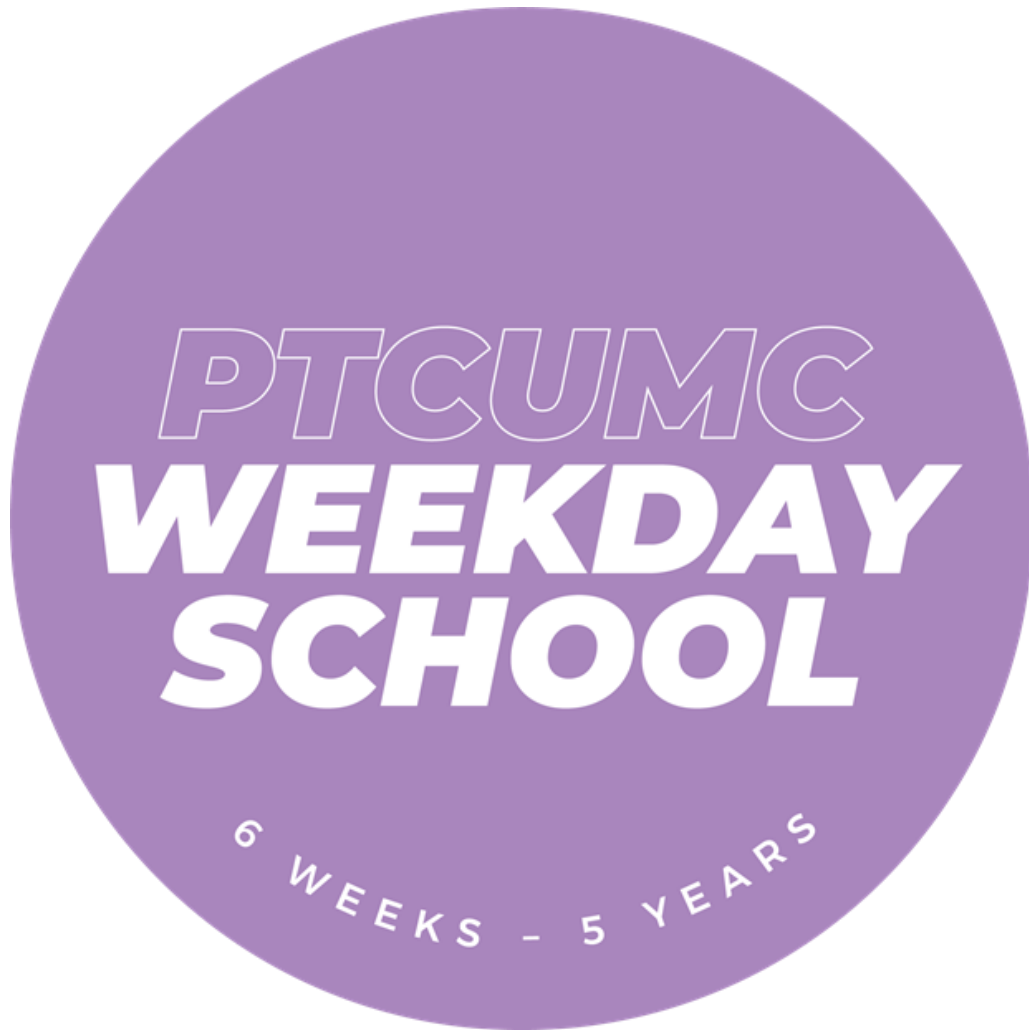


WEEKDAY SCHOOL PARENT
HANDBOOK
2023 - 24



225 Robinson Road
Peachtree City, Georgia

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

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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 - A variety of art activities, materials, and supplies are provided 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.

Building Center - Blocks of various sizes, shapes, textures, and weights are provided. 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.

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.

Bible - All classes will have a developmentally appropriate weekly Bible lesson that is connected to the lessons taught on Sunday mornings.

Music - Music is incorporated into all classrooms. A variety of musical experiences are provided in this area. 3s, 4s, and kindergarten 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 3s, 4s, and kindergarten 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 the environment and to learn more about nature.

Snack - The children gather at tables for 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 members and classroom substitutes have a complete background check on file with PTCUMC.

All staff are trained in:

- CPR and First Aid
- all emergency procedures
- Safe Sanctuaries
 - recognizing and reporting child abuse
 - childcare procedures that protect each child and staff member
- 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, 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 our children and youth as well as all 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 the 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 you are not known to the staff member, they will need to get the director, assistant director, or teacher to help. Please be patient. 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. Text in Church is the quickest way to receive a message regarding a school-wide emergency.

Fire

Upon hearing the fire alarm, the teachers quickly line the children up to leave the building. Each teacher will take their classroom contact information for their students included in 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. 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 2023-24

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 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 21 - 25	First Week of school (ALL classes 9 am – 12 pm, first week)
	Sept 4 & 5	Labor Day Holiday - No School
	Oct 9 & 10	Fall Break – No School
	Nov 6	FCBOE Personal Learning Day – No School
	Nov 20 – 24	Thanksgiving Holidays – No School
*	Dec 15	No School
	Dec 18 – Jan 2	Christmas Holiday
	Jan 3	Classes Resume
	Jan 15	Martin Luther King Holiday – No School
*	Jan 16	Staff Professional Development – No School
	Feb 19 - 23	Winter Break – No School
	March 15 & 18	Fayette County Student Holiday – No School
*	March 29	Good Friday – No School
	April 1 - 5	Spring Break – No School
	May 15	Kindergarten Graduation
*	May 17	Last Day of School - Noon Dismissal for All Programs

SCHOOL HOURS

All Classes are 9:00 am – 1:00 pm.

The first two weeks of school, hours are 9:00 am – NOON to allow students to adjust to their routine.

Kindergarten morning carline begins at 8:45 so that children start their day in their classroom at 9:00.

FEES AND TUITION

Registration Fee

Each student must submit a registration form along with a registration fee. This fee is accepted at the time of application for enrollment in the Weekday School. This fee is equal to one month's tuition. If days attending are increased, an additional fee equivalent to the increase in tuition will be collected. (Example: If you register for 2 days at \$200 per month and later add a 3rd day, an additional \$45 will be due.)

Enrichment Fee (All Students): \$80.00 – Due in August

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

Tuition (August - 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 ten 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 August 1st).

Each month an invoice will be sent to the primary email with an option to pay online. You are welcome to use your debit or credit card with a fee, but if you choose to use bank routing information, there will be no fees added. If you prefer to send cash or check, please send sealed in an envelope labeled Weekday School Tuition.

Make checks payable to: PTC United Methodist Church or PTCUMC

Please put your child's name and Weekday School in the memo.

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

Tuition Rates for 2023-24

Babies, 1s, 2s, and 2.5s:	3-day 3s class	\$245
2 Days	4-day 3s class	\$265
3 Days	4-day 4s class	\$265
	5-day 4s class	\$290
	Kindergarten	\$320

The Lunch Bunch program from previous years is no longer available. Tuition rates for 3s and 4s classes have been adjusted to accommodate the extra hour.

LUNCH

All children bring their own lunch and drink each day they attend. We do not have the capability to heat lunches. Food should be healthy options your child enjoys eating, with portions and bite size appropriate for your child.

WITHDRAWAL

Your child is registered for the entire year. Since we must operate the Weekday School on funds provided by tuition, 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

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

Babies:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Laundry Soap Pods (Free and Clear)

2s:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Zip top gallon bags

1s:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Zip top quart bags

2.5s:

- 1 case of diaper wipes
- 1 container of disinfecting wipes
- 1 snack EITHER Goldfish carton or large bag of veggie straws
- Zip top sandwich bags

3-Day 3s (Both classes)

- 1 case diaper wipes (unscented)
- 1 container of disinfecting wipes
- Microwave popcorn
- AAA batteries

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

- 1 container of disinfecting wipes
- 1 package small coffee filters
- Individually packaged snacks
- AA batteries

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

- 1 container of disinfecting wipes
- Multi pack of purse size tissues
- Individually packaged snacks
- AAA batteries

5-Day 4s (M-F):

- 1 container of disinfecting wipes
- 1 package small coffee filters
- Individually packaged snacks
- AA Batteries

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 parents a newsletter outlining special events.

Social Media

Please follow us on Facebook! We will be posting on Instagram at some point in the future.

Teacher Communication

The 3's and 4's classroom teacher will keep parents informed by either a monthly calendar, email updates, and/or a printed newsletter. Additional correspondence may take place throughout the month to notify parents of new events or concerns. Parents are also encouraged to write to 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 contact 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) completed 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 contracts 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 them 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 (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.)
- Form 2 lines in the morning. Kindergarten parents on the outside, and parents of 3s and 4s along the curb.
- Children should have shoes on and breakfast eaten.
- Please unbuckle your child from their carseat.
- Your car should be in park when the teacher opens the car door.
- 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 Babies/1s/2s/2.5s will walk all your children in through the 1st floor entrance on the days the younger child attends.

Pick Up:

- The car line will form prior to 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.
- 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. If you are arriving late, please remember that the day has started. Teachers are focused on engaging the children for the day.
2. Afternoon arrivals AFTER 1:15 must come into the building to pick up. A LATE FEE OF \$5.00 WILL BE CHARGED AFTER 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 going 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 if school staff members do not know the person picking up your child.
5. Requests for new or additional green car line numbers 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 out the sunroof or heads hanging out of windows is not allowed. This behavior is not only unsafe, but also contagious to other cars.

7. If you come to pick up your child early, you may enter through the front doors and sign in at the reception desk, or you may ring the bell at the side entrance.

WALK-IN INFORMATION AND PROCEDURES: Babies, 1s, 2s, and 2.5s

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 1:00 pm 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, 2s, and 2.5s

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.

Additional reminders:

- 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 the classroom.
- All breakfast items must be finished prior to entering the building.

- 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, sippy cups, 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!

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 (kept in the backpack until needed).
- Lunch in a lunch box or bag.
- 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 both COMFORTABLE AND WASHABLE. Tennis shoes are found to be the best type of shoes 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. 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 the 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).

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.

Snack Suggestions

Students are typically hungry at snack time.
Small servings of two items are appreciated.

- 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 Snack