

City Station Preschool

Parent Handbook

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of City Station Preschool along with the rules and regulations set forth by Bright from the Start: Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parent/guardian and the child care provider.

City Station Preschool, INC
2115 Maple Street
Carrollton, GA 30117
678-309-2900
preschool@citystation.org

Dear Parents and Guardians,

I am so glad to welcome you and your precious children to the 2019-2020 school year! Thank you for allowing us to partner with you in the spiritual and educational development of your child. We count it a privilege to care for your children and realize the great responsibility we have for every child the Lord brings our way.

We want to provide a safe and secure environment for your children to grow and learn. We will strive to help them develop to their greatest potential all the gifts God has given them. The Bible is very clear that you as parents are the primary caregivers of your children both physically and spiritually. Our role and desire is to come along side you by encouraging and equipping you and them on this journey. We know that in Christ more is possible than you can ever imagine for those of us who love and serve the Lord.

I want to thank Melissa Bradley (Preschool Pastor), the City Station Preschool Advisory Board, and all of the Weekday Staff for their leadership day by day. God has put together an outstanding team, and we look forward to all He is going to do this year.

If you are not currently involved in a local church, we would love for you and your family to join Southern Hills the Church at City Station on Thursday, Sunday or for our other various activities throughout the week. Most importantly, let us know if there are ways that we can minister to you.

Thank you for choosing our weekday early education program. Please ask questions and let us know if there is any way we can be of assistance to you.

Hollie Adams
Preschool Director

"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

Deuteronomy 6:5-7

MISSION

City Station Preschool is a non-profit ministry of City Station and is located within its facilities. Our mission is to provide a safe, high-quality, Bible-centered learning environment for preschoolers. We exist to serve families because we believe strong families are key to the health and growth of our community. In Deuteronomy 6, Moses speaks to the entire Israelite nation and charges everyone with the responsibility of raising children together before the Lord. It truly does take a village to raise a child. At City Station Preschool, we are the village!

PHILOSOPHY

We believe young children learn best through play. We believe God created them this way and that both directed and undirected play is a critical component of learning. We seek to provide classrooms that are intentionally prepared, inviting, and stimulating to support self-confidence, pride in accomplishments, and a growing love of learning. Our program adheres to the highest standards of early childhood education while still offering the loving and nurturing environment young children need to develop and thrive.

NON-DISCRIMINATION POLICY

We welcome and embrace cultural diversity and nationalities, and we are thankful to God for the rich heritages that are represented by each family that enrich our preschool. Therefore, we do not discriminate on the basis of race, color, nationality or ethnic origin in admissions policies.

RELIGIOUS AND CULTURAL ACTIVITIES

City Station Preschool seeks to provide each child with a wide variety of learning experiences, nurturing their physical, emotional, intellectual, social and spiritual development. As a Christian preschool, Christian traditions are emphasized such as Good Friday, Easter, Christmas, etc. To support spiritual development, each child will participate in age-appropriate Bible stories, songs, activities, and prayer. We also say a simple prayer before eating. Additionally, the Preschool participates in a variety of outreach and ministry programs such as, Thanksgiving food collections, Christmas giving programs, and more. Occasionally, information from Southern Hills the Church at City Station will be emailed or sent home with the children. Our program also embraces and celebrates other cultural and religious traditions; by sharing customs, ideas, traditions, and meanings, we help promote understanding and acceptance.

AGES CURRENTLY SERVED

1 year olds—4 year olds

Each student must be the appropriate age on or before September 1st of the current school year. We adhere to the age guidelines for Carrollton City School System (Ex: a child registered for the two year old program must be two on or before September 1st, 2018).

MONTHS OF OPERATION

January to December

DAYS OF OPERATION

Monday—Friday

HOURS OF OPERATION

Morning Preschool Program: 8:30 AM—11:30 AM

Extended Care is available: 7:00 AM—8:15 AM and 11:30 AM—6:00 PM

HALF-DAY PRESCHOOL PROGRAM

The morning preschool program operates Monday through Friday, from August through May from 8:30—11:30.

FULL-DAY/EXTENDED STAY OPTIONS

Children staying for extended care must be enrolled in our morning preschool program. Extended care is available from 7:00 am to 8:15 am and 11:30 am to 6:00 pm. Special full-day opportunities will be available for specified holiday breaks and summer break.

