



Alpharetta Presbyterian Dayschool

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Come Grow With Us!

2018-19 HANDBOOK

TABLE OF CONTENTS

	TOPIC	PAGE
I.	PHILOSOPHY	1
II.	ADMINISTRATIVE INFORMATION	2
III.	REGISTRATION	3
IV.	FEES	3 - 4
V.	WELLNESS POLICY	4
VI.	SECURITY & LIABILITY	5
VII.	DISCIPLINE	5 - 6
VIII.	CLASSROOM INFORMATION	6 - 7
IX.	FACULTY	7 - 8
X.	COMMUNICATION	8
XI.	CURRICULUM	8
XII.	CARPOOL	8 - 9
XIII.	LATE PICK UP POLICY	9
XIV.	EMERGENCY PROCEDURES	9
XV.	AFTERSCHOOL PROGRAMS	9
XVI.	OUTLINE OF THEMES	10
XVII.	SCHOOL CALENDAR	11
XVIII.	INCLEMENT WEATHER	11
XIX.	DELAYED START TIME	11

I. PHILOSOPHY

Parent's Morning Out

Alpharetta Presbyterian Church is committed to providing quality child care for busy parents. Our goals for the Parent's Morning Out program are:

- to ensure a safe, loving environment for your children
- to offer a variety of activities to stimulate the emotional, social, physical, mental and spiritual development of each child
- to maintain a sensitive, caring staff
- to keep parents informed of their child's activities and progress while at PMO

Preschool

Through direct experience, structured and free play, and social interaction, our Preschool offers a well-balanced program designed to prepare your child for future schooling and maturation. We take care to ensure that each child's total development is addressed by the following goals:

- to provide a loving, Christian environment in which to encourage and challenge each child
- to help each child develop an attitude of eagerness and joy about learning
- to encourage each child to grow socially, emotionally, mentally, physically, and spiritually
- to help each child to discover his/her own uniqueness and importance
- to provide a developmentally appropriate curriculum upon which to lay the foundation for future school work

II. ADMINISTRATIVE INFORMATION

Location:

APC Dayschool is located at Alpharetta Presbyterian Church; 180 Academy Street in Alpharetta, Georgia 30009.

Hours of Operation

The 2018-19 school year begins Monday, August 27, 2018. PMO offers a two day and three day program for 2 year olds and a two day program for 18 month olds. Preschool offers a three day and four day program for 3 year olds and a four day and five day program for 4 year olds. All programs from 9:00 a.m. to 1:00 p.m.

Children will not be accepted before 9:00 a.m. and must be picked up promptly by 1:00 p.m. If you have an emergency and cannot pick up your child by 1:00 p.m., please call the Dayschool office at (770)751-3862.

Immunization and Health Records

Each child must have a current immunization record (form 3231) on file in order to start the program. The certificate becomes invalid on the expiration date indicated. If a current certificate has not been submitted within 30 days after the expiration date, the child must be excluded from attendance until a current certificate is obtained. You can obtain the immunization form from your pediatrician.

Change of Address, Emergency Information, Etc.

If your address, phone number, doctor information, pickup authorization list or any other vital information changes during the term, please inform the Director and your child's teacher. A change of information form must also be submitted to the office.

Withdrawal

If unforeseen circumstances cause you to leave our program once it has started, please let us know at least one month in advance.

It is very difficult to fill openings in the program after March 1. **Therefore, you are responsible for tuition for the remainder of the year if you withdraw your child after March 1st .** Failure to pay the remaining year's tuition may result in a forfeiture of your child's place in the program for the following year. Any previously paid registration fees or tuition payments for the following year may be applied to the current school year's balance. All tuition payments are **NON-REFUNDABLE. An account balance cannot be transferred from one school year to the next. All payments are NON-TRANSFERABLE.**

Students with Special Needs

The school reserves the right to accept or decline the admission of or suspend the enrollment of any child whose needs we cannot meet. As a small, private preschool, our resources are limited. While our staff is composed of dedicated, caring professionals, we are not staffed by teachers who are trained to work with special needs children. When a child's special needs (including the inability to understand English) disrupts the learning environment for other children or poses a threat to the safety of themselves or others, it may be necessary for the family to find a suitable alternative program for their child.

