

**WEEKDAY EDUCATION PROGRAM
HARP'S CROSSING BAPTIST CHURCH**

1183 Highway 92 South, Fayetteville, GA 30215

(770) 719-1663

email: preschool@harpscrossing.com

**"Train a child in the way he should go, and when he is old he will
not turn from it." Proverbs 22:6**

This handbook is designed:

To help you understand our Weekday Education Program.

To make you familiar with the policies of our school.

To assist you as you help your child make adjustments to school.

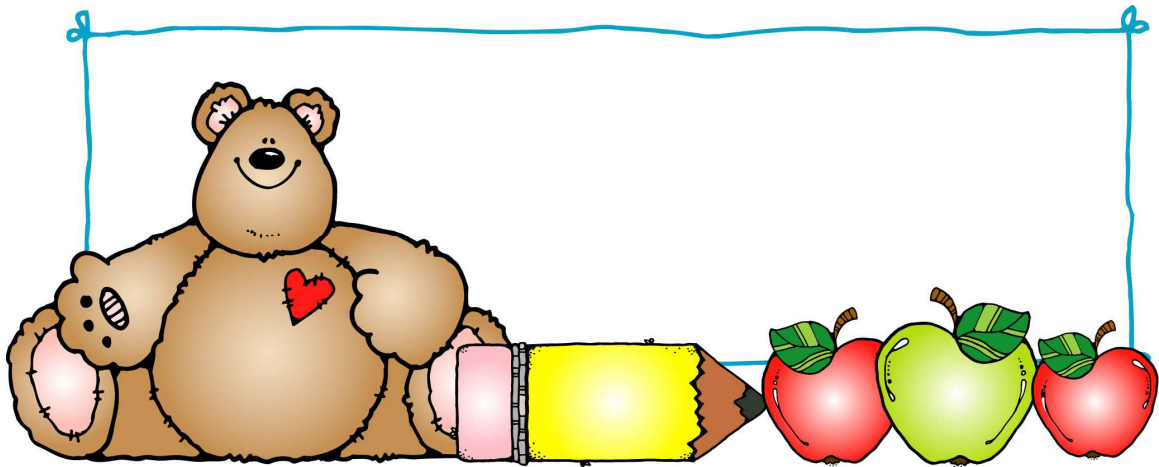
To encourage cooperation between home and school.



WHY WE OFFER A WEEKDAY EDUCATION PROGRAM

The Weekday Education Program, a ministry of Harp's Crossing Baptist Church, encourages the development of the whole child-mental, physical, spiritual, emotional, and social. Our goal is to provide quality education in a Christian environment and to support families in the important task of child rearing through a happy, stress-free, and loving environment filled with fun learning activities to aid in each child's growth and development. We believe that our preschool program is a wonderful head start for the approaching "big school" experience and that you will find your child to be well prepared for kindergarten.

Our major focus at Harp's is on God and His love for us. We emphasize this daily to the children through Bible stories, songs, learning about God's world and maintaining a Christian atmosphere in our classrooms. We teach the children that they are special because God made them and loves them.



Harp's Crossing Baptist Church Weekday Education program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at Harp's Crossing Baptist Church Weekday Education program. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and other weekday education administered programs.

CURRICULUM

Harp's Crossing Preschool is an educational center where young minds and lives can grow at age-appropriate levels. Each day brings opportunities to play, but also to investigate and express ideas. State Pre-K and Early Learning Standards are implemented through the *Wee Learn* age level series. *Wee Learn Curriculum Guide*, published by Convention Press of Lifeway Christian Resources of the Southern Baptist convention, is the core teaching guide. Activities are developmentally appropriate and use a life-experience approach to learning. Experiences include language arts, math readiness, writing readiness, music, art, science, and physical development. Our handwriting, math, phonics and reading readiness lessons are supplemented with curriculum from the A Beka Books program.

SPECIAL EVENTS AND VISITORS

Preschoolers enjoy a variety of special events throughout the year. These experiences may include a hayride and visit to the pumpkin patch, a pretend pet show, goofy golf day, Old West day, spirit week, a visit from farm animals, or water day. We sometimes have visitors to reinforce our unit of study (doctor, pilot, firemen, etc.). All these and more are a part of the educational activities that children delight in without ever leaving the school.

CHAPEL

In addition to the daily Bible stories, verses, songs, and prayers in the classroom, our two year through four year classes attend chapel each month. A Bible story is told and the children participate in a variety of worship experiences.

POSITIVE BEGINNINGS

The adjustment period into a new situation can be exciting yet somewhat stressful for both parent and child. Allow yourselves some time to get comfortable with the new faces, new setting, and routines. Please realize that a child's hesitation of the unfamiliar is only normal. Even though the initial morning separation might be a little difficult, with constant reassurance and involvement in the various fun activities, the child usually starts to get comfortable. The following are some suggestions that might help you and your child settle in.

