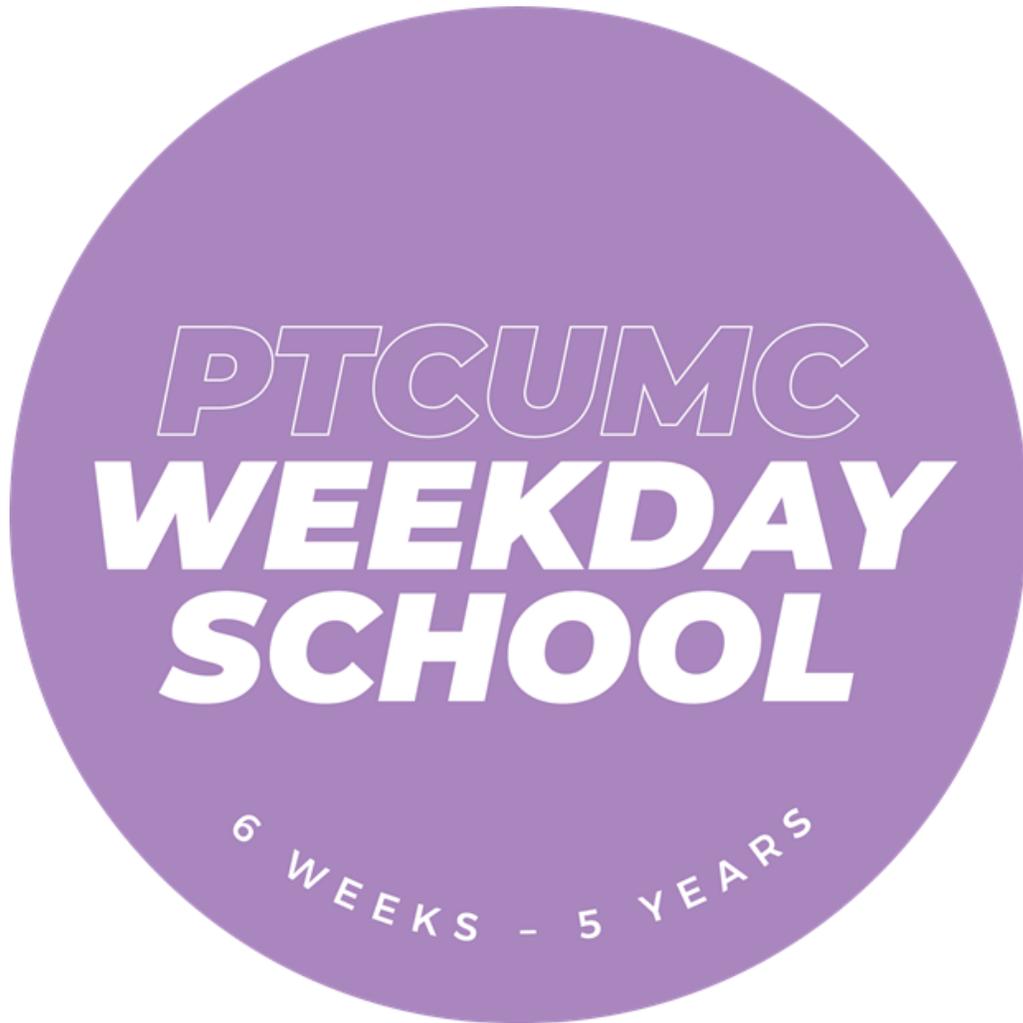


WEEKDAY SCHOOL PARENT HANDBOOK 2022-23



225 Robinson Road
Peachtree City, Georgia

School Phone: 770-486-5538
Church Phone: 770-487-6499

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Dear Parents,

Welcome to the Peachtree City United Methodist Weekday School program. We look forward to working with you and your child this year. Our program is planned to provide opportunities for **play with a purpose**. Through these opportunities, each child will grow mentally, emotionally, physically, socially, and spiritually. Our staff members are trained in the care and education of young children, with educational toys and equipment designed specifically to meet the growth needs of the child. Our program will enrich and strengthen your child's foundations of learning.

To let you know what is expected of parents, this handbook is for **YOU**. It outlines our policies. We ask you to follow these policies and to bookmark this link for quick reference. If you have questions concerning the policies written in this handbook, please feel free to contact us.

We, the staff of the Peachtree City United Methodist Weekday School, are looking forward to a successful and enriching year for our children and parents.

Cary Wilson
Director

Angela Berger
Assistant Director

School of Excellence
United Methodist Preschool Association of
The North Georgia Conference
1996 - 2022

PURPOSE

The purpose of establishing the Peachtree City United Methodist Weekday School program is to provide opportunities to meet the developmental and educational needs of the early childhood years with a Christian orientation. Our goal is to provide a nurturing environment in which children can develop a lively awareness of the world around them at their own pace; spiritually, physically, mentally, emotionally, and socially, within an atmosphere of Christian love.