The full day program operates ALL YEAR with the exception of most national holidays and other predetermined dates. *Please see the current school calendar for all days we will be closed.

CLOSURE DATES

In a weather or city/state emergency, the preschool will follow the plans of Carrollton City Schools. If the city schools are cancelled or delayed, the preschool is as well. Please check local radio stations, Atlanta television news and/or the preschool Facebook page for school closings.

ADMISSION REQUIREMENTS

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year. With the exception of the Enrollment Form, all other necessary forms, releases, and authorizations will be completed at Open House in August.

Forms needed:

- *Enrollment Form (including a current photo of your child)
- *Parent Handbook Acknowledgement
- *Emergency Contacts & Emergency Medical Care Authorization
- *Parental Agreements with Child Care Facility Form
- *Authorization to Dispense External Preparation
- *Media/Photo Release
- *Field Trip Forms
- *Authorization to Administer Medication (if applicable)
- *Allergy Action Plan with prescribed Epinephrine and/or Antihistamine (if applicable)
- *Immunization Record (GA Form 3231)—a current immunization record signed by the doctor or health department on file at the preschool **within the first 30 days of school**. This must be updated as immunizations come due. A child will not be allowed to remain at the preschool without a current immunization on record.

SPECIAL NEEDS

It is City Station Preschool's desire to meet each child's special needs. Every effort will be made to provide for each child. Prior to enrollment, parent(s), staff or any pertinent agency or service may jointly determine any needed accommodations such as special education, personnel training and/or equipment that may be necessary. We will help facilitate any services and supports put in place for your child.

TUITION

Your first tuition payment will be due on August 10. Tuition is due on the 5th of every month by cash, check or online payment. Tuition will be considered late after the 15th of each month. A \$10 late fee will be applied if tuition is late. Students will be asked to withdraw from school when accounts are past due more than 60 days.

A non-refundable deposit of \$175 is due upon registration.

PROGRAMS	1 YEAR OLDS	2-5 YEAR OLDS
Half-Day; Monday-Friday 8:15 am—11:20 am	\$200/month	\$175 /month
Extended-Day; Monday-Friday 8:15 am—6:00 pm	\$600/month	\$575/month
Early Stay 7:00 am—8:15 am	\$3/day	\$3/day
Extended-Day Drop-In (as available) 11:20 am—6:00 pm	\$25/day	\$25/day
We will offer a 10% discount for multiple siblings. The savings will be taken off the youngest child's tuition.		

ARRIVAL AND DISMISSAL PROCEDURES

Extended Day Early Care Schedule:

7:00—8:10 AM Morning Drop off (**Please do not send breakfast after 7:45 AM**)

1/2 Day Preschool Schedule:

8:15—8:30 AM Morning Drop off (**Please do not go to your child's classroom before 8:15**)

11:20—11:50 AM Morning Pick up

Full Day Schedule:

8:15—8:30 AM Morning Drop off (**Please do not go to your child's classroom before 8:15**)

By 6:00 PM Evening Pick up

Early Morning Drop-off—Early morning drop-off is available Monday—Friday starting at 7:00 AM and ends at 8:10 AM. If you're not a regular attendee, please notify the preschool via Brightwheel if your child will be attending the early morning room. We understand that emergencies happen, but please try to give 24 hours notice. Your child may bring breakfast to eat in the early morning room, but please do not send breakfast after 7:45 AM.

Park and Walk—Preschool children should be dropped off and picked up each day by the parent or authorized adult. Upon arrival at City Station Preschool, the adult must escort the child into the building, sign in and accompany the child to the classroom where the teachers are waiting. Please make sure to communicate with the teacher at drop off and pickup, by greeting and saying goodbye.

Sign-in and Sign-out— For the safety and well being of the children, state licensing requires that the parent, guardian, or a designated responsible adult bringing in the child record the time the child arrived and their signature. The same procedure is required when picking up the child.

Authorized Adults—Only an authorized adult 18 or older may sign a child in or out. The only authorized persons who are allowed to pick up a child are those names that are indicated on the child's emergency form. It is the parent's responsibility to contact the preschool office in writing with a detailed note including the person who will be picking up the child, approximately at what time, the date, and parent's full signature must be included. *We will need to see the person's drivers license to verify accuracy, so please ask them to bring it with them when they arrive on the property to check in.

