

**Northside Drive Baptist Church  
Preschool Program**

**2009-2010**

**Parent's  
Handbook**



Dear Parents,

Welcome to the Northside Drive Baptist Church Preschool and Weekday Program! We are so glad that you have chosen to be a part of a program that has been a blessing to families for over a quarter of a century. We welcome you into a rich relationship and wonderful tradition.

Our church values families. The church staff, the church's preschool leadership team, and the faculty of the preschool program want to provide your children with an outstanding preschool education. It is also our desire to minister to the whole family—to you and to your child. We want to support, teach and nurture your family from the moment we wave “hello” on your child's first day, until Graduation Day when your child waves “good-bye.”

The ministers at Northside Drive are truly invested in your children as they grow in wisdom and spirit. It is exciting for me to lead your children in a weekly chapel experience where I tell fun Bible stories and sing joyful songs. You are invited to join me every week for these special times.

I hope you can tell how important your family is to Northside Drive Baptist Church. We want you to know that our enthusiasm for families is an invitation for you to be a part of “our family.” Northside Drive Baptist Church values intergenerational friendships and seeks to know every person by name. And we want to know you! We have Sunday morning classes for children, youth, and adults where you can know and be known. We also have many social gatherings, do missions work all over the United States and the world, and worship together in honesty and grace. So we hope that you will come and be known!

May this year be a blessing to you and your family.

Warmly,

Rev. Mike Gregg (Mr. Mike)

Minister of Educational Life

## **NOTES**

## **2009-2010 SCHOOL CALENDAR Cont'd**

Northside Drive Baptist Church  
Preschool Program  
3100 Northside Drive N.W.  
Atlanta, GA 30305

<b>March 17</b>	<b>Chapel (10:00 a.m.)</b>
<b>March 17</b>	<b>St. Patrick's Day Celebration</b>
<b>March 22</b>	<b>Teacher Work Day (NO SCHOOL)</b>
<b>March 24</b>	<b>Chapel (10:00 a.m.)</b>
<b>March 25 &amp; 26</b>	<b>Donuts for Dad</b>
<b>March 31</b>	<b>European Celebration</b>
<b>March 31</b>	<b>Chapel (10:00 a.m.)</b>
<b>April 1</b>	<b>Room Mom Meeting (9:45 a.m.)</b>
<b>April 2</b>	<b>Easter Egg Hunt</b>
<b>April 5-9</b>	<b>Spring Break</b>
<b>April 14</b>	<b>Chapel (10:00 a.m.)</b>
<b>April 15-16</b>	<b>Spring &amp; Graduation Pictures w/Ken Rada</b>
<b>April 19-23</b>	<b>Staff Appreciation Week</b>
<b>April 21</b>	<b>Chapel (10:00 a.m.)</b>
<b>April 22</b>	<b>Early Release (11:30 a.m.)</b>
<b>April 28</b>	<b>Chapel (10:00 a.m.)</b>
<b>April 30</b>	<b>Earth Day Celebration</b>
<b>May 3</b>	<b>Early Release (11:30 a.m.)</b>
<b>May 3</b>	<b>Parents' Council Meeting (11:30 a.m.)</b>
<b>May 5</b>	<b>Chapel (10:00 a.m.)</b>
<b>May 5-6</b>	<b>Mother's Day Teas</b>
<b>May 7</b>	<b>Spring Fling</b>
<b>May 12</b>	<b>Chapel (10:00 a.m.)</b>
<b>May 12</b>	<b>Volunteer Thank You Luncheon</b>
<b>May 14</b>	<b>Graduation Day</b>
<b>May 18</b>	<b>Last Day of School</b>
<b>May 19-21</b>	<b>Post-Planning (teachers only)</b>

Dear Parents:

Welcome to Northside Drive Baptist Preschool Program! We are looking forward to having your children in our program at Northside Drive Baptist Church during the August 2009 through May 2010 school year.

This is your handbook. It is your guide to the policies and procedures which affect your child. Please be sure to read it carefully prior to the beginning of school. It is essential that you understand our policies. Keep your handbook readily available for any questions you might have throughout the year. All important dates are also listed on the last pages for your convenience.

Mutual trust and open communication are crucial to your child's positive school experience. Please do not hesitate to call me or come by the office if I can be of any help. Our staff looks forward to a wonderful year with your precious child.

