



Dear Parents,

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

This Policies and Procedures Manual has been compiled to provide information and clarification regarding 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 any questions or suggestions, please don't hesitate to contact us. Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in The Carpenter's Shop.

In His Love,

Donna L. Harris, CEO





## **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 online for public viewing.*

*We are licensed through Georgia Department of Early Care and Learning.  
10 Park Place South, Suite 600, Atlanta, Georgia 30303.  
(404) 657 - 5580.*

# Purpose and Philosophy

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 in the book of Deuteronomy, chapter 6, verses 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. As parents and educators, we 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 their 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.



# Operation

The Carpenter's Shop Christian Preschool cares for children ages 6 weeks through Pre-K. School hours are open for operation Monday-Friday from 6:30 am - 6:00 pm.

Any child picked up after 6:00 pm will be charged \$20.00 per 5 minutes after the center closes.

Students arriving 6:30 - 8:00 am may bring a simple and nutritious breakfast. If children check in after this time, they will need to eat breakfast before arriving at school.

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 week between Christmas 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 based on sex, race, color, handicap, religious faith, national and ethnic origin in 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 parents' 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 an emergency.

Note: In custody cases, the parents must furnish certified copies of court documents. Children are only permitted to leave the center with a parent or authorized adult.

The age for preschool enrollment corresponds with the standard age policies for the school districts in and around the Cherokee County School District. Due to 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. Registration consists of 12 months and includes a yearly contract.

All students at TCS are considered full-time students and will be charged a monthly tuition of \$1300.00. Parents may opt for their child to attend class three, four, or five days, but full tuition payment is required.

Tuition costs include academic instruction, afternoon snacks, general school supplies, enrichment activities, and basic computer instruction for older classrooms.

Lunches are provided throughout the school year as defined by the Cherokee County School District. Parents are required to provide lunch during CCSD breaks and over the summer.

Tuition is payable monthly, 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 5<sup>th</sup> of the month. A daily fee of \$25 a day will accrue until the 10<sup>th</sup>. After the 10<sup>th</sup>, your family's 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 in the event of student absence, including vacation, illness, or if the school is closed for holidays, inclement weather.

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

The parent agrees to provide the preschool with a written intent of withdrawal. This written notice must be a minimum of thirty (30) days before the anticipated withdrawal date. Regular tuition rates will apply if proper notice is not given.

Delinquent accounts will result in termination of services and may be referred to a collection agency.

Any costs incurred, including 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.

Two-year-olds must be potty-trained to advance to higher classes.



## Staff

The Carpenter's Shop Staff is comprised of persons dedicated to working with young children. All staff participate in continuing education in the areas of childhood development, as well as training in First Aid and CPR.

## Curriculum

- **ABEKA**  
Abeka is a Christian-based curriculum nationally recognized for its successful language and literacy programs.
- **Computer basics** for our Pre-K students.
- **Music Instruction** for students ages 18 months - PreK.

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

## 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 through our day-to-day actions, speech, and our Christian curriculum. We encourage an attitude of thanksgiving for God's gifts by teaching and using simple prayers in class. Bible stories and scripture are a part of our weekly activities. Students attend Chapel weekly, where they enjoy their own praise and worship service along with appropriate Bible story presentations.**

## **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 and continue to work.**
- We have a private, designated space for mothers to breastfeed their children.**
- We maintain a breastfeeding supportive environment through posting and providing appropriate breastfeeding support materials.**
- We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources with them.**

- We work with parents before their first day in child care to transition the infant to bottle or cup feedings.

## Handling of Breastmilk

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

## Infants & Diaper Changing Policy

Parents are required to submit a signed written feeding plan for children less than one year of age. These forms will be provided 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 provided, and food allergies. The parents must update feeding instructions 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 date.
- Leftover formula will be discarded after each feeding.
- The child's name must be marked on all personal items, such as pacifiers, bottles, sleep sacks, etc.
- Blankets and pillows are not allowed, per state regulations.
- Baby food will be provided by the parent.
- The child will be fed from individual spoons and individual dishes.
- Diapers will be provided by the parent.

## Toddlers

- Language development through interactive learning
- Storytime, including Bible stories and verses
- Hands-on Art
- Indoor and Outdoor Play
- Colors, Shapes, Sizes
- Music



## Two-Year-Olds

- Language Development
- Listening skills
- Subjects and concepts such as 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 1-20
- Bible Verses/Bible Stories
- Children will develop positive self-esteem, independence, personal responsibility, and self-expression.
- Individual/Group activities
- Learning to share



## Three-Year-Olds

- 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)

- Phonics and Reading
- Recognition of the names, sounds, and pictures 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
- Addition Facts
- Community Awareness
- Computer Readiness
- Manners/Etiquette
- Music/Rhythm
- Art Expression
- Dramatic Play

- **Fine Motor Skills**
- **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 experience nature through gardening and nature trails**



## **Holiday Celebrations**

- **Our classes will celebrate seasonal holidays with parties, stories, games, art projects, food, and special guests.**
- **The Carpenter's Shop is first and foremost a Christian institution and will celebrate the Christian traditions regarding Thanksgiving, Christmas, and Easter. Secondly, we are an American institution and will introduce and participate in patriotic holidays and themes at an appropriate age level, including Columbus Day, Presidents' Day, and observe the Pledge of Allegiance daily.**
- **Other seasonal holidays will also be observed and discussed during the school year, such as Valentine's Day, Fall, and End of the Year celebrations. Costumes worn for any event with the option to dress up will be appropriate, 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.

## Arrival and Departure

Teachers are ready to greet the children at 6:30 am each school morning.

Children may depart with authorized adults only. No exceptions.

## While entering or exiting the school property.

- All parents and visitors are expected to
  - Drive slowly
  - Watch carefully
  - Follow Georgia's Hands-Free Law, Hands-Free Georgia Act

## School Dress Code

- The Carpenter's Shop Christian Preschool does not have a dress code, per se; however, clothing should be comfortable and suitable for sitting on the floor and playing outdoors, allowing plenty of room for movement activities.

- **Shorts or leggings should be worn under dresses and skirts, regardless of length.**
- **Shoes should be comfortable and safe. Tennis shoes, or other enclosed shoes, with no slip soles and laces or Velcro are the best choice.**
- **Each class spends time outside, weather permitting. Children should be dressed appropriately. PLEASE BE SURE ALL JACKETS AND SWEATERS ARE MARKED WITH YOUR CHILD'S NAME.**
- **Preschoolers are encouraged to be age-appropriately independent in caring for their own bathroom needs. Clothing should be easy for the child to manipulate. Belts and suspenders are not recommended accessories. Accidents may occur, and our staff will handle these with discretion.**
- **A supply of seasonal change of clothing (including socks) should always be available in your child's classroom.**



## Rest Time

All children will observe a rest period each day. Parents are asked to provide a 2" sleeping mat and a full-size crib sheet for their student. A two-gallon zip lock bag will be provided to house a small blanket & sheet. The blanket must be small enough to fit in the bag comfortably. Blankets and sheets will be sent home on Friday to be laundered and returned to school on Monday.



## Parent-Teacher Conferences

We welcome opportunities to confer with you regarding your child. Progress reports will be sent home mid-year and at the end of the year, according to your child's age. If at any time during the school year, you wish to speak privately with the teacher, please get in touch with 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 kindly request that parents refrain from engaging the teacher or assistant teacher in lengthy conversations during classroom instruction times. The children must receive the teachers' undivided attention during school hours.

## State-Required Policies and Procedures

### Preschool Director

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

## Sign-In and Sign-Out Procedures

Children must be checked in and out using the computer at the front desk. The person(s) checking in or out must appear on the emergency release information in your child's file. For your protection and the safety of your child, a picture ID is required at the time of checkout. If the person picking up is not on the pick-up list or if the office cannot reach you, the child(ren) will NOT be released from school.

## Immunizations

Each child is required to have an official copy of their 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. 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 the Body or Scalp
- Severe Coughing
- Difficult or Rapid Breathing
- Grey or White Stool
- Yellowish Skin or Eyes
- Pink eye or purulent discharge from the 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 are associated with the child's inability to control their 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 or authorized contacts.

The child must be picked up within an hour.

## Reportable Illnesses

If your child is diagnosed with any of the following illnesses, please get in touch with 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)
- Hemophilus influenzae, 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 crucial in controlling the spread of germs, including 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 fever-free for at least 24 hours without medication.
- A child with an elevated temperature may NOT come to school the next day, even if they wake up with a normal temperature.

### Impetigo

- This is a highly contagious bacterial skin infection and requires a written physician's order to return to school. Any suspected cases will be sent home.

### Ringworm

- Ringworm is a highly contagious fungal skin infection and requires a written physician's order to return to school. Any suspected cases will be sent home.

## Medications

- A child may return to school 24 hours after beginning any antibiotic treatment with written physician's orders.
- Only the Preschool Director or designee may administer doctor-prescribed and over-the-counter medications. A medical form (available in the Preschool Office) must be completed for each medication.
- All medications **MUST** be kept locked in the Preschool Office. They must be given to the front desk before entering the classroom.

## Emergency Response Procedure

An Emergency Response handbook has been developed for The Carpenter's Shop. All teachers are trained on emergency procedures and protocols.

## School Accidents

Suppose your child receives a minor scrape, bruise, or scratch, or even a more serious accident while at school. We will communicate by sending a note in the ProCare App explaining what occurred and how it was addressed, which will require a parent's signature. In the event a serious accident occurs during school hours, emergency services (911) will be contacted, followed by the parents.

**\*Note:** The Carpenter's Shop is covered by liability insurance as required by State law



## Sunscreen and Other Personal Products

Sunscreen, lip balm, or other ointments shall be applied before arriving 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.

## Allergies

If your child suffers from any allergy, please notify the office and provide a written physician's statement including reaction and response (treatment) of all allergies.

## Nutrition Policy

The Carpenter's Shop provides a nutritious lunch and an afternoon snack throughout the CCSD calendar year. Lunches and snacks meet all the recommended USDA Child Nutrition guidelines. Monthly menus are available on our website, [www.tcpspreschool.com](http://www.tcpspreschool.com).

### Bringing in Food from Home:

- Students are permitted to bring lunch from home. Parents are encouraged to send a healthy, nutritious lunch and be mindful of other students' allergies.
- If your student is unable to have what is posted on the menu, the parent is responsible for sending in an alternative.
- We welcome every opportunity to celebrate a student's 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 to ensure that you send a treat that is safe for all students.

## Required Reporting

The Carpenter's Shop staff members 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 per state law.

## Posted Notices

A designated area for public viewing is located near the front entrance of the following:

- Current License

- A copy of the Department of Early Care and Learning's rules and regulations.
- A copy of the preschool's most recent licensure evaluation report is available online.
- Copy of the current communicable disease chart.
- A statement allowing parental access to all childcare 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

Notices of school closings or delays due to inclement weather will be communicated through email, text messages, and via the ProCare App.

## Web Communication

Monthly menus, newsletters, or important notices will be posted on our website. Please visit our website, [www.tcpspreschool.com](http://www.tcpspreschool.com), and scroll to the bottom of the homepage.

Enter your email to be automatically notified when new information is published.

## Discipline Policy

TCS takes a proactive stance regarding discipline. Using techniques such as redirection and setting clear, concise 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. Repeated offenses that require administrative involvement and may result in dismissal for the day or other consequences.

## **Aggression**

Aggression 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 that a reasonable person would perceive as being intended to threaten, harass, or intimidate.

Disciplinary actions will be at the discretion of the director, and the student's age/level of maturity and development will be considered in the offense.

- 1st offense - Parents will be contacted immediately and required to sign the notice of incident.
- 2<sup>nd</sup> offense - In addition to the consequences of the first offense, the student will be sent to the Director's office.
- 3<sup>rd</sup> offense - In addition to the consequences of first and second offenses, the student may be suspended or withdrawn from The Carpenter's Shop program.

## **Miscellaneous**

- The Carpenter's Shop does not offer transportation to or from the school for any child.
- Toys, teddy bears, "blankies," and other special items should only be brought to school on special occasions announced by the teacher. The

- preschool is not responsible for items that are lost, broken, or damaged.
- Toy weapons, money, marbles, gum, or small toys shall not be brought to school for any reason.
  - No pets permitted on the school campus or playground.
  - 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. 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 shortly. 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.

Please encourage your child to tell you about their day at school.

Please read all papers and newsletters sent home with your child.

