



THE PRESCHOOL
at East Cobb United Methodist Church

2023

Family Handbook

2325 Roswell Rd.
Marietta, GA 30062
770.971.3671
preschool@eastcobbumc.org

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Welcome to The Preschool at East Cobb United Methodist Church

We are thankful that God has led you to The Preschool at East Cobb United Methodist Church (The Preschool at ECUMC) for the education of your child. Children are a blessing from the Lord, and we take our role in partnering with you very seriously. Our Preschool offers an education with a distinctive purpose. We desire to not only impart knowledge, but also to reveal God's love through biblical values and living. This handbook is your source of information regarding our standards and guidelines.

Getting comfortable with a new environment can be challenging for any child. It's natural that some children adjust quickly, while others may take a little longer. We have loving and caring teachers who will provide an exciting, fun, and structured learning environment for your child. We are excited to have you embark on this wonderful journey with us. Our parent handbook is specifically designed to provide you with a clear overview of the day-to-day operations of the Preschool, as well as the policies that help us keep everyone in our community safe, healthy, and on the same page.

Our Preschool administrators and staff maintain an open door policy and welcome parents to visit the school frequently in alignment with safety and security policies. The Preschool at ECUMC is where your child spends a majority of their waking hours during the week, and we want you to feel a part of the community. We believe the best school cultures are created through collaboration and commitment from everyone involved—from teachers, to administrators, to parents and families—and, we encourage your active engagement and participation in the Preschool community. The Preschool at ECUMC belongs to all of us, and it is the responsibility of everyone involved to create and maintain a loving, engaged, respectful, and vibrant culture and community.

About Us

Our Preschool

The Preschool at ECUMC welcomes families of all faiths, creeds, and ethnic origins to our center. Our goal is to provide a rich, stimulating environment, with a focus on each child's ability to learn independently and cooperatively. Children learn best in a safe and secure environment, where they can stretch their imagination and expand their horizons helping to build a better understanding of the world around them.

Our Educational Philosophy

The Preschool at ECUMC welcomes families of all faiths, creeds, and ethnic origins to our center. Our goal is to provide a rich, stimulating environment, with a focus on each child's ability to learn independently and cooperatively. Children learn best in a safe and secure environment, where they can stretch their imagination and expand their horizon, helping to build a better understanding of the world around them. The church and the Preschool are "Safe Sanctuary" facilities, adhering to safe standards and guidelines identified by the United Methodist Church in addition to the regulations administered by the Georgia Department of Early Care and Learning.

Children thrive when the process of discovery is lovingly encouraged and gently reinforced. This is the philosophy behind our faith-based curriculum that fosters individual growth by providing plenty of opportunities for exploration and child-initiated choice.

All children need opportunities to be responsible, to make choices, and to be treated with respect. Our programs encourage your child's growth and development with early learning experiences that build a strong foundation for his or her social, emotional, physical and intellectual skills.

We believe each child has unique talents and interests. Our teachers honor these differences by providing your child with customized attention and activities that enable your child to learn and grow at their own pace and in their own way. This hands-on approach, combined with our balanced curriculum, is designed to encourage children to become confident, happy, and self-aware.

Christian Learning

Throughout the year, Christian character traits and values—such as obedience, love, reliability, and honesty—are developed and taught in the classroom as well as in weekly chapel as an outgrowth of Biblical teaching.

Our Teachers

Every one of our teachers goes through the same rigorous hiring process to ensure their dedication and passion and their ability to meet the developmental and emotional needs of your child. We confirm all professional references and conduct national criminal background screenings. Each member of our staff meets or exceeds the qualification requirements set by state law. Staff also complete a full orientation and attend a comprehensive training program.

Regulating Agencies

The Preschool at ECUMC is licensed by the state of Georgia through the Georgia Department of Early Care and Learning and is a Quality Rated program. If you have questions regarding licensing or regulations, please see the Preschool Director. Our Preschool is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

Adherence to the Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state or federal laws pertaining to the provision of services to individuals with disabilities. We review each child's needs on a case-by-case basis and make reasonable accommodations for any child who can safely participate in a group care environment. Please discuss your child's needs with the Director before you enroll. If you have additional information or documentation of your child's needs, just let us know. Having it helps us to provide the best possible care for your child. If you have any questions or concerns regarding the enrollment or care of your child with special needs, please contact the Preschool Director.