Vanessa M. Johnson  
Director

**If there are any changes to this schedule, parents will be notified.**

Preschool office	(404) 237-9060
Church office	(404) 237-8621
Fax	(404) 237-1682
Home	(770) 591-8432
e-mail	preschool@northsidedrive.org
On the Web @	www.northsidedrive.org

## 2009-2010 SCHOOL CALENDAR Cont'd

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<b>November 23-27</b>	<b>Fall Break (NO SCHOOL)</b>
<b>December 1</b>	<b>Early Release (11:30 a.m.)</b>
<b>December 2</b>	<b>Chapel (10:00 a.m.)</b>
<b>December 3-4</b>	<b>SACS Accreditation Visit</b>
<b>December 9</b>	<b>Chapel (10:00 a.m.)</b>
<b>December 11</b>	<b>Priority Registration for 2010-2011 Applications</b>
<b>December 11</b>	<b>Christmas Pageant</b>
<b>December 14-15</b>	<b>Teacher Work Days (NO SCHOOL)</b>
<b>December 14 –January 1</b>	<b>Christmas Break (NO SCHOOL)</b>
<b>January 4</b>	<b>First day back in 2010!!!</b>
<b>January 5</b>	<b>2010-2011 New Student Applications Due</b>
<b>January 6</b>	<b>Chapel (10:00 a.m.)</b>
<b>January 8</b>	<b>Room Mom Meeting (9:45 a.m.)</b>
<b>January 11</b>	<b>Parents' Council Meeting (9:30 a.m.)</b>
<b>January 13</b>	<b>Dawali Celebration</b>
<b>January 13</b>	<b>Chapel (10:00 a.m.)</b>
<b>January 15</b>	<b>Quarterly Tuition Due</b>
<b>January 15</b>	<b>Early Release (11:30 a.m.)</b>
<b>January 18</b>	<b>MLK Holiday (NO SCHOOL)</b>
<b>January 20</b>	<b>Chapel (10:00 a.m.)</b>
<b>January 22</b>	<b>Chinese New Year Celebration</b>
<b>January 27</b>	<b>Chapel (10:00 a.m.)</b>
<b>January 29</b>	<b>Conference Day (NO SCHOOL for 3's, 4's &amp; Pre-k)</b>
<b>February 3</b>	<b>Chapel (10:00 a.m.)</b>
<b>February 3</b>	<b>EARLY RELEASE DAY (11:30 a.m.)</b>
<b>February 10</b>	<b>Chapel (10:00 a.m.)</b>
<b>February 12</b>	<b>Sweetheart Dance</b>
<b>February 15</b>	<b>Mardi Gras Celebration</b>
<b>February 16</b>	<b>Teacher Work Day (NO SCHOOL)</b>
<b>February 17</b>	<b>Chapel (10:00 a.m.)</b>
<b>February 24</b>	<b>Chapel (10:00 a.m.)</b>
<b>February 26</b>	<b>African-American Celebration</b>
<b>March 1</b>	<b>Parents' Council Meeting (9:30 a.m.)</b>
<b>March 3</b>	<b>Chapel (10:00 a.m.)</b>
<b>March 9</b>	<b>Early Release (11:30 a.m.)</b>
<b>March 10</b>	<b>Chapel (10:00 a.m.)</b>
<b>March 15–19</b>	<b>St. Jude's Trike-a-Thon</b>