Under the leadership of qualified teachers, the program will include a balance of learning and play activities, creative artwork, music, and group activities. Each child will be helped in developing a loving awareness of God, his or her own independence, and his or her unique abilities and talents. In a warm, accepting atmosphere, the world of the child will be expanded to include friends in the community, as well as their home, and church.

PTCUMC Weekday School is exempt from state licensing under Bright from the Start (GA Department of Early Care & Learning).

PROGRAM

Some of these centers/classes are incorporated into our daily routines depending on the age of your child's class.

Art Center - This center provides a variety of art activities, materials and supplies throughout the school year. Many of a child's art projects provide a link to a concrete skill or concept. Expressing their 'inner artist' is also always important.

Block Center - This center provides blocks of various sizes, shapes and weights. Space encourages more elaborate, thoughtful building while small, wheeled toys and/or buildings encourage purposeful design.

Housekeeping Area - This area provides all materials necessary for housekeeping. Furniture, dishes, dolls and dress-up clothes encourage dramatic play. Experimentation with role identity is encouraged through such play.

Language Development Area - A book display provides the nucleus of this center. Stories, verse, conversation, and dramatization are used each week to aid in language development.

Mathematics - Classes provide equipment and materials which encourage counting, classification, and size discrimination.

Music Area - Music is incorporated into all classrooms. A variety of musical experiences are provided in this area. 3 and 4-year-old classes will attend music class once a week. Rhythm instruments and a wide variety of songs are taught by our music teacher.

Physical Education - All 3 and 4-year-old classes participate in PE. The focus of activities encourages the development of motor skills, enhancement of reflexes, and hand-eye coordination.

Outdoor Activity - Playground equipment is used as an aid in large muscle and motor development.

Science - Classrooms have an area that encourages the child to observe his own environment and to learn more about nature.

Snack - The children gather at tables for the mid-morning snack.

Social Studies - Classrooms include pictures and displays related to specific themes. Activities and stories are used to enhance the themes.

Table Toys - Toys and games encourage individual development and strengthen fine motor muscles.

STAFF TRAINING

All staff are trained in CPR and First Aid. Additionally, each teacher is familiar with all emergency procedures. All staff members receive training in the area of recognizing and reporting child abuse as outlined by the PTCUMC's Safe Sanctuary guidelines, and all staff members have a complete background check on file. All staff is current with 10 or more hours of training from Bright from the Start and/or the North Georgia conference approved training for the preschool association.

PTCUMC CHILD ABUSE PREVENTION POLICY

In April 1996, the General Conference of The United Methodist Church, adopted a resolution aimed at eliminating any potential for child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes a child welcomes me." (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck, and you were drowned in the depth of the sea." (Matthew 18:6) Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical and sexual exploitation and abuse."

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *the Book of Resolutions of The United Methodist-1996. P. 384-386*)

Thus, in covenant with all United Methodist congregations, The Peachtree City United Methodist Church adopts this policy for the prevention of child abuse in our church.

Purpose - Our purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all the children and youth God has entrusted to our care.

Covenant Statement - The Peachtree City United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse consistent with Georgia state law.

Theological Reflection - We adopt this policy in accordance with the statement we as a congregation make at each Baptism; that we will "nurture children and youth in the Christian faith and life and include them in our care." With this policy, we renew our Baptismal pledge to "live according to

the example of Christ” and surround children and youth with a “community of love and forgiveness that they may grow in their trust of God and be thus confirmed and strengthened in the way that leads to life eternal.” (Baptismal Covenant II, *United Methodist Book of Worship*, p. 96).

SECURITY

Campus Security

We have security measures in place at our school campus during school hours (8:30am – 1:30pm), Monday through Friday. There are two ways to enter the Weekday School, through the main front doors of the church or side door downstairs. If you enter through the main front doors, you must sign in and wear a Visitor sticker when coming into the school halls. From the downstairs entrance, you will need to ring the doorbell by the outside door and the glass security doors. A staff person will answer the door and ask who you are here to see. If they do not know the person, they may need to get the director or assistant director to help. We want our families to know that we are working to ensure the children’s safety while providing a well-rounded school experience.

Emergency Drills and Procedures

Our school has in place an Emergency Crisis Plan to deal with fire, tornado, flooding, loss of power or water, and other crises. We conduct fire drills monthly and tornado drills once a semester. Each classroom has an evacuation bag with necessary equipment and information for each child’s family to be contacted.