Educational Programs

We encourage and empower our teachers' enthusiasm for learning. Our wide range of age-appropriate activities and experiences results in something special: children who can't wait to share their latest discovery.

To help you feel as if you're part of your child's day, we have many ways to share their adventures, moods, and milestones. In addition to detailed and insightful communications as your child progresses, our Preschool supports formal and informal check-ins. Studies show early childhood is one of the most important points in your child's education. We design our programs to help your child become a lifelong learner—someone who will never stop wanting to know why, how, where, and what.

Infants (Busy Bees Classroom)

Infants need a safe, secure "home away from home" where they can learn, play, and grow. That's why we've designed a nurturing, creative world for infants six weeks and older that helps their minds and bodies develop.

Our program emphasizes the importance of positive, supportive interactions between teacher and child. Our teachers sing, read, and talk with your child to help him or her with this critical developmental stage. Because our classrooms and equipment are developmentally-appropriate in size, infants can move, explore, and play with confidence. Age-appropriate activities are individually planned to promote your child's specific cognitive and social development in a warm, nurturing environment.

Toddlers (Superstars and Penpals Classrooms)

A whole new world opens to children when they take to their feet. They walk, talk, and begin to develop relationships with one another. Our Toddlers program is filled with sensory experiences that emphasize the importance of a toddler's environment and relationships. Our teachers provide a high level of interaction while individually nurturing each child.

Two-Year Old Preschoolers (Discovery Twos and Pioneers Classrooms)

Two-year-olds are curious about the world around them. They're busy exploring their environment and learning to communicate their thoughts. While they're beginning to exert their independence, they're also gaining a better understanding of group play. Our Discovery Preschool program emphasizes developing the whole child by focusing on both education fundamentals and social skills. Our passionate teachers keep small hands busy and young minds engaged through activities designed specifically for this age group. Our experienced teachers provide many outlets for creative expression — including games, songs, movement, and art — that let your child build skills and confidence. By encouraging child-directed play, we ensure your child develops at his or her own pace. Sharing, cooperating, and taking turns all teach your child the importance of being part of a group.

Three-Year Old Preschoolers (Dream Catchers and Kid Zone Classrooms)

A preschooler's world opens up in new ways as he or she improves coordination, learns complex skills, and begins to interact more with peers. Our Preschool program introduces language, math, science, and social skills in a logical, appropriate sequence that encourages learning one step at a time. And we provide plenty of individual attention to

support your child's unique needs. This program provides a rich classroom environment where children are encouraged to explore and challenged to learn, all while making friends and developing self-confidence. Children strengthen their cognitive skills through fun memory games and are provided opportunities for hands-on experiences —such as creating collages — that combine creative expression and tactile experiences.

Pre-Kindergarteners (Pathfinders Classroom)

With formal schooling on the horizon, Pre-Kindergarten is a critical time for children. Our Pre-Kindergarten program promotes independence and prepares your child for the next exciting phase. We make the transition smoother by helping children become familiar with a more structured learning environment. Our teachers have a passion for what they do and consider it a privilege to partner with you during this special time in your child's life.

Assessments

We use a variety of methods and tools—including observations, portfolios, and developmental checklists—to monitor and support your child's development. Constant interaction with the children allows teachers to appropriately assess their skills and developmental levels. In addition to influencing the ways teachers adjust and modify curriculum, daily observations also help teacher's complete developmental checklists and collect work samples for portfolios.

Developmental checklists help teachers observe, record, and evaluate each child's skills, knowledge, behaviors, and accomplishments. They reflect common objectives and expectations in classrooms like ours that are structured around developmentally appropriate activities. The behaviors and skills described in the checklists are those considered to be important for children within each age group.

Transitioning to a New Classroom

We transition our students to new classrooms two times per year: August and January. When we consider a transition from one class to the next, we look at your child's age, developmental and maturation milestones, as well as space availability in other classrooms. We've designed our process to get your entire family involved during a transition. This improves your child's adjustment to the new space, teachers, and classmates.

