

**MT. CARMEL PRESCHOOL
5100 SOUTH OLD PEACHTREE ROAD
NORCROSS, GA 30092
P.O. BOX 922997, NORCROSS, GA 30010
(770) 449-4498**

Welcome to Mt. Carmel Preschool and Mother's Morning Out. We have prepared this handbook to use as a reference guide to answer many of the questions you may have about our program.

We believe we will offer your child an environment where he is able to discover how he fits into the scheme of this big, and sometimes scary world. We feel we provide a safe place for his spiritual, emotional, and physical growth. We stress learning by "doing", and have a program full of exciting and stimulating adventures geared to his specific age level. Perhaps most importantly, we are here to support and love your child as an individual and we strive to maintain a close and loving relationship through our low child-teacher ratios, and eventful curriculum. We are pleased that you have chosen Mt. Carmel Preschool as your child's introduction to learning in a school environment.

Please feel free to contact me with any questions you may have concerning your child's progress or any of our policies. My office number is listed at the top of the page and my email address is mtcarmelpres@comcast.net. You may reach me by phone Monday-Friday from 9:00 A.M. until 2:30 P.M. and anytime at my email address.

In joy and love,

Cindy Bill
Director

MT. CARMEL PRESCHOOL MOTTO

Put on your listening ears, use your kind hands, and your kind heart.

MISSION STATEMENT

We at Mt. Carmel Preschool promise to love and support every person who comes into our midst. We pledge to encourage and guide each child to reach his full potential by offering small classes full of exciting and stimulating curriculum. We feel everyone at Mt. Carmel has been led here by God's hand and will honor our blessings with good humor and dedication to the teachings of His Word.

MT. CARMEL PRESCHOOL POLICIES

Schedule of Sessions

Mt. Carmel Preschool operates five days a week September through May. Holidays follow the Gwinnett County school system and will also be announced on the school calendar.

Arrival and Departure

At the beginning of each day, parents are advised to enter the church driveway marked with the Enter Only sign and follow the arrows to the right side of the church. Pull up as far as possible and wait for a teacher to approach and assist your child safely out of the car and into the building. Do not unbuckle your child - a teacher will do that for you. Do not allow your child to sit in your lap and “drive” the car, as it is dangerous to everyone. Please put your car in park if you need to reach behind your seat because your foot may slip off the brake. Remain in line until the car in front of you begins to move. Please do not exit the line out of turn. Teachers will lead children to their classrooms where they will be greeted by their classroom teacher and proceed to hang up their bags and coats and put lunchboxes in their baskets. Parents who need to drop off party treats or objects that are too large for a teacher to carry from the car or want to walk their child in may drive around to the cemetery side of the church and walk in. **Please do not get out of your car and walk your child into the school from the carpool side. Do not allow your child to walk alone from the car into the school.** In the afternoon beginning at 1:20, parents will be asked to pick up their children at the classroom door, making sure to speak to the teacher informing her that students are being removed from the class. Please park in the back lot or on the carpool side of the building in the afternoon. At 1:30, those children who have not been picked up will be moved to the Director’s office--enabling the classroom teachers to clean their rooms and begin preparation for the next school day. A late fee will be assessed for those children who are picked up after 1:45.

In the event of severe weather, we will cancel or dismiss classes if the Gwinnett County schools do. Please listen for Gwinnett County school announcements on the television or tune your radio to AM WSB 750. We also use the Remind system to get in touch with parents urgently.

Potty Training

Toddlers and Two's do not need to be potty trained. When a child is getting ready to be trained, the parents need to speak with their child’s teacher to be sure that they both feel the child is ready to begin training in the school environment. Please try to begin training during a school vacation so that the child has the best chance to succeed at school. If you feel that your child needs to use pull-ups initially, please send them in pull-ups that have the Velcro sides, to help the teachers when changing. The teachers will cooperate as

much as possible but they cannot be expected to take an individual child to the bathroom every 20-30 minutes. Try to teach your child to verbally indicate his/her need to use the bathroom. Please include a change of clothes, underpants and socks and two extra pull-ups in the child's school bag each day. As you train your child at home, please keep in mind that "training" a child also includes wiping, flushing, hand washing, and cleanliness of the bathroom. We will verbally encourage children to assist themselves with the process (wiping, flushing, redressing and hand washing). All children must also have a change of clothes, including underpants and socks in their school bag at all times. It is unsanitary for our teachers to wash soiled underpants. Our policy is to dispose of all solids then wrap soiled underpants in a plastic bag to be sent home.