Fire

Upon hearing the fire alarm, the teachers quickly line the children up to leave the building. The director will take the Emergency contact book. Each teacher will take their classroom contact information for their students and their emergency evacuation bag. Staff and children will leave the building through the closest and safest door. Attendance will be taken. Fire drills are practiced with children 7 times per year. In the event of an actual fire, parents will be contacted with a pickup location.

Tornado

In the event of an active warning, the director will signal teachers by blowing a loud whistle in the hallway. Each teacher will be responsible for bringing the children into the center rooms. The director will take the Emergency contact book. Each teacher will take their emergency evacuation bag. Attendance will be taken. Tornado drills are practiced with children 2 times per year. In the event of an actual tornado, parents will be called with a pickup location.

Active Shooter

In the event of an intruder/threat/or active shooter alert, PTCUMC follows current law enforcement guidelines.

SCHOOL CALENDAR 2021-2022

In general, the schedule of the Fayette County schools is followed, except for the beginning and ending of school. The following dates are subject to change, in order to correspond with changes made in the Fayette County schedule.

PTCUMC Weekday School will be closed if Fayette County Schools announce a closure, delay, or personalized learning at home due to inclement weather.

* Denotes change from Fayette County school calendar

*	Aug 15 - 19	First Week of school (ALL classes 9 am - 12 pm)
	Aug 29	Lunch Bunch hour begins for 3s and 4s classes
	Sept 5 & 6	Labor Day Holiday - No School
	Oct 10 & 11	Fall Break - No School
	Nov 21 - 25	Thanksgiving Holidays - No School
*	Dec 16	No School
	Dec 19 - Jan 3	Christmas Holiday
	Jan 4	Classes and Lunch Bunch Resume
	Jan. 16	Martin Luther King Holiday - No School
	Feb 20 - 24	Winter Break - No School
	March 17 & 20	Fayette County Student Holiday - No School
	April 3 - 7	Spring Break - No School
	May 17	Kindergarten Graduation
*	May 19	Last Day of School - Noon Dismissal for All Programs

SCHOOL HOURS

Infants, 1s, and	9:00 am - 1:00 pm
2s: 3s and 4s:	9:00 am - 12:00 pm
Lunch Bunch	12:00 pm - 1:00 pm
Kindergarten	8:45 am - 1:00 pm

FEES AND TUITION

Registration Fee

Each student must submit an application form along with a registration fee. This fee is accepted at the time of application for enrollment in the Weekday School.

Enrichment Fee (3s, 4s, and Kindergarten): \$50.00 – Due in August

This is a one-time fee for all children that helps defray costs of our monthly enrichment events.

Tuition (September - May)

We are a self-supporting organization and operate the school on funds provided by tuition fees. All fees and tuition are used by the school to provide the best teachers, equipment, and supplies possible. **The tuition is due the first week of the month for each of the nine months.** A late fee of \$15.00 will be added to tuition paid after the 10th of the month unless arrangements have been made with the director. **(1st tuition is due Sept. 1st)**

A **TUITION ENVELOPE** will be sent home prior to the 1st of the month in their communication folder or attached to your child's backpack. There will be a QR code on this envelope if you would prefer to pay online. To pay online, you may either use a charge/debit card (addition 3% convenience fee added), or you may use your bank routing (no convenience fee).

Please return the envelope on the backpack or in their communication folder with your check/cash inside. There will be a place on the front of the envelope to mark how you paid: online, cash, or check. Please continue to return the marked envelope as a means for us to have a safeguard as we transition to the online payment system.

Make checks payable to: PTC United Methodist Church or PTCUMC

If mailing your check, send to: PTCUMC, Atten. Cary Wilson
225 Robinson Road
Peachtree City, GA 30269

Tuition Rates for 2022-23

Infants, 1s, and 2s:	\$95
2 Days	\$180
3 Days	\$220
3-day 3s class	\$185
4-day 4s class	\$200
5-day 4s class	\$215
Kindergarten	\$260

LUNCH BUNCH (3s and 4s)

Lunch Bunch is an optional, additional hour (with a fee) for the children in the 3s and 4s classes. Children bring their own lunch and drink each day they stay. The additional hour will be 12:00pm – 1:00pm at the cost of \$7 per day. Lunch Bunch hour will be offered Monday through Friday of each week. See Lunch bunch handout that gives monthly and semester discount ticket prices.

WITHDRAWAL

Your child is registered for the entire year. Since we must operate the Weekday School on funds provided by tuition fees, we cannot make deductions for absences. If, for any reason, you find it necessary to withdraw your child, let us know **ONE MONTH IN ADVANCE**. Tuition payments must be made through the 30-day notice of leaving.