LATE PICKUP POLICY

Pick up for half day preschool is from 11:30—11:50 am and by 6:00 pm for extended-day children. When a child is picked up late a notice will be issued. For the first three notices, the teacher/director will remind the parents of the importance of following the policy. No further action is required at this time. On the third late pickup, a notice will go home to the parents to make them aware that any late pickups going forward will result in a fee. The fee will be \$1.00 for each minute that you are late. Late fees need to be paid either the day of or within the end of that week. Please note that if late fees aren't paid they will be added to the next month's tuition. Families with chronic late pickups will be up for review to be removed from the program at the discretion of the director. Please be considerate of our staff in following the program times. If a parent or authorized adult will be late, please notify the office as soon as possible.

In the event that a child is not picked up within 30 minutes after the end of their class, and all attempts to contact the parent/guardian or other emergency contacts have been unsuccessful, this will constitute as an "emergency situation". The Director will take steps to ensure the safety of the child which may include contact with Child Protective Services and/or local police.

TRANSPORTATION

Routine transportation to and from the preschool will not be provided by City Station Preschool. A parent or authorized adult must transport all children to and from school.

FIELD TRIPS

A parent or authorized adult must accompany and transport all children on field trips. Field trips are optional. Throughout the year we will bring special events to the

preschool rather than traveling to the event. This allows all the children at preschool the opportunity to participate in these fun and special days.

DISCIPLINE

At no time will a child be subjected to physical punishment or shaming. Frightening or humiliating methods will not be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal will not be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of City Station Preschool.

Occasionally it becomes necessary to guide a child into a more acceptable behavior, as when a child hits or bites another child, hurts himself/herself, or destroys property.

When this happens the following guidelines will be followed:

1. Remove the problem, if appropriate.
2. Redirect the child with something else.
3. Time-out in the classroom—not longer than 1–5 minutes after the child calms down.
4. Communication with parents.
5. Time-out with the Preschool Director.
6. Preschool Director—Parent/Teacher conference.
7. Family counseling as requested by the parents and/or preschool director.
8. If the preceding progressive, corrective steps within these guidelines do not help the child to make appropriate behavioral choices in the preschool setting, parents may be asked for one—two weeks to keep the child at home where one-on-one care and time away from the group setting may be helpful. During this time, the child's classroom placement availability will be retained at the parents' request. If the behavior resumes after returning to preschool, the child may be asked to leave City Station Preschool.

* There is no fixed timetable for implementation of the preceding corrective discipline guidelines as we deal with each situation on an individual basis.

Withdrawing a child from City Station Preschool is a last resort circumstance, and it is undertaken only after all guidelines have been tried with unsuccessful results. In all cases this action is only taken for the well being of ALL children, including the child being withdrawn.

Biting is a typical behavior often seen in toddlers and 2-year olds. Toddlers have many strong emotions that they are just learning to manage. Toddlers may bite to express anger or frustration or because they lack the language skills needed to express their feelings. As children mature, gain self-control, and develop problem-solving skills, they

usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. The following action plan will be used when a child is bitten:

1. The child who did the biting will be immediately removed from the situation using words such as "No biting. Biting hurts. I can't let you hurt our friends." They will be offered a choice to help their friend feel better or sit quietly until the teacher can talk with them. The teacher will help the child follow through on the choice if necessary.
2. The teacher will respond to the child who was hurt by offering comfort through words and actions: "I'm sorry you are hurting. Let's get some ice." They will perform first aid if necessary. The child who did the biting can help comfort the bitten child—if both parties agree. The teacher will help the child who was hurt return to their activity or find another activity.
3. The teacher will then talk to the child who did the biting to try to find out what happened that led to the incident. The teacher will restate the rules about biting and discuss with the child how they can respond in similar situations in the future.
4. Staff will complete an incident report and notify the families of the children involved. Staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.
5. Teachers will confer with the director to review the circumstances of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

When biting continues:

1. Staff will chart every occurrence, including attempted bites, and indicated location, time, participants, behaviors, staff present, and circumstances.
2. For children who indicate a tendency to bite, staff will "shadow" the child and teach non-biting responses to situations and reinforce appropriate behavior.
3. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
4. Teachers will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or phone conversations as needed.
5. When excessive biting continues and it is deemed in the best interest of the child, center, and the other children, the parent may be asked to pick up the child after each incident or take a break from attending preschool to see if the problem improves before the child's enrollment will be terminated.