III. REGISTRATION

Children of the Dayschool staff, pastoral staff and board members have priority registration. All current students must be in good standing to participate in registration. To be in good standing, students must be current on all fees and tuition (including late pick up fees). All outstanding balances will need to be paid prior to registration or will be collected in addition to the registration fee on the day of registration.

Continued enrollment of the child in APC Dayschool is subject to:

- The family and child observing school rules as set forth in the handbook.
- The child's behavior is within acceptable social boundaries and causes no physical harm to anyone or disruption of the planned activities.
- Any accommodations made for the child's behavior or learning needs do not disrupt the learning environment for the other children.
- The preschool staff is able to meet the physical, emotional, and academic needs of the child.
- Financial obligations are met in a timely manner.

IV. FEES

Registration Fees

A registration fee must be paid for each child each year. The fee is \$150.00 for the first child and \$75.00 for each additional child in the family. **One month's tuition (applied to the May 2019 payment) is due at registration.** If you register after the school year begins, the first month and last month tuitions plus the registration fee are due at registration. ALL FEES are **Non-refundable and Non-transferable.**

Tuition

The annual tuition is divided into 9 monthly payments and is due according to the following schedule:

The 1st tuition payment is due at registration and is applied to May 2019 tuition.

The second payment is due May 1, 2018 and is applied to September 2018 tuition.

The remaining 7 payments begin on September 1, 2018 and ends with the March 1, 2019 payment.

If you apply after the school year begins, your registration fee, your 1st month tuition and your last month's tuition, are due at registration. If you apply after the school year begins, we will also arrange a payment schedule to align payments with the tuition schedule.

ALL PAYMENTS ARE NON-REFUNDABLE

Tuition is due on the **1st** of each month. Delinquent payments received after the **7th** must include an additional \$15.00 late fee. Payment after the **10th** of each month will accrue a \$5.00 per day charge. You may mail your payment to the church, drop it in the tuition box or use your financial institution's bill payment system. If you use the bill payment system, list your child's name and assign the payee as APC DAYSCHOOL. Please know there is a **\$36.00** returned check fee. We ask that you **DO NOT SEND CASH**. If your child is going to be away when tuition is due, please have a plan in place so you will not incur late fees. **Please do not send payments of any type through the school bags, as they may not reach the right person for credit. ALL FEES are non-refundable and non-transferable.**

In order to hold your place in our program, you must pay for a full month at a time even if you cannot attend every week. If we do not receive your tuition by seven days after the tuition due date, we reserve the right to offer your space to someone on our waiting list.

Fee Schedule:

****No activity fees**

PARENT'S MORNING OUT (18 months to 3 years)

2 Day Option (18 months & 2's)

1 child **\$191.00**

3 Day Option (2's only)

\$250.00

PRESCHOOL (3's and 4's)

3 Day Option (3's & 4's)

\$250.00

4 Day Option (3's & 4's)

\$332.00

5 Day Option (4's only)

\$383.00

*Note: If you have more than one child in our program, the first child pays full tuition any additional children receive 10% discount.

V. WELLNESS POLICY

Wellness Policy

To ensure that your children stay healthy while they are enrolled in our program, please do not bring your child to school if he or she shows any of the following symptoms:

- Fever
- Clear, runny nose that cannot be related to a known cause such as allergies.
- Runny nose with colored discharge.
- Rash, skin eruptions
- Diarrhea
- Vomiting
- Unexplained itchy scalp (head lice)
- Sore throat
- Any skin infections (ringworm, impetigo, etc.)
- Pink eye
- Frequent cough or croup

Children should not return to school until they have been fever/symptom free (without the aid of medication) for **24 hours** or until the contagious period has passed.

When our teachers notice any of the previously listed symptoms or any abnormal changes in behavior, parents will be notified and asked to pick up the child from school.

If your child is diagnosed with chickenpox (or any other highly contagious disease), please let us know as soon as possible so we can determine if any other children in your child's class may have been exposed. Children with a communicable disease need to have a written note from a physician stating they are able to attend school without risk to other children.

Emergencies

Our first response to all emergencies is to call 911.

Medications

Our teachers are not allowed to administer **any** medications. If your child requires an EpiPen or emergency inhaler, for a **life threatening condition**, we must have written certification (**allergy action plan**) submitted by a licensed physician. We also must have a **Medical release and waiver form** signed by the parent. Parents are responsible for the training of staff members to administer an EpiPen or emergency inhaler.