Three's and Four's: All children enrolled in the three and four year classes must be independent in areas of bathroom use: clothing, wiping, flushing hand washing and cleanliness of the bathroom. These policies are in place to protect the health and well being of all children using these facilities. Teachers will do their best to continue leading children to independence but will assist with zippers and buttons at the beginning of the year. It is prudent to send children in clothing that is easily pulled up and down.

Daily Needs

Each child receives a tote bag provided by the Preschool. In it should be an extra set of clothing all the way down to the socks, a lunch box, and diapers and wipes if needed. **Backpacks are not needed at the school. Please do not invest in them.** There will be a clip on every bag used for notes and projects that come from the Preschool. Please use the clips for notes sent to the teachers.

Illness

Please do not send your child to school when he is ill. To do so would be unfair both to your child and to the other children in his classroom. Please keep your child at home if he has any of these symptoms: sore throat, runny nose, cough, fever, rash, earache, or headache. If your child is on antibiotics, he does not have to remain home during the full course, but only until his symptoms improve and he feels well enough to participate in all activities offered at the Preschool. Do not send your child to school if he is unable to play outdoors. **Your child must be 24 hours fever, diarrhea, or vomiting free before returning to school.** 100 degrees F constitutes a fever in the school. If your child spikes a fever at school or vomits, please do not send him to school the following day.

If you find that your child has a communicable disease, please report it to the Preschool Director at once, so that his classmates' parents may be notified.

If your child becomes ill or is injured at school, we will make every effort to contact you.

Fees

Registration Fee: A fee of \$100.00 (per child enrolled; \$50.00 for second child) is due at the time of registration. No child may begin classes until the registration fee is paid. New enrolling students must also pay September tuition at the time of registration.

Tuition: Tuition is each month. We offer an automatic withdrawal system. You will be asked to fill out a form and attach a voided check to be entered into the Preschool system. It takes 2 days to be processed into the system and from that time forward, your child's tuition will be automatically withdrawn each month. Mt. Carmel Preschool parents pay one full month in advance. We also accept a check or cash each month. An envelope will be attached to your child's book bag at the beginning of each month. Do not remove the envelope; put cash or check into the envelope and send it back with your child the following school day.

If you believe that you will have a problem with any monthly tuition payment, please contact the Preschool Director promptly. If a satisfactory payment schedule can be arranged, your child may be allowed to continue at Mt. Carmel Preschool.

Late Pick-up Charge: A \$10.00 charge will be assessed for each 15 minutes your child remains at the school after the dismissal time (e.g. at 1:45, \$10.00 will be assessed, at 2:00, \$20.00 will be assessed, etc.)

Activity Fee: A \$75.00 activity fee will be due in August at Orientation to cover all of the field trips, luncheons, guests, and special programs offered throughout the year.

Withdrawals: Two calendar months' notice of intent to withdraw your child from the program is required (i.e. notice must be given by the first day of the second to the last month your child is to attend Mt. Carmel Preschool.) May 31 is the last day you will receive September reimbursement. Tuition will be paid through the end of the month.

Clothing

Remember – we learn in preschool by “doing”. Please dress your child in clothes that he can “do” in. We encourage you to dress your child in loose, comfortable, and easily washed clothing. Our theory is the dirtier the child becomes, the more engrossed he has been in his lessons or his free play. We encourage you to purchase play clothes and we are very aware that some children will only wear one set of clothes – ever! Please be sure to label all your child's belongings (including coats, hats, sweaters, gloves, book bags, and lunch boxes

Snacks and Lunches

Please pack nutritious snacks and lunches in your child's lunch box every day. Fruit, vegetables, bite-sized cereal, cheese and crackers, pretzels, sliced meats, and yogurt are some healthy suggestions. Please do not feel pressured to pack sandwiches if your child does not eat them at home. We do not obsess about food at the Preschool, but we do try to keep you aware of how much your child has eaten. While cookies and cupcakes are not forbidden, they shouldn't be an everyday choice.

