



Heatherwood
Baptist Church
Preschool & Kindergarten

721 Shenandoah Blvd.
Newnan, Georgia 30265
770-304-0091

2021-22

STUDENT HANDBOOK

WELCOME

Welcome to Heatherwood Baptist Church Preschool and Kindergarten. We are excited to have you and your family in our program this year. This handbook contains helpful information concerning our policies and procedures, so please keep it handy for quick and easy reference. If you have questions, please feel free to ask any of our staff.

We're looking forward to the opportunity to teach, pray with, and love each student. Thank you for sharing your child with us this year!

MISSION STATEMENT

Heatherwood Baptist Church Preschool & Kindergarten is a ministry of Heatherwood Baptist Church (HBC). We are dedicated to partnering with families to provide an excellent, Biblically-based education for preschool students ages twelve (12) months through Kindergarten.

The mission of HBC Preschool & Kindergarten is to provide a loving and safe Christian environment that encourages each child to grow and develop spiritually, socially, and intellectually.

GOALS

- To provide a Christ-centered, quality preschool and Kindergarten program
- To foster each child's success by ensuring a low student/teacher ratio
- To meet each child's social, emotional, physical, cognitive and moral developmental needs through age-appropriate curriculum and materials
- To help develop self-discipline and problem-solving skills
- To foster self-esteem through love and acceptance

CURRICULUM

Young children learn by experiencing the environment around them: seeing, hearing, tasting, smelling, feeling and moving. Each class will consist of Bible time, prayer, circle time, music, arts and crafts, and age-appropriate manipulative play. We use Wee Learn as our base curriculum in Toddlers – PreK and KinderCurriculum and Joyful Hearts Character Curriculum in our Kindergarten class. We do supplement as needs arise. Skills will be introduced in each class that will prepare students for the next age level class.

FORMS REQUIRED FOR ADMISSION

- Registration form
- Georgia Certificate of Immunization (Form 3231) – provided by your child’s physician or local health department or Affidavit of Religious Objection to Immunization Exemption form. Continual updates of immunization will be required while attending our preschool.
- Certificate of Ear, Eye, and Dental Examinations (Form 3300) – provided by your child’s physician or local health department for children ages 4 and up.

** Parents are responsible for providing the school with any updated information concerning the child during the school year, such as phone numbers, emergency contacts, child’s health status, etc.*

** If there are any apparent medical conditions that would restrict participation in routine activities, your child’s physician should state so in an attached statement. The physician’s stamp or signature is required.*

FEES

The **registration fee** reserves your child's place in our program for the upcoming school year. Each family pays a registration fee per child per school year. The registration fee is equal to one month's tuition.

The **supply fee** is required for each child registered and is applied toward the purchase of necessary supplies throughout the school year.

The registration fee and supply fee are both due at the time of registration. These fees are non-refundable.

MONTHLY TUITION

- Tuition is due the 1st of every month beginning in September with the final payment due in May (**Payment for September is due the first day of school**).
- Make checks payable to **HBC Preschool & Kindergarten**.
- Please put your tuition payment (checks or money orders only) in the envelope provided each month.

- **Cash tuition payments should be taken directly to the preschool office. Please do not put cash in the tuition envelope.**
- A late fee of \$15 will be automatically imposed for payments made after the 10th day of the month.
- A fee of \$35 will be charged for all returned checks.
- Delinquent accounts are cause for expulsion from our preschool.
- Termination of your child's enrollment requires a **30-day written notice or one month's payment.**
- Tuition is based on a 9-month school year. It is prorated so that the same amount is due each month.

DROP OFF/PICK UP AND TRANSPORTATION

Children ages 2 and up are to be dropped off and picked up at the covered entrance at the back of the building (a map will be distributed at Orientation). A teacher will load and unload your child. We ask that you **remain in your vehicle during drop off and pick up and please, do not use your cell phones during car line.**

Students in Extended Day, Pre-K and Kindergarten can be dropped off between **8:15-8:30 a.m.** each morning. Students in our 2 year and 3 year classes can be dropped

off between **8:45 -9:00 a.m.** each morning. Toddlers are to be walked into the building using the doors at the Welcome Center between **8:45-9:00 a.m.**

If you are dropping your child off after 9:00am, you will need to bring him/her to the Welcome Center doors and ring the doorbell. A staff member will meet you at the door and walk your child to class.

We encourage you to drop off your child with a hug, kiss and a promise to pick him/her up as soon as you are able. It is normal for children to have a difficult morning on occasion, but lengthy goodbyes often do more harm than good. Let us know if we can assist with your departure and make it easier for both you and your child.