- Be positive and reassuring. Smile and look comfortable! Let your child know that the teachers will take good care of him/her, that he/she will play and have lots of fun, and that you will be back soon.
- Don't be too alarmed with a child's tears-it is their way of expressing a normal apprehension of the unfamiliar.
- Feel free to ask questions so that *you* can get comfortable too!

WHAT YOUR CHILD NEEDS:

- Loose and comfortable clothing that can be washed.
- Clothing that is appropriate to the season and day.
- Tennis shoes for movement and outside play.
- Tote bag or backpack large enough to put papers and art projects in.
- Extra set of clothing for accidents of various kinds. Please place in a ziplock bag with your child's name on it. Don't forget to update as seasons change or your child grows.
- Please place your child's name on all articles you send to school to avoid confusion or mix-ups.

PARENT MEETINGS

A meeting will be planned for parents and teachers at the beginning of the school year for orientation. Private conferences with parents can be scheduled at any time during the school year. All talks with the director and/or teacher are to be with the parents only...NOT in the presence of the child. If at any time during the year you feel a need to talk to your child's teacher, please email your child's teacher to arrange a conference. You may contact your child's teacher through the email address given to you by your teacher at the beginning of the school year. You may also send a note to the teacher, and she will call you at the end of the school day. The school will not give out staff member's home telephone numbers.

OUTSIDE PLAY

We believe that if a child is able to come to school, he or she is able to go outside for outdoor play. We will not play outdoors if the temperature is below 32° (F), over 100°(F), or if it is a purple level smog alert day.

Please have your child wear proper clothing and shoes for the season. Please send a jacket or sweater if appropriate.



**WEEKDAY EDUCATION PROGRAM
HARP'S CROSSING BAPTIST CHURCH
DISCIPLINE POLICY**

GOAL: To lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive educational experiences.

The following steps will be taken by staff members of Harp's Crossing Preschool in order to maintain a desirable environment in the classroom and to ensure that each child receives appropriate guidance and direction:

1. Teachers will provide a variety of developmentally appropriate activities for the children.
2. By using group management techniques, teachers will limit the number of children in each area of the room to allow for sufficient materials and the opportunity for constructive interactions.
3. The teacher or assistant will speak with a child if his/her behavior is inappropriate for the area or material that they are using. Positive, specific suggestions would be used (i.e. "This is the way we use the paintbrush." Instead of "Don't sling paint on the wall." OR "Let's walk down the hall" instead of "Don't run.").
4. Teachers will use other positive discipline techniques such as providing choices, active listening and redirection.
5. The three and four year old classes will use a system in the classroom that allows the child to see an immediate, visual consequence of their behavior. This system shows the result of positive behavior as well as negative behavior.
6. We will strive to maintain good contact with parents of our preschoolers at all times. Concerns will not be discussed in front of the child but arrangements can be made for the teacher to email or call the parent later if necessary.
7. A child who is still having difficulty after exhausting the above methods may be removed from the classroom for a time to be counseled by the director. The parent will be notified, usually by note, that this has happened. If a child exhibits a pattern of behavior that requires intervention by the director or if a child intentionally injures another child or teacher, we require the parents to meet with the director of the school, the child's teacher, and the child's assistant teacher to determine necessary interventions to prevent this behavior from continuing.
8. Under no circumstances will any form of corporal punishment, abusive language, ridicule, harsh or humiliating treatment take place at Harp's Crossing Preschool.
9. If a child is not able to function well in the classroom due to behavioral difficulties, it will be necessary for the parents to allow the school to refer the child for evaluation by the appropriate entities (school system if 3-5 years of age, Babies Can't Wait if 1 or 2 years of age) for the child to continue in the classroom.
10. Teachers and assistants will be as consistent as possible with classroom rules so that the children will know what is expected of them.
11. We believe that children should feel safe in school. Children who continue to be physically aggressive may not continue in the school. Harp's Crossing Weekday Education Program reserves the right to dismiss any child with severe or uncontrollable discipline problems

WEEKDAY EDUCATION PROGRAM POLICIES

ADMISSION REQUIREMENTS

Classes are provided for children that are one year of age through four years of age. The child must be one year of age by September 1 to enter the one-year class; two by September 1 to enter the two-year class; three by September 1 to enter the three-year class; and four by September 1 to enter the four-year class. All classes offered are contingent upon a minimum number of students registering.