VI. SECURITY and LIABILITY

Security

The safety and security of your child is our primary concern. Only the parents and those people whom the parents have designated in writing will be allowed to pick up a child. **If only one parent is allowed to pick up the child, we are required to have a copy of a court order to that effect on file.** We will not release a child to anyone who is impaired; including but not limited to alcohol or illegal drugs.

Each day when PMO children are dropped off, the parent should sign in the child's name, the time of day, and a phone number where the parent can be reached that day. **All** parents must sign their child out at the end of the day. Our teachers and assistants will ask for I.D. if they have any doubt about the person who is picking up a child. When one of the people you have already designated in writing will be picking up your child, please inform the child's teacher ahead of time. All visitors must check in at the front desk.

For the safety of your children, please enter the school only through the lobby doors of each building. On mornings with no carpool, the carpool door is monitored by staff and will be open until 9:10 a.m. Please **DO NOT OPEN LOCKED DOORS** for others at any time, as this puts everyone in the building at risk. Security cameras are in place throughout the building and provide staff with a view of all doors.

Parents or caregivers of younger children must keep those children within their care and /or eyesight at all times while on the property. Under no circumstances should a child be left unattended in a vehicle or playground.

Transportation of Children

Parents are responsible for transporting their children to and from school. For safety and liability reasons, staff should not transport enrolled school children to or from the premises. All drivers for school field trips should provide copies of driver's license and insurance cards to the Dayschool office. A copy should be given to the teacher *each* time a parent drives. Children should be transported with the proper car restraints.

After Hours Care

Childcare is not provided by the school or its staff members outside the program hours.

VII. DISCIPLINE

It is vital that young children have clear, consistent, and appropriate limits on behavior so they may learn self control, generosity, and respect of others. Our staff should:

- Clearly define the rules so children know what to expect.
- Help the children take responsibility for their actions.
- Hold the children accountable for their choices in behavior.
- Develop a safe learning environment based on respect, trust and consistency.

If, a child persists in a behavior that is inappropriate or potentially harmful to himself or others, our staff may use the option of a time out period for that child. The child may be asked to sit in a chair away from the other children for a short amount of time (one minute per year of age). The staff member should explain to him calmly why he is in a time out, being careful to demonstrate that although his behavior was unacceptable in the class, and that he is very much cared for. If the behavior continues, the staff member may then bring the child to the office for an office time out.

Any time a child is given an office time out, written notification of the time out and an explanation of the inappropriate behavior should be sent home with the child and a record kept in the dayschool office. If the child's behavior is unmanageable, the parent may be required to pick the child up. Repeated office time outs may result in your child being removed from the program. **Habitual biters may be removed from our program after the third incident.**

APC reserves the right to withdraw any child if we feel they pose a possible threat to the health, welfare or safety of themselves, other students, or staff.

VIII. CLASSROOM INFORMATION

Note: All preschool children must be potty trained. All preschool children and all PMO children in the process of potty training should have the ability to verbalize the "need to go". If your child is truly potty trained, then he or she should be able to tell the teachers when he or she needs to go to the bathroom and be able to take care of their bathroom needs. **Please no pull ups.**

All PMO children must be walking.

Classes are determined by the child's age on September 1st. Example: The child must be 3 on or before Sept. 1st to be in a 3 year old class. The child must be 2 on or before Sept. 1st to begin PMO. Our Outline of Activities for the 2018-2019 school year is listed at the end of this Handbook. We offer chapel time with the pastor in the sanctuary twice a month to teach our children about God and His love for us. Music/creative movement class is offered to all children once a week. Science is offered to the preschool classes once a week.

Pick up and drop off

Morning drop off is available for Preschool children only. All parents are asked to come inside to pick-up and sign-out your child at the end of the day.

Staff will not be available in the classroom for morning **drop off** until 9:00 a.m. Staff members need the time prior to 9:00 a.m. for classroom prep, so please plan your arrival time accordingly.

All children must be **picked up promptly by 1:00 p.m.**; there is a late fee for children picked up after that time. **If someone not listed on your registration form is going to pick up your child, we must have that information in writing including the name and contact information of that person. Last minute pickup changes should be emailed to wendy@alpharettapres.com.** We will DO NOT accept phone call pick up information.