## **2009-2010 SCHOOL CALENDAR**

<b>July 29</b>	<b>Parents' Council Meeting (9:30 a.m.)</b>
<b>August 17-21</b>	<b>All teachers/preplanning</b>
<b>August 21</b>	<b>Orientation (children at 11:00 a.m.)</b>
<b>August 24</b>	<b>First Day of School</b>
<b>August 27</b>	<b>Meet Your Teacher Night (for parents only)</b>
<b>September 1</b>	<b>Parents' Council Meeting (9:30 a.m.)</b>
<b>September 2</b>	<b>Chapel (10:00 a.m.)</b>
<b>September 7</b>	<b>Labor Day (NO SCHOOL)</b>
<b>September 9</b>	<b>Volunteer Kick-off (9:45 a.m.)</b>
<b>September 9</b>	<b>Room Mom Meeting (10:30 a.m.)</b>
<b>September 9</b>	<b>Chapel (10:00 a.m.)</b>
<b>September 10-11</b>	<b>New Parent Breakfast (9:45 a.m.)</b>
<b>September 15</b>	<b>Quarterly Tuition Due</b>
<b>September 16</b>	<b>Chapel (10:00 a.m.)</b>
<b>September 16</b>	<b>Curriculum Breakfast (9:45 a.m.)</b>
<b>September 18</b>	<b>EARLY RELEASE DAY (11:30 a.m.)</b>
<b>September 19</b>	<b>Family Picture Day with Ken Rada</b>
<b>September 22</b>	<b>Teacher work day (NO SCHOOL)</b>
<b>September 23</b>	<b>Chapel (10:00 a.m.)</b>
<b>September 25</b>	<b>Hispanic Celebration</b>
<b>September 30</b>	<b>Chapel (10:00 a.m.)</b>
<b>October 7</b>	<b>Chapel (10:00 a.m.)</b>
<b>October 14</b>	<b>Chapel (10:00 a.m.)</b>
<b>October 15</b>	<b>Early Release (11:30 a.m.)</b>
<b>October 15-16</b>	<b>Fall Pictures with Ken Rada</b>
<b>October 17</b>	<b>Family Picture Day with Ken Rada</b>
<b>October 21</b>	<b>Teacher Work Day (NO SCHOOL)</b>
<b>October 23</b>	<b>French Celebration</b>
<b>October 25</b>	<b>NDBC Trunk-or-Treat</b>
<b>October 28</b>	<b>Education Connection Breakfast for Private Schools</b>
<b>October 28</b>	<b>Chapel (10:00 a.m.)</b>
<b>October 30</b>	<b>Halloween Parade</b>
<b>November 2</b>	<b>Parents' Council Meeting (9:30 a.m.)</b>
<b>November 4</b>	<b>Chapel (10:00 a.m.)</b>
<b>November 11</b>	<b>Chapel (10:00 a.m.)</b>
<b>November 12</b>	<b>Teacher Work Day (NO SCHOOL)</b>
<b>November 18</b>	<b>Chapel (10:00 a.m.)</b>
<b>November 19</b>	<b>Native American Celebration</b>
<b>November 20</b>	<b>Thanksgiving Feast</b>

### **1. ADMINISTRATION**

The Preschool is administered by the Director, Vanessa Johnson, and the Preschool Liaison Committee. The Committee is made up of members of Northside Drive Baptist Church. The Committee meets monthly to discuss issues concerning the Preschool or matters raised by the Director, the Preschool staff, or any parent. The members of the Preschool Liaison Committee for 2009-2010 are included in the Preschool Directory.

### **2. MISSION**

The mission of NDBC Preschool is to lay a foundation for life-long learning in a loving and safe environment. We will achieve this by encouraging curiosity, promoting creativity, and fostering spiritual, physical, social and intellectual growth. The Preschool partners with staff, parents and community members to create an inclusive environment in which we celebrate each child's uniqueness and heritage so that our children may become compassionate, open-minded citizens.

### **3. GOALS**

It is the goal of Northside Drive Baptist Preschool to provide a safe, healthy, and stimulating environment conducive to each child's learning and developmental potential. The Preschool strives to help each child:

- develop a positive self image and acknowledge his/her self worth through love and acceptance.
- become aware of the fact that each child is a child of God and will grow in His love.
- develop a desire to learn through creative experiences and age appropriate curriculum.
- develop basic social skills by encouraging constant social interactions.
- increase his/her independence and trust in adults and others.

- respect the rights of others and develop self discipline and problem solving skills.

#### **4. CURRICULUM**

Northside Drive Baptist Church Preschool has been NAEYC accredited since October 1999 and follows NAEYC's criteria for high quality in early childhood programs. For the 2009-2010 school year, the Preschool will seek accreditation through SACS CASI (Southern Association of Colleges and Schools Council; Council on Accreditation and School Improvement)

The Preschool offers a developmentally appropriate curriculum, *The Creative Curriculum*, which includes studies that encourage curiosity, discovery, and a desire to learn. Classrooms are divided into interest areas to promote exploration and to encourage interaction among children and teachers.

The curriculum is supported by "Handwriting Without Tears", Math Their Way and *Sign 2 Me*. Art and music time are part of each day's schedule, along with plenty of indoor and outdoor play.

Teachers and parents work together to provide the best support for the children's developmental and learning experiences. Special needs teachers are available for areas of speech, vocational, occupational, or physical therapy, and these teachers can work with your child if the need should arise.

#### **5. ADMISSIONS**

Applications are available in the Preschool office in November. Currently enrolled students may register any time prior to December 11 to ensure priority status. **Please note: current students and siblings are placed on a first come, first serve basis. In order to get a space, you are urged to submit your application by December 11.** Siblings of currently enrolled students and church members may also register during this time. New students can register on/ after January 5, on a first come, first serve basis. A \$100.00 non-refundable registration fee must accompany all applications. No spaces will be held without payment of this fee.

## **SACS Accreditation**

Founded in 1895, SACS CASI accredits over 13,000 schools and school systems throughout the United States and overseas.

SACS CASI is an accreditation division of AdvancED. AdvancED is also the parent organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the National Study of School Evaluation (NSSE).

### **What is accreditation?**

Accreditation is a voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools. Today, to demonstrate educational quality, accreditation is used by education providers of all types from traditional schools to distance learning providers to tutoring centers servicing all ages of students from toddlers to adults.

Accreditation engages the school community in meeting high quality standards, implementing a continuous improvement process, and engaging in quality assurance through internal and external review. Accredited schools demand rigor, use data to make informed decisions, and approach the documentation of results with discipline. Accredited schools invite external scrutiny and welcome the constructive feedback of peers.

### **How does accreditation benefit students?**

Students are the ultimate beneficiaries of the accreditation process. When the entire school is aligned and focused on a shared vision for student learning, students win. They benefit from the enhanced focus on student performance and from greater articulation and coordination as they move from one level of schooling to another. In addition, the North Central Association Commission on Accreditation and School Improvements (NCA CASI) and Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) accreditation seals provide an educational currency for student credits that is recognized worldwide, easing the transferability of credits among other accredited schools and enabling access to special programs, grants, and scholarships.

We welcome and encourage parent participation in all of our school-wide special events. At the beginning of the year, you will receive a Volunteer sheet. Please sign up to help us make your child's year a memorable one. Whether it is the Halloween Parade, Thanksgiving Feast, Spring Fling, or any other event, your help is much welcomed and needed. You may also enrich our program in one of the following ways:

- Room Parent
- Field Trip Driver
- Plan Holiday Parties
- Substitute Teacher
- Donate Toys in Good Shape
- Read to class
- Share a Special Talent or Hobby
- Coordinate a Diversity Event

If you are interested in any of the above, contact your child's teacher or the Director. We want your child to have a happy positive learning experience while he or she is under our care. If you have any suggestions at any time that may help us improve in any area, please tell the Director. Parent participation is important to your child and the school.

## **11. GRIEVANCES**

The Preschool maintains an open door policy. This means that parents are always welcome to come in and ask about anything that pertains to their children's education and environment.

In the unlikely event that something should happen, the following procedures should be followed:

Talk to the child's teacher. If you feel that your concern involves any other area of the school, contact the Director immediately. The Director should be able to answer any of your questions or concerns. If, however, you feel that this is not enough, contact the chairperson of the Preschool Liaison Committee (The telephone number is in the Directory or you can call the Church office) and arrange a meeting.

We appreciate any ideas that may help us improve, questions you may need answered, or just praise!

If there is more than one child from the same family enrolled in the Program, a 10% discount of the tuition fee will be given to all younger siblings. Active members of Northside Drive Baptist Church receive a 15% discount on tuition for each child. Supply fees vary depending on the number of days per week your child attends the program (please refer to tuition chart). All applications will be processed in the order that they are received, and all parents will be notified by April of the acceptance. In the event that a child is placed on a waiting list, parents will be notified and given the choice to withdraw their application, enroll in a different class, or remain on the list. If after acceptance you decide not to enter your child in the Preschool, you must notify the Director immediately to avoid further tuition charges. Once your child is accepted in the program he/she is expected to complete the school year (August – May).

Children 12 months old through 5 years old are eligible to enroll in the Preschool. A child may come to school only on the days he/she is registered. There will be no drop-ins or switching of days allowed. In addition, only currently enrolled children may attend the Preschool. There are no siblings, relatives or friends allowed to attend on regular school days unless they are enrolled. This is extremely important as the Preschool's insurance only covers enrolled students. We cannot accept liability for other children.

A signed emergency release form and a current immunization form must be on file prior to your child's first day of school. Please give these to the Director, or your child's teacher. There will be no exceptions!!

