30 p.m. Because of the nature and design of our program, we value and reserve these times to be preserved for children and their experiences. Late arrivals make this value extremely difficult to maintain because of the disruption of the continuity and flow for the children in the classroom. If you do arrive late please remember to enter the classroom with minimal disruption.

Dismissal

Pick-up will begin promptly at **12:20pm**. A staff member or volunteer will escort your child to your vehicle. Staff members or volunteers are not permitted to secure children in car seats and/or booster seats. Please pull ahead to secure children in car seats. ****Anyone picking up after 12:30 will be charged \$1 per minute.**

No child will be released to an unauthorized person. If someone other than the parent is picking up the child, written notification is required. A photo ID must be shown before the child will be dismissed to someone other than the parent.

IMMUNIZATION FORMS

We are required by the Georgia Department of Human Resources to have evidence of age appropriate immunizations or a signed affidavit against such immunizations on file for a child to begin attending school. The certificate can be obtained from your pediatrician or the health department and must be presented by the first day of school.

(e)Georgia Code - Education - Title 20, Section 20-2-771

This Code section shall not apply to a child whose parent or legal guardian objects to immunization of the child on the grounds that the immunization conflicts with the religious beliefs of the parent or guardian; however, the immunization may be required in cases when such disease is in epidemic stages. For a child to be exempt from immunization on religious grounds, the parent or guardian must first furnish the responsible official of the school or facility an affidavit in which the parent or guardian swears or affirms that the immunization required conflicts with the religious beliefs of the parent or guardian.

HEALTH

Safeguarding your child's health is very important to us. Because of this, we request that you do not bring your child to school if he or she is exhibiting any symptoms of illness. **Symptoms would include severe coughs, earache, diarrhea, runny nose, sore throat, having an undetermined rash, having a temperature above 99 degrees, headache or upset stomach.** Any child exhibiting these symptoms at school will be sent home. ***Children must be fever free for 24 hours before returning to preschool. If child's doctor has prescribed antibiotic, he/she must be on the antibiotic for 24hrs before returning to preschool.** Teachers may not be asked to administer any medication. Please notify the staff if your child contracts any type of contagious disease (chicken pox, lice, pink eye, etc.). The Director will notify families when such an illness occurs.

DISCIPLINE

Discipline in our preschool will focus on the positive behaviors expected from the children. Rules will be established simply and clearly. Review of the rules will occur throughout the school year. A child will be treated in a positive manner with a gentle reminder of the rules. If needed, our teachers may use the option of a "CHOICE CHAIR". This is an opportunity for the child to think about his/her choices and what a better choice would be.

DISMISSAL

Every effort will be made to help each child have a happy and profitable experience at Deer Creek Shores Presbyterian Church Preschool. If it should be determined by the faculty and administration that a child has not satisfactorily adjusted, and would profit from a different program, the parents will be given written notification. Dismissal can also result for failure to

DISMISSAL (Cont.)

comply with any of the rules as set forth in this handbook, or due to any extraneous circumstance, which would affect the positive atmosphere in the classroom.

COMMUNICATION

Please check your child's backpack daily. Teachers will send home notes and reminders to keep you informed of the classroom activities. Please place messages, tuition, or forms in your child's folder as teachers check it daily. During the times when children are being dropped off or picked up from school, our teachers need to give their full attention to supervising and interacting with the children. Please feel free at any time to schedule a conference with the teacher or director. You are also welcome to visit our website @ www.deercreekshores.org for current and upcoming events.

INCLEMENT WEATHER

Please listen to your local TV or radio stations for announcements about school closings. Deer Creek closes when Forsyth County Schools are closed. If the schools delay opening past 10:00 am, we will be closed on that day. The preschool does not make up days lost to bad weather.

EARLY RELEASE

As we follow the Forsyth County School Calendar, many Early Release days are scheduled throughout the school year. **Pick up time on these days will be @ 11:00am** to allow ample time for our teachers and staff to pick up their own children from their schools. No lunch will be needed on these days.

HOME AND SCHOOL

Sometimes events that happen at home affect the way a child behaves at school and vice versa. If special events are happening at home, we invite you to share with us, so we can be sensitive to your child's special needs.

FIELD TRIPS

Occasionally, classes will have field trips. We request that parents attend or assign a chaperon. Due to insurance, our teachers are not allowed to transport students.

PARENT INVOLVEMENT

Parents will be given an opportunity to coordinate and/or help with special events. Teachers will send home an advance notice for these activities. Our preschool has an open door policy to our parents, and we encourage you to participate in these activities with your child.

LUNCH

Please send a nutritional lunch with your child daily. Eating lunch with the class will help develop social skills and improve small motor skills. ** Please remember to include a spoon or fork if needed. For your child's safety, teachers are NOT allowed to heat your child's food. If your child's classroom is designated "Peanut Free", please be sure to follow the necessary guidelines specified by his/her teacher.

BIRTHDAYS

If you would like to let your child celebrate his or her birthday at school, you may bring birthday snacks for their classmates. **Please check with the teacher at least one week in advance** to work out a time for you to come.

PERSONAL ITEMS

Please have your child leave his/her toys at home, unless the teacher has requested them. We do not want a special belonging to become damaged or lost while at school. Please check your monthly calendar for special "Show and Tell" days.

CLOTHING AND POSSESSIONS

Please mark all of your child's belongings with his or her full name, especially any removable clothing.

Dress your child in clothing that is comfortable and easily managed by the child. Since we go outside whenever possible, dress your child accordingly. Remember hats, gloves, or mittens.

Thank you for allowing us the opportunity to be part of your child's most important learning years. We will do our best to help them achieve their own personal best in all areas of growth.