



Parent
Handbook
2020-2021

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Porterfield Day & Nursery School Staff

Director Bethany McAfee
 Assistant Director.....Karen Bramlett

Cindy Branche	Chelsea Ligget
Kelly Bazemore	Nikki Lane
Sumar Favreau	Tori Norman
Frances Gardner	Elizebeth Petty
Wimberly Giardina (music)	Sheila Rentz
Ashley Norman	Jeanette Scrivens
Krystle Hale	Jessica Tabarrok
Katrina Martin	Missye Shupe
Valerie Ousley	Mikayla Lynch
Kelly Bazemore	

Porterfield Day & Nursery School Board

Caren Dilts, PMUMC Children’s Minister
 Bethany McAfee, PDS/Nursery Director
 Jenna Willcox, Nursery Director
 Kristen Hill, President
 Carol Bowe Melissa Peeler
 Sarah Grace Carswell Charlotte Coleman
 Patrece Shiver Brannon Freeman
 Jenna Kidd

Registration

Registration is held in March 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 1st 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 Bethany McAfee, Director of Porterfield Day School at (229) 436-6336 ext. 122 or 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.

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, Bethany McAfee (*contact information on page 14*).

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.

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.

Special Needs

Reasonable accommodations will be made in the classroom for children with special needs, however, we are not equipped or qualified to care for children with certain physical, mental, psychological, or behavioral disorders. The director will conduct an individualized assessment about whether the school can meet the particular needs of the child.

Private Solicitations

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

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

Snack

Snacks are provided by the school during the mid-morning. If your child has an allergy or special diet please make sure your teacher is aware, we can accommodate that with what we serve or you may send in a snack for your child. 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 or refrigerate items (*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 preferred for parents to donate items and avoid the need to so-

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 10*)
- 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

2020—2021

Calendar

Student’s First Day.....	August 17
Labor Day Holiday.....	September 7
Fall Break.....	October 12-13
Veteran’s Day Holiday.....	November 11
Veteran’s Day Program.....	November 12
Thanksgiving Feast.....	November 20
Thanksgiving Holiday.....	November 23-27
Christmas Program.....	December 17
Christmas Holiday.....	December 21-January 1
Students Return.....	January 4
MLK, Jr. Holiday.....	January 18
Presidents Day.....	February 15
Teacher Workday (Student Holiday).....	March 5
Spring Break.....	March 29-April 2
PDS & Church closed	April 5
Graduation.....	May 13
Last Day of School.....	May 20

Holidays subject to change this year due to COVID and some school systems going virtual.

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 1st 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 best, open toed shoes are not good on the playground. 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. You may need to provide a booster seat for riding on the church van, booster seats are not required on our buses. Parents are welcome to attend and/or transport their child on field trips.

Building Access

Please park in the parking lot or 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 (100.0 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.**

Tuition and Fees

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

\$65.00 Porterfield UMC Members

\$85.00 Non-Members

Monthly Tuition:

\$140.00 two-day classes

\$170.00 three-day classes

\$210.00 five-day classes

(There is a \$10.00 per month discount for multiple children)

Annual supply fees:

\$70.00 Infants—Tweenies

\$90.00 Twos—Pre-K

A full month's tuition is due for each month of August through May. Tuition is due on the 1st 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 15th of the month. When any account is 15 days overdue (*i.e. on the 15th 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 9:00am to 1:00pm, 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).*

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 dropped off and picked up from Lullwater entrance by the playground.

9:00am-1:00pm Timeslot:

Nursery, One's and Two's students should be picked up at the PDS entrance off Lullwater. The 3-year old and Pre-K classes are to be picked up in the church parking lot off of Robinhood. If you are picking up multiple children they will be picked up at the youngest child's location.

Parents/Guardians who are dropping off and picking up children will drive to the appropriate driveway and remain in their cars until children are brought to that area. *A parent/guardian will place the child in the vehicle and 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.)