WHAT TO WEAR TO SCHOOL

Children are encouraged to wear play clothes and sneakers. For safety reasons, flip flops and sandals without backs are not recommended. Please dress children according to the weather, as they will play outside daily (weather permitting). Please send a bottle of sunscreen to be applied to your child before going outside.

Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed in all outerwear and other belongings.

Clothing should be able to be easily removed by the child so that he/she can gain self-sufficiency in using the restroom. We encourage the children to help themselves as much as possible; therefore, clothing should be easy to get on and off.

Children should have a complete set of extra clothing in his/her book bag. Potty-trained children should keep a pack of flushable wipes in their backpack. If your child requires a diaper, please remember to send extras for use at preschool.

TOILET TRAINING

Three and four year old children must be toilet-trained to participate in the preschool program. A toilet trained child is a child who can proficiently do or be working towards proficiency in doing the following:

- Be able to TELL the adult they have to go potty BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up with no assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.
- Be able to postpone going if they must wait for someone who is in the restroom or if we are outside and away from the restroom.

TOILET TRAINING AGREEMENT

Toilet training is an exciting time for you and your child. We have found throughout our experience, that if your child is ready to master toilet training, it will only take a few weeks. If it takes longer, they may not be ready and we may want to try it again a little later. We want this to be a successful time in your child's life, not a frustrating one for all. We know that in order for this to be successful we need to partner together for your child's best interest.

When you feel your child is ready to toilet train, we will be happy to assist you. Your child may be ready if he or she:

- Shows an interest in the toilet
- Can recognize when their diaper is wet or soiled
- Stays dry for long periods of time
- Can undress and pull up his/her own pants
- Wants to be independent
- Can use consistent words or gestures to communicate
- Can try and wipe themselves

Once your child stays dry for several hours and uses the toilet on their request, its time to start!

City Station Preschool Staff will agree to:

- Encourage, support and praise all success that your child achieves during their toilet training experience.
- We will expect accidents and treat them as teachable moments. We will watch for and identify signals that may help us make it on time next time, as well as encourage children to be independent in changing their clothes.
- We will take children to the restroom at regularly scheduled times during each day and on demand as necessary.
- Communicate to parents daily regarding our restroom experiences. This communication will come in a personal conversation, electronic communication, or written note.
- Commit up to one month to the process of toilet training unless the parents inform us that the experience is not able to be a positive one at this time. We will revisit it at a later date.

Parents agree to:

- Provide at least five changes of clothes, including pants, underwear, socks and extra pair of shoes (unless shoes are able to be wiped clean like Crocs) **daily**. Soiled clothing will go in the child's backpack to be taken home.
- **Have their child wear elastic waist clothing.** No buttons, snaps, belts, overalls, or one-piece clothing. Leggings, sweat pants, elastic-waist pants, and dresses are the best. The child should be able to easily pull up and down their own clothing.
- Toilet training should begin at home the weekend before we start the process at school.
- Provide pull-ups for nap time.

We will communicate with the family how toilet training is going. We will toilet train for a period of 3-4 weeks and then assess with you how the child is doing.

NAPTIME

Students who are on the full day schedule will nap/rest quietly on their own specifically designated nap/rest mat during daily nap/rest time. We provide the nap/rest mat and a blanket. You may send a small thin blanket and/or a small nap buddy (stuffed animal) to school with them. Please make sure your child's name is on their blanket and nap buddy. Blankets will be sent home once a week for washing.

TOYS/SHARE ITEMS FROM HOME

We know that all children like to share the things that belong to them. However, we would like to encourage you to have your child keep his/her toys and other personal items at home or in the car. Exceptions are made for toys that are needed to help ease the child's transition from home to school or a nap buddy (for full day children). If an item is brought to preschool, we cannot be responsible for it, it must be shared, and it must have the child's name on it.

Throughout the year, your child's teacher will announce special share days. Guns, war toys, and other toys of destruction and/or aggression are not allowed for share times. If your child has a special item or pet that would enrich the unit being discussed, please contact the teacher ahead of time to discuss an appropriate share time for special show and tell items.