DONATIONS (Babies, 1s, 2s)

Infants:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Multi-package of travel size tissues

Caterpillars:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Boys: band aids
- Girls: extra-large bandages

Busy Bees:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Boys: zip top quart size bags
- Girls: zip top sandwich bags

Butterflies:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Boys: wax paper
- Girls: aluminum foil

Donations (3s and 4s)

**** TEACHERS will have additional wish lists in the classroom. ****

3-Day 3s (T, Th, F)

- 1 container of disinfecting wipes
- 1 hand sanitizer (8-12 oz)
- Boys: plastic wrap
- Girls: microwave popcorn

4-Day 3s (T, W, Th, F):

- 1 container of disinfecting wipes
- 1 hand sanitizer (8-12 oz.)
- Boys: AAA batteries
- Girls: AA batteries

4-Day Early 4s (M, T, W, Th):

- 1 container of disinfecting wipes
- 1 hand sanitizer (8-12 oz.)
- 1 package magic eraser
- cleaning sponges

5-Day 4s (M, T, W, Th):

- 1 container of disinfecting wipes
- 1 hand sanitizer (8-12 oz.)
- Individually packaged snacks

5-Day 4s (M-F):

- 1 container of disinfecting wipes
- 1 hand sanitizer (8-12 oz.)
- Zip top gallon bags

COMMUNICATION

Written Communication

The following information should be communicated in writing:

- ALL transportation changes (play date, different adult picking up, etc.).
- Family emergencies.
- Family vacations.
- Changes in authorization for release of children.
- Changes of address, cell phone numbers, email, etc.

Email is only appropriate if contacting the teacher and director more than 2 days in advance.

Please do not text or send FB messages to teachers during school hours.

Call: 770-486-5538

Verbal Messages

Verbal messages from children cannot be accepted by the teachers. Please write a note, email, or call. If you are calling during drop off or pick up times,

you will need to leave a message. We will check for messages as soon as possible.

Email Newsletter

Each month the director will send to parents a newsletter outlining special events.

Teacher Communication

The 3's and 4's classroom teacher will also keep parents informed by either a monthly calendar and/or newsletter. Additional correspondence may take place throughout the month to notify parents of new events or concerns. Parents are also encouraged to write the director with suggestions or problems.

Parent Conferences (3s and 4s classes only)

Parent conferences may be held at any time the teacher or parent feels that one is needed. Conferences may take place in person or by telephone. Please feel free to call your child's teacher or the director if you would like to schedule a conference.

HEALTH AND SAFETY

Medical Requirements

Each child who is enrolled in the Weekday School must have a health form (**Georgia Form 3231**) filled in by the child's physician or by the local health department certifying that the child is in good health and has received the required immunizations. If your child does not receive immunizations, you must submit a notarized exemption form.

Medical Emergencies

If a child becomes ill or injured during the day, every effort will be made to contact the parents. In the event parents cannot be reached during a medical emergency, the emergency contacts will be notified. It is important for parents to keep all the information current regarding Emergency Contacts.

Illnesses

The Weekday School cannot accept children with diagnosed communicable diseases such as measles, mumps, chicken pox, etc., or an obvious acute illness. Therefore, the parent must make other childcare arrangements until the child is both fever free AND symptom free for 48 hours. In line with this policy, parents should notify the director immediately if the child contacts a contagious disease. The director will in turn notify other parents of possible exposure to their children.

CHILDREN MUST BE FEVER AND SYMPTOM FREE FOR 48 HOURS BEFORE RETURNING TO SCHOOL.

Medications

The staff is not allowed to give medicine (prescribed or over the counter) to a child unless there is a life-threatening allergy.

Allergies

Food allergies and life-threatening allergies are taken very seriously by the school staff. Please make sure your child's teacher is aware of all allergies, it should be CLEARLY noted on the registration form. Children with life threatening allergies should have a detailed ALLERGY ACTION treatment form filed with the director along with the necessary medicine.

DISCIPLINE POLICY

Weekday School promotes a positive approach to managing behavior of children. In the event a child has repeated problems with behavior that interferes with the routine and/or structure of the classroom, the director may require the parents to observe behavior and assist in remedying the problem behavior. If the behavior continues, the director may request the parents withdraw the child from the program.

BITING

We will verbally and gently reprimand the child (appropriate to his or her age) and redirect the child's attention to another activity. On any subsequent incidences, your child may be removed from an activity and placed in another area of the room to do a different activity OR your child may be removed to the Director's office for a period of "time away".