Enrollment of students with special needs shall be considered on an individual basis. We will not accept a child for enrollment or continue a child's enrollment in the center if the center staff determines that services necessary to protect the health and safety of the child while at the center cannot be provided. (DHR 290-2-2-.08)

The following are to be completed prior to enrollment: a registration form, and a paid registration and activity fee for each child. **This registration and activity fee is not September tuition and is non-refundable.** Your child will not be enrolled in our school until both of these items are received in the preschool office. We cannot hold registration slots open for your child because you have verbally told us you want the open space. Enrollment and activity fees are non-refundable. Once you have registered your child, you must notify the school of a change in your plans by July 1, or you will owe September tuition. **Once your child begins attending school, you must give a 30 day written notification of withdrawal from the school or you are liable for one month's tuition.**

A current certificate of immunization (form # 3231) is required within 30 days of a child's first day of class.

SCHOOL DAY

The school day for all classes begins at 9:00 a.m. and ends at 12:00 p.m. Please do not bring your child earlier than 8:50 am as the teachers are in a daily meeting before that time. Staff will help children out of the cars until **9:05 am**. At that time the doors will be locked. You may enter by ringing the preschool doorbell after that time. You will need to escort your child to class. If you will be spending time in our school, you will need to come to the preschool office, and obtain a visitor badge to wear while in the school.

All children will be given a classroom symbol with their names to be used as their pick up card. These cards must be used each day and anyone picking up your child will need the card. We will not place your child into their car seats nor will we buckle your child into their car seat at the end of the day. This is the responsibility of the parent or their designated person. **Please make sure your child is in a car seat and not in the front seat to comply with the laws of Georgia.**

Children not picked up by 12:10 p.m. will be placed in extended care and there will be a \$5.00 charge.

Two-day classes meet Tuesday and Thursday. Three-day classes meet on Tuesday, Wednesday and Thursday. Four-day classes meet Monday through Thursday. One day one year olds will attend on Wednesday as space permits.

Extended care is offered on Tuesday, Wednesday and Thursday only, until 1:00 p.m. The cost is \$4 per day if reservations are made in advance. Children bring their own lunch, drink, and utensils. Same day notice or children who are picked up after 12:10 p.m. will be charged \$5.00 per day. There is a late fee **in addition** to the normal fee if you pick up your child after 1:00pm. **Children not picked up from extended care by 1:00 p.m. (per the weekday preschool clock) will be charged a late fee of \$2.00 per minute until pick-up. The pick up time will be recorded by the teacher, not the parent.**

The school provides daily snacks.

TUITION

All tuition is due on the first day of each month September through May. A late fee of \$10.00 is charged at noon on the 10th. **Failure to make your monthly tuition payment by the end of the month that the tuition is due will result in immediate dismissal from the program.** Make checks payable to Harp’s Crossing Weekday Education. An envelope for the tuition will be attached to your monthly newsletter. Please enclose tuition in the envelope and send it to school with your child. **Tuition will not be refunded or omitted for temporary absences , illness, surgery, family vacations, because you withdraw during a month, or inclement weather days.**

<u>CLASS</u>	<u>TUITION</u>	<u>REGISTRATION FEE</u>	<u>ACTIVITY FEE</u>
Two Day	\$110.00 monthly	\$110.00	\$20.00
Three Day	\$130.00 monthly	\$130.00	\$20.00
Four Day	\$160.00 monthly	\$160.00	\$20.00

SCHOOL TERM

School opens September 3, 2013 and closes May 14, 2014. We observe the same holidays, teacher work days, and bad weather days as Fayette County Public schools. Our calendar is subject to change as needed.

INCLEMENT WEATHER

In case of inclement weather, tune to our local television stations. If Fayette County schools are closed, so are we. If Fayette County schools delay their opening time, we are closed for the entire day. Please note that if the Fayette County school system has their staff report to school despite the weather, our staff will not be here. If Fayette County schools are closed, no one will be at our school that day.

HEALTH

A current form of adequate immunization (form #3231) is required within 30 days of a child’s first day in school. An updated certificate is required each time immunizations are administered or the current form expires. Your child may attend school with a medical or religious exemption on file, but will be not be allowed to attend school during an outbreak of an illness that is prevented by required immunizations.

Balloons, glass containers, chewing gum, hard candies, nuts, and peanut butter are prohibited from use in preschool classrooms. **We reserve the right to prohibit certain food items or food groups from a classroom for medical or religious reasons.**

In order that we may promptly get in touch with you in the event of an emergency, please update your information immediately as changes occur.

If your child has any allergies, especially to foods, please notify the teacher. We will need a letter from your child's doctor confirming any food allergies and a doctor's order to administer an EpiPen in time of emergency.

Please share any changes in your child's health or family situation so that we may have that additional perspective to help us work closely with you.

ILLNESS

For the protection and well being of your children, the illness policy is carefully and consistently enforced. Our illness policy is in accordance with the guidelines set forth by the Department of Human Resources. *Your understanding and cooperation are necessary to help keep all the children and staff as healthy as possible.*

A child with any of the following may not attend school:

- A fever of 99.5 degrees and above
- Diarrhea or vomiting
- Rashes other than normal skin irritations
- Any other contagious symptoms (e.g. green nasal discharge, sore throat, open sore)
- Any symptoms related to a communicable illness (e.g. "pink eye", chicken pox)
- Severe coughing

We are unable to accommodate requests for students to remain inside during outdoor activities.

If you are notified that your child is ill in school, we ask that you make every effort to pick up your child within the hour. A sick child may return to school after being symptom free for 24 hours (without any aid from medicines, which may mask symptoms, such as Tylenol for a fever or Imodium for diarrhea). A child may also return if accompanied by a doctor's note stating that the child is not contagious. If your child is placed on an antibiotic for treatment of a communicable illness, your child must be on the antibiotic for a **full** 24 hours before returning to school.

If your child has been diagnosed with a communicable illness (e.g. chicken pox, "pink eye"), please notify the school. We need to know so that we may react accordingly and notify the other parents.

Medication is only administered for life-threatening conditions (e.g. asthma, allergic reactions). Parents should leave the medication and the doctor order for administering this medication with the director of the preschool.

SAFETY & SECURITY

Parents are asked to send a note with the child if there are any changes in the pick up routine of the day. We will not allow a child to leave with anyone not listed on the registration form without a note from his/her parents. If the person that picks up your child is unknown to the teacher, a picture identification is required.

Any time a child is in attendance, custodial parents are permitted access to childcare areas. Parents must make their presence known by coming to the preschool office and obtaining a preschool visitor's badge. Please wear this badge in a visible location while in the school. Please make your presence known to your child's teacher before removing your child from the school.

For safety reasons, do not park your car in the pick-up line and always follow maps given at the first of the school year for pick up line locations and directions.

All doors into the preschool area are locked from 9:05 am until 1:00 pm. You may ring the doorbell in the preschool area to gain admission into the school during those hours.

TRANSPORTATION

The school does not provide transportation.

INVITATION POLICY

It is the policy of the school that invitations to parties may only be distributed at school if every child in the class is invited to the party. This avoids confusion and hurt feelings. Please do not ask our staff to break this rule. It places them in an awkward position.

FOOD

Children are to finish eating their breakfast before arriving at school. Please do not send food or drink into the building with the child to finish in the classroom.

PERSONAL BELONGINGS

All materials necessary for a happy experience are provided in the classroom. Personal toys, books, and other items are not to be brought to school unless requested by the teacher. **Toy guns and weapons are never permitted.** The school is not responsible for lost or broken items.

EXTENDED CARE POLICIES

Extended care is available on Tuesday, Wednesday, and Thursday when school is in session, unless designated as days with no availability as noted on the extended care calendar. You will be billed for extended care stays at the end of each month except for the month of May. There is no Lunch Bunch during the month of May.

Please send a lunch, a drink, and any needed utensils with your child. Please do not send a lunch that requires heating before eating. Please put your child's name on the lunchbox or bag. Our staff encourages all children to eat their lunch, but we will not "force" a child to eat.

Extended care is only available until 1:00pm. It is against state laws for us to have children in our facility for longer than this. Please do not ask us to break the law for you!

There is a late fee **in addition** to the normal fee if you pick up your child after 1:00pm. **Children not picked up from extended care by 1:00 p.m. (per the weekday preschool clock) will be charged a late fee of \$2.00 per minute until pick-up. The pick up time will be recorded by the teacher, not the parent.**

If you arrive after 1:15pm to pick-up your child, and you have not contacted us to let us know where you are and when you will arrive, we will begin to call the people listed as your emergency contacts to ask them to come to school and pick-up your child. This will help to alleviate your child's anxiety.

You will find an extended care calendar attached to your newsletter each month. Complete and return to reserve a spot for your child at a cost of \$4.00 per day. Your child can stay without this reservation by letting someone know that morning as you drop off your child that your child will be staying that day. The cost in this case is \$5.00 per day. Be sure to send a lunch, a drink, and any needed utensils with your child. Please do not send a lunch that requires heating before eating.

If you do not pick-up your child by 12:10pm, your child will be taken to extended care by the teacher. You will be charged \$5.00.

CONTACTING THE SCHOOL

You can contact us through our direct line at (770) 719-1663. If we are unable to answer at that time our voice mail will pick up after 3 rings. We will return your call as quickly as possible. You may send email to preschool@harpscrosing.com. You may contact the director at jsarver@harpscrosing.com You may contact Mrs. Bethany about tuition issues at bgray@harpscrosing.com You may contact your child's teacher at the email address given to you at the beginning of the school year. Our fax number is (770) 461-2023.

WE ARE LOOKING FORWARD TO A GREAT YEAR WITH YOU AND YOUR CHILDREN!