Clothing

Children should wear clothing that is comfortable and washable. Please send your child to school in sneakers as they give maximum traction on the playground and are safer in our creative movement classes. Crocs, flip-flops, sandals, and boots with pointed toes are not acceptable. Children without proper attire may not be able to participate in certain activities. Please do not bring umbrellas into the classrooms, as they can be dangerous. In the winter, children should bring appropriate outer clothing as classes do go outside unless it is raining or below freezing. Please put your child's name on all coats, sweaters, hats and gloves.

Lunch and Belongings

Since your child will be with us for four hours at a time, we ask that you pack a healthy lunch and a light snack. The snack should be in a separate bag or container and labeled with your child's name. Each teacher should have a basket available so that all snacks can be placed inside it and kept separate from lunches. We ask that you choose healthy snacks. **Please no lollipops at school.**

Bring disposable diapers, if applicable and a complete change of clothes for each child (Preschool and PMO). Please put your child's name on diaper bags, lunch boxes, and coats. Please do not send pacifiers or bottles with your children to school.

Friends/Relatives Attending School with Students

Friends, brothers, sisters, cousins, etc. cannot attend school or go on field trips with students.

Birthdays

Parents, who wish to do so, may bring a simple treat to school for their child to share with his/her friends on birthdays. Please let the teacher know ahead of time what you will be bringing. However, invitations to parties and presents are not allowed to be given in the classroom. We do not host birthday parties.

Please **no** balloons in our school. According to the CDC, balloons account for 7 to 10 deaths a year.

Bringing Toys to Class

Unless your class has a specific "Show and Tell", please do not allow your child to bring personal toys from home into the classroom. This often causes friction among the children, and the toy can be damaged or lost.

Bringing Pets to Class

Pets, of any kind, should not be brought to school.

IX. FACULTY

Alpharetta Presbyterian Dayschool will act as an Equal Employment Opportunity Employer and shall recruit, hire, call, train, and promote all persons in all job classifications without regard to race, color, and national origin, sex, age, and marital status, physical or medical disability.

We require that all our Parent's Morning Out teachers and assistants have experience with children age four and under. Many of them are parents themselves and many have a teaching background. We choose our teachers and assistants with care and especially look for the qualities of love and patience which are so essential to a child's well being.

Our Preschool teachers typically hold a Bachelor's Degree or a combination of college and classroom experience to equal four years. They are required to keep abreast of developments in early childhood education through continuing education sponsored by such organizations as:

Georgia Preschool Association
Association of Weekday Church Schools
National Association for the Education of Young Children
Georgia Department of Human Resources

- Background checks are obtained on all school staff.
- Our staff is CPR and First Aid certified.
- **APC Dayschool is a Bright from the Start state license exemption program.**

Substitutes

We carefully select our substitute teachers, and we have a standard list of substitutes that we use. Some are church members, former staff members, or parents with children in the program. All of them have experience with small children. If you are interested in applying to be a substitute teacher, please let us know.

X. COMMUNICATION

We care about your children and we want you to know how things went while you were not with them. We encourage teachers to share with parents any notable or funny thing your child did or said during the day. Of course any injuries will be reported to you, an accident report will be filed, and you will be notified immediately, if we feel the situation warrants it.

We encourage open communication. If you have a concern, a suggestion or a compliment, please let us know.

XI. CURRICULUM

We believe children learn best with a balance of teacher directed and child initiated activities that encourage thinking, reasoning and communication.

As a Christian school, the APC Dayschool seeks to encourage the spiritual growth of its students. We do this by:

- Introducing one short Bible verses per month (see monthly class theme list)
- Saying a blessing before meals
- Attending chapel weekly

Preschool children attend Spanish class once per week and PMO children attend Playball class once per week. All classes attend music/creative movement class weekly.

