

# **Sandy Plains Baptist Preschool Parents Handbook 2021-2022**

## **Philosophy**

Our preschool program, established in 1969, strives to meet the needs of families in our community by providing a safe, Christian environment. Our goal for the children is to help them develop socially, emotionally, physically, intellectually and spiritually. We strive to help the child to become self-reliant and to be able to take directions or instructions from someone outside the home. We want to help a child become a comfortable member of a group of other children of the same age.

Developmentally appropriate activities will be provided to improve large motor skills, fine motor skills, pre-writing, pre-math and science concepts. We will strive to help the child build a growing vocabulary and be able to verbally share thoughts and ideas with other children and with the group. Time will also be spent in developing listening and recall skills through reading, singing, learning rhymes and finger plays.

We recognize that all children do not develop at the same pace; therefore, we will structure our program to meet individual needs as much as possible. We will strive to make preschool an enjoyable and beneficial experience for each child. The children will say prayers and hear bible stories. We will not attempt to teach doctrine, but the stories will help the children relate to God's creation and to realize that God loves them.

## **Parent-Teacher Relationship**

The preschool staff is looking forward to working with you and your child this year. It is our goal to help your child grow, while developing a love for school and learning. This can best be accomplished through a good parent-teacher relationship.

It is very important that your child attends school regularly and gets to school on time. Late children delay the teacher and sometimes have difficulty orienting themselves during the first hour.

## **Teacher:Student Ratios**

Our teacher:student ratios fall well below Georgia State requirements. At the Director's discretion, some classes may occasionally exceed the stated ratios by no more than two children.

1 year old MMO	1:5 or 2:10
2 year old class	2:10
3 year old class	2:12
4 year old class	2:14

## Registration and Enrollment

1. Registration begins each year on February 1<sup>st</sup>. Preference will be given to church members if registered prior to February 10<sup>th</sup>. Some of our classes fill up fast, so keep this date in mind.
2. SPBP welcomes children of any race, color, nationality, ethnic origin and religion.
3. Children must have attained the appropriate class age on or before September 1st to enroll.
4. All children accepted for enrollment will be considered to be on a trial basis for the first two weeks. If, during this period a child demonstrates physical or emotional issues, which, in the judgment of the preschool staff renders the child unsuitable for preschool, the enrollment will be cancelled. At any time during the school year, if a child repeatedly causes harm to others, the enrollment may be cancelled.
5. If a child is to be withdrawn from preschool, two weeks notice must be given. If a child is withdrawn the last month of the preschool year (May), the full month's tuition must be paid. If a child will be out for a whole month during the year, tuition is still expected to be paid for that month to reserve your child's spot in the class.

## Required Records

**The following documents must be on file by the first day of school:**

- 1. Online Enrollment application and paid registration fee**
- 2. Immunization Form 3231, from your child's physician. A notarized religious exemption form is acceptable.**
- 3. Emergency Form**
- 4. Signed Consent Form**

## Classroom

1. The daily preschool session begins at 9:00 a.m. and ends at 12:00 noon, except for the first week when the session will end at 11:00 a.m. for 1, 2 and 3 year olds.
2. Holidays and other "no school" days of Cobb County schools apply to preschool. Class time lost due to adverse weather will not be made up.

If Cobb County announces that they will have a "Virtual Learning Day" due to weather or any other situations, we reserve the right to close preschool for the day. Many of our teachers have children in Cobb County Schools and will have to be home for them on these days. If there is any question as to the safety of the children, due to weather or low numbers of staff, we will notify parents of our closure as soon as possible.

3. Please have your child to preschool on time. After 9:15 a.m. is considered late. A child coming in late can be distracting and disrupt the other children's activities. It can also be difficult for the late child to adjust when rushed through morning routines.

4. Your child will receive a tote bag to bring to school each day. No other bags or back packs are permitted. If your child needs a replacement bag, it is available for \$8. There is a clip on each bag. This is where you clip notes the teacher needs to see. A replacement clip is \$1.

5. Christianity is an integral part of the preschool program. We use prayer and bible stories to help the children relate to God's world and His love and care for them. The 2s, 3s and 4s classes will attend chapel each Thursday. If you do not attend a local church, we invite you to visit our church and worship with us.

