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# Welcome to Porterfield!

We're glad that you are a part of our family. Porterfield Day & Nursery School exists for several reasons. First and foremost, we're here to provide positive Christian education, allowing children age 6 weeks to 6 years to develop physically, spiritually, emotionally and intellectually. We want to guide children as they grow in their social skills and learn to relate to both children their own age and to adults other than their parents. We're here to introduce and enhance the role of the church as a meaningful part of the lives of families with small children.

We believe that our school provides an environment that is safe and conducive to wholesome development, where children can work, play and learn together.

Clear communication is essential to the success of any educational program. This handbook provides specific information and requirements set forth by Porterfield Day & Nursery School. ***After reading it, please sign the Handbook Verification Form stating that you have received read and understand this information.*** This form will be kept in your child's file and must be completed before the first day of school.

This handbook has been designed as a reference for you and is not intended to address every facet of PDS/PNS. We suggest you keep it in a convenient place throughout the school year. Should questions arise, please contact the school director, Kathryn Dutcher (*contact information on page 13*).

## **Porterfield School is a place where:**

- Christ is central and children learn that worship is important
- Children feel safe, valued and respected
- Children are actively encouraged to achieve their best
- Expectations for learning and behavior are high
- Staff is committed and enthusiastic
- Parents are welcomed and encouraged to take an active part in their children's education.

We believe that all children, parents, teachers and leadership contribute to our school's environment, making PDS a caring learning community. Our goal is to be a partner to families in raising their young children in a Christian atmosphere.

## **As an education program, Porterfield School will:**

- Provide a safe and caring environment
- Be clear and consistent in all that we do
- Provide a broad and balanced curriculum to develop the whole child
- Acknowledge that each and every child is a unique individual created by God
- Inform parents and caregivers at an early stage of any concerns we have regarding a child's learning or behavior
- Ensure that we are available, by prior arrangement, to discuss progress, behavior or any other concerns you may have about your child.

**As the parent of a child attending Porterfield School, we expect that you will:**

- Support the school's policies and procedures
- Ensure your child's regular and prompt attendance
- Keep your child out of school when they are ill (*please refer to the illness policy in this book, page 9*)
- Let the school know of any problems that might affect your child's learning or behavior
- Encourage your child to obey teachers, school rules and to play safely
- Make every effort to attend events, showing your child a desire to participate in their education
- Cooperate with the school in the guidance and discipline of your child.

# Porterfield Day School 2018– 2019 Calendar

Student’s First Day.....	August 13 <sup>th</sup>
Labor Day Holiday.....	September 3-4 <sup>th</sup>
Columbus Day Holiday.....	October 8 <sup>th</sup>
Fall Break.....	October 18-19 <sup>th</sup>
Veteran’s Day Program.....	November 8 <sup>th</sup>
Veteran’s Day Holiday.....	November 12 <sup>th</sup>
Thanksgiving Feast.....	November 15 <sup>th</sup>
Thanksgiving Holiday.....	November 19-23 <sup>rd</sup>
Christmas Program.....	December 18 <sup>th</sup>
Christmas Holiday.....	December 20 <sup>th</sup> -January 4 <sup>th</sup>
Students Return.....	January 7 <sup>th</sup>
MLK, Jr. Holiday.....	January 21 <sup>st</sup>
Presidents Day.....	February 18-19 <sup>th</sup>
Teacher Workday (Student Holiday).....	March 1 <sup>st</sup>
Spring Break.....	March 25-29 <sup>th</sup>
Good Friday (School Closed).....	April 19 <sup>th</sup>
PMUMC & PDS Closed.....	April 22 <sup>nd</sup>
Graduation.....	May 16 <sup>th</sup>
Last Day of School.....	May 23 <sup>rd</sup>

## Tuition and Fees

### **Annual registration fee** (*non-refundable 5 days after payment*):

\$65.00 .....	Porterfield UMC Members
\$85.00 .....	Non-Members

### **Monthly Tuition:**

\$130.00 .....	two-day classes
\$160.00 .....	three-day classes
\$200.00 .....	five-day classes

*(There is a \$10.00 per month discount for the second and third child from the same family.)*

### **Annual supply fees:**

\$70.00 .....	Infant – 3s
\$90.00 .....	Pre-K

A full month's tuition is due for each month of August through May. Tuition is due on the 1<sup>st</sup> day of each month, or the first school day thereafter. A late fee of \$15.00 will be assessed on any balance that remains unpaid on the 15<sup>th</sup> of the month. When any account is 15 days overdue (*i.e. on the 15<sup>th</sup> of the month*) the PDS director will contact you to remind you that tuition is due, and to ask if there is a problem or if the school can help. When any account is 30 days overdue the PDS director will contact you to set up a meeting to discuss the problem, and to see how the school can help. Should an account become 60 days overdue, you will be reminded by letter that if the balance is not paid in full prior to the end of the current month, your child will not be allowed to attend PDS in the upcoming month.