Dismissal begins at **12:00 p.m.** for Toddlers, 2's & 3's classes and at **12:30 p.m.** for PreK, Kindergarten, and those in Extended Day. Please be prompt in picking up your child. Toddlers are to be picked up from their classroom and 2's, 3's, PreK and Kindergarten students will be picked up through car line. **A \$10 late fee will be assessed if children are not picked up after 10 minutes after their designated time.**

Our goal is to keep everyone safe, so please **do not use cell phones** during drop off/pick up and **always put your car in park** while waiting in line.

A pick-up tag will be provided for each student/family. At pick-up, please place your child's **hangtag on your rearview mirror**. The best way to do this is by using a child's size pants hanger with clips to hang the tag. *When your child has been loaded, please remove your tag from the rearview mirror and wait for instructions before moving forward.* In an effort to make dismissal run more efficiently, **please pull forward into the parking area in the front of the church before buckling your child's seatbelt.**

If someone other than the parent, or approved person listed on your pick-up form is picking up your child, a note must be sent with your child no later than that morning. A staff member will check the driver's license of the person picking up the child in order to verify identity. We will not release your child to anyone we cannot verify as an authorized person on your Carline Pickup List.

Please keep conversations with teachers during arrival and departure brief. If you need to speak to your child's teacher, feel free to schedule a conference by either calling the office or emailing the teacher. It is important that teachers are focused on all students during arrival and departure times.

SECURITY

Keeping our students safe and secure is a priority at HBC Preschool & Kindergarten. All preschool doors will be locked promptly at 9:00 a.m. Children arriving after 9:00 a.m. must check in with the preschool office.

All visitors entering the facility during office hours will be required to come to the preschool office and obtain a visitor's badge. Visitor badges will be numbered and the number will be logged along with the visitor's name. Anyone on campus during these hours (church member, preschool parent, etc.) who is not a church or preschool staff member will be considered a visitor. Church and preschool staff wear photo ID tags daily to identify themselves as authorized personnel.

Upon leaving the building, visitors are asked to return the tags to the preschool office in order to be properly logged out.

All classroom-wide parties and preschool events are exempt from this policy. We will unlock the doors next to the preschool office/playground for these larger events.

We are blessed to have wonderful parents who are involved in the betterment of our preschool and kindergarten programs. As always, we encourage parent

involvement and want each of you involved in your child's preschool experience. This security policy has been put into place for the safety of your child. We appreciate your patience and understanding as we enforce this policy.

CLOTHING

- Each child must have a change of clothing to be left at school. Please include underwear, socks, pants/shorts, and shirt. Please label all clothing and place in a Ziploc bag.
- If your child has an accident at school, we will change their clothes with the extra clothing you have packed in their bag. All soiled clothing will be sent home in a plastic bag. Please replace your child's extra clothes before their next school day!
- Please allow your child to wear clothing that he/she will not be afraid to get dirty. Children tend to avoid activities if they are worried about getting their clothes dirty.
- While dressing your child, please note that crayons, markers, and paints will be used daily for classroom activities. Even though we provide all "washable" products, sometimes these products do not always wash out completely.

- Children will spend time outdoors daily (weather permitting); please dress your child appropriately. For colder weather, be sure to remember mittens, hats, coats, boots, etc. *We will not go outside if the playground is wet or if it is less than 40 degrees outside.*
- Children should wear comfortable and sturdy play shoes (athletic shoes or sandals with a back strap). **Flip flops (or other backless shoes) will interfere with your child's ability and willingness to participate in playground activities and are not allowed at HBC Preschool & Kindergarten.**
- Please label all clothing that may be removed during the school day. We are not responsible for lost clothing items.

DISCIPLINE

Discipline means “to teach”. As stated in our goals, students will be encouraged to learn and demonstrate self-discipline.

- Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable

activity, and setting clear limits for the benefits and safety of all children.

- In the event that the unacceptable behavior is not resolved, a child's teacher will call the child's parents to make a reasonable plan to promote positive behavioral change.
- In the event that the unacceptable behavior continues with redirection or parental contact, a parent/teacher conference will be scheduled with the director present.
- If the child continues to exhibit inappropriate behavior after reasonable measures have been taken, enrollment may be terminated at the director's discretion.
- ***In no instance will physical punishment be used.***

MEDICAL INFORMATION

- No medication will be given to your child, but in the event of minor scrapes and abrasions first aid will be given as appropriate.
- Parents will be contacted if the accident or illness requires medical attention.