Parent-Teacher Conferences

Two or more times a year, we'll sit down with you and talk about your child's achievements and accomplishments in the classroom. This is a time to partner with you. Because of that, we ask for your help: please bring observations about your child's development at home, as well as any questions or relevant information you want to discuss. This is a time to talk about what your child has learned, opportunities for growth, and what they have to look forward to at the Preschool.

Child Care and Health

Food and Nutrition

Preschool days are very active, and children need the necessary nutrition to maintain a high level of interest and energy throughout the day. The weekly menu is posted on the

Family Communication Boards and are sent out through our Procure App. Our in-house cook provides breakfast, lunch, and an afternoon snack each day. Our menu features nutritious meals, including fresh fruits, vegetables, and fruit juices. All meals meet or exceed USDA guidelines. We do not allow outside food items without proper approval. We ask that you not send items such as donuts, pastries, sugary cereal, cookies or the like with your child as a meal or snack.

We will provide milk for all children at breakfast and lunch. If your child is lactose intolerant or is allergic to dairy products, you must provide a written statement for our files; you are also required to supply the milk alternative. Water is always available for children.

Parents of infants must provide and clearly label any breast milk, formula, and baby food for their child. Parents must notify us of any food allergies in writing.

Birthday Celebrations

Seasonal celebrations and birthdays are special days for children, and we understand you may want to celebrate these occasions at the Preschool. If you'd like to provide food for the celebration, we ask that you notify the Preschool in advance, and only bring food items that include ingredient statements in order to properly account for child food allergies. We encourage healthy snack options such as whole-grain items, vegetables with dip, or fresh fruit platters. Please be sure to provide enough food for every child in your child's classroom. And please, due to allergies and necessary scheduling needs, make arrangements with your child's teacher prior to the special day.

Breastfeeding

We understand that your preferences involving food and feeding practices for your child are very personal. While you're nursing, we provide you with a comfortable and nurturing environment. We also support your decision to breastfeed a child past infancy—weaning a child is not a requirement for moving into the next classroom or age level. In addition, our Preschool is equipped to handle your expressed breast milk. Milk must be bottled in liquid form, not frozen. [See "Infant and Toddler Supplies" for details on labeling and storing bottles.] Please discuss your decision to breastfeed with the Preschool Director to ensure we provide the right environment and support for you and your child.

Infant and Toddler Supplies

When it comes to the nutritional needs of infants and toddlers, families have a variety of preferences. That's why we typically require you to bring all food for infants until they begin eating table food. Once your child begins eating table food, nutritious meals and snacks will be provided according to the center policy and current menu. Since meal services and requirements may vary, speak with the Preschool Director about specific details. Bottles must be brought to the Preschool each day already prepared. They should be clearly labeled with the date, child's first and last name, and contents. [Please see "Breastfeeding" for more information on how to prepare expressed breast milk.] Preschool staff cannot mix formula bottles and cannot add cereal to bottles. Please do not leave bottles at the Preschool overnight; their contents will be discarded. Due to the potential risk of tooth decay, bottles are not placed with children in cribs. For the safety of all our infants, we are unable to use glass bottles in our centers. Please provide your infant or toddler with two complete sets of clothing and label them with your child's first and last name. Additionally, unless otherwise stated in your enrollment materials, we ask that you provide disposable diapers and wipes for your child.

Clothing

We want to be sure your child has fun while playing and learning in our Preschool. Because a full day can include such activities as singing, painting, playing indoors and outside, dancing, and eating, we recommend easy-fitting, comfortable, washable clothes.