Please – do not send gum to school with your child. He will be asked to remove the gum from his mouth upon entering the Preschool because it can be a safety hazard during playtime and is difficult to get out of carpeting in the room.

Safety

Be sure to make a list of your child's allergies on the registration information sheet and alert his teacher. All EpiPens will be housed in the Director's office along with any oral medication that needs to be taken in case of an allergic reaction. Parents must fill out a permission slip releasing the Director to administer medication of any kind. Should an emergency arise that is beyond the Director's capabilities, 911 will be called.

If your child must be excused from any normal preschool activity, please give the teacher a written request. Please do not send your child to school when he cannot go outside for playtime – his teachers will be with the other children and he cannot be left unsupervised in the school building

Parties and Birthdays

Each class will have three parties during the school year: Halloween, Valentine's Day, and the end-of-the-school blast. We depend on our parents' help for these special events. If you can help, please let your child's teacher know.

Birthdays are very important days to preschool children, and we want to make them very special. If you would like to bring refreshments and party supplies for your child's special day, just let us know ahead of time. Simple treats like cookies, ice cream cups, and cookie cakes are a few suggestions. The Preschool is not a party facility, however, so please refrain from bringing in games and piñatas.

Please do not send party invitations to school to be distributed in class unless all of your child's classmates are invited – it can be very traumatic to a child to be excluded publicly.

Discipline

“Time out” is the form of discipline used at the Preschool. Younger students are often removed from the classroom in order for them to calm down and regroup after temper tantrums. Occasionally, younger students are over-stimulated by their surroundings and just need a quiet moment away from other children. Older students will be asked to sit in a time-out chair in the classroom or out on the playground until they have calmed down and are ready to join the group with appropriate behavior. Older students are asked to apologize to their friends if harsh words or physical confrontations are involved. Parents may receive a phone call if a particularly difficult situation arises and a child may be sent home for the rest of the day. Please be aware that you may not always be informed of a time-out situation. We have taken care of the behavior at school and a child does not need a second punishment at home unless the offense is one that bears parental involvement. Corporal punishment is totally unacceptable.

Biting

While biting is disconcerting to adults, from time to time we find that biting will occur in the Toddler and Two’s classes due to the fact that many children are unable to verbalize their wants and needs. Please inform the school if your child has a tendency to bite, as we will be able to anticipate his actions when we see frustration rising. A boo-boo report will be written for the bitee with a copy given to the biter. We will say “no” to the biter, and comfort the bitee. No further steps of discipline will be taken. Should biting take place in the 3’s or 4’s, an incident report will be written on the biter and a phone call will be made to his parents. The bitee will receive a report on the incident and a call will be made to his parents as well. Should a second offense occur, the same procedures will take place and the biter will be suspended from school for one day. A conference will be held among the teacher, parent, child, and director prior to his return reinforcing the fact that biting is totally unacceptable. A third offense will result in the child being asked to leave the school.

Field Trips

The Four’s have scheduled field trips outside the building throughout the year. These are taken in a carpool situation. There are other field trips throughout the year that are “in-house” and everyone participates.

Immunization

Each child **must** have a current state #3231 immunization form that will be kept in his file. The form may be obtained from your child’s physician or county health department. The form should be turned in by the first day of school. Those children who are not immunized will not be allowed to enroll in the Preschool program.

Plants

Plants are a lovely addition to any classroom and are teaching tools however, plants are not allowed to be kept in the Preschool. Many plants are toxic and often small children have a need to feel and taste everything around them. To ensure the safety of all children in the Preschool, plants will not be grown in the rooms. A teacher may bring in plants as teaching aids, but when the day is through, those plants will go home with the teacher in order to maintain the high level of safety in the school.

Snack/lunch containers

As always we ask that nourishing snacks and lunches be packed each day for your child. We also ask that you not send in Capri Suns/juice boxes that your child cannot handle. We suggest that you send the drinks in cups that are easily accessible for your child or in containers that small children are able to insert the straws into the cartons.

