



Dear Parents,

We thank God for preschoolers and the opportunity we have to teach them at The Carpenter's Shop Christian Preschool. We want them to feel loved, safe and secure as they learn and grow. We take seriously our privilege and responsibility to provide quality Bible-teaching and quality care in a clean and safe learning environment at The Carpenter's Shop.

We have compiled this Policies and Procedures Manual to provide information and clarification concerning the programs and ministries for preschool age children. These guidelines are not intended to be restrictive but rather to enhance and improve our ministry.

Please read this manual carefully and cooperate with us in this effort. If you have questions and suggestions, please feel free to call us. Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool ministry of The Carpenter's Shop.

In His Love,

Donna L. Harris, Director





## Mission Statement

The Carpenter's Shop Christian Preschool is committed to providing a Christ-centered educational environment where each child can learn and grow emotionally, physically, intellectually, socially and spiritually.

*The Carpenter's Shop Christian Preschool is a state-licensed program open to children of all races, nationalities and faiths. Our inspection records are available upon request for public viewing. We are licensed through the Georgia Department of Early Care and Learning. They are located at 10 Park Place South, Suite 600, Atlanta, Georgia 30303.*

*Their phone number is (404) 657 - 5580.*

# 2020 - 2021 School Calendar

## July 2020

### Preschool "Meet & Greet"

Mon., July 20	Room A (Mrs. Alyson's threes)	6:00-6:30 pm
	Room C (Ms. Carissa's twos)	6:00-6:30 pm
	Room D (Mrs. Brandy's twos)	6:00-6:30 pm
Tues., July 21	Room B (Mrs. Madison threes)	6:00-6:30 pm
	Room E (Mrs. Chris TK)	6:00-6:30 pm
Wed., July 22	Room F (Ms. Paige's Pre-K)	6:00-6:30 pm
	Room H (Mrs. Jean's Pre-K)	6:00-6:30 pm
	Kindergarten (Mrs. Gina)	6:00-6:30 pm

## August 2020

Mon., Aug. 3 First Day of School

## September 2020

Mon., Sept. 7	Labor Day (TCS CLOSED)	
Tues., Sept. 8	Grandparent's Day (Room I, Toddlers)	8:30 am
	Grandparent's Day (Room A, 3's)	11:00 am
Wed., Sept. 9	Grandparent's Day (Room D, 2's)	8:30 am
	Grandparent's Day (Room B, 3's)	11:00 am
Thurs., Sept. 10	Grandparent's Day (Room C, 2's)	8:30 am
	Grandparent's Day (Room F, Pre-K)	11:00 am
Fri., Sept. 11	Grandparent's Day (Room H, Pre-K)	8:30 am
	Grandparent's Day (Room E, TK)	11:00 am
Fri., Sept. 11	Grandparent's Day (Kindergarten)	12:00 pm

Thurs., Sept. 17	Kindergarten Curriculum Night	6:00 pm
M-F, Sept. 21 - 25	Fall Break ( NO Kindergarten. Care provided for our full-time students only.)	

### October 2020

M-F, Oct. 5-9	Fire Safety Week (All Classes)	Misc.Activi.
Mon. Oct. 12	CCSD Teacher Workday (NO KINDERGARTEN)	
Thurs., Oct.22	Fall Farm Day! (all classes, Kids Only) 9:00-11:30am	
Friday., Oct. 30	School-wide Trunk or Treat!	
	Dress as your favorite storybook character	

### November 2020

Tues., Nov. 3	CCSD Teacher Workday - (NO KINDERGARTEN)	
Mon., Nov. 16	Thanksgiving Feast (Room I, Toddlers)8:30 am	
	Thanksgiving Feast (Room A, 3's)	11:00 am
Tues., Nov. 17	Thanksgiving Feast (Room D, 2's)	8:30 am
	Thanksgiving Feast (Room B, 3's)	11:00 am
Wed., Nov. 18	Thanksgiving Feast (Room C, 2's)	8:30 am
	Thanksgiving Feast/Play (Room F, Pre-K)	11:00 am
Thurs., Nov. 19	Thanksgiving Feast/Play (Room E, TK) 9:00 am	
	Thanksgiving Feast/Play (Room H, Pre-K)	11:00 am
Fr., Nov. 20	Thanksgiving Feast/Play (Kindergarten)	11:00 am
TH-F, Nov. 25-27	Thanksgiving Holiday - TCS CLOSED	
(M-F, Nov. 23-27)	CCSD Thanksgiving Break - NO KINDERGARTEN)	

### December 2020

M-F, Dec. 14-18	Class Christmas Parties - Students Only	TBD by Class
M-W, Dec. 24-Jan.1	Christmas Holiday - TCS CLOSED	
(Dec. 21-Jan. 4, 2021	CCSD Christmas Break - NO KINDERGARTEN)	

## January 2021

T-W., Dec. 31-Jan.1	New Year's Holiday - TCS CLOSED	
M-F, Jan. 4	2021/2022 Registration for Current Students & Siblings	
Mon., Jan. 18	CCSD closed. No Kindergarten	
Mon., Jan. 25	Donuts with Dad (Room I, Toddlers)	8:30 am
	Donuts with Dad (Room D, 2's)	9:30 am
Tues., Jan. 26	Donuts with Dad (Room C, 2's)	8:30 am
	Donuts with Dad (Room A, 3's)	9:30 am
Wed., Jan. 27	Donuts with Dad (Room B, 3's)	8:30 am
	Donuts with Dad (Room F, Pre-K)	9:30 am
Thurs., Jan. 28	Donuts with Dad (Room H, Pre-K)	8:30 am
	Donuts with Dad (Room E, TK)	9:30 am
Fri., Jan. 29	Donuts with Dad (Kindergarten)	8:30 am

## February 2021

Mon., Feb. 1	2021/2022 Registration Opens to Public	
Fri., Feb. 12	Class Valentine Parties - Students Only	TBD by Class
M-F, Feb. 15-19	CCSD Winter Break NO KINDERGARTEN (Care provided for our full-time students.)	