## **6. WITHDRAWALS**

**Once your child is accepted into the program, he/she is expected to complete the school year (August–May). If you withdraw your child after school has started, full annual tuition will be due immediately.**

## **7. TUITION**

Tuition is paid in three installments due on May 1, September 15, and January 15. The first tuition payment must include the supply fee.

**PLEASE NOTE: THERE IS NO BILLING — YOU ARE RESPONSIBLE FOR PAYMENT OF TUITION BY THE DUE DATES.** Reminders will be sent via e-mail to all families.

**REGISTRATION/SUPPLY FEE:**

\$100.00/\$25.00 one day per week  
\$100.00/\$50.00 two days per week  
\$100.00/\$100.00 three days per week  
\$100.00/\$125.00 four days per week  
\$100.00/\$150.00 five days per week

**QUARTERLY TUITION:**

\$568.00 per quarter for one day a week  
\$873.00 per quarter for two days a week  
\$1,179.00 per quarter for three days a week  
\$1,560.00 per quarter for four days a week  
\$1,818.00 per quarter for five days a week

There will be a \$25.00 late fee added to tuitions paid after the 25th of the month. An additional \$25.00 will be added for every 10 days after the 25th. This will be strictly enforced!!! Please give your checks to the Director, or if you mail them, please be sure to mark your envelope to the attention of the Director. All checks should be made payable to “Northside Drive Baptist Preschool” or “NDBC Preschool.” For any returned checks, you are responsible for paying the \$30.00 service charge on the preschool’s account. Tuitions must be kept current to continue your child’s attendance without interruption. In cases of extreme, a payment plan may be arranged with the Preschool Director. However, **all** accounts **must** be paid in full by April 1st. Any account that is 45 days past the initial due dates will result in the temporary suspension of attendance until financial arrangements are made.

**ing.** Even grapes can be hazardous to a child under the age of 3. Applesauce and yogurt cups are also hard to handle at this age.

**Older Children**

Please send a sturdy drink box containing juice or milk. Do not send glass containers or soda cans of any kind. Please send all food in disposable containers along with disposable utensils. If you send any containers from home, these must be clearly labeled with your child’s name.

Please send finger foods (sandwiches, fruit, vegetables, meats, cheese) that do not require refrigeration or heating. If you send yogurt or fruit cups, you must include a disposable spoon as well. It is also a good idea to keep an ice pack inside your child’s lunch box to prevent these items from spoiling.

**10. PARENT PARTICIPATION**

Parents and grandparents are always welcome to visit!!

Conference days have been scheduled to help maintain communication between the school and home, as well as to update you on your child’s progress in school. Please do not try to have a “mini-conference” with your child’s teachers in the carpool line or in the hallway at drop-off or pick-up times each day. We have specially designated days for conferences during the year and encourage you to come and talk about your child on those days. Should a situation arise where you need to discuss something with your child’s teachers, please send a note to them requesting that they call you at home during the school day or set up an appointment

If it is your desire, you may celebrate your child’s birthday at school. Please limit this to a simple celebration with cookies, muffins or cupcakes. Also, please notify your child’s teacher in advance. Only invitations to birthday parties going to the entire class may be distributed at school. Children outside of school are not allowed at school parties. Ask your child’s teacher for additional ideas to make your child’s birthday special.

At the beginning of the year a directory of the faculty and students is sent home. Please use the directory for noncommercial purposes only. Notify the Director of any errors you may find in it.

not responsible for items left by parents or others who pick up your child.

Please dress your child in comfortable play clothes that you would not mind getting soiled. Please dress little ones in clothes that makes diapers easily accessible. For potty-trained children, please make sure they can dress and undress themselves with ease.

All children are required to wear shoes that are sturdy and will not slip as they play. No cowboy boots, please.

Bright blue school T-shirts and sweatshirts with the school logo are available in the Fall and in the Spring. They are fun to wear, especially on field trips when each child needs to be quickly identified and on "Spirit Day" when the whole school population dresses in blue.

#### **f. Lunch Rules**

Consider nutrition when packing your child's lunch. It is to your child's benefit to pack a nutritionally sound lunch and develop good eating habits. **In light of the serious peanut allergies that some of our children have, the Preschool has adopted a NO PEANUT POLICY.** This policy applies to every class and school sponsored events. Please notify the Director immediately if your child has any food allergies.