Removal Procedures

On occasion the need for a child's re-evaluation may arise. A child's parents will always be aware of his development and the Preschool teachers and Director spend a great deal of time and patience with each child, keeping written records of all conferences and suggests that are discussed. We hope that if a problem that is developmentally inappropriate arises, the parents will honor suggestions and possible solutions offered by the teachers and employ said suggestions at home as we do at school. After a stated period of time, a conference will be held to decide if the problem has been lessened and if the child is progressing acceptably. At that time the Director will decide if the child shall remain at the Preschool. Should a child habitually exhibit a behavior that is dangerous to himself and other children in the Preschool, he will be asked to remain at home for two school days, followed by a conference with the child, his parents, teachers, and the Director. If the behavior is not corrected, the child will be dismissed. Our Preschool is not equipped to handle special needs children, but we have an active network of resources that may be of help to those children in need. The Preschool encourages outside physical, speech, or occupational therapists to provide services during our school day as long as the therapies do not take away from our program or the needs of the other children in the school.

Pets

Due to the chance that there are children allergic to different animals, no pets are allowed to remain in the Preschool as a part of the classroom curriculum. Children in their enthusiasm have difficulty sharing and caring for animals together and risk being bitten or scratched by the animal they are so anxious to pet. Parents may be invited to bring a pet from home to share with the class, and the classroom teacher will make arrangements

a week ahead of time, informing the parents in her class of the impending visitor. The pet must remain in the care of the parent. The parent will be asked to explain how to handle the animal and to show the pet to small groups within the room. The parent will then be asked to take the pet home, as the animal will not be allowed to remain in the classroom for the entire school day.

Registration and Tuition Payment

As stated earlier, Mt. Carmel Preschool requires a \$100.00 registration fee at the time a space becomes available for each child, along with one month's tuition. Due to the large number of late withdrawals from the program, tuition is paid one month in advance to help ensure communication of the decision to remove a child from the program. This also encourages parents to make decisions earlier in the year and enables the Preschool to prepare balanced classes for the fall. Registration fees are non-refundable.

Securing of Doors

In order to keep the Preschool as safe as possible, the doors will be secured as the last class leaves the lower level for sanctuary in the morning. All doors will be kept locked until carpool in the afternoon. The hours of security are 9:50-1:00. If a parent needs to pick up his child during these hours and has not informed the teacher of an early pick-up, he must go to the Church Office next door and have the church secretary let them in or text or call the Director and she will meet the parent at the door and let him in.

Release Procedures

If a parent is unable to pick up his child at the end of the school day, a written permission note must be given to the teacher stating the person who will pick up the child that day. That person must have a photo ID to present to the Director/teacher in the afternoon before a child will be released to the stated person. In case of emergency, the Director will accept an oral request from the parent stating the name of the person who will pick up the child. No child will be release to anyone without photo proof of identification.

Child Abuse

Mt. Carmel Preschool and Mt. Carmel United Methodist Church are involved in the practice of "Safe Sanctuary". All persons involved with children on church property, be it scouting, preschool, Sunday school, or children's choirs have course work on the prevention of child abuse and precautions that need to be taken to keep all children who step into Mt. Carmel United Methodist Church safe. We are required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

Fire Drills

In accordance with the North Georgia Conference of United Methodist Churches, the Preschool will practice fire drills throughout the year.

Allergies

If a child has an allergy so severe an epi-pen is needed on the Preschool site, a parent must personally give the pen to the Director and sign a waiver. The pen will be stored on the bulletin board in the Director's office. Every child is different, so a parent must give detailed information to the Director and the classroom teachers pertaining to his child. A sign will be posted in the classroom alerting everyone of the allergy. Parents should provide extra snacks to be kept in the room for the child with food allergies in case special occasions arise and treats are brought in.

Teacher Input Forms for Evaluations

We are happy to participate in your child's evaluation by filling out the request for teacher input form. Your final evaluation from the county will be a compilation of our input as well as input from many other sources. We will fill out your form by "committee" which will mean that everyone who works with your child will meet and fill it out together to get the most thorough evaluation. We mail the form back to Gwinnett County directly by the date required. We don't keep or provide copies because our input is just a small part of the overall evaluation by the County.

We are *your* preschool and a valuable resource that supports all your efforts. After your meeting with the county we encourage you to let us know what things you will be working on so that we may support your efforts and reinforce them at preschool.