### **Communication**

1. Most communication will be through email. Information on upcoming events, procedures, invoices, etc. will be sent from the Sandbox email list. Keep your email address current and change who receives the emails by editing the information through your parent portal.

2. Most communication from teachers will be through the Sandbox Parent App. You can download the app and have it notify you when the teacher sends a message.

3. Sandbox Parent Portal Newsfeed will be used to send fun news and photos. If you are not signed up for the parent portal yet, go to [parentportal.runsandbox.com](http://parentportal.runsandbox.com). Through the parent portal, you can also upload your child's immunization form and update who is on your approved pickup list.

4. The teacher cannot accept verbal messages brought by the children. Please attach a note to the outside of your child's tote bag and a reply will be sent home the same way.

### **Drop-off and Pickup**

1. The door will be opened each morning at 9:00 a.m. Morning carline ends at 9:15. Please stay in your car and have your child on the passenger side of the car, so that we can get them out in a timely manner. You do not have to unbuckle them for us.

2. Children are not to bring toys, candy, purses, backpacks, money, umbrellas or breakfast food to school. If we see these items in carline, we will ask the child to leave them in the car.

3. Whoever is picking up the child must have their assigned carline number or be prepared to show ID. A child will not be permitted to leave preschool with anyone other than parents unless parents have given permission by a written note, an email, or have the person listed in Sandbox as "allowed to pickup".

4. By law, we are not allowed to buckle your child into the car seat. Please pull through to a parking spot and buckle your child in.

5. Parents who walk up to get their child instead of using the carline will need to wait across the drive for us to walk the child over. The yellow carline number is still required. Have the card in hand and wait in a line so we can call the children in an orderly manner. Cars in carline will be given priority to keep our line moving. We prefer everyone to use the carline.

6. Parents are expected to pick up their children on time. If you arrive after 12:15, a \$1 late fee will be charged for each minute you are late. Everyone will receive 3 warnings before they are charged to allow for extenuating circumstances.

## 2021 – 2022 Fees

REGISTRATION FEE .....	\$90.00
Monthly tuition 1 day .....	\$120.00
Monthly tuition 2 days.....	\$170.00
Monthly tuition 3 days.....	\$200.00
Monthly tuition 4 days.....	\$220.00

### Tuition and fee payments

Monthly tuition will be payable on the first day of each school month, beginning in September. Payment is due no later than the 10<sup>th</sup> of each month. After the 10<sup>th</sup>, a \$10 late fee will be invoiced unless prior arrangements have been made. Tuition is based on an annual cost which is divided into nine equal monthly payments. No deductions or refunds are given for absences.

Billing and payments will be managed in our Sandbox software. On the first of each month, an invoice will be emailed to the primary guardian listed in Sandbox. There are three ways to make a payment.

1. Check or cash sent to school on your child's bag.

Send the payment to school in an envelope with your child's name, attached to the clip on the bag. We will update your account in Sandbox. Make checks payable to Sandy Plains Baptist Preschool. Returned check fee - \$10.00.

2. Automatic bill pay

You can set up with your bank to automatically send us a check each month. If your bank asks you for an account, use the child's name. Have the payment made to Sandy Plains Baptist Preschool, 2825 Sandy Plains Road, Marietta, GA 30066.

3. Online payment with a credit card or debit/auto withdrawal

Credit card payments are least preferred as this costs the preschool significant fees each month. **Debit fees are minimal so please consider debit over credit.**

You can pay online through Sandbox at [parentportal.runsandbox.com](http://parentportal.runsandbox.com). Go to **Settings** and look at the bottom for **Payment Details**. Select **Add Payment Method**. Select **Credit Card** or **Debit/ACH** (withdrawal from your account just like a debit card). Enter your account information. For debit, the ABA number is the first set of 9 numbers at the bottom of a deposit slip. The Account number is the next set of 12-14 numbers.

If you select "**Enable Automatic Withdrawal**", your payment will automatically be made each month. If you wish to manually pay the transaction each month, do not select "Enable automatic withdrawal" and you will need to go in each month and make the payment after you receive your invoice through email.

You can pay the invoice monthly by going to your **Billing** and clicking on the invoice you wish to pay. From here, click the **Pay Invoice** red button in the top right-hand corner. Select payment method then click **Pay Now**.