If your child is bitten, your child will be comforted, and the wound will be thoroughly washed and examined. Most bites are superficial, but if the skin is broken, the wound will be covered with a sterile bandage. We will carefully observe the interactions between your child and the biter to ensure the incident is not repeated. An Incident Report will be filled out and placed on file for each occurrence, and a copy will be given to you at the end of the day. We do not name any children in the report or discuss with other parents.

CAR LINE INFORMATION AND PROCEDURES: 3s and 4s Classes

Our car line is used for morning drop off (9:00-9:15) and at pick up (12 noon or 1:00 pm). The car line is an efficient and safe way of moving students in and

out of the building to maximize learning time. Please, **NO CELL PHONE USE** while car line is moving.

Drop Off:

- Parents should form the line for drop off prior to 9:00 am.
(Please refer to the map for the correct route.)
- A staff member will help the children out of the car and safely into the building.
- Please do not bring your child into the building before 9:00 a.m. The staff is busy preparing for the day.
- Families that have children in both 3s/4s AND Infants/1s/2s will walk all your children in through the 1st floor entrance.

Pick Up:

- The car line will form prior to 12 noon or 1:00 pm.
- **Hang your carpool number from rear view mirror AND keep it up until your child has been brought to your car.**
- Put your car in park while teachers are loading or unloading your child(ren).
- After your car door is closed, you may SLOWLY pull forward or into a parking space to buckle your child into his or her car seat.

Car Line Reminders:

1. Morning arrivals **AFTER** 9:15 a.m. will need to park and walk your child(ren) to their classrooms.
2. Afternoon arrivals **AFTER** 12:15 or 1:15 must come into the building to pick up. A LATE FEE OF \$5.00 WILL BE CHARGED AFTER 12:15 OR 1:15.
3. Persons listed on the registration form or emergency card will be contacted in the event the parent doesn't arrive for pickup.
4. CHANGES OF NORMAL CAR LINE PROCEDURE: if your child will be home with a friend or if a different relative, babysitter, or friend is picking up, **please put the change in writing and pin to your child's backpack.** It is best for them to have the green car line number. A photo ID will be required of someone new picking up your child.
5. Requests for new or additional car line number sign should be made in writing.
6. While children are waiting to be unloaded in the morning, please make sure they are seated safely in your car before your car moves. As carpool starts, we want the children in their vehicle. Standing with heads ~~the~~ sunroof or heads hanging out of windows is not allowed.
7. If you come to pick up your child early: park, come into the church lobby, and sign in at the reception desk. Then, proceed downstairs to the glass doors and ring the bell.

WALK-IN INFORMATION AND PROCEDURES: Babies, 1s, and 2s

Drop Off and Pick Up:

- Entrance for parents will be through the 1st floor door adjacent to the playground ONLY. Immediately following drop off, the sliding glass doors will be closed. Any late arrivals must use the doorbell for entry.
- Please hang up your child's backpack/tote by their name. Walk your child to their classroom door, say good-bye, and hand them to their teacher or let them walk into the classroom. The teachers will unload the backpacks after all the children are in the room.
- Notify your child's teachers in writing if your child will be picked up by someone other than yourself. That person will need to present a photo ID for the child to be released to him or her.
- Pickup is at 1pm each day. Please enter and exit the same 1st floor entrance. Pickups after 1:15 will be assessed a late fee of \$5.00.

DAILY ROUTINE

Babies, 1s, and 2s:

- Lovies, blankets, pacifiers, or other security items are allowed anytime in the youngest 2 classrooms. Children in the two oldest classrooms will be allowed to keep these items (as needed) while they acclimate. We will gradually wean the child from these items and place them in their backpacks.
- No toys from home will be allowed into classroom.
- All breakfast items must be finished prior to drop off.
- Please do not send food items that are a choking hazard for young children. Whole grapes, hot dogs, carrots, and popcorn are examples of foods that should not be sent in a lunch. Grapes, hot dogs, and carrots may be sent if cut into small bites.
- Please put your child's name on backpacks, diaper bags, and lunch bags.
- Please label all jackets and sweaters.
- ROOMY backpacks or open totes are a MUST. Please ensure the backpack is large enough to contain a lunch, a plastic folder, a set of clothes, and additional space for take home items.
- **NO ROLLING BACKPACKS!**

Please bring each day:

- Lunch in a divided container with a cool pack, if needed.
- Sippy cup – labeled with name.
- Bottles with formula already mixed and labeled with child's name.
- Backpack or diaper bag **with a change of clothing and shoes.**
- Appropriate number of diapers for the day labeled with your child's name.

3s and 4s

Please bring each day:

- Medium/large backpack (Large enough to hold clothes, lunchbox, and items being sent home.) No rolling backpacks.
- Water bottle with child's name.
- Set of clothes in gallon zip top bag (these will stay in the backpack until needed).
- Lunch (if staying for Lunch Bunch).
- Weather appropriate jacket (with name inside).