#### **Snacks**

A snack should be included with your child's lunch in addition to an empty drinking cup. Popcorn is not allowed.

#### **Toddlers and 2-year-olds**

Please send either 2 sturdy drink boxes, sipper cups, or plastic bottles marked with your child's name. Finger foods should be dry foods like cheese, meat sticks, Cheerios, chunks of vegetables, or fruit. Due to time limitations please do not send items that need to be spoon fed to your child. If your child is capable of feeding him/herself, you must include a disposable spoon as well. **Please be sure that all food is properly cut to reduce the possibility of chok-**

## **8. SCHOOL POLICIES**

Children are admitted regardless of race, creed, color, sex, national origin, religion, or physical condition, in so far as we are able to provide quality services for them.

### **a. Days and Hours of Operation**

The Preschool is in session from 9:30 a.m. - 1:30 p.m. Any child who has not been picked up by the applicable time will be taken to the late room (see Section 8(c) below).

### **b. Carpool. Parents are welcome in each class for drop-off and pick-up.**

For your convenience, we have a carpool line this available. You will receive a carpool number for each child on the 1st week of school. Please tape the card to the top right side of your car's windshield. The number on the card identifies your child. If there are others who will be picking up your child on a regular basis and you need more numbers for their cars, please stop by the office and we will issue them. Additionally, if you have more than one child attending the Preschool, you will be issued a different number for each child.

Morning carpool is available between 9:25 and 9:40 a.m. When dropping off your child, please line up under the porte-cochere, put your car in park and stay in your car. We will unstrap your child and take him/her and his/her belongings to the appropriate classroom. **PLEASE NOTE: WE WILL ONLY LOAD AND UNLOAD CHILDREN FROM THE PASSENGER SIDE OF YOUR CAR.** If necessary, adjust your car seats accordingly. When your child has been taken out of your car, pull out very slowly!! If you arrive after 9:40 am, please park in the parking lot and walk your child to his or her classroom. **DO NOT PARK IN THE PORTE-COCHERE! All cellphones must be turned off while in the carpool line.**

When picking up your child, please wait in your car while we get him/her and his/her belongings. We will place the children in their seats but **you must pull forward past the handicap spots to strap them in.** Afternoon carpool is available between 1:20 and 1:35p.m.

We cannot offer carpool for early morning drop off or for extended day pick up. In these cases you must park and walk into the building.

Please note that our teachers will be assisting with carpool during the morning drop-off and the afternoon pick-up. As a result, if you need to speak with a teacher, please make an appointment so that you can get the attention you need and deserve.

If someone other than you is picking up your child, whether through the carpool line or by coming into the building, that person **MUST** be on your emergency release list. We will ask for identification from that person before releasing your child. You must send in a **written notice signed and dated** for someone not on your Emergency Release Form to pick up your child. **NO EXCEPTIONS.**

If you lose your numbers, notify the Preschool immediately so we can issue new numbers for your child. For security purposes, please use our number cards only. This way we know they have been issued by us and that they are legitimate.

For the safety of all children, if you are walking your child into or out of the building, **DO NOT LET YOUR CHILD WALK THROUGH OR PLAY NEAR THE CARPOOL LINE OR RUN IN THE PARKING LOT. Please hold your child's hand.** Also, please do not come through the carpool line if you are talking on a cell phone or if you have a pet in your car.

### **c. National Emergencies**

In the event of a national emergency, please assume that the Preschool will close (it will) and come pick up your child immediately. Children will be brought to the Church basement to await pick up. If your child is not picked up and we are unable to reach either parent at one of the phone numbers left with the Preschool, we will call the people listed on the child's emergency release form. Please realize that under such circumstances, our teachers are moms who need to go home too, so be timely in picking up your child. If a child is not picked up within a reasonable period of time, we will contact the Department of Family and Children Services.

In the event that the Preschool or Church building is deemed unsafe, the children will be removed to the Church baseball field. Should the police or fire department be called to the Preschool, the building will be in total lockdown, with no one allowed in or out, until the authorities clear it.

Please note that these procedures may need to be implemented, modified, changed or deleted, or new policies may need to be adopted, in light of changes in national security as set forth by the Department of Homeland Security.

### **d. Child Abuse**

Teachers are aware of children's health and behavior on a daily basis, and any suspected signs of abuse/neglect must, by Georgia law, be reported to the Department of Family and Children Services.