## Lunch Bunch

We will offer a lunch bunch program for children enrolled in our 2s, 3s & 4s preschool classes. Children must be potty trained to stay for lunch bunch. The extended days will be each Monday thru Thursday that the children attend classes. Once a month we will not have lunch bunch due to a staff meeting. We also don't have lunch bunch the last day before a holiday week or the last week of school. Lunch bunch begins after Labor Day.

Children who stay for lunch bunch will bring a lunch, including drink (no fast food, candy, soft drinks or glass containers). Labeling containers and ice packs with masking tape is good, since children sometimes don't recognize which is theirs. Please cut up grapes and other round foods as they can be a choking hazard. We will let you know if we have peanut allergies in the school and need to ask for no-peanut-butter lunch. Children will have a supervised lunchtime and a supervised playtime.

**Lunch bunch is an extra benefit. If a child's behavior repeatedly causes the lunch bunch session to be an unpleasant or unsafe experience for the children, they may be suspended from lunch bunch for 1 month.**

Each child must be picked up at 1:00 P.M. Pick up will be by carline which goes very quickly for lunch bunch. It is very important that you pick up on time because teachers have schedules to meet. The child becomes very concerned if a parent is late for pick-up. If a child is picked up after 1:10 P.M., a \$1 late fee will be charged for each minute you are late.

You do not need to sign up or pay in advance. If your child will be staying, send in lunch that morning. The cost of each session will be \$3.00 per child.

We will enter lunch bunch attendance into Sandbox each morning and you will be invoiced the following month for the days your child stayed for lunch bunch. Lunch bunch fees for the month of May will be handled differently.

## Children's Parties 3 & 4 Year Old Classes

Parents are asked to help with a party during the school year. This means parents furnish refreshments and plan activities for a one hour party. Activities usually include a craft and a game. Only children enrolled in preschool may attend parties.

The teachers will have a sign-up sheet in their classroom during Orientation. If you didn't sign up during Orientation, contact your teacher to sign up for a party.

**Children's Parties 2 Year Old Classes** – Teacher's will have a few parents sign up to bring food for each party. They will contact you to ask for volunteers closer to the party dates. This may include Thanksgiving Feast, Christmas Party, Valentines Party, and Easter Party.

### **Snacks for 3 & 4 Year Old Classes**

If your child's name is on the calendar, you will be responsible to furnish snack for the class on that day. Your calendar will list how many servings you should send in to serve the kids and teachers. We ask you not to send things that are overly sweet or things that might easily choke a child. Packages and boxes should not be opened before sending to preschool. If you send a snack that needs to be eaten with a spoon or fork, please send those items with your snack. Please do not send drinks. We will serve water and provide napkins.

Please do not send in snacks containing peanut butter or peanuts. If there is a specific allergy in your child's class, your teacher may give you a long list of approved snacks and brands to choose from.

Suggested snack foods:

GRAHAM CRACKERS	CHEEZ-ITS
ANIMAL CRACKERS	TEDDY GRAHAMS
GOLDFISH CRACKERS	VANILLA WAFERS
CHEESE	GRANOLA BARS
BABY CARROTS	RAISINS
PRETZELS	POPPED RICE SNACKS
MINI MUFFINS	
DRY CEREALS- Cheerios, Cookie Crisp, Golden Grahams	
FRUITS (Cut up in advance)	

(Snacks do not need to be individually packaged. If they are, they should all be the same. If you send in assorted packages, the teacher will open them all, mix them together, and serve as a snack mix.)

### **Snacks for 1 & 2 Year Old Classes**

Snacks will be provided for the 1 and 2 year old classes. Snacks will be low-sugar and rotated for variety. We will also include cheese, fruit, raisins, etc. in the rotation.

### **Birthday Snacks for all ages**

On the day your child's birthday will be celebrated, you may send in a special snack. Please no party hats, balloons or goody bags. You may send in special plates or napkins if you wish, but most kids only send in a snack. Please do not send in gifts for other children having a birthday.

For 1, 2 and 3 year old classes, please DO NOT send in full size cupcakes! They become a huge mess and many kids don't eat the whole thing. We reserve this privilege for the 4 year olds!