- Be sure shoes are rubber-soled and closed-toe with a closed heel or heel strap. Flip-flops, sandals, and shoes with wheels are not appropriate in our environment. Shoes are required for all walking children.
- Please provide two complete sets of extra clothes, including socks, for your child. We request an extra pair of shoes and a sweater or sweatshirt be kept at the center, too. Clothing should be labeled with your child's first and last name, and reviewed periodically to make sure it fits.
- In hot weather, apply sunscreen to your child before arriving at the Preschool and dress your son or daughter with hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. Please note: We require a written authorization from you before we can apply sunscreen/sunblock to your child.
- In cold weather, provide appropriately layered clothing to create insulation, including: mittens or gloves; caps, hoods, or hats; sweaters or sweatshirts; socks; and warm waterproof outerwear and footwear.
- For their safety, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry or articles of clothing that tie around their necks or waists. Please remove all drawstrings from tops.
- We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all extra clothing (e.g. jackets, sweaters and hats) with your child's first and last name.

The Preschool at ECUMC will not be responsible for injuries associated with the prohibited items.

Personal Belongings

Your child will be provided with stimulating, educational toys every day. Because children often find comfort in special objects, your child may bring a blanket, a special soft toy, or a stuffed animal for rest time. Unless directed by a Preschool staff member, please do not let your child bring other toys or belongings from home, as bringing a treasured object to the Preschool can create tension between children and each child's personal storage space is limited. It's also distressing for children and staff members when things are lost or misplaced.

Sometimes, very young children need to bring a personal "love" of some sort to serve as a "bridge" between home and school. As children get older (3+ years), we ask that all personal toys be left at home unless the teacher proclaims a "Show and Tell" day for the class.

Toy guns, toy swords, toy knives, and water pistols are not permitted in the Preschool. Cell phones and other electronics (iPods, tablets, etc.) should be left at home. Use of personal

electronics is not permitted in the classroom due to the distracting nature of these devices. We cannot assume responsibility for loss of, or damage to, personal belongings.

Positive Guidance

Part of what children are learning in their early years is how to get along with others and what behaviors are appropriate in different situations. We take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors. To do this, our teachers are trained to use various techniques including redirection, praise, and distraction.

In this positive guidance atmosphere, most inappropriate behaviors are avoided. However, in extreme situations and as a last resort, a child may be guided to an alternate activity away from the group for the benefit of the child and the rest of the children. Teachers use this strategy not as a punishment, but to help redirect the child when he or she returns to group activities. The child is allowed to return to the group activity when he or she feels ready to do so. This strategy is not used with infants or toddlers.

In accordance with Preschool policy and state childcare licensing regulations, our staff never uses corporal punishment.

We welcome families as partners in teaching children about socially appropriate behaviors. As your child's most influential teacher, we may occasionally ask you to work with us to help remedy or redirect an inappropriate behavior. We understand these issues are sensitive and many different parenting styles are reflected among our families. We also ask that, while on our grounds, you refrain from using any form of guidance that is not consistent with our Preschool's positive guidance approach or individual state childcare licensing regulations.

Please note: Any staff member who witnesses any form of physical or corporal punishment, even if administered by a family member, is required by law to report his or her observations to the appropriate authorities.

Biting

Biting is common among young children. During early childhood, children are sensory learners and often explore orally. In addition, children at a young age do not have fully developed language skills. Impulse control can lead children to bite as a way of making their needs known. We realize that biting can be a big concern, and we strive to minimize the behavior whenever possible. Our teachers and staff look for triggers to prevent and decrease incidents. If your child bites or is bitten, you and the parent(s) of the other child involved receive an Incident/Accident Report that keeps the identity of both children confidential. If you have any concerns regarding a biting incident involving your child, please talk to your child's teacher or the Preschool Director.

If the biting becomes a chronic problem, then it may be necessary for the child to withdraw from the program for a week, in an attempt to break the biting cycle. When the child returns after the week, if the biting is still an issue, the child may be withdrawn from the program.

Diapering and Toileting Requirements

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children best learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently, so toilet learning can be accomplished in a developmentally appropriate manner and with minimum stress for you and your child. Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress.

Several complete changes of clothes should be kept at the Preschool during toilet learning. Until your child shows an interest in toileting, we'll provide diaper changes on an as-needed basis. The specific times of each diaper change will be listed on your child's daily activity sheet and/or in the parent engagement app.

Rest Time

For healthy growth and development, it's essential for children of all ages to have time to rest or enjoy quiet activities during the day. At our Preschool, your child will rest in the afternoons for one to two hours or longer, depending on his or her needs. Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet rest-area activities. Depending on your child's age, we provide cribs, cots, or mats for rest time. Preschool staff will let you know about the required rest-time items and any bedding your child may need. Please label all personal rest items with your child's first and last name.