Show and Tell/Teach

This classroom activity is designed to strengthen oral communication skills by providing each child on a designated day the opportunity to share a special object or lesson from home. All live animals/birds/reptiles must be approved in advance by the director/teacher. Children should not bring toys to school except on their designated sharing days. Toys from home can cause friction and are easily lost or broken. Please: no toy guns/swords or war related toys should be sent. Your cooperation in this matter is appreciated.

Clothing and Personal Belongings

Children are encouraged to wear PLAY CLOTHES WHICH ARE COMFORTABLE AND WASHABLE. Tennis shoes are found to be the best type of shoe for our outside playground. **PLEASE NO SANDALS OR CROCS.** We have found that sneakers/tennis shoes are the only type of shoe that provides the needed safety on our playground. They are required on PE day. Dresses are discouraged because of safety concerns on climbing equipment. Picture day and party days are the exception. All personal belongings such as caps, sweaters, coats, and raincoats should be marked with the child's name. PLEASE, NO CHILDREN'S UMBRELLAS.

Birthdays (3s and 4s only)

It is our custom to help each child celebrate his or her birthday by giving the child special attention on that day. Special refreshments may be sent that day by the parents. Un-birthdays are also celebrated for children who have summer birthdays.

Our policy concerning the distribution of birthday party invitations at school is: If ALL OF THE CHILDREN in the class are invited to the party, the staff will distribute the invitations during school. If only selected children are invited, you will need to refer to the list of children and addresses distributed to you in August and mail the invitations. The invitations for children who are absent the day the invitations are sent out will be returned to the birthday child for

mailing. The staff takes NO RESPONSIBILITY for lost or missing invitations. Parents should follow up with a telephone call.

Daily Snack (3s and 4s only)

The Thursday or Friday before your assigned snack week, the snack basket will be sent home with your child. You are encouraged to send nutritious snacks for the children. Snacks should all be the same (example, all rainbow goldfish, not a mixture of different flavors).

All snacks will need to be pre-packaged items and not homemade. This means, individually packaged snacks, fruit cups, cheese sticks, etc. OR a large box/bag of something that the teacher could portion out onto a plate or napkin for each child. The teachers will be wearing gloves to distribute food items, and of course, the children and teachers will be washing their hands frequently throughout the day!

Snacks that reinforce an idea or theme being taught in the classroom are appreciated! Please discuss with your child's teacher.

If your child is sick on their snack day, we can provide a snack from our reserve pantry, please do not fret about getting a snack to school.

Please provide enough snacks and napkins for children and 2 adults.

Please do not include juice. Save it for parties. Each child will bring a water bottle from home (cups are available, if needed).

SUGGESTIONS

- Fruits - sliced apples, banana (1/2 is a generous serving), strawberries, etc. Grapes should be sliced in half when sent.
- Goldfish
- Cheez Its
- Pretzels
- Raisins
- Trail Mix (cereal, raisins, pretzels, M&M's, etc.)
- Cheese Sticks
- Granola Bars
- Bar Cookies
- Vanilla Wafers
- Jell-O
- Crackers with Cheese
- Graham Crackers
- Rice Krispie Treats
- Muffins – blueberry, banana, etc.
- Fruit Snacks

**MAKE SURE YOUR CHILD'S TEACHER IS AWARE OF ANY ALLERGIES YOUR CHILD MAY HAVE SO WE MAY ALERT THE CLASS PARENTS.
Information is available for allergy friendly options.**

PROGRAM

Our kindergarten is built on the premise that young learners respond best to hands on, activity based, experiential learning. Special care is given to let each child develop at their individual readiness level in an environment that makes them feel successful and excited to learn.

Reading and math instruction include both large and small group activities along with individual exploration. Skills are reinforced and assessed through workbook and worksheet skills pages. Phonics skills and sight word instruction are also taught using the Cindy Cupp reading program materials as each child's readiness allows. Weekly science/STEM experiments and Social Studies exploration round out our curriculum and help children develop an enthusiastic curiosity about their world. We use the Handwriting WithoutTears program to teach handwriting in a teacher created supplemental practice book.

Children have weekly Physical Education (P.E.), Music, Cooking and Bible time. Kindergarten students pray together daily and memorize a weekly bible verse.

Homework will be assigned weekly to reinforce concepts and extend learning at home. Kindergarten students also participate in several service projects throughout the year.

COMMUNICATION & EVALUATION

Please check your child's blue folder after school each day and return the folder to school each morning. A newsletter will be sent home on Fridays along with your child's weekly classwork.