- In a life-threatening emergency, 911 will be called immediately. One staff member will accompany the child, taking with them the Emergency Authorization form so that medical personnel may begin treatment before the parent's arrival. The child's parents will be called to meet the ambulance at the hospital. All medical expenses will be the responsibility of the parents.
- Please contact the school when a child will be absent. In the case of contagious illness, a release form from the medical provider will be necessary for a child to return to preschool.
- Parents will be notified of any communicable diseases to which the children may have been exposed.
- Parents will be notified if a child shows any of the following: fever of 99.6 or above, nausea, diarrhea, vomiting, runny nose, sore throat, flushed appearance, abnormally irritable, listlessness, rash, or watery, inflamed eyes. We request that you pick your child up within thirty (30) minutes if any of the above symptoms are present.
- Please keep your child home if he/she has any of the above symptoms. **We request that you keep your**

child home until they are symptom and fever free for at least 24 hours without medication.

- COVID-19 Policy: Should a student show symptoms of coronavirus while at school, they will be taken to our established quarantine room by their teacher. Both teacher and student will then be provided with a mask (if student is over the age of 2) and the student will be made comfortable until a parent can pick them up. HBC Preschool & Kindergarten will consult all Centers for Disease Control (CDC) and Department of Public Health (DPH) guidelines and recommendations in place at the time. Parents of the class will be notified as soon as we receive a positive COVID-19 test result. The classroom will be fully cleaned and disinfected based on the CDC guidelines before any students return to class.
- If your child, or someone in your household, is diagnosed with COVID-19, notify the office immediately. We must require your child stay home based on the posted guidelines from the DPH and CDC at the time of diagnosis.
- If a child is exhibiting COVID symptoms, but has no known exposure and no positive test, HBC Preschool & Kindergarten will consult DPH and CDC

guidelines to determine if the child should stay home until symptoms resolve. The classroom will remain open in this case.

CHILD ABUSE

We are required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children's Services.

GENERAL INFORMATION

- Heatherwood Baptist Church Preschool & Kindergarten is not a licensed childcare facility. The program is not required to be licensed by the Georgia Department of Early Care and Learning and is exempt from state licensure requirements. HBC Preschool & Kindergarten is covered by liability insurance in the amount required by the State of Georgia.
- Snacks (Toddlers – 3's): Each child will be assigned snack time on a rotating basis throughout the school year, or the teacher may opt to have each child bring a daily snack. A list of nutritious snack suggestions that are peanut and tree nut free will be given out. Only unopened packages and containers can be used. Water will be provided at snack time as well.

- Children must be potty-trained before beginning a 3-year-old class.
- **No peanut or tree nut products are allowed for snack or lunch.**
- Parents are welcome to send a store-bought birthday treat for the class to celebrate their child's birthday. Please let the teacher know in advance when you are sending in birthday snacks. **Due to allergies and health concerns, we do not allow homemade snacks.**
- Items are not to be brought to school by children unless requested by the teacher for show and tell. Any items brought from home will be put away until the end of the school day.
- We follow the Coweta County school calendar with a few exceptions. Please see the calendar for those dates. **We will be closed anytime the Coweta County School System is closed or delayed due to bad weather.**
- Procedures for fire, inclement weather, and lockdown are posted in each classroom. All drills will be conducted regularly during the school year.

- Parents and grandparents are welcome in our school as COVID restrictions allow. Please let your child's teacher know if you plan to visit and we will let you know if and how we can schedule your visit. See pages 9-10 for the security policy.
- Please send a note to the teacher or call the office to set up a conference if you would like to discuss anything regarding your child. This will ensure that you will have her full attention and you can talk without your child present if you desire. Depending upon COVID restrictions, these conferences may be held virtually.
- Crying is a very normal reaction for children to have when they are separated from their parent. A quick exit after settling the child in the classroom is usually the best remedy. You are welcome to wait in our lobby until you are reassured that your child has calmed down.
- **Please check your child's bag daily for teacher notes as well as work from your child.**
- Birthday party invitations may be sent in to be distributed by teachers only if the entire class is invited to the party.

- It is imperative that you have given us all the phone numbers where we can reach you. Please inform the preschool immediately of any phone number changes.
- If you have any questions or concerns, please feel free to contact the church at 770-304-0091. Please leave a message and your call will be returned as soon as possible. We look forward to another wonderful year at HBC Preschool & Kindergarten!