## **Hours of Operation**

Porterfield School provides two different time slots; 8:00am – 12:00pm and 9:00 am to 1:00 pm, Monday through Friday during the school year. Upon registration, parents must select one of these slots for the duration of the school year. Children in our Nursery School may only attend 4 hours/day, a maximum of 8 hours/wk. Children in our Day School may attend up to 4 hours/day, a maximum of 20 hours/wk. The staff will open the doors at 7:55/8:55 am, and the children will be dismissed at 12:00/1:00 pm. A late fee of \$15.00 will be charged for each child not picked up by 12:15/1:15 pm, and a late fee of \$30.00 will be assessed for each child not picked up by 12:30/1:30 pm. (*These fees will be added to your tuition notice*).

Children must be brought to the classroom door by a parent or guardian at 7:55/8:55 am or after. No child will be dropped off at the door and allowed to come to their classroom alone. The person dropping the child off must sign in with the teacher.

## **Child Pick-Up Procedures**

An authorized pick-up form must be completed for each child enrolled. Each child will be issued 2 hangtags. The parent/guardian who picks up his/her child **MUST** present the hangtag before the child will be released. If a parent/guardian does not present the hangtag, he/she will be required to present a photo ID to verify his/her name is listed on the authorized pick-up form. If you need someone not listed to pick up your child, a written note must be sent from the parent in advance or you must call the director with the temporary change.

### 8:00am-12:00pm Timeslot:

All students will be picked up in their classrooms.

### 9:00am-1:00pm Timeslot:

Nursery, One's and Tweenies students should be picked up in their classrooms. The 2-year old classes are to be picked up at the east driveway by Robinhood Road. The 3-year old and Pre-K classes are to be picked up at the west driveway by Lullwater Road. If you are picking up multiple children they will be picked up at the youngest child's location.

Parents/Guardians who are picking up children will drive to the appropriate driveway and remain in their cars until children are brought to that area. *A teacher will place the child in the vehicle and the parent/guardian will be responsible for securing the child into his/her car seat.*

### **Safe Sanctuary Policy**

Because we believe that Jesus taught us to care for His children and youth, we commit our churches to the practice of safe supervision. The Safe Sanctuary policy sets standards for the supervision of the children in our care. Thus, in covenant with all United Methodist congregations, we adopt policies for the prevention of neglect and abuse. For more information on Safe Sanctuary, please contact the PMUMC office.

### **Inclement Weather**

Inclement weather days will follow the Dougherty County School System. Please check tv and radio reports during periods of bad weather for updates on school closures. (Note: PDS name may not be listed on the TV or radio, but if DOCO Schools are closed, we are too. Refunds will not be given for inclement weather days.)



## **Building Access**

Please park in the grass lot next to the playground. The driveway behind the Preschool building will be blocked each morning to provide a pathway from the building to the playground. *Please do not drive around or move any cones.*

**All students, parents and visitors need to enter the building at the entrance nearest the playground.** The lot is congested and drivers will be unable to see a small child. *Please be cautious!*

## **Illness**

Please do not bring your child to Porterfield School whenever he/she is ill or infected with head lice. Your child must be nit-free for 24 hours before you may send him/her back to school. Your child must be free from fever (below 100.0), diarrhea and vomiting for at least 24 hours prior to attending school. *Children whose fever has been reduced by medication are not fever-free.* If your child runs a temperature above 99.0, our staff will contact you. Once they run a fever (100.4 or above) and/or shows signs and symptoms of illness we will contact you again to pick them up. A child will be sent home for illness at the Director's discretion.

All children are expected to participate in all class activities. If your child is not well enough to go outside and play, he/she does not belong at school.

Medication for severe and potentially life-threatening allergies may be left with the director, along with instructions and permission for the teachers and director to administer this medication. **No other medication will be administered by the director or staff.**

## **Immunizations**

We require that you submit an official, current and up-to-date Certificate of Immunization for your child no later than 30 days after the 1<sup>st</sup> day of school. The certificate may be issued by the GA Department of Human Resources or by your private physician.

## **Potty Training**

Children entering the Pre-K program are expected to be potty trained, except in the case of a physical impairment. Children who are currently potty training should be in diapers until they are accident-free at home and school before graduating to either pull-ups or underpants. Please feel free to talk with your child's teacher about help with this process.

