



# Alpharetta Presbyterian Dayschool

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## 2019-2020 Parent Handbook

### ADMINISTRATIVE INFORMATION

#### **Location:**

180 Academy Street  
Alpharetta, GA 30009

#### **Hours of Operation:**

The 2019-2020 school year begins on August 19, 2019 and ends on May 14, 2020. Our program runs from 9:00 a.m. to 1:00 p.m. Children may not be dropped off before 8:55 a.m. and must be picked up at 1:00 p.m. APC Dayschool follows the Fulton County School system in regards to holidays and weather-related school delays and/or closings.

#### **Immunization and Health Records:**

Each child must have a current immunization record (form 3231) on file in order to start the program. Immunization forms may be obtained from your pediatrician. 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.

#### **Change of Address, Emergency Information, Etc.:**

If your address, phone number, doctor information, or pickup authorization list changes during the school year, please edit your information at [www.headmasteronline.com](http://www.headmasteronline.com). Your login and password can be obtained from the Dayschool office.

#### **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.

#### **Withdrawal:**

If unforeseen circumstances cause you to leave our program once it has started, please let us know at least one month in advance. Because it is very difficult to fill openings in the program after March 1, **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. All tuition payments are **NON-REFUNDABLE and NON-TRANSFERABLE.**

### **Registration Information:**

Registration for the following school year will begin in January, 2020. Registration of current Dayschool families and their siblings and APC Church Members have priority registration, followed by new families. All current students must be in good standing to participate in registration.

### **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 2020 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.**

### **Monthly Tuition:**

Tuition is due on the 1<sup>st</sup> of each month. Delinquent payments received after the 7<sup>th</sup> must include an additional \$15.00 late fee. Families are encouraged to utilize our online billing at [www.headmasteronline.com](http://www.headmasteronline.com) for payments. There may be a fee for credit card payments. Or, 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. 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.**

**Extended absences:** 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.

## **HEALTH AND WELLNESS**

### **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.

### **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.

## **SAFETY AND SECURITY**

### **Emergencies:**

Our first response to all emergencies is to call 911.

### **Safety:**

The safety and security of your child is our primary concern. The school doors will be closed and locked from 9:10 a.m.-12:50 p.m. daily. Please enter the school only through the lobby doors of each building. A security camera and button can be pressed for entry.

All staff are CPR and First Aid certified, and have undergone a thorough state and federal background check.

### **Security:**

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. **All** parents must sign their child out at the end of the day. Last minute authorizations must be provided in writing to the school office.

### **Guidelines for Parents**

Please be aware that the school has procedures in place for emergencies as they arise. 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. The school will provide updates via the Remind app.

The school has developed detailed emergency procedures which are annually reviewed, updated, and practiced. This plan will be followed should any emergency occur during the school day. If there is a need for a lock-down, parents and any other outside people will not be allowed in the school under any circumstances.

## CLASSROOM INFORMATION

### **Classroom Placement:**

Classes are determined by the child's age on September 1st. All children in Parents Morning Out (Toddler and Twos) must be walking. All Preschool students (Threes and Fours) must be potty trained. Please no Pull Ups. Requests for specific teachers are not accepted.

### **Drop off and Pick Up:**

APC Dayschool Staff will be ready to welcome children beginning at 8:55 a.m. **All children arriving after 9:10 a.m. must be walked to their classroom. For safety reasons, please do not drop children off in the parking lot.** All children must be picked up promptly by 1:00 p.m. All parents are asked to come inside to pick-up and sign-out your child at the end of the day. Pick-up after 1:05 p.m. is considered late. There is a late charge of \$10 for the first 10 minutes a child is picked up after 1:05 p.m. and \$1 per minute after 1:15 p.m. After 5 offenses in a school year, the charge is \$50 for the first 15 minutes and \$5 per minute after 1:15 p.m.

### **Gradual Entry for Parent's Morning Out:**

In an effort to create a positive and successful transition to school for our youngest students, Parent's Morning Out classes will at 12 p.m. during the first week of school. Parent's Morning Out classes will dismiss at 1 p.m. the second week of school and thereafter.

### **Car Line Guidelines:**

Our morning Car Line is for preschool children only from 8:55 a.m. - 9:10 a.m. 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 Car 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 Car Line until the car in front of you has finished unloading.
7. Yield to traffic when exiting the Car Line.

In the event of inclement weather, Car Line will be canceled. However, parents may park by the side Car Line entrance and walk children into the building between 8:55 and 9:10 a.m.

### **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:**

Please provide a light snack, water bottle, and healthy lunch each day. The snack should be in a separate bag or container. Please label snacks, water bottle and lunch with your child's name. All students should have a complete change of clothes. PMO students should have disposable diapers, if applicable. Please do not send pacifiers or bottles with your children to school.

**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.

**Prohibited Items:**

Please do not bring lollipops, balloons, pets, and toys from home (exception: classroom “Show and Tell”) to school.

**Communication:**

There are many opportunities for communication between APC Dayschool and families. In addition to monthly Director’s notes, teachers will provide regular communication to parents with specific classroom information. Teachers are encouraged to share any notable or funny thing your child did or said during the day. APC Dayschool uses Remind 101. In addition to text messaging, we encourage all parents to “like” APC Dayschool on Facebook.

**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.

**Potty Policy:**

Children in the 3’s and 4’s classes must be potty-trained.

1<sup>st</sup> Accident: Teachers change the child and notify parents.

2<sup>nd</sup> Accident: Teachers change the child and the parent will be called to pick up the child.

3<sup>rd</sup> Accident: Teachers change the child and the parent will be called to pick up the child. A meeting will be arranged for the parents and the Director to discuss the next course of action.

**Biting Policy:**

Evaluation/First Aid will always be administered to the child who has been bitten, followed by an incident report.

1<sup>st</sup> Incident: Parents of the biter will receive an incident report.

2<sup>nd</sup> Incident: Parents will be notified by a phone call and receive an incident report.

3<sup>rd</sup> Incident: Parents will be called up to pick up the biter. A meeting will be arranged for the parents and the Director to discuss the next course of action.

## PHILOSOPHY AND CURRICULUM

### **Parent's Morning Out:**

APC Dayschool 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

### **Curriculum:**

We believe children learn best with a balance of teacher directed and child initiated activities that encourage thinking, reasoning and communication. We focus on many units of study, supported by experiences in art, music, literature, science, social studies, math and vocabulary. Our unique curriculum introduces the alphabet, numbers, colors, shapes and more.

Our student/teacher ratios are:

- 15-23 month classes: 8/2
- Two year old classes: 12/2
- Three year old classes: 14/2
- Four year old classes: 16/2

As a Christian school, APC Dayschool seeks to encourage the spiritual growth of its students. We do this by attending weekly chapel, saying a blessing before meals, and introducing one short Bible verse per month. Additionally, Preschool children attend Science class once per week and PMO children attend Creative Movement class once per week. All classes attend music class weekly. APC Dayschool is a Bright from the Start state license exemption program.

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