### **e. Dress code**

Children should be sent to school clean, rested, and well fed. All children must have a change of clothes (including socks) in their bags in case of accidents. All sweaters, jackets, and other items should be clearly labeled with your child's name. We are

We cannot administer any medications to the children. Bug spray and sunscreen must be applied at home. In general, if your child has been on an antibiotic, he/she must have been on it for a minimum of 24 hours before returning to school. Children with severe allergies that may need Epi-pens or other immediate treatment must have a written prescription in the office. A release must also be on file. We will not use Epi-pens that have expired or that are not prescribed for the specific child. If we need to administer treatment to a child having an allergic reaction, the parents will be contacted immediately and 911 will be called.

Please inform the Director immediately if your child comes down with a contagious disease and/or infection, so that we may alert other parents.

If your child is not allowed into class due to an illness, we may require a doctor's note before he is allowed to return to school. Please remember that we are attempting to protect all of our students and teachers. Also, if your child suffers from allergies and you believe he/she should attend school, please ask your pediatrician for a note explaining this. You must give this note to the Director to assure the acceptance of your child into the classroom. A child who is overtired, affected by medication, or whose behavior is out of the ordinary should be kept home where he/she may be observed and made more comfortable by a parent.

#### **b. Accidents or Health Emergencies**

Trained staff will treat minor emergencies. For accidents of a more serious nature, the Director will make every attempt to notify the parents for instructions. In the event a parent cannot be reached, or where in the judgment of the school it would be detrimental to the child to delay treatment, we will transport the child to the nearest emergency facility. Emergency numbers are posted by the telephone. The local rescue squad or ambulance service will provide transportation to the Piedmont Hospital Emergency Room or the closest Children's Hospital.

#### **c. Late Room**

Once your child has been taken to the late room, a late charge will be assessed. The late room fee will be \$1.00 per minute, beginning at 1:35 p.m. These charges are per child only; if you are responsible for more than one child, the late room fees will be multiplied by the number of children. Parents are responsible for the payment of late fees, regardless of who picked up the child.

#### **d. Early Morning Drop-off**

For your convenience, we have an Early Morning Room available from 9:00 a.m. – 9:30 a.m. for a cost of \$3.00 per child per day. Please call the Director for reservations prior to the day you need early morning care for your child, when possible. You must park in the lot and walk your child to the early morning classroom for early morning drop-off. If you drop your child before 9:30 a.m. in their classroom, you will be asked to pay the \$3.00 charge.

#### **e. Extended Day**

For your convenience, Extended Day activities such as Spanish, ballet, art, music, etc. are available from 1:30 p.m. to 2:30 p.m. each day. These activities vary per day and/or per quarter and participation in these activities is optional. **Fees for these classes should be paid directly to the teachers offering them and not to the Preschool.** Please do not include payments with your tuition or other school fees. Information about days and cost of these classes are made available to all parents at the beginning of each quarter. Please remember reservations are required.

One reminder— if you have not made extended day reservations and are late picking up your child, he/she will be taken to the late room and not to the extended day room. In that event, late room fees will apply! Children in extended day must be picked up 2:30 p.m. Please note that you must park in the lot and come in to pick up your child after any extended day activity. Arrival after 2:30 p.m. will result in late room fees. These fees

are assessed in the same manner as the 1:30 p.m. late fees. If you have an emergency, please call the office or the church office immediately. **ABUSE OF THE EXTENDED DAY PROGRAM WILL NOT BE TOLERATED!** In the event that you are late picking up your child from extended day class more than 3 times, you will not be permitted to use the program anymore.

**f. Drop-off and Pick-up**

For safety’s sake, children must never be left without direct transfer to an adult. Therefore, if you miss the carpool line, children must always be brought directly to the classroom. Do not send a child to his or her class room alone; always take him or her there. Also, do not leave a child in a class room if there is no teacher there.

No child will be released to anyone not designated on the Emergency Information Release form, and we will request proper identification from that person, for your child’s safety and protection. Once an authorized person picks up a child, the supervision and safety of the child becomes their responsibility. Please do not allow children to play in the hallway, other rooms, or in the parking lot as this is disruptive to others and poses a safety hazard as well.

Should we suspect that the person picking up your child may be inebriated or under the influence of any other drugs, etc., we reserve the right to call someone else from your emergency contact list to pick up your child.