MEALS AND SNACKS

City Station Preschool does not provide breakfast. Children who attend the early morning program may bring breakfast to eat in the early morning room (no nuts or peanut butter please). **Please do not send breakfast if you are dropping off after 7:45 AM.**

City Station Preschool provides a nutritious morning snack for the half-day preschool program, along with a lunch and afternoon snack for the extended day program. Milk will be served at lunch; whole milk for 1-year-olds and 1% milk for children ages 2-5. A current snack and meal calendar will be posted online and in the classrooms. Parents may volunteer snacks for the classroom as they wish, but supplying snack is not required. **Please remember to make the director and your child's teacher aware of any food allergies.**

ALLERGY SENSITIVE SCHOOL

In an effort to provide a safe environment for children with peanut and/or tree nut allergies, our center implements a No Peanuts or Tree Nuts policy. An allergic reaction to peanuts and/or tree nuts are among the most severe food-induced allergic reactions. Peanuts and tree nuts are the most common cause of anaphylactic reactions, which can be fatal if not treated immediately. To help maintain an environment safe for children with peanut and/or tree nut allergies, we have established the following guidelines:

- Any product containing peanuts, tree nuts, traces of peanuts, tree nuts, or processed on shared equipment with peanuts and/or tree nuts are not allowed in the center.
- All food brought in for sharing must be either a whole food (i.e., whole fruit or vegetables) or in a factory sealed container with an ingredient statement. The preschool director will review all food labels prior to celebrations. Any item which contains or may contain peanuts and/or tree nuts will not be served.

PARENTAL INVOLVEMENT/COMMUNICATION

Parents are always welcome to visit the preschool at any time that their child is in care. All parents and visitors are required to sign-in and out at the City Station Preschool front desk. Anyone who is not a City Station Preschool employee is considered a visitor.

At City Station Preschool we use an app called Brightwheel, a tool that significantly helps teachers & administrators observe and track the children, communicate with parents, and share photos and videos. Parents will receive a email invitation to join Brightwheel. Once parents create an account, they will be automatically linked to their child's profile. Each parent will be automatically assigned a check-in code they will use to check-in and check-out their child each day. This check-in code will also be used to allow parents access through the preschool entrance and into the preschool hallway via the keypad.

EMERGENCY MEDICAL CARE

In the event of an accident or medical emergency with your child, the Director or staff member will call parents/guardians immediately. West Georgia Ambulance will transport to Tanner Medical Center should we be unable to reach you or should we deem the emergency medically necessary. Parents will assume responsibility for payment of medical treatment and transportation fees.

ADMINISTRATION OF MEDICATION

No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Medication Authorization forms are to be filled out

each time your child will need medicine to be administered. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. City Station Preschool staff will not administer the beginning dose of any medication.

It is also the responsibility of the parent to inform preschool staff whenever a child has been given any prescription or non-prescription medications before coming to preschool. The child can then be observed for any adverse reactions to the medication, including changes in behavior.

PARENT NOTIFICATION

Illness/Injury—Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention, but which produces symptoms causing moderate discomfort to the child.

A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature or another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat or vomiting. Special problems or significant developments will be communicated to the parents as soon as they arise.

All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign and return form to your child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps will be treated with ice.

Communicable Diseases—The current communicable disease chart of recommendations for exclusion of sick children from the preschool and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parent's of all enrolled children will be notified of the occurrence by a posted notice, a written letter home, and electronic communication (text/email).

Sick Children—Sick children may return to care 24 hours AFTER symptoms of the illness end, which means if the child is sent home with a fever, diarrhea, or vomiting, they

cannot return until they have been symptom free for 24 hours without the aid of medications.

Lice—Head lice can be a nuisance but they have not been show to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Children diagnosed with live head lice will be sent home early from preschool, be treated, and return to preschool after appropriate treatment has begun.

Adverse Reactions to Medication—Preschool staff will observe and record any adverse reactions once medications are given. Parents will be notified immediately of any adverse reactions to medication.

Emergencies—Emergency plans for situations such as, but not limited to, severe weather, tornado, fire, and power failure have been developed and are posted for parent viewing. In case of severe weather, please do not call; we will be taking care of children. We have emergency plans in place for inside shelter or evacuations of the premises should it be necessary. We routinely have fire drills familiarizing the children with evacuation procedures.

CHILD ABUSE REPORTING OBLIGATIONS

Each staff member at City Station Preschool is a mandated reporter. Any staff person who suspects that any child has been abused or neglected is required by law to report the suspicion to the Department of Family and Children Services. Investigation and determination are completed by the Department of Family and Children Services.

PROHIBITED SUBSTANCES

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operation hours.

Parent Handbook Acknowledgement

I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Student Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Provider Signature _____ Date _____