Suggested birthday snacks:

COOKIES	RICE KRISPIE TREATS
MINI CUPCAKES	ICE CREAM CUPS

## **General Expected Behavior and Guidelines**

Appropriate behavior develops in an environment of encouragement, acceptance, understanding and consistency. We want preschool to be a safe and enjoyable environment for all. Any action which causes or has the potential to cause harm to others or damage property will not be tolerated. Behavior is a form of communication. In the case of aggressive behavior, we will attempt to discover what the child is trying to communicate and partner with the family to figure out strategies for improvement.

It is the policy of Sandy Plains Baptist Preschool to clearly state basic rules and limits of acceptable behavior to the children and guide them in following these rules. When a child's behavior is inappropriate, the teacher or assistant will handle the situation as positively as possible by following these steps:

1. Redirect a situation. Often the child is acting out of frustration or not understanding something and redirecting them to another activity or giving them another option is all that is needed.
2. Removal from the situation. If redirection is not working, the next step might be to separate the child from the group and offer the child a quiet activity alone or with a teacher. This might include discussing the situation with the child and showing examples of expected behavior.
3. Office visit. If the behavior continues, a trip to the Director's office might be necessary. The Director will discuss with the child what a better choice might have been. A calm down activity or tool will be offered. Often a few minutes outside of the classroom helps the child to regroup. After two consecutive trips to the office, the Director will contact the parents to inform them.

Biting and similar behaviors may be more common in the 1s and 2s classes and often occur when a child is unable to verbalize frustration. Staff members are responsible for monitoring school environments to ensure that those opportunities for frustration are minimized and to try to anticipate and prevent the aggressive behavior.

### **Notes home to parents**

Communication with parents is essential. A note will often be sent home describing repetitive inappropriate behavior and actions taken. For an isolated minor issue that was resolved with redirection, such as grabbing a toy away, it is at the teacher's discretion as to whether to send a note. For aggressive behavior, incident reports will be given to both the parents of the child misbehaving and the parents of a child who has been harmed. Names are confidential.

### **Developmental Concerns**

Teachers routinely observe every child's behavior and development. We will bring to your attention any developmental concerns. A conference may be scheduled to discuss these concerns and develop a plan of action in partnership with you. Our staff is not trained to make a diagnosis, only to inform you of our observations. Community resources are available for further evaluation and may be suggested.

## Health Problems

### KEEP YOUR CHILD AT HOME:

1. **FOR AT LEAST 24 HOURS AFTER FEVER/VOMITING/DIARRHEA HAS LAST OCCURRED.** These conditions leave a child weak and make him not suitable for a group environment.

2. If the following symptoms are present:

- |                            |                                   |
|----------------------------|-----------------------------------|
| a. Acute cold              | g. Vomiting and/or diarrhea       |
| b. Sore throat or earache  | h. Skin eruptions or rashes       |
| c. Swollen glands          | i. Signs of listlessness,         |
| d. Severe runny nose       | weakness, drowsiness,             |
| e. Sneezing and coughing   | flushed skin, chills, or headache |
| f. Red or discharging eyes |                                   |

3. If he is unable to participate in the full program, including outside play.

### SICKNESS AT PRESCHOOL

If your child should become sick at preschool, or exhibit any of the symptoms above, we will call you or the persons listed to be called in emergency to come and pick up the child as soon as possible.

### COMMUNICABLE DISEASES

Please notify us at once if your child has a contagious illness or one the following communicable diseases: Fifth Disease, Hand/Foot/Mouth Disease, Pink Eye, Hepatitis A or B, Measles, Mumps, Meningitis, Strep Throat, Scarlet Fever, Thrush, Chicken Pox, Whooping Cough, COVID 19, or if your child has Lice, Scabies, Impetigo, Pinworms, etc.

### EMERGENCY PHONE NUMBERS

Be sure that we have at least two (2) emergency phone numbers, in addition to the primary guardian, that we can call in case your child gets sick or hurt at preschool. If these phone numbers should change during the year, be sure to notify us or update Sandbox. This should be someone local that we can contact during preschool hours.

### MEDICATION

If your child has a medical condition or severe allergy that may require medication to be given at school, you will need to fill out an emergency action plan and medication permission forms. We are not allowed to administer medication of any kind without these forms.

### INJURY AT PRESCHOOL

If your child becomes injured at school, an incident report will be filled out and sent home. We may ask you to sign a copy of the incident report upon pickup. For a severe injury or a head injury of any kind, we will call you immediately.