Separation is most times easier if you do not enter the child’s room and if you do not linger after your child is reasonably settled. Lingering sometimes prolongs your child’s adjustment period and also upsets other children whose parents have already left. If you are concerned you may “watch” from another room, or feel free to call the school later to get information on how your child is doing.

There is ample parking in the church’s lot. **Please do not park under the porte-cochere (carport) area.** This is a safety hazard as many young children cross that area regularly. **UNDER NO CIRCUMSTANCES SHOULD ANY CHILD**

Vomiting	Your child <b>must</b> be without vomiting for 24 hours or more.
Diarrhea	Your child <b>must</b> be without diarrhea for 24 hours or more, keeping in mind that some anti- biotics cause diarrhea that is not contagious.
Ringworm	Your Child may attend school as long as affected areas have been treated with an appropriate anti fungal cream.
Runny Noses	Clear runny noses are acceptable without other symptoms. Thick or discolored mucus may be related to an infection and child should not be in school.
Strep Throat	Must be on antibiotics for 48 hours or more. (Ear infections, early bronchitis, etc., 24 hours or more.)
Rashes	Should be cleared by a physician before attending school. Diaper rashes that are severe should be treated at home.
Chicken Pox	Children may return to school when all lesions are crusted (approximately one week).
Head Lice	Children may return to school after treatment and removal of individual eggs.
Pin Worms	May return to school 24 hours after treatment.
Conjunctivitis (Pink Eye)	May return to school when discharge from eyes has stopped. For bacterial conjunctivitis this is usually 48 hours after starting antibiotic eye drops. Consult physician for viral infections.

**i. Inclement Weather**

Northside Drive Baptist Preschool will close during inclement weather in accordance with City of Atlanta **and/or** Fulton County Public Schools. If there should be a delayed opening for one/both of these school systems we will still be closed for the day. In the event that there are more than 3 weather closures, a make up day may be scheduled.

**9. SAFETY AND HEALTH POLICIES**

**The safety of your child is our number one priority!**

Our staff is informed of safety rules, special hazards, and handling of commonly occurring accidents. They receive detailed instructions on evacuation procedures for both fire and storm, use of fire extinguishers and how to report an accident. All staff members are trained yearly in Pediatric first-aid and C.P. R.

The children are under adult supervision at all times. No child should enter or exit the building without an adult.

Written procedures for fire and storm evacuation are posted in each classroom, and are practiced monthly with the children. In case of extreme emergency, the Preschool maintains a weather radio and emergency provisions.

**a. Health and Illness**

Any child who shows signs of illness, such as fever, rash, cough, diarrhea, etc., cannot be accepted into the classroom. Please help us keep all of our children healthy by not sending your child to school if he/she is ill. The teachers have the authority to refuse admittance into the classroom for any signs of illness. Should a child show symptoms of illness during the morning, a parent will be called to pick up the child. The following is a set of guidelines for when your child **must** stay at home:

Fever            Your child **must** be without fever (99.5 degrees or less) for 24 hours or more. Keep in mind that fevers are lower in the morning.

**BE LEFT IN A PARKED CAR!** If we see an unattended child in a car we will call 911.

Please prevent your child from bringing toys, money, or other items from home unless it is “show and tell” day. Toys sometimes get lost or broken, and we do not want your child to be disappointed. We cannot assume responsibility for replacing broken items. In particular, please do not allow your child to bring toy weapons of any kind to school. If your child should bring a toy from home, please remind him/her that they should be willing to share. Also make sure that the toy is labeled with your child’s name.

We also ask that you not allow your child to climb trees or play on the grounds in front of the Sanctuary. Many church volunteers spend countless hours trying to maintain this area, and would appreciate your cooperation in this matter.

**g. Evaluations and Applications to Private Schools**

Confidential student evaluations for independent schools, therapists, or others must be submitted to the Director with a stamped and addressed envelope. The Director will give the form to the appropriate teacher. Completed forms will be reviewed and mailed by the Director. Please allow at least two weeks prior to the evaluation due date for completion and mailing. All evaluations are kept in the strictest confidence and no information is shared with other staff, parents, or schools without prior written consent of the child’s parents or guardians.

**h. Observations**

Requests for observations of students by persons other than the Preschool staff must be submitted to the Director. Appointments should be made through the Director and times for observations must be approved by the Director and the classroom teacher.