## **Clothes**

Please dress your child comfortably for play. Sneakers or tennis shoes are preferred. The children will play outside daily as weather permits; please be sure to send coats or sweaters when the outside temperature is cooler. All coats, sweaters, etc. should be plainly labeled with your child's name.

We recommend that all children bring an extra set of clothes (*including socks*) for emergencies. These clothes may be put in a labeled bag and left with the teacher, or may be sent daily in your child's bag. Disposable diapers are required for those in diapers. Children who are able to walk must wear shoes at all times.

## **Field Trips**

Field trips provide a great learning experience for our students. Everyone riding on the church vehicle to those special hands-on activities will be required to send in their child's car seat. Some of our trips will require the assistance of parent volunteers. Due to

insurance and liability issues, only students, teachers, and scheduled volunteers may attend. No siblings please. See your child's teacher for information and availability about field trips.

### **Snack**

Snacks are provided by the school during the mid-morning. If you would like to send a snack for your child's class, please make arrangements with your child's teacher.

### **Lunch**

Lunch is an important part of our program. Please send a nutritious lunch for your child. **No glass containers, flip-top cans or fast food may be sent.** Lunch boxes and all other containers should be labeled with your child's name. All food should be ready to eat, as we are unable to warm food (*other than for infants*). Please remember to include a drink for your child. If your child requires a spoon with their lunch, please send a spoon.

### **Birthday Celebrations**

We encourage you to send a special snack for your child's class to celebrate this special day with him/her. However, we do not permit birthday parties at school. Our staff will not be able to send home party invitations and is not responsible for your party's attendance. Parents may put party invitations in classmate's bags. (As long as everyone is receiving an invitation).

### **Class Parties**

Class parties are a great opportunity for parent participation. Please keep parties reasonable and cost effective. You must have the director's approval before collecting money for a party. It is usually

possible for parents to donate items and avoid the need to solicit money altogether.

### **Prohibited Items**

The following items are not to be brought to school by children unless specifically requested by your child's teacher: *toys, balloons, expensive jewelry, money, glass containers, sharp objects, weapons or any other dangerous objects*. If your child poses a danger to his/herself or others the director reserves the right to send the child home. (*See behavior policy.*)

### **Behavior**

If a child is exhibiting an inappropriate behavior, we will tell that child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences as well as time-out or the temporary loss of privileges may be used to discipline the child. If the child persists in unacceptable behavior, the child's parents will be consulted. If the child's behavior continues, the child may be suspended for a period of time at the director's discretion, and dismissed from the program at the discretion of the school board if no other alternative can be found.

### **Private Solicitations**

We will not send home letters announcing private sales or products. A bulletin board is provided in the preschool and church hallway that may be used for this purpose.

### **Registration**

Registration is held in the spring of each year for the following school year. Priority is given to members of Porterfield church and to current participants in the program. Children will register by their age on

September 1<sup>st</sup> of the school year for which they are registering. Registration is for the full school year. (*See withdrawals below.*) You are obligated to pay full tuition for each month regardless of how many days your child attends that month. No refunds or waivers will be given for absences. Registration fees are not refundable after the week of registration.

### **Withdrawals**

Parents are required to submit a written notice of withdrawal one month in advance. You will be required to pay for those four weeks. If you have any questions and/or suggestions, please contact Kathryn Dutcher, Director of Porterfield Day School. You may call (229) 518-4782 during PDS hours. You may also email her at [pds@pmumc.net](mailto:pds@pmumc.net).

### **Required Forms**

A parent/guardian is required to sign our verification form which includes a Notice of Exemption, Handbook Verification (including maximum school hours), and Photo Release.

## **Porterfield Day & Nursery School Staff**

Director..... Kathryn Dutcher  
Assistant Director.....Teresa Dedge

Ivy Bell  
Laura Diveley  
Sumar Favreau  
Gene Glover  
Krystle Hale  
Teresa Hardwick  
Jessica Heath  
Lucille Jackson  
Leah Kelly

Kayleigh Mackey  
Tori Norman  
Gwen Peterman  
Katie Pilcher  
Sheila Rentz  
Julie Rossignol  
Jeanette Scrivens  
Jessica Tabarrok  
Kenzie Tatum  
Shea Williams

## **Porterfield Day & Nursery School Board**

Caren Dilts, PMUMC Children's Minister  
Bethany McAfee, Nursery Director  
Jenna Willcox, Nursery Director  
Sarah Beth Kirbo, Chairperson  
Carol Bowe  
Karen Bramlett  
Katie Brown  
Dee Davis  
Brennon Freeman  
Jenna Kidd