## March 2021

M-F, March 1 - 5	Read Across America/Dr. Seuss Week Misc.Activities	
M-F, March 8 - 12	Community Helpers Week	Misc.Activities
Mon., March 29	Easter Egg Hunt/Party (Room I, Toddlers)	9:00 - 10:00
	Easter Egg Hunt/Party (Room C, 2's)	11:00 - 12:00
Tues., March 30	Easter Egg Hunt/Party (Room D, 2's)	9:00 - 10:00
	Easter Egg Hunt/Party (Room A, 3's)	11:00 - 12:00
Wed., March 31	Easter Egg Hunt/Party (Room b, 3's)	9:00 - 10:00
	Easter Egg Hunt/Party (Room H, Pre-K)	11:00 - 12:00

## April 2021

Thurs., April 1	Easter Egg Hunt/Party (Room F, Pre-K)	9:00 - 10:00
	Easter Egg Hunt/Party (Room E, TK)	11:00 - 12:00
	Easter Egg Hunt/Party (Kindergarten)	12:30 - 1:30
Fri., April 2	Good Friday , TCS CLOSED	
April 5 - 9	Spring Break (NO KINDERGARTEN, Care provided for our full-time students.)	
April 26 - 30	Teacher Appreciation Week	

## May 2021

Mon., May 3	Muffins with Mom (Room I, Toddlers)	8:30 am
	Muffins with Mom (Room C, 2's)	11:00 am
Tues., May 4	Muffins with Mom (Room D, 2's)	8:30 am
	Mother's Tea (Room F, Pre-K)	11:00am
Wed., May 5	Muffins with Mom (Room A, 3's)	8:30 am
	Mother's Tea (Room H, Pre-K)	11:00 am
Thurs, May 6	Muffins with Mom (Room B, 3's)	8:30 am
	Mother's Tea (Room E, TK)	11:00 am
Fri., May 7	Mother's Tea (Kindergarten)	11:00 am
Tues., May 19	Pre-K, TK & Kindergarten Last Day of Preschool	
Tues. May 19 (tentative)	Graduation (Pre-K, TK & Kindergarten)	6:30 pm
Fri., May 21	Last day of Preschool for our half day students	
May 24 - 28	Care provided for full day students - no older students.	
Mon., May 31	Memorial Day Holiday - TCS CLOSED	
Tues., June 1	Summer Program Begins	

*\*PLEASE NOTE: IF CHEROKEE COUNTY SCHOOLS ARE CLOSED FOR STUDENTS, TCS Kindergarten is also closed. TCS Preschool will be open for full day students only. THESE WILL BE CONSIDERED "CAMP" DAY(S) AND NO CURRICULUM WILL BE TAUGHT.*



## Purpose and Philosophy

**Our Bible Verse: Deuteronomy 6: 5-7**

*"Love the Lord your God with all your heart and with all your soul and with all your strength. The commandments that I give you today are to be upon your hearts. Impress them on your children."*

The key to teaching our children to love God is stated simply and clearly in Deuteronomy 6: 5-7. If we want our children to follow God, we must make God a part of our children's everyday experiences. We must teach them diligently to see God in all aspects of their life. We, as parents and educators, have an awesome responsibility to "train our children in the way they should go."

We believe each child is a unique gift of God. Our approach involves the whole child and recognizes that each one develops at his or her own rate. The purpose of our preschool is to provide a caring, positive environment that is safe, loving, and rich in opportunities for learning and growth through age appropriate, hands-on activities. We believe a child's first school experience is important because it lays the foundation for all future educational experiences. Therefore, we provide an encouraging atmosphere conducive to individual growth and development.



## Spiritual Purpose and Philosophy

**Purpose:** To minister to children so that they may develop positive attitudes about God, Jesus and themselves: That they would receive foundational teachings, so that, when they are developmentally ready, they can receive Jesus Christ as Savior. Our job is to plant the seeds so children will bear spiritual fruit in God's timing.

Children have spiritual needs. God warns that if children are not taught His ways, future generations will cease to follow His Word. (Judges 2:10 - 11; Psalms 78: 1-8)

The world is battling for our children with many anti-God approaches: drugs, alcohol, violence, abuse, humanism, false cults. We want to help equip children to live God-centered lives by helping them to develop a firm Christian foundation that will sustain them through whatever life brings.

We feel it is important that we provide a place where children are taught to succeed academically, socially, physically, but most of all, spiritually.

**Philosophy:** "And all the children shall be taught of the Lord, and great shall be the peace of the children." (Isaiah 54:13)

- Children are avid learners.
- Authorities in child development say there is no period in life during which a person learns more, than in the preschool years. The learning curve that occurs between the ages of birth and 5 years is critical to a child's educational and spiritual development.
- What a child learns during these formative years becomes the foundation for all future learning.



- The Bible tells of several preschoolers who received careful training from Godly adults that profoundly influenced their adult lives. They were well-grounded spiritually and were taught the Holy Scriptures from the time they were small, (i.e. Moses, Samuel, Timothy).
- Perceptions dominate the young child's thinking. What he sees, hears, and otherwise experiences at a given moment, influences him.
- Religious and philosophical concepts also develop through cognitive and social growth, guided by the type of concepts to which the child is exposed.

## Operation

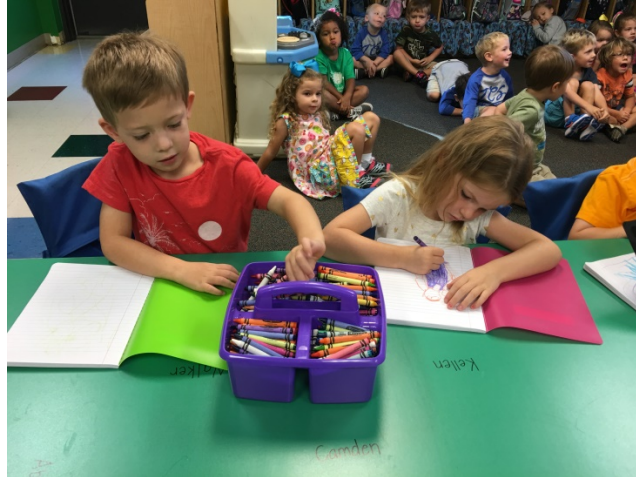
The Carpenter's Shop Christian Preschool cares for children ages 6 weeks through TK and will be open for operation Monday - Friday from 6:30 am - 6:00 pm.

Any child picked up after 6:00 pm will be charged \$5.00 per every 5 minutes past.

Students arriving 6:30 - 8:00 am may bring a simple breakfast, (dry cereal, breakfast bars, etc., but please NO peanut butter items). If children check in after this time, they will need to eat breakfast before arriving at school.

School age children through age 8 may attend The Carpenter's Shop during school breaks. Reservations must be made through the preschool office one month prior to the breaks.

We will be closed for the following holidays with NO reduction in fees: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day and the day following Christmas (we reserve the right to possibly close another day for the Christmas holidays depending on the calendar), New Year's Eve and New Year's Day. In the event the holiday falls on a weekend, we will close on the nearest Friday or Monday.



## Admission Policies

The Carpenter's Shop Christian Preschool welcomes all families who seek a Christian-based early learning program for their children. We do not discriminate on the basis of sex, race, color, handicap, religious faith, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to the students at the school.

Enrolled families are required to follow all Georgia State Preschool Licensing Regulations, which pertain to their child, and all school policies as specified in the Parent Handbook or other official documents. Families are responsible for reading, understanding, and following all school policies and state regulations.

Parents shall inform the preschool of any special procedures that should be followed when caring for the child while in the preschool's care. It is the parent's responsibility to notify the preschool office of any significant changes such as: telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plan, immunization records, etc. A designated contact must always be available in the event of emergency.

**Note:** In custody cases, the parents must furnish the preschool with copies of court documents. No child is allowed to leave the center without being escorted by a parent or authorized adult.

The age for preschool enrollment corresponds with the standard age policies for the school districts in and around the Canton area.

We understand that these age requirements may be in conflict with individual family needs; however, due to our class sizes, staffing, and our age-appropriate curriculum, all students must meet these age requirements for enrollment.

## Registration and Tuition

The Carpenter's Shop is a year round preschool/daycare. When registering your child/children, you are registering for a full 12 months and will sign a yearly contract.

Beginning, June 1, 2018, ALL new students enrolling At TCS will be considered full time students and will be charged a monthly tuition of \$795.00. Parents may opt for their child to attend class three, four or five days but full tuition payment is required monthly.

For our families and students who were enrolled at TCS prior to June 1, 2018 we will continue to honor your current tuition rate. This rate will be honored until the student/students age out of The Carpenter's Shop.

The Carpenter's Shop does require that students enrolled prior to June 1, 2018 who currently attending two days to increase their days to three or more.

Tuition is payable monthly. Payments are due on the 1<sup>st</sup> of each month. A late fee of \$50 will be assessed if payment has not been received by the 10<sup>th</sup> of the month.

If an account has not been paid by the 15<sup>th</sup> of each month, your family entrance code will be automatically blocked and your child will not be allowed to return to school until your account becomes current.

*There is NO fee reduction if the student is absent for inclement weather, vacation, illness or if the school is closed for holidays, inclement weather, etc.*

A non-refundable enrollment fee of \$100 per family will be charged annually in January. A non-refundable book/activity fee of \$100 per child will be charged annually and is due by the July 1 prior to the upcoming school year.

The parent agrees to provide the preschool with a month's notice of withdrawal. You agree to pay regular rates for the month if proper notice is not given.

Checks returned by the bank for any reason must be paid in cash, and a returned check charge of \$36 will be added. Delinquent accounts will result in termination of services and may be referred to a collection agency. Any costs incurred in collection of past due amounts will be paid by the customer.

## Age Requirements for Admission

To be enrolled in our 2-year-old class a child must be two on or before September 1<sup>st</sup> of the school year.

To be enrolled in our 3 year old class a child must be three on or before September 1<sup>st</sup> of the school year.

To be enrolled in our 4 or 5 year old (Pre-K) class a child must be four or five on or before September 1<sup>st</sup> of the current school year.

Three and four year olds must be potty trained.

## Discounts

Families with multiple children attending The Carpenter's Shop Christian Preschool will receive a 5% discount off the second child's tuition.



## Staff

The Carpenter's Shop Staff is comprised of Christians dedicated to working with young children. All of the staff participates in continuing education in the areas of childhood development, as well as training in First Aid and CPR. We will continue to maintain low teacher/student ratios.

## Curriculum

- **Creative Pre-K**  
Most experts will agree that children, especially young children, learn better through play than through highly structured academic activities. We embrace this concept and provide a wide range of hands-on activities that encourage children to experiment with science, math, language, music, and art. Blocks, easel painting, toys, dress-up, puzzles, math manipulatives, sand and water play, games, and role-play are available to the children during class time.
- **ABEKA**  
Abeka is a Christian based curriculum nationally recognized for its successful language and literacy programs.
- **Computer basics** for our Pre-K and Transitional Kindergarten students.
- **Music Instruction** for students ages 18 months - Transitional Kindergarten.
- **Beginning Spanish** for our Pre-K and Transitional Kindergarten students.

Our classes contain three basic educational components, each of which are designed to aid in specific developmental areas. During the course of each class, the children will have the opportunity to participate in free choice activities, small group encounters, and whole group teacher-directed experiences.

Free choice activities allow for personal interests and self-expression, small group encounters are designed to enhance social skills and provide individual attention, and whole group experiences are intended to develop listening skills and the ability to follow directions, as well as allow practice being part of a large group.



## Curriculum Goals

Experiences are provided that meet each child's needs and stimulate learning in all developmental areas including physical, social, emotional, intellectual, and spiritual. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Different levels of ability, development and learning styles are expected, accepted, and used to design appropriate activities. Interactions and activities are designed to develop children's self-esteem and positive feelings toward learning.



## Religious Education

We believe that spiritual growth is an integral and inseparable part of a child's well-being. If nurtured properly, this spiritual growth occurs naturally in conjunction with the other aspects of a child's development. Our objective is to provide this spiritual nurturing by way of our day to day actions, speech, and our Christian curriculum. We endeavor to show God's love for us by teaching and practicing the "Golden Rule" and we encourage an attitude of thanksgiving for God's gifts by teaching and using simple prayers in class. Bible stories and scripture verses are a part of our weekly activities. Additionally, students attend Chapel weekly where they enjoy their own praise and worship service along with exciting puppets and Bible story presentations.

## Scope and Sequence

### Babies

A warm, calm, comforting atmosphere, soothing music and just the right amount of sensory stimulation. Babies are encouraged with a smiling face and a tender touch. Low caregiver/baby ratio to allow us to give your baby plenty of individual attention and the very best in infant care.



## Breastfeeding Policy

- We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children as they return to work and continue to work.
- We have a private, designated space (other than the bathroom) for mothers to breastfeed their children. We welcome mothers to breastfeed in the classroom as well.
- We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials (pictures, posters, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant.

- We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources with them.
- We work with parents with parents prior to their first day in child care to transition the infant to bottle or cup feedings.
- Staff receives training at a minimum of once a year on feeding breast milk, handling breastmilk and supporting mothers who breastfeed.

### Handling of Breastmilk

- Parents are responsible for providing bottles filled with breast milk daily. Bottles should have the child's name and date on them.
- Breastmilk will be warmed by using warm water.

## Infants & Diaper Changing Policy

Parents will be required to submit a signed written feeding plan for children less than one year of age. These forms will be given to you upon registration. The plan shall include the child's feeding schedule, the amount of formula to be given, instructions for the introduction of solid foods, the amount of food to be given and food allergies. Instructions for feeding will need to be updated by the parents as new foods are added or other dietary changes are made.

Baby formula or expressed milk will be supplied by the parent in baby bottles. All baby bottles shall be clearly labeled with the child's name and marked with the current day's date. Left over formula will be discarded after each feeding. All infants will be held by our loving staff while being fed.

- The child's name must clearly marked on all personal items, such as pacifiers, bottles, blankets, etc.
- Baby food will be provided by the parent. The child will be fed from individual spoons and individual dishes.
- Diapers and diaper wipes will be provided by the parent. Infants will be changed on a changing table with a safety strap. All staff shall wash their hands before and after each diaper change.

## Toddlers

- Language development through interactive learning
- Storytime including Bible stories and verses



- Hands on Art
- Creative Movement
- Indoor and Outdoor Play
- Number Play
- Colors, Shapes, Sizes
- Music
- Toddlers gain the confidence to explore the world around them through the loving supervision of experienced caregivers



## Two Year Olds

- Language Development
- Listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science
- Music/Rhythm
- Creative Movement
- Storytime
- Large and small fine motor skills and activities
- Number Play
- Dramatic Play
- Number Concepts 1-10
- Counting 1-25
- Bible Verses/Bible Stories
- Children will develop positive self-esteem, independence, personal responsibility and self-expression
- Individual/Group activities and learning to share



## Three Year Olds

A majority of the concepts given above for two year olds are used or built upon when dealing with three year olds. The following items are an extension of those previously mentioned.

- Recognition of name, sound and picture for short vowels and consonants
- Pre-writing skills/formation of vowels and consonants in upper and lower case
- Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science
- Music/Rhythm
- Art Expressions
- Fine Motor Activities
- Creative Movement
- Number Concepts 1-15
- Counting 1-30
- Outdoor/Indoor Play
- Children will develop positive self-esteem, independence, personal responsibility and self-expression
- Individual/Group activities and learning to share
- Dramatic Play

- Bible Verses/Bible Stories
- Children will develop a love of nature through gardening and nature trails



## Four and Five Year Olds (Pre-K)

A majority of the concepts given above for three year olds are used or built upon when dealing with four and five year olds. The following items are an extension of those previously mentioned.

- Phonics and Reading
- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends and one and two vowel words
- Reading of sentences and stories with one and two vowel words
- Handwriting
- Creative Writing
- Formation of letters, blends and words
- Journaling
- Number Recognition and Counting 1-100
- Number Concepts 1-20
- Numbers Before and After 1-20
- Numbers Largest and Smallest 1-20
- Addition Facts
- Community Awareness
- Computer Readiness

- Manners/Etiquette
- Music/Rhythm
- Art Expression
- Dramatic Play
- Fine Motor Skills
- Basic Spanish
- Indoor/Outdoor Play
- Bible Verses and Bible Stories
- Children will develop positive self-esteem, independence, personal responsibility and self-expression
- Individual/Group Activities
- Learning to Share
- Children will develop a love of nature through gardening and nature trails

## Transitional Kindergarten

Transitional Kindergarten acts as a bridge between The Carpenter's Shop Christian Preschool and traditional kindergarten programs. It is an ideal program for children who are young fives or might need another year to develop socially or academically before moving on to a kindergarten program. Children in Transitional Kindergarten will strive toward similar goals as those of a kindergarten program, but will work at a modified pace. Transitional Kindergarten is not just another year of preschool. Our program is designed to give children the skills they will need to tackle the challenges they will face in kindergarten.

### Phonics and Reading

- Recognition of name, sound and picture on long and short vowels and consonants
- Sounding of blends, one and two vowel words, and words with special sounds
- Beginning phonics rules and special sounds
- Reading of sentences and stories from twelve books containing one and two vowel words and special sounds

### Science

- Plants
- God's Plan for Seeds
- Animals
- God's Plan for Animals
- God's Plan for the Seashore
- Health and Human Biology
- God's Plan for Me
- Earth and Space
- God's Plan for Weather
- God's Plan for Seasons

### Arithmetic

- Number Recognition, Counting, and Writing 1-100
- Number Concepts 1-100
- Numbers Before and After 1-100
- Numbers Largest and Smallest 1-100
- Counting and Writing by Tens to 100
- Counting and Writing by Fives to 100
- Counting and Writing by Twos to 100
- Number Sequences by Ones
- Using Number Words and First Tenth
- Value of Coins and Dollar Bills
- Telling Time
- Using a Calculator
- Days of the Week
- Addition Facts through 10
- One Step Story Problems in Addition
- Beginning Subtraction

### Social Studies

- Community Helpers
- Children of the World
- America: Our Great Country (map studies, famous Americans and places)

### Bible

- Hymns/Choruses
- Memory Verses
- Bible Stories
- Chapel

### Fine Arts

- Music
- Arts/Crafts
- Spanish
- Computer



## Holiday Celebrations

- Our classes will celebrate seasonal holidays with parties, stories, games, art projects, food and special guests. The celebrations of traditions, both ethnic and religious, are an important aspect of human development, and the annual cycle of holidays creates a rhythm and focal point for these traditions in the lives of our children.
- It should be understood by all parents that we are first, and foremost, a Christian institution and, therefore, will celebrate the Christian traditions in regard to Thanksgiving, Christmas and Easter. Secondly, parents should understand that we are an American institution and will introduce and participate in patriotic holidays and themes at an appropriate age level, including Columbus Day, President's Day, Civil Rights Day and the Pledge of Allegiance.
- Other seasonal holidays will also be observed and discussed in the course of the school year. Some of these will include Valentine's Day, Fall and End of the Year celebrations. Room decorations will be friendly and non-frightening. Please remember that costumes worn for any event with the option to dress up should also be friendly and non-frightening.



- Birthdays are very special days for our children. We invite each child to celebrate with his or her friends at school, provided arrangements are made ahead of time with the teacher. Parents may provide a special class snack, (must be store bought per licensing). We request that birthday party invitations NOT be distributed at school unless all children are invited. Children who are not invited feel terribly disappointed even if they do not really know your child well.

## Arrival and Departure Times

- The teachers are ready to greet the children at 7:45 am each school morning. Parents can use carpool to drop off their child(ren) between 7:45-8:00 am. If you arrive after 8:00 am, please escort your child into the preschool and sign your child(ren) in on the computer screen at the front desk prior to leaving the school campus.
- Departure for half day students is 12:30 pm. Afternoon carpool is from 12:30-12:45 pm. When loading the students, the staff is not allowed to buckle your child in safety seats. Please pull forward in the carpool line, or pull aside in the parking lot to buckle your child. This will help to keep the carpool line moving.
- Parents with children in the full day program will need to sign out each child by using the computer at the front desk. Children will not be released to anyone except the parent(s), or other authorized persons that are listed on your child's application - even authorized persons may be asked for identification. Please be sure the pick-up authorization information on file is kept up to date. We can release your child upon your telephone authorization if you have signed the proper release form, and it is on file in the preschool office.

- **DO NOT REMOVE ANY CHILD FROM THE PREMISES WITHOUT THE STAFF BEING NOTIFIED.**
- **Please remember to DRIVE SLOWLY, WATCH CAREFULLY, and DO NOT USE CELL PHONES while entering or exiting the school property.**



## School Dress Code

- **The Carpenter's Shop Christian Preschool does not have a dress code, per se; however, the children will need to wear comfortable clothes which are suitable for sitting on the floor and playing outdoors, and allow plenty of room for movement activities. Paint shirts or smocks are provided for art time and water play, but our best supervision is not always sufficient to keep children spotless. We believe that the children's comfort is much more important than their tidiness and hope that parents will be mindful and dress them accordingly.**
- **It is important that your child's shoes be comfortable and safe. Tennis shoes, or other enclosed shoes, with no slip soles and either laces or Velcro are the best choice. We discourage dress or other slick soled shoes, scuffs, thongs and boots at school. These tend to cause many falls when playing outdoors.**
- **A part of each class will be spent outside, weather permitting. During portions of the school year, the playground can be either chilly or very hot so the children should be dressed appropriately. Even in the warmer months, your child may need a light jacket or sweater due to air conditioning in the school. PLEASE BE SURE ALL JACKETS AND SWEATERS ARE PLAINLY MARKED WITH YOUR CHILD'S NAME.**
- **Preschoolers are encouraged to be reliable in caring for their own bathroom needs. Clothing should be easy for the child to undo. Belts and suspenders can be tricky! Bathrooms are located in all classrooms and the children are encouraged to use them frequently. However, accidents may occur and our staff will handle these with as**



little embarrassment to the child as possible. We have a state-licensed changing facility (see Diaper Changing under State-required policies) for those children who are still in diapers or who are using "pull-ups" during the training process. PLEASE SUPPLY A SEASONAL CHANGE OF CLOTHING IN YOUR CHILD'S SCHOOL BAG IN CASE OF AN ACCIDENT (INCLUDING SOCKS). LABEL THE CLOTHING AND SEND IT IN A LABELED ZIPLOC BAG. Launder and return, if used.



## Rest Time

Children who are enrolled in our full day programs will observe a rest period each day. Rest periods will generally be after lunch. Little bodies need this time to rejuvenate after a busy morning. Parents are asked to provide a 2" sleeping mat and a full size crib sheet for their student (s). A two gallon bag zip lock bag will be provided at "Meet and Greets". Please use this bag to send a blanket & sheet in for rest time. Blanket must be small enough to fit in bag comfortably. Blankets and sheets will be sent home on Friday to be laundered and brought back to school on Monday.

## School Bags

Beginning August 1, 2018, students will no longer bring/carry book bags to school. This is for the safety of your children. Many times items, medicines, etc. are brought to school in student book bags. Parents will pick up student's daily folder each day and return to school the following day. Folders will be conveniently placed outside of each classroom door each day for pick up.

## Parent - Teacher Conferences

We welcome opportunities to confer with you regarding your child. Progress reports will be sent home mid-year and end of year, according to your child's age. If at any time during the school year, you wish to speak privately with the teacher, please contact the office to make an appointment. If something is concerning you about your child, our program, or a specific incident that has occurred, please let us know so that we can reach a solution together. WE DO ASK THAT YOU NOT ENGAGE THE TEACHER OR THE ASSISTANT TEACHER IN LENGTHY CONVERSATIONS DURING THE TIMES THEY ARE WITH THE CHILDREN. It is important that the children receive the teachers' undivided attention during school hours. Thank you for your support with this.

## State-Required Policies and Procedures

### Preschool Director

Our Preschool Director is Mrs. Donna Harris. In the event of her absence, Mrs. Vickey Bryan, Assistant Director will make all necessary immediate decisions.

### Sign-In and Sign-Out Procedures

Whoever brings and picks up your child must sign in using the computer at the front desk or sign the attendance sheet with their full legal signature. No initials or nicknames. The name and signature must appear on the emergency release information in your child's file. If they are not the child's parent, then a picture I.D. is required. This is one of the most important legal requirements of our licensing regulations. It is there for our protection, your protection and the safety of your child. Also, it is very important for parents to understand that if, in the case of an emergency, they would like someone other than one of the individuals listed on their child's emergency card to pick up their child, they must call the preschool office and give verbal permission. If the person picking up your child is

not on the pick-up list or if we can't reach you by phone, we will NOT release the child from school.

### Immunizations

Each child is required to have an official copy of his or her immunization record on file in the Preschool Office. Georgia State law requires that all children enrolling in a licensed care program show proof of immunizations, (Form 3231), for DPT, Polio, MMR, Hib, and Hepatitis B. While not required, we strongly urge families to have their children tested for TB, as has been recommended to us by Public Health. A positive test will require a doctor's release for the child to continue in school. As children receive their regularly scheduled booster shots, these must be entered into our records as well. Please bring a copy of booster shot records to the Preschool Office. If you choose not to immunize your child, we must have a written notarized statement on file in the Preschool Office.

## Illnesses

Every effort is made to protect the health and safety of each child. For the protection of each child and others at The Carpenter's Shop, the child will be excluded from school for the following illnesses:

- Symptoms of Inflammation
- Fever Over 101 ( The Carpenter's Shop uses a temporal and axillary thermometer to check for fevers.)
- Rash
- Diarrhea
- Vomiting
- Pinworms
- Lice or Severe Itching of Body or Scalp
- Severe Coughing
- Difficult or Rapid Breathing
- Grey or White Stool
- Yellowish Skin or Eyes
- Pink eye or purulent discharge from eyes until approved by a physician for entrance back into a group care environment
- Unusual Spots or Rashes
- Running (yellow or green) Nose
- Strep Throat, until 24 hours after treatment has been started and until the child has been fever free for 24 hours

- TB, unless the child's physician or local health department states that the child is noninfectious
- Headache and Stiff Neck
- Sore throat or trouble swallowing. Mouth sores associated with an inability of child to control his/her saliva.
- Impetigo or open draining sores on the skin, until 24 hours after medical treatment has started.
- Chicken Pox (a child may return to school upon a doctor's release)
- Any children suspected of the above conditions must be excluded from class. Any communicable diseases among the class will be listed on the attendance sheet the day following the reported occurrence.

If a child becomes ill at school, a member of the staff will notify the parents by phone. Parents are expected to pick up the child within an hour.

## Reportable Illnesses

If your child is diagnosed with any of the following illnesses, please contact the Preschool Office immediately. We are required to notify the Georgia State Health Department of any occurrence of the following:

- AIDS
- Botulism
- Chicken Pox (Varicella)
- Cholera
- Diphtheria
- Encephalitis
- Food Poisoning
- Giardiasis ( a type of diarrhea)
- Haemophilus influenza, Type B (HIB)
- Hepatitis, all forms
- HIV
- Lead Poisoning
- Lice
- Malaria
- Measles
- Meningitis
- Mumps
- Pink Eye (conjunctivitis)
- Rabies

- Reye Syndrome
- Rubella
- Salmonellosis
- Scabies
- Shigellosis
- Smallpox
- Staphylococcal infections
- Streptococcal infections
- Tetanus
- Trichinosis
- Tuberculosis
- Typhoid Fever
- Typhus Fever
- Whooping Cough (Pertussis)
- Yellow Fever

## Other Infectious Problems, Colds, Coughs and Ear Infections

Considerations for others are paramount in controlling the spread of colds and flu at school. Please do not bring children who have runny noses with thick, greenish discharge or those who have frequent or heavy coughs - even if these symptoms appear to be caused by allergies.

### Fevers

- A child is not to return to school until they have been free of fever for at least 24 hours.
- A child with an evening temperature above normal may NOT come to school the next day, even if he or she wakes up with a normal temperature - fevers often rise as the day progresses.

### Impetigo

- This is a highly contagious bacterial skin infection, which presents itself as pus-filled sores. Because the bacteria involved may be either "staph" or "strep", a doctor's care is required, and any suspected cases will be sent home from school. Oral antibiotics are the best treatment, and 48 hours after beginning antibiotics a child may return to school as long as all sores are covered and there is a marked improvement in the rash - no new sores and those present begin drying up. Topical ointments are not as effective a treatment as oral antibiotics. If this method of treatment is used, children must remain at home until all sores have dried.

### Ringworm

- Ringworm is a highly contagious fungal skin infection, which presents itself as itchy, scaly, red patches that grow into red, round or oval "rings" surrounding a smooth center. It is transmitted by direct contact with infected people or animals, or items handled by infected individuals. A doctor's care is required for treatment and children may return to school, with the sores covered, after being on medication for at least 48 hours.

## Medications

- A child may not return to school for a full 24 hours after beginning any antibiotic treatment.
- We cannot administer any over-the-counter medications to your child without a written statement from the parent- this includes aspirin, Tylenol and cough syrup.
- Only the Preschool Director, or her designee, may administer doctor-prescribed medications and a special form (available in the Preschool Office) must be completed in order for this to be done.
- All medications **MUST** be kept locked in the Preschool Office. **PLEASE DO NOT SEND MEDICATIONS TO SCHOOL IN YOUR CHILD'S BOOKBAG. YOU MUST DROP THEM OFF AT THE FRONT DESK BEFORE ENTERING YOUR CHILD'S CLASSROOM.**

## Emergency Response Procedure

An Emergency Response handbook has been developed for The Carpenter's Shop. All teachers are trained on how to respond, should an emergency occur. A copy of the handbook is available for viewing at the front office.

## School Accidents

If your child receives a very minor scrape, bruise, or scratch while at school, we will send home a "Boo Boo" report to tell you what happened. If a more serious accident occurs, you will receive an "Accident Report", which describes the incident in detail. Any time a school-related accident requires a doctor's attention, this must be reported to the Preschool Office so that we, in turn, can report it to the Health Department. If a serious accident happens during school hours, a member of the staff will immediately notify the parents by phone. Note: The Carpenter's Shop is covered by liability insurance as required by State law



## Sunscreen and Other Personal Products

We ask that parents apply any sunscreen, lip balm, or other ointments on their child(ren) before they arrive at school. Due to the length of our program and the need for written approval, it is in the child's best interest that the parents administer these products at home before school. We recognize that special circumstances may exist that require one of our staff to administer an item of this kind. In order to do this, we must have written instructions and the item must be in its original container and be non-lotion spray.

## Allergies

If your child suffers from any kind of allergy, please notify the teacher in writing and complete the appropriate spaces on all of the enrollment forms.

## **WE ARE A PEANUT FREE PRESCHOOL!**

### Nutrition Policy

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for children at The Carpenter's Shop, we have developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

The Carpenter's Shop provides a hot, nutritious lunch and an afternoon snack each day. Our lunches and snacks meet all of the recommended USDA Child Nutrition guidelines. Monthly menus are available on our website [www.tcpspreschool.com](http://www.tcpspreschool.com) for your review.

#### Our menus include :

- Fresh, frozen and canned fruit
- A variety of vegetables
- Whole grains
- Low fat proteins
- 2% milk

#### Not included or limited:

- We do not serve juices of any kind. We encourage students to hydrate by offering and drinking water throughout the day.
- We do not serve high fat meats such as bacon, sausage or bologna
- We do not serve fried vegetables including potatoes.
- We do limit sweet food items to no more than twice per week.

#### Staff Role in Nutrition Education:

- Staff provides opportunities for children to learn about nutrition 1 time per week or more.
- Staff acts as role models for healthy eating in front of children.

#### Nutrition and Punishment

- Staff will NEVER use food as a punishment

#### Bringing in Food from Home:

- Students are allowed to bring their lunch from home. Parents are encouraged to send a healthy, nutritious lunch and be mindful of other students' allergies.
- If your student eats lunch/snack at school and they do not or can't have what is posted on our menu on a particular day, the parent is responsible for sending in an alternative.



- We welcome every opportunity to celebrate a students' birthday. Parents can send in special treats to share with the class. Treats must be store bought, in the original packaging with ingredients listed. Please be aware of any food allergies in your students' classroom and work with our teachers to ensure that you send a treat that is safe for all students.

### Professional Development

- Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

## Required Reporting

The Director shall report the following:

Child abuse, neglect or deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.



## Posted Notices

The Carpenter's Shop shall post in a designated area for public viewing near the front entrance the following:

- Current License
- A copy of the Department of Early Care and Learning's rules and regulations.
- A notice provided by the Department which advises parents of their right to review a copy of the preschool's most recent licensure evaluation report

upon request to the Preschool Director. The preschool shall provide any parent with a copy of this evaluation report upon request.

- Copy of the current communicable disease chart.
- A statement allowing parental access to all child care areas upon notifying any staff member of his or her presence.
- Name(s) of person(s) responsible for the administration of the center in the administrator's absence.
- Current week's menu for meals and snacks.
- Emergency plans for severe weather and fire.
- A statement requiring visitors to check in with staff when entering the center.
- No smoking signs.

## Inclement Weather Policy

In case of inclement weather and the school has to be closed, has a delayed opening or early closing, please tune in to WSB-TV. Notices will be also posted on our Facebook page (Carpenter's Shop Christian Preschool) and our school website [www.tcpschool.com](http://www.tcpschool.com)

## Web Communication

Follow us on Facebook at Carpenter's Shop Christian Preschool or find us on the web @ [www.tcpschool.com](http://www.tcpschool.com) . Monthly menus, newsletters or important notices will be posted on our website. Please visit our website, scroll to the bottom of the home page and enter your email to be automatically notified when announcements, newsletters, etc. are published.

## Special Needs Children

The school may accept a few children with special needs. The Director and teacher will review each situation individually and evaluate the appropriateness of our

facilities and staffing in determining which special needs children we are best able to accommodate and serve.

## Discipline Policy

Georgia State law prohibits our teachers and staff from using any form of physical, emotional or verbal abusive disciplinary action to control the students. We prefer to take a proactive stance in regards to discipline. By using such proactive techniques as redirection and setting limits, while establishing and communicating realistic expectations, we hope to prevent discipline problems before they happen. If a problem does occur, a second time, a "time out" may be used to diffuse the situation. Time out will be given at one minute per child's age, (example; 3 minutes for a 3 year old). If the child misbehaves a third time for the same act, they will be sent to the Director's Office. Our ultimate goal is to have the children reach a personal level of self-discipline. Proactive discipline and the various techniques it employs, provides children with a safe, comfortable place to learn in an atmosphere of trust and fairness.

## Bullying

Bullying is defined as the following:

- Any (pattern of) willful attempts or threats to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as that which would give the victim reason to fear or expect immediate bodily harm; or,
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harasses or intimidate.

Such acts could include causing the following:

- physical or visible bodily harm;
- substantial damage to property;
- disruption of school;
- interference with one's education or is so severe/persistent/pervasive that it creates an intimidating or threatening educational environment.

Additional Notes Relative to Identifying Bullying Behavior:

- These actions are prohibited at school, on school property, and at school-related functions.
- Assistance in differentiating bullying from isolated incidents of aggressive, intimidating or threatening behavior is provided by Dr. Dan Olweus (noted

researcher in school bullying), who defines bullying as "repeated negative, ill-intentioned behavior by one or more students directed against a student who has difficulty defending himself or herself. Most bullying occurs without any apparent provocation on the part of the student who is exposed."

Punishment will be at the discretion of the Director. The student's age/level of maturity or development will be considered in relation to the offense.

- 1st offense - Parents will be contacted immediately
- 2<sup>nd</sup> offense - Student will be sent to Director's office for an extended time out.
- 3<sup>rd</sup> offense - Student could be suspended or asked not to return to The Carpenter's Shop.

## Transportation Policy

The Carpenter's Shop does not offer transportation to or from the school for any child for the purpose of attending our preschool.



## Field Trips

Field trips can be valuable educational experiences for preschoolers. We feel that 2 and 3 year olds still need the security of their classrooms and routines; therefore, our 2 and 3 year olds will remain on campus throughout the year. Pre-K students are eager to explore and become familiar with their community. When a field trip is planned, written permission from a parent needs to be obtained.

A field trip permission slip shall include the date, purpose of trip, time of departure from and return to property, and name, street address and telephone number of destination.

A written field trip plan will be maintained on the facility including the name of each participating child, staff member and other individuals on the trip, and the license plate number of any motor vehicle used on the trip.

Attendance will be taken at the beginning, upon arrival and each hour while on trip, when leaving destination and upon arrival back to the school. Water will be furnished for each child. Identification stating facility's name, address and telephone number shall be on each child.

Volunteer parents will be needed for additional supervision and transportation. Parents are encouraged to participate.

When transporting children, the driver will be 21 years of age or older and hold a valid driver's license and a current insurance policy. If a parent is not certified in CPR, a trained staff member must accompany the parent.

The school is responsible for being in compliance with the Georgia Health Department on these requirements and any others listed in the licensing handbook.



## Special School Rules

Toys, teddy bears, "blankies", and other special items, as well as, unusual articles of clothing like capes or masks should only come to school on special occasions announced by the teacher. Please do not allow your child to bring toy weapons, money, marbles, gum, or small toys to school for any reason.

Do not send special snacks just for your child unless there is a medical need, (as directed by a physician). If you would like to provide a snack for the entire class, check with the teacher for an agreeable time to do so. (Items must be STORE BOUGHT), as required by State Licensing.

Please notify us promptly of any change of address, phone number or person on your child's emergency card.

Please do not bring dogs or pets onto the school campus or playground without the permission of the teacher or Preschool Director. Calm, tame pets have been known to bite when stressed or excited - we cannot risk bites or injuries.

Please keep playground gates closed at all times. Do not congregate near the gates or become involved in conversations at the gates - we cannot risk children skipping through unattended into the parking lots.

Please call the Preschool Office @ 770-720-2333 if you have an emergency while your child is at The Carpenter's Shop Christian Preschool.

No weapons of any kind will be allowed on the preschool campus by anyone for any reason.



## Special Tips for a Positive Preschool Experience

Your attitude is contagious! Be positive and confident about your decision to enroll your child in preschool. You have made a wise decision! Your little one will reflect your confidence and positive attitude.

When dropping off your child in the morning, please don't linger, but be sure to tell your child good-bye and remind them that you will be there to pick them up in a

little while. A quick, clean, confident break will be best for both you and your child. As soon as you are gone, your child will quickly become absorbed in the activities of the day.

Be sure your child gets plenty of sleep before coming to school.

Encourage your child to tell you about his or her day at school. Look for the positives and don't dwell on any negative experience. However, don't press the issue if your child doesn't seem to have much to say - some kids just don't keep their parents informed as well as others!

Check with the teacher for activities you can do at home to build on the things done in school. Let your child teach you finger plays and songs. If special recipes are used in school, try making them at home. Your interest and involvement will give your child a great sense of achievement and importance.

Please read all papers and newsletters, which are sent home with your child. Watch for notes and announcements posted outside your child's bag. Stay informed so your child won't miss out on any of the fun!