Please communicate any important information, changes in transportation or authorization for release, family vacations or changes in contact information in writing. A note in your child's folder or an email is the best way to communicate with the teacher. Please do not text the teacher during the school day or between the hours of 9pm and 8am.

Parent/teacher conferences will be held in November and March as well as any time the teacher or parent feels one is needed. Kindergarten students will receive progress reports in January and May.

SNACK TIME

We will have a snack time at approximately 10:30 each morning. Please send in a healthy snack (no dessert) each day in a lunch box or Bento box with your child's name on it. Also include a full water bottle daily. Water bottles with a straw/spout top are best.

FIELD TRIPS

Children are required to have a signed permission slip for field trips. Siblings are not allowed on field trips. We will travel to the field trip location in cars and Georgia law requires children under age 8 to be secured in a booster seat.

BIRTHDAYS

We will celebrate each child's birthday at school on or as close to the actual day as possible. Summer birthdays are celebrated as an "unbirthday" during the school year. Please send in a treat on their special day.

School policy for birthday party invitations: If all children in the class are invited to the party then invitations may be sent to school and they will be put in the take home folders. If a child is sick that day we will return the invitation to you for mailing. The staff takes no responsibility for lost or missing invitations. Parents should follow up with a telephone call. If only selected children are invited to a party you will need to mail the invitations.

CLOTHING AND PERSONAL BELONGINGS

Children are encouraged to wear play clothes which are comfortable and washable. Tennis shoes provide the needed safety on our playground. Please, no flip flops or crocs. Dresses, sandals and boots are discouraged because of safety concerns on climbing equipment and stairs.

TOYS

We will not have a regular show and tell time in kindergarten. **Children should not bring toys to school unless requested.** No live animals may be brought for show and tell without prior approval from the director. Please, no toy weapons or war related toys.

KINDERGARTEN CARPOOL INFORMATION AND PROCEDURES

Kindergarten hours are 8:45 am - 1:00 pm.

Drop off:

- **Please be in the carpool line by 8:45 am.** Refer to the map for the correct route.
- Put your car in park during unloading. A teacher or assistant will help your child out of the car.
- Please do not bring your child in before 8:45am as the staff is busy preparing for the day. If an emergency arises that requires a parent to drop a child off before 8:45am please contact the director to make arrangements.
- **Preschool students must be dropped off in the preschool carpool line.**

Pick Up:

- Pull your car into the carpool line by the sidewalk and display your carpool number.
- Put your car in park while the teacher loads your child into the car.
- After your car door is closed you may pull slowly forward or into a parking space to buckle your child into their seat.

Carpool Reminders:

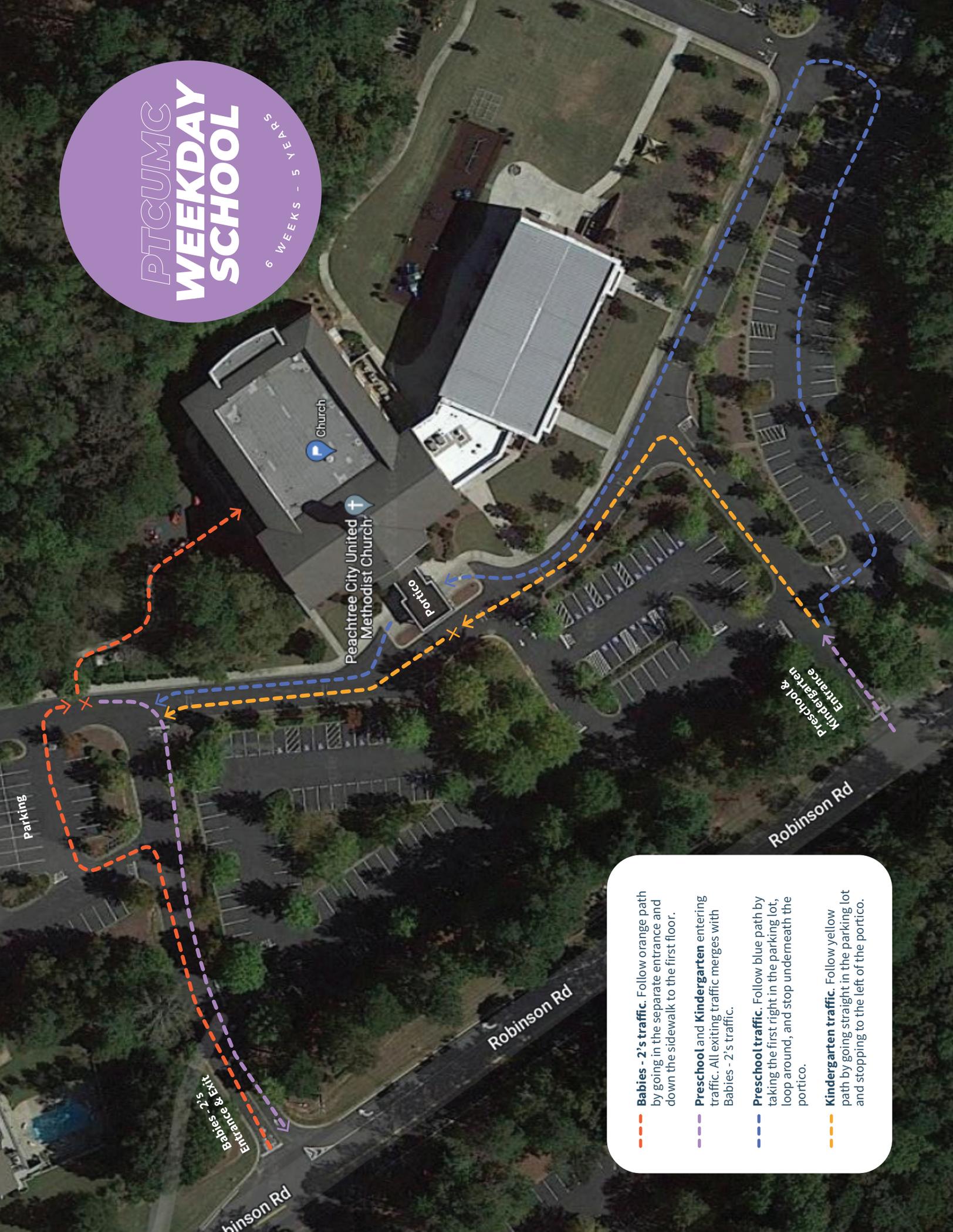
- **Kindergarten students may not be dropped off in the preschool line. Morning carpools arriving after kindergarten carpool is complete will need to park and walk children in to the classroom.** Please park in the lower lot to the left and take the sidewalk to the side door (CMO entrance).
- Afternoon carpools arriving after 1:15pm must come into the building to pick up. **A LATE FEE OF \$5.00 WILL BE CHARGED.**
- While children are waiting to be unloaded in the morning please make sure they are safely seated in your car as the line moves along.
- Once carpool begins please **NO CELLPHONES.** If you have a call that cannot wait please pull into a parking spot and return to the line when you are finished.

Changes in Normal Carpool Procedure:

- Please send in a dated note specifying changes.
- A photo ID will be required of someone new picking up your child
- If there is an emergency or a child has not been picked up in a timely manner, persons listed on the emergency card will be contacted in the event the parent cannot be reached.

PTCUMC WEEKDAY SCHOOL

6 WEEKS - 5 YEARS



- Babies - 2's traffic.** Follow orange path by going in the separate entrance and down the sidewalk to the first floor.
- Preschool and Kindergarten entering traffic.** All exiting traffic merges with Babies - 2's traffic.
- Preschool traffic.** Follow blue path by taking the first right in the parking lot, loop around, and stop underneath the portico.
- Kindergarten traffic.** Follow yellow path by going straight in the parking lot and stopping to the left of the portico.

SCHOOL '22-'23 CALENDAR

In general, the schedule of the Fayette County schools is followed, except for the beginning and ending of school. The following dates are subject to change, in order to correspond with changes made in the Fayette County schedule.

PTCUMC Weekday School will be closed if Fayette County Schools announce a closure, delay, or personalized learning at home due to inclement weather.

* Denotes change from Fayette County school calendar

*	Aug 15 - 19	First Week of school (ALL classes 9 am – 12 pm)
	Aug 29	Lunch Bunch hour begins for 3s and 4s classes
	Sept 5 & 6	Labor Day Holiday - No School
	Oct 10 & 11	Fall Break – No School
	Nov 21 – 25	Thanksgiving Holidays – No School
*	Dec 16	No School
	Dec 19 – Jan 3	Christmas Holiday
	Jan 4	Classes and Lunch Bunch Resume
	Jan. 16	Martin Luther King Holiday – No School
	Feb 20 - 24	Winter Break – No School
	March 17 & 20	Fayette County Student Holiday – No School
	April 3 - 7	Spring Break – No School
	May 17	Kindergarten Graduation
*	May 19	Last Day of School - Noon Dismissal for All Programs

SCHOOL HOURS

INFANTS, 1S, AND 2S:	9:00 AM – 1:00 PM
3S AND 4S:	9:00 AM – 12:00 PM (NOON)
LUNCH BUNCH	12:00 PM – 1:00 PM
KINDERGARTEN	8:45 AM – 1:00 PM