Infant Sleep

Infants sleep according to their needs and the individual plans prepared by you, in cooperation with your child's teachers. Preschool staff will let you know about the required bedding linens and give you information on washing all sleep items. In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions. Our Preschool does not allow swaddling.

Allergies

If your child has allergies, please inform the Preschool Director and list the allergen information on your Enrollment Agreement so we can take the right precautions to protect your child's health. The Preschool Director will gladly work with you and your pediatrician to accommodate your child's dietary needs. Due to severe peanut allergies, some of our Preschool has adopted a "No Nuts" policy. If your child has severe allergies that may require a medical response (such as the use of an EpiPen), additional forms may be required prior to your child's first day.

Hand Washing

Teaching your child the importance of hand washing at an early age helps maintain their health; it also assists your child's ability to take an active role in staying healthy. With that in mind, your child will be required to wash their hands before eating, after bathroom visits, when returning from outside, and at any other appropriate time.

Parents can help with controlling illness and infection by including frequent and thorough handwashing in the daily routines at home, especially after eating, toileting, handling bodily fluids, contact with animals, and playing in dirt, sand, or on playgrounds.

Sick Policy

The goal of the Preschool at ECUMC is to maintain an environment that promotes health and wellness. Even with frequent handwashing and appropriate cleaning of surfaces, children may get sick while attending school or show signs or symptoms of illness prior to arrival.

If you keep your child at home due to illness, please notify the school by 9 a.m. that your child will not be present. If your child becomes sick while at the Preschool and we think it's better for them to be home rather than in contact with other children, we'll call and ask you to pick your child up no more than one hour later. In the event of a serious accident or illness, an ambulance will be called.

When assessing a child for illness, clusters of symptoms may be considered to determine the need to go or stay home. Generally, to be sent home a child will exhibit one or more of the following symptoms:

- Fever of 100.4 or higher
- Diarrhea
- Vomiting
- Severe Coughing
- Eye discharge—mucus or pus draining for the eye or pink eye
- Change in behavior—lethargy, lack of play
- Child is complaining of an earache

Returning to School After Illness

When a fever (100.4 or higher), diarrhea, or vomiting has been present, children are required to stay at home until they have been symptom free for 24-hours without the use of medication.

Example: If your child is picked up at 1pm on Monday due to a fever of 100.4 or higher, the earliest your child can return to school is Wednesday, assuming they have remained fever-free without medication since Tuesday morning.

A doctor's note may be requested and can be provided in order for your child to return to school.

Emergency Contacts

To ensure your child's safety, your Enrollment paperwork provides the Preschool a record of names, addresses, and phone numbers of those people you have authorized to pick up your child. It is your responsibility to keep this information current and supply names and phone numbers of your family doctor and preferred hospital.

Contagious Diseases and Reporting

We value your child's health and recognize that preventing the spread of infectious diseases is a very important part of quality child-care. We actively strive to monitor the health and well-being of all children in our care. If a child has certain communicable

illnesses or diseases it may be that state law, licensing regulations, and/or our health and safety policies could require:

- Sending the child home
- Documented evaluation and treatment by the child's health care provider
- Notification of the families of other children in our Preschool and staff members
- Notification of local health authorities (e.g. Health Department)

We will keep you informed of any instances of contagious diseases affecting children who may have had direct exposure at the Preschool and will report illness and diseases to the local health authorities where required by law.

Medical Services and Medications

The Preschool is not licensed to provide medical care. Other than standard CPR training, our staff are not trained to provide medical care. Our employees do not provide invasive medical treatments (such as insulin injections), nor do they determine the dosage of medication.