XII. CARPOOL

Our morning carpool is for preschool children only and begins each day at 8:55 a.m. and ends at 9:10a.m. We encourage each preschool family to use carpool so our teachers can start their day on time. If you use carpool, please follow the safety rules below:

1. For safety reasons, children must exit the vehicle on the driver's side.
2. Please no cell phone use while in the carpool line. We need your full attention.
3. Children should remain in their car seats until you reach the staff member assisting them from the car.
4. Observe the speed limit at all times.
5. Please restrain from long conversations with the attending staff members.
6. Stay in the carpool line until the car in front of you has finished unloading.
7. Yield to traffic when exiting the carpool line

In the event of inclement weather, carpool will be canceled. A text message will be sent via the APC text messaging system. To opt in for our free text messaging service, text to 81010 and place @apcd in the message box.

On days when there is NO CARPOOL, the door to the building used for carpool is staffed by a teacher to allow parents to ENTER through that door between 8:55 and 9:10 am. This will allow parents to park along the large playground sidewalk and enter the building quickly and should alleviate congestion on the PMO side of the building.

All preschool children arriving after 9:10 and all children arriving through a door other than the carpool door, must be walked to their classroom. For safety reasons, please do not drop children off in the parking lot.

XIII. LATE PICK-UP POLICY

There is a late charge of \$10.00 for the first 15 minutes a child is picked up after 1:00 p.m. and \$1.00 per minute after 1:15 p.m., according to the Dayschool office clock. After 5 offenses in a school year, the charge will be \$50.00 for the first 15 minutes a child is picked up after 1:00 p.m. and \$5.00 per minute after 1:15 p.m. The late charge is payable the same day to the Dayschool office.

XIV. EMERGENCY PROCEDURES (Guidelines for parents)

Please be aware that the school has procedures in place for emergencies as they arise. Students will not be allowed to leave with their parents should there be an emergency, please do not contact or come to the school. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Parents will be notified when the situation is safe. APC has developed detailed emergency procedures which are annually reviewed, updated, and practiced.

It should be noted that should there be a need for a lock-down, parents and any other outside people will not be allowed in the school under any circumstances.

XV. AFTERSCHOOL PROGRAMS

A number of afterschool enrichment programs are offered immediately after school. Programs offered include dance and gymnastics. Each program is a one hour session that meets once a week. The afterschool enrichment programs are run independently of Alpharetta Presbyterian Dayschool and require additional fees.

XVI. OUTLINE OF THEMES

Outline of Lessons 2018-2019

August

Back to School/Manners/Rules
Responsibilities

Ephesians 4:32 "Be kind to one another"

September

Friends and Families
Transportation
Community Helpers
Dinosaurs

Proverbs 17:17 "A friend loves at all times"

October

Autumn
Fire Safety
Christopher Columbus/
Maps & Globes
Parts of the Body

Psalm 139:14 "I praise you God, for I am
wonderfully made"

November

Five Senses
Native American
Pilgrims
Thanksgiving Traditions

Psalm 106:1 "Give thanks to the Lord, for He
is good"

December

Holiday Celebrations

Isaiah a child is 9:6 "For unto us a child is
born"

January

Winter/Temperature
Arctic Animals/Hibernation
Space

Genesis 1:1 "In the beginning God create
the heavens and the earth."

February

Emotions/Valentine's Day
Presidents
Dental Health/Nutrition

1 John 4:16 "God is love"

March

Weather
Insects/Birds
Animals

Psalm 24:1 "The earth is the Lord's and all that
is in it"

April

Spring/Growing Things
Easter
The Environment

Matthew 28:6 "He is not here; he has risen"

May

The Rain Forest/Jungle
Ocean Creatures
Summer Fun/Sun Safety

Genesis 1:24 "God made the wild animals of
the earth of every kind"

XVII. SCHOOL CALENDAR

APC Dayschool
2018-2019 School Calendar

August 27	First Day of School
September 3	Labor day (no school)
October 5 & 8	Teacher Workday (no school)
November 6	Teacher Workday (no school)
November 19-23	Thanksgiving Holidays
December 21- January 4	Winter Holidays
January 21	MLK Holiday (no school)
February 15 & 18	President's day (no school)
March 11	Teacher Workday (no school)
April 1-5	Spring Break
April 19	Good Friday (no school)
May 22	Last Day of School

XVIII. INCLEMENT WEATHER

APC Dayschool follows the Fulton County School System's weekday closing for inclement weather. If they are closed, we are closed, regardless of the circumstances.

XIX. DELAYED START

APC Dayschool follows the Fulton County delayed start start times. For example, a two hour delay for Fulton County would result in an 11:00 am start time for APC.