



Macland Presbyterian Preschool
Parent Handbook
2016-2017

Macland Presbyterian Preschool Board and Ministerial Staff

On behalf of the members of Macland Presbyterian Church, the Preschool program is administered by:

Board of Directors

Buddy Carlton

Bonnie Little

Linda Moon

Linda Puterbaugh

Beverly Thompson

Laurie van Gelder

Laura Sinyard Director, *exOfficio*

Ministerial Staff

The Rev. David Jones, Pastor of Macland Presbyterian Church



3615 Macland Road Powder Springs, Georgia 30127-1336
(770) 439-1548 Church Office
(770) 439-1548 ext. 226 Preschool



Macland Presbyterian Preschool
3615 Macland Road
Powder Springs, Georgia 30127

August 2016

Dear Parents,

Welcome to preschool!! We are so excited to begin this year with you and your families. Our commitment to bringing you and your preschool child a safe, healthy, enriched and faithful preschool experience is made easy as our hearts are filled with joy and pride as we have gotten to know each of you either through the years or just in the past few months. It is certainly true that God places each family and each child at our preschool for a very special and specific reason. It is our pleasure to serve each child as we facilitate a program in which he or she can't help but blossom and grow. Thank you for sharing your precious children with us!

Our goals here at Macland are to provide the best conditions possible to promote the growth of your child emotionally, mentally, physically, socially, and spiritually; to strengthen each child's capacity to establish healthy relationships with children their own age; to find joy and satisfaction in creative work and learning; to respect themselves and others; and to encourage a greater awareness of God as our Creator.

We believe that parents are our partners in education. By working together, we can create a fulfilling and exciting year for your child. We invite you to become an active participant in the daily life of our school and in the journey of your preschooler.

I look forward to getting to know each family individually and being an active part of creating an environment in which your child can grow in confidence, skill, and knowledge of God's love.

Faithfully,
Laura Sinyