

McCONNELL Church
PRESCHOOL PROGRAM
Parent Handbook
2022-2023



**An Educational & Community
Outreach Ministry of
McConnell Church**

*Providing care and love to children through
educational services which enhance the
development of the child, socially, emotionally,
spiritually, and intellectually.*

Emily Winn - Director, Weekday Preschool Program
Steven Taylor - Lead Pastor
Danny Byers- Associate Pastor
Jeremy Pearson- Pastor to Youth and Young Adults
Steve Awtrey-Associate Pastor of Children & Discipleship

MISSION STATEMENT

To connect with families in our community by providing early care and nurturing children through educational services which enhance the development of the child, socially, emotionally, spiritually, and intellectually.

PROGRAM PHILOSOPHY

Our philosophy is to build a firm foundation for life-long learning by utilizing a curriculum designed for the individual child and based upon age appropriate activities which develop self-esteem and social skills. The importance of productive play is at the heart of all teaching and instruction provided by our program.

We strive to nurture and care for each child to strengthen the positive feelings the child develops toward learning.

Notice of Nondiscriminatory Policy as to Students

McConnell Church Preschool admits students of any race, color, national and ethnic origin to all the right, privileges, programs, and activities generally accorded to or made available to students at the school. It doesn't discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, administration policies, and scholarships.

PURPOSE

Our purpose is to provide a Christian learning environment for preschoolers in order to lay a foundation for faith in God by:

- Teaching biblical truths
- Demonstrating unconditional love
- Fostering trust of parents and preschoolers
- Meeting physical, emotional, intellectual, and spiritual needs
- Modeling the Christian lifestyle

CURRICULUM

McConnell Preschool utilizes the WEE Learn curriculum and several current Georgia Preschool Association techniques for learning. Love and Logic behavior problem solving techniques are also used as tools for accomplishing our purpose. Throughout the program we encourage children to make progress in the following areas:

- Learning to cope with a group situation-making and enjoying friends, sharing responsibility
- Learning motor skills that are age-appropriate

Weekday Preschool Programs

2 Year/2 Day Program

Eligibility Requirements: 2 years of age by June 1st.

Class Days/Times: Tuesday and Thursday

from 9:00 a.m. until noon.

Tuition:\$120.00 per month.

3 Year/3 Day Program

Eligibility Requirements: 3 years of age by September 1st.

The child is encouraged to be potty trained.

Class Days/Times: Monday, Wednesday and Friday

from 9:00 a.m. until noon.

Tuition: \$140.00 per month.

3 Year/5 Day Program

Eligibility Requirements: 3 years of age by September 1st.

The child is encouraged to be potty trained.

Class Days/Times: Monday through Friday

from 9:00 a.m. until noon.

Tuition: \$170.00 per month.

4 Year/5 Day Program

Eligibility Requirements: 4 years of age by September 1st.

Child must be potty trained.

Class Days/Times: Monday through Friday

9:00 a.m. until noon.

Tuition: \$170.00 per month.

Tuition & Fees

Registration Fee

There will be a \$30.00 registration fee paid at the time the registration form is turned in and the child is enrolled in the program. This fee will not be refunded if, after being accepted into the program, the child does not attend. If for any reason the program cannot accept your child, the fee will be refunded.

Tuition Payments

Tuition is based on an annual amount and then divided into equal payments for each month. **Tuition is due by the 5th of each month** unless other arrangements are made with the director. Checks should be made payable to "McConnell Preschool" with the child's name and month noted in the memo on the check. A \$10 late fee will be charged after the 5th of the month, the child may not be allowed back to school until payment is made. The Director will make every effort to work with families having temporary financial issues.

Early Drop off and Late Pick Up Fees

Early drop-off fees are \$2.00 per day per child (8-8:45). If your child is dropped off before 8:45 you will be charged the early drop-off fee. We realize emergencies occur and may make it impossible to pick up your child by 12:05. Please call the church office or the Director if you are running late. After 12:05 p.m. there will be a late pick up fee of \$2 per minute.

Absences

Tuition must be paid even if the child is absent. No tuition deductions for absences will be made.

Withdrawal Notice

Thirty days notice must be given when withdrawing a child from the program or tuition payment is required for the month.

Dismissal of a Child

The program reserves the privilege of dismissing any child if, after entering, he/she seems unable to participate in an appropriate manner in this setting or if the fees have not been paid in a timely manner.

Preschool Sick Policy

As parents and teachers, we both share a common goal of wanting happy and healthy children. However, in spite of everyone's efforts, children do get sick. Maintaining health and preventing the spread of contagious diseases are the responsibility which should and must be shared by the parents and the staff. Please adhere to the following guidelines for the protection of our children and teachers:

FEVER:

Child may return to preschool if there is no fever for at least 24 hours without Tylenol or Ibuprofen. Parents will be notified to pick up their child when a fever is detected.

VOMITING:

No vomiting for 24 hours before returning to preschool.

DIARRHEA:

No diarrhea for 24 hours before returning to preschool. One event of diarrhea is reason not to send the child to preschool.

CHICKEN POX:

When all lesions have crusted over, the child may return to preschool.

CONJUNCTIVITIS (PINK EYE):

Child must be cleared by a physician or after 24 hours of treatment before returning to preschool.

INFLUENZA (FLU)/SEVERE COLD/CROUP:

24 hours without fever and symptoms are improving before returning to preschool.

STREP THROAT:

Child may return to preschool after at least 24 hours of antibiotic treatment and no fever for 24 hours.

LICE/NITS:

Children will be checked for lice on a regular basis. Children must be free of lice and nits (eggs) before returning to school.

*If your child becomes ill while at Preschool, we ask that you or an emergency contact come immediately. Sick children must be isolated to prevent the spread of germs. **If others in the household are sick with confirmed contagious viruses such as flu, please inform our staff and consider keeping your child at home if possible.**

GENERAL POLICIES

School Calendar

McConnell Preschool follows the Towns County School calendar for all holidays, closings, including inclement weather, illness, etc. The school year begins approximately one week after Towns County School system and end approximately one week before TCS system releases. Parents will be notified of any changes. Your child's teacher will provide a copy of the calendar for the current year.

Hours of Operation

Each program runs from 9:00 a.m. until noon. Early drop off is available from 8-8:45 am for a \$2.00 daily fee. If your child is early drop, they may bring their breakfast but need to be done by 8:50.

Enrollment

Enrollment is held in the spring of each year and is open at any time during the school year, if a program has vacancies.

Health of the Child

Children must be in good health when attending the program. If symptoms of illness are observed, please keep the child at home. If a child becomes ill during the morning, you will be called. Requests to keep your child inside during the outside play time cannot be honored as we do not have enough staff to do so. Please do not send over the counter or prescription medicine to the preschool.

Records

The child's application form, registration form, and immunization record (shot record) are required prior to enrollment.

Dress

Since children will be participating in daily activities such as painting, crafts, outdoor play, they may get messy. Therefore, please dress your child in comfortable play clothes. Tennis shoes are the best footwear. Dress appropriately for the weather. We go outside most days. A change of clothes with socks for each child, placed in a bag labeled with the child's name, should be available in the classroom in case of an accident.

Security

The safety of your children is a top priority to us. We have taken many measures to insure the safety of your children. Please respect our security policies and realize they are in place to protect your children. The entrances to McConnell Preschool will be open from 8-9:10 daily for arrival. After this time the doors will be locked. The doors will open again at 11:50 for dismissal. If you need to enter at a time when the doors are locked please wait patiently at the door until a member of the staff is available to let you in. If for some reason a staff member is not available, please enter through the main church entrance located to the left of the main sanctuary stairs. The front desk staff member will direct you on where to go.

Staff

All teachers at McConnell Preschool have been selected following an application and interview process with the McConnell Preschool Committee. Background checks and reference checks are completed for all staff, including substitutes. Floaters are available to relieve classroom teachers should it be necessary for a teacher to leave the room. All staff have been trained in CPR, First Aid, and child safety. McConnell Preschool is a member of the Georgia Preschool Association.

Toys

Personal toys, candy, money, and any objects that could be considered dangerous are not allowed. If a toy is a security item for your child, arrangements can be made if you discuss the situation with the teacher. Teachers are not responsible for toys or jewelry brought to school. Some teachers will allow a "show-and-tell" day. On this day, children can bring something special from home that will not disrupt the classroom.

Backpacks/Folders

Your child should bring a medium size backpack (capable of holding a folder without bending it) each day and you should check your child's back pack each day for notes in the folder from the Director or Teacher. This is an excellent opportunity for you to review and praise your child's work. Your child's folder should come back to school daily.

Evaluations and Conferences

The Director will conduct informal evaluations for each child in the Pre-K program (4 year old classes) at different times throughout the year. Conferences may be scheduled at anytime and for any age student upon parent request or by teacher recommendation. Our program encourages communication between parents and staff throughout the year.

Inclement Weather

The preschool program will cancel school if the Towns County Schools are closed because of inclement weather. Towns County Schools report their closings to the local radio stations, Towns County Schools Facebook page and the Atlanta television stations. If TCS are on a delay start, McConnell Preschool will open at 9:00 with no early drop if conditions are safe. We will always try our best and keep you updated on weather delays.

Birthdays

Children love to celebrate birthdays, and parents are encouraged to bring a special snack or treat for the entire class on their child's special day. If you bring cookie cake or cupcakes, we prefer they have white or light colored icing due to many food coloring allergies. Colored icing also stains. Please check with your child's teacher about her preference and any food allergies before bringing a treat for the class.

Snack time

All children will have a light mid-morning snack. Snacks will consist of a variety of foods and seasonal fruit. We prefer that snacks not be filled with sugar, color, and preservatives. Teachers will be alerted of any allergies based on registration papers. We will ask for snacks as part of the class supply list at the beginning of the year and do welcome snack donations throughout the year (please see page 14 for suggestions).

Visitors

Parents are always welcome to visit at anytime, however, we ask that observation be made from the hallway, outside the classroom door unless approved by the Director.

Monthly Newsletters

The Director will prepare a newsletter to be sent home with the important dates, reminders, activities and themes for the upcoming month. **Please take the time each month to read your newsletter that will contain updated important information.**

Emergency Evacuation

McConnell Preschool has taken every precaution to ensure the safety of everyone should there be an emergency. Preschool will conduct necessary practice drills regularly to make sure staff and children know how to respond. Emergency drills include severe weather and fire procedures.

Discipline

Discipline is guidance. It is to guide the child toward more acceptable behavior. Preschool children need an extra portion of love, understanding, and guidance. We will be firm and fair, looking for ways to counteract trouble that may arise. Children will be disciplined with love and appropriate instruction.

Discipline will be reasonable, developmentally appropriate considering the age of the child, and in terms the child can understand. Absolutely NO physical contact of any kind will ever take place. Extended and excessive time out will NOT be used. We will use praise and encouragement of good behavior rather than focusing on the negative. When necessary, we will withdraw the child from the group in a calm manner.

The following actions will be followed for discipline:

1. Talk with the child about his/her action and explain how they can correct.
2. If after explaining the infraction and possible consequences if the behavior continues, the child will be placed in time out using the guideline of 1 minute per age.
3. If a teacher feels she has exhausted all options and the child will not comply, the child will be taken to the preschool director's office.
4. The Director will call the parents if necessary and a behavior report will be completed and filed.

***Any child whose behavior continually causes harm to others, is a constant disruption to daily routine, or is unable to participate in a group experience will be dismissed from the program if other methods cannot resolve the problem.**

HELPING YOUNG CHILDREN START SCHOOL

A new school year can make young children nervous, especially if they are entering a new environment. There are things that parents and families can do to help their children make a successful transition.

First, discuss the changes that will be taking place. Before the new school year begins, talk with your child about the changes in his daily routine. In the days and weeks before school starts, help your child ease into the new environment and adjust to the new routine. It is very important that you start the bedtime routine and morning routine a few days early. This may prevent your child from being groggy or cranky when school starts.

As school gets closer, it's always good to let your child help get ready for the first day. Make picking out a new backpack and school supplies a fun event. Approach the upcoming school year with confidence and excitement and your child will too. Get your child excited by talking about school throughout the summer. Prepare children ahead of time, leave them in good hands, then tell them "goodbye, and leave. Your child will have an easier time with separation if he/she is confident you will return to pick him up. This preparation for separations makes it easier for the parent and the child. Practice this during the summer! We will have an open house so your child can see their room and meet our staff.

When the first day arrives plan to come a few minutes early so you can walk your child in and get them settled. Always say good-bye, and let him know you will see him in just a few hours. Problems may arise during the first few days of school, even with appropriate preparation, so be ready to handle them in a matter-of-fact way. **When It's Time to Leave, Don't Prolong It.** We cannot overemphasize this tip! Often parents worry about leaving their children especially, when they are crying, fearing the child will fuss or cry the whole time they are gone. Often parents hang around and say, "I'm going now, OK?" If the parent is unsure about leaving, the child will certainly feel unsure about being left! Don't stretch it out. Children may cry a few minutes, but usually, as soon as you are gone, they get over it. The Director or the teacher will be happy to text or call you to report how your child is doing. We are accustomed to working with families whose child may be experiencing some separation anxiety. Your child will be in good hands and loved on!

Drop-Off and Pick-Up Procedures

Your child will be released only to persons authorized to pick up your child. Please advise staff when someone new will be picking up your child, preferably in writing.

Enter on the road where the preschool playground is located and proceed to the loading/unloading area in front of the Preschool Department.

The first car should pull up to the Director's Office door to unload and pickup. Children should load/unload from the passenger side only. From 8:55-9:10 a staff member will help the child out of the car. Early drop-off fees will apply to children dropped off early (refer to page 7).

Late Arrivals

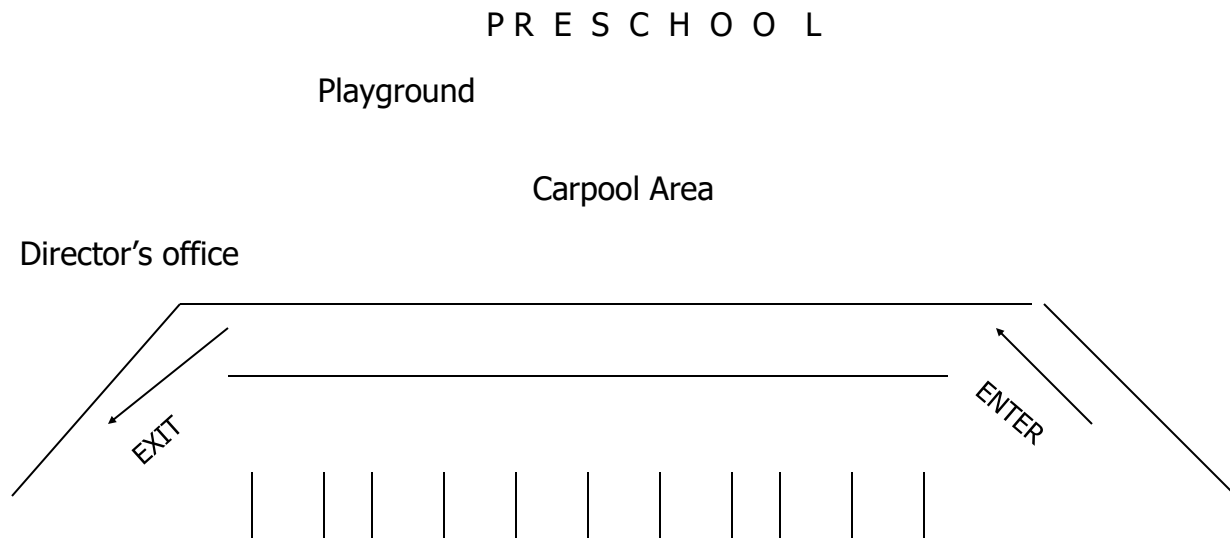
Park in a parking space across from the drop-off/pick-up area and escort your child into his/her classroom.

In the afternoon the same procedure will be followed.

Until we learn cars, hold up your child(ren)'s colored name tag (this will be given to you at open house and used until we get to know your vehicles) so the teacher can recognize your car. To speed up the carpool process, parents should pull all the way up. A staff member will load your child into the passenger side but it is your job to safely buckle your child into their car seat.

Parking for Meetings with the Director and Teachers

If you need to talk with the Director, please park in a parking space across from the carpool drop-off/pick-up area and come into the Director's office.



Carpool Hours

Drop-off – 8:55 a.m. – 9:10 a.m.
Pick-up – 11:50 a.m. – 12:05 p.m.

Early Drop-off Fees

For the convenience of working parents, parents with older children, or those who just have somewhere to be early we offer an early drop-off between 8am-8:45am. The fee for this is \$2.00 per day per child.

Parents need to walk their child in, and sign your child's name on the early drop-off sheet at the doorway. Early-drop off will be billed at the end of the month.

Late Pick Up Fees

Please Note: **After 12:05 p.m. a \$2.00 per minute late fee** will be charged for each child picked up after the carpool has ended and is to be paid to the director on that day. We understand that emergencies do happen, but please understand the importance of being on time. Be aware that all of our staff have after work commitments and go to second jobs.

Donations

Preschool classes tend to be "hands on", therefore kids go through supplies fast. Throughout the year we welcome donations of needed supplies and will list these needs in the monthly newsletters. Some items that are always in need are the following:

Disinfecting spray (Lysol)
Disinfect wipes

Because of the link between healthy eating and learning and behavior, MMBC Preschool will provide your child a snack daily. We also greatly appreciate the donation of nutritious snacks. Some snack ideas to consider:

- Cereals-Cheerios,: Kix, Chex, Life
- In-season fruit/dried fruit
- Canned fruit (no syrup)
- Crackers: graham crackers, oyster crackers, Goldfish, Triscuits, Wheat thins, Cheez-its
- Other items: yogurt, cheese slices, string cheese, popcorn, pretzels, sugar free pudding (box or cups)

Also our preschool children love to turn "trash into treasures" so please send any of the following items to be transformed into beautiful pieces of artwork: paper towel rolls, toilet paper rolls, coffee cans, egg cartons, and pie pans, etc. Think in terms of preschool activities, and you'll understand the kinds of donations that can really help out.

Church information

McConnell Memorial Baptist Church
84 Church Street
P.O. Box 235
Hiawassee, GA 30546
706-896-2281

Web Site: www.mcconellchurch.org
E-Mail: preschool@mcconnellchurch.org

Children's Ministries

Sunday School (*Sundays, 9:00 a.m.*)
P.E.A.K Kids ages 3-Elementary
Kids Children's Church (*Sundays, 10:15 a.m.*)
Awana (*After School*)
P.E.A.K Kids Activities and Choir (*Wednesdays, 6:00-7:30 p.m.*)
Vacation Bible School (*June*)

Youth Ministries

Summit Students
6th grade-12th grade

the  **LODGE**
at McConnell Church

EVERY WEDNESDAY NIGHT

3:00....shuttles from school
3:15....hangout & homework
5:15....dinner
5:45....praise & worship
6:00....message
6:30....group time
7:30....pick-up

EVERY SUNDAY MORNING

9:00....breakfast
9:15....group time
10:15....worship

Parent Handbook Agreement

**Please sign and return this form
to the Preschool during the
first two weeks of preschool.**

I have read, understand and will comply with the policies
and procedures set forth in the 2022-2023

McConnell Weekday Preschool

Parent Handbook. I also understand that the Preschool pro-
gram is not licensed and is not required to be licensed by the
state.

Child's Name

Parent's Signature

Date

***We appreciate your confidence
in allowing us to be a part of your
child's early learning experience.***