The staff cannot administer any form of medication to students, including aspirin, without a prescription and signed authorization form from the parents or legal guardian. If it is necessary for your child to be given medication while at the Preschool, the medicine must be given to the Preschool Director or designated administrator, along with the completed medication approval form. Never put medication in your child's diaper bag, lunch box, or backpack. Once the course of treatment is completed all medicine must be taken home. Medication may be administered by school staff ONLY if these specific procedures are followed:

1. Medication Prescription Container
Medication must be in the original prescription bottle, prescribed by a physician, stating dosage and time to be given. The first dosage must be given by the parent.
2. Medical Authorization
Medication must be brought to school and be accompanied by a written authorization form entitled "Authorization for Medication" (furnished by the school) which authorizes the school staff to act as an agent for the parent in administering the medication.

We do not administer oral non-prescription medications. All oral medications must be prescribed by a physician.

If your child receives a minor injury or wound, Preschool staff will administer first aid. In order for a staff member to apply topical non-prescription medications to your child in accordance with the manufacturer's directions on the label, you must complete a Topical Ointment Authorization Form. If we feel that further medical attention is necessary, parents will be contacted immediately.

Safety and Security

Security

Keeping your child safe and secure is our first priority. In addition to the built-in security features at the Preschool, we strictly follow established procedures for your child's arrival and departure. All children must be signed in and out on our ProCare Engagement App.

Emergency Contacts and Authorizing Individuals to Pick Up Your Child

When you first enroll, you'll complete a data form, including the primary and emergency contact and release sections. This form authorizes specific individuals to pick up your child. You are responsible for maintaining accurate, complete, and current information. Written authorization must be on file at the Preschool prior to your child's release to anyone. For the safety of your child, telephone requests are not encouraged. If a telephone authorization must be utilized, you'll be asked random questions from your data form.

Please inform anyone listed on your data form that they'll be asked to verify their identity. Staff members will ask for a government-issued photo ID for anyone who is not positively known to them.

We will not release a child to any individuals younger than 18 years of age unless the individual is the legal parent/guardian. If state child-care licensing regulations are more restrictive, the more restrictive procedures will apply. Please check with the Preschool Director for specific requirements.

Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

Confidentiality and Children's Records

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with childcare licensing, protective services, or other government agencies will not have access to the records without your written authorization or court order. As a parent or guardian, you can request access to your child's records. We are happy to provide access at reasonable times to records kept at the Preschool. For information about the process needed to access other documents that may be included in your child's records, please contact the Preschool Director.

As a primary parent or legal guardian, you have the right to add and update information, comments, data, or other relevant materials to your child's records. If you withdraw your child from the Preschool, we will maintain your child's records for the minimum period of time referenced in the state child-care licensing regulations. If you want a copy of your child's records at the Preschool, an administrative fee may be charged to offset copying and delivery charges. Child records will be updated annually.

Mandated Reporting Requirements

It's our mission to ensure all children in our Preschool are safe and well cared for—not only while they are at our Preschool, but at all times. The law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to the proper state childcare licensing agencies or law enforcement agencies. Those who fail to report

according to individual state childcare licensing regulations can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. If you're interested in the mandatory reporting requirements for the state of Georgia, please ask the Preschool Director for more information.

Arriving and Departure

We want to make sure your child begins and ends his or her day with us on a happy, positive note. Our Preschool is equipped with doors that require a key card to enter. We also require you to make direct contact with your child's teacher at the start and end of the day by personally escorting your child to or from the classroom.

Late Pickup

Your child looks forward to your arrival at the end of the day. Please make every effort to pick your son or daughter up on time. If you know you can't arrive on schedule, please arrange to have your child picked up by another adult who has been authorized on your data form. If a late pickup is unavoidable and you're unable to reach your designated emergency contact, please notify us immediately. If your child is not picked up after the normal closing time (6 p.m. EST) and you have not contacted the Preschool:

- We will attempt to contact you or the person(s) authorized to pick up your child.
- If we can't reach you or another authorized person within 30 minutes after closing, the Preschool Director or person in charge will determine whether and when Child Protective Services or the appropriate authorities should be contacted based on state child care licensing regulations.
- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the entry door with specific information regarding your child's whereabouts, including the name and phone number of the agency or person to contact.

In the event of a late pickup, please note that the Preschool Director or person in charge can never transport your child from the Preschool under any circumstances.

A late pickup fee will be applied to the accounts of children picked up after 6 p.m in the amount of \$5 for the first five minutes, and \$5 per minute for every minute after that.

Emergency Situations and Evacuation Plans

To maintain a safe environment, we make every attempt to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations as required by state childcare licensing regulations and other local authorities. In addition, an emergency plan and list of procedures are posted in each classroom. Please be aware of the procedures and evacuation location in the event of an emergency evacuation.

Child Accidents

We take every precaution to make sure your child is safe, and that you receive communication regarding accidents or injuries. This includes frequent inspections and maintenance of our buildings, playground, and equipment. In spite of all our efforts, accidents do happen. If your child is injured at the Preschool, you'll receive an Incident/Accident Report at pickup time.

Weapons and Violence

Family members, children, and guests are strictly prohibited from possessing firearms or other weapons on our property and at events sponsored by us. An exception may be made for sworn law enforcement officers. If children are found to be in possession of weapons, an administrator will confiscate the weapon and notify proper authorities. When a particular child or parent's behavior threatens the safety of others, or if a child or parent becomes abusive toward other children, parents, or staff in the Preschool, we may disenroll the child immediately.

Drug-Free Environment

We are committed to fostering and maintaining a healthy and safe environment for everyone. Staff, family members, and guests are prohibited from smoking in the preschool and its grounds. At no time shall anyone ever use, consume, sell, manufacture, or be under the influence of any alcohol or illegal drugs on church property.

Children with Special Needs Policy

Our Preschool will do our best to accommodate children with special needs (cognitive, learning disabilities, etc.). Close communication with parents is again essential to providing quality care. If your child has already been evaluated, we will work with you to implement the IEP, as needed. Parents are advised to submit the most recent IEP to maintain consistency between programs. If we feel that an evaluation is needed, we will make recommendations to you.

The Preschool at ECUMC will not discriminate against children with special needs. We will work closely with you to ensure that your child's needs are met. Our goal is to provide the service that meets the goals of the IEP. We will continuously work with parents to ensure that we are able to provide the optimal level of care that will be best for your child.

Immunization Policy

A current immunization record is required no later than the 15th day of enrollment. It is the responsibility of the parents to keep their child's immunization record current. (Please make appointments with your pediatrician or Board of Health Department two weeks prior to the expiration date of your child's immunization record.) In addition, an audit is performed by the state once a year and any child not in compliance will be withdrawn from the school, as is required by state law.

Medical Emergencies

All medical emergencies require a 911 call. If CPR is required, a staff member who is trained in CPR and First Aid will administer it. We will call 911 first, then the parent and/or emergency contacts.

Child Wanders Away from the Preschool

In the unlikely event that a child wanders away from the Preschool, the teacher will inform the Preschool Director or designee that there is a missing child. The Preschool Director or designee will search the building and grounds. If the child is not found within the first 10 minutes of the search, 911 will be called; then parents will be called. After that, the Georgia Department of Early Care and Learning will be notified.

Operational Procedures

Hours of Operation

The Preschool operates from 7:00 a.m. to 6:00 p.m., Monday through Friday.

Registration and Enrollment

We have a variety of procedures in place to help make your registration and continued enrollment with us as smooth as possible. To enroll and annually re-enroll your child, you must complete the Enrollment Agreement and other local and state-specific forms provided by the Preschool Director. You must complete and sign all forms and have the Director's signature on your Enrollment Agreement before your child may attend.

Registration

A nonrefundable registration fee of \$150 is due at the time of enrollment to cover administrative costs. If a child is withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.

Tuition Policy

A tuition and fee schedule will be given at the time of enrollment. Tuition is due whether your child is in attendance, ill, on vacation, or if the Preschool is closed. Tuition is due by the first day of every month, and a late fee of \$40 will be imposed if payment is not made by the fifth day of the month. Any alternatives to this pay schedule must be discussed with and approved by the Preschool Director and secured in writing.

Return Check Policy

There is a return check fee of \$25.00 for any check returned by the bank. This is the fee that they charge us. If you have two or more returned checks, you must make all future payments by money order or cashier's check.

Tuition Discounts

Family discounts apply to families who have two or more actively enrolled children. The child with the lowest tuition charge for the week will receive a maximum discount of 10% off his or her gross tuition. In a family with three or more children, the child with the highest tuition charge is not granted a discount; remaining children receive a maximum discount of 10% off their gross tuition.

Teacher summer perks are available to enrolled students with a parent who is employed as a teacher or educator. This perk allows families to disenroll their child(ren) for the months of June and July, or adopt an agreed-upon modified schedule that is shared and approved by the Preschool Director. Any modified schedule must be requested and approved in writing by May 1. There are no "drop-in" days permitted. A re-enrollment fee is not required to return as your child(ren)'s spot(s) will be held while they are away for the summer under this provision. If your child moves to a modified schedule your tuition will be prorated based on attendance.

Holidays and School Closures

Our holiday and school closings notices are provided on the Family Communication Board in the lobby and on our website. Please note that there are no tuition credits or discounts for holidays, sick days, or emergency closures.

Annual School Closures

- New Year's Day
- Martin Luther King Day
- President's Day (Teacher Workday)
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Holiday (Thursday & Friday)
- Christmas Break (24th - 30th)
- New Year's Eve

Babysitting

If a staff member provides babysitting services on their own time, the staff member is acting in his or her individual capacity. Such services should be rendered outside of business hours. We will not be responsible for the performance of babysitting services by members of our staff, including transportation of your child(ren).

Inclement Weather Policy

We follow the Cobb County School District regarding inclement weather school closings. Cobb County has "Text to Join" You can receive emergency alerts from Cobb by texting "CCSD" to 84700. By joining this group, you will have early alerts to school closing due to inclement weather; however the Preschool administrators will contact you directly via the ProCare App about weather-related closures for the Preschool.

Nondiscrimination

The Preschool at ECUMC has a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. We provide care for children and families with various backgrounds and beliefs.

Absences, Sick Days, and Vacations

To maintain our high standard of quality, we budget for everyday costs related to our dedicated teachers and our educational resources. To cover these costs, we charge a full month's tuition if your child attends any portion of the month. Please refer to your Enrollment Agreement or contact the Preschool Director for more information.

If your child will be absent on a particular day, please notify the school staff by 9 a.m. School staff should also be notified in advance if your child will be out for multiple days due to illness, vacation, or other family activities.

Withdrawing Your Child

If you need to withdraw your child, we require a 30-day written notice prior to disenrollment. Sometimes children or families may not adjust to the environment. In these cases, we may ask a parent or guardian to withdraw his or her child. If we make that decision, we usually

notify the family one week in advance in order to permit them to find alternative care. However, certain instances may require an immediate withdrawal.

Termination of Services

Because we provide childcare and education in a group setting, we must be concerned for the welfare and safety of all children and staff. We take action when a particular child or parent's behavior threatens the safety of—or becomes abusive toward—the other children, parents or Preschool staff. As a result, we may disenroll the child immediately. We reserve the right to disenroll any child or terminate services as deemed necessary or appropriate at our sole discretion, with or without notice.

Family Communication and Involvement

Family Involvement

We welcome you to talk with your child's teachers or Preschool administrators when you drop off or pick up your child. We also invite you to schedule an individual conference whenever necessary. Please schedule longer discussions with teachers in advance so another staff member can be available for classroom supervision. Our Preschool encourages communication between you and our teachers on all issues related to your child and his or her classroom activities. Please remember, however, that teachers are expected to keep information about all other children and their families confidential.

Parents and guardians are always welcome at the Preschool. We encourage you to visit and join in our activities. Your participation and involvement are important to us as we work as partners to provide the best care and education possible for your child. However, please never share your key card access with anyone. Anyone authorized to pick up your child will be let in and escorted by a Preschool administrator following ID confirmation.

Change In Personal Information

Please notify the school office immediately when there is a change of any personal information as this is important in case of an illness or accident.

Open Door Policy

It is our desire for parents to be actively engaged with in the Preschool community and to be available to parents' questions and concerns. Parents are welcome to visit their child's classroom at any time. In fact, we encourage you to visit at least once. When visiting the Preschool for any reason, please check-in at the office prior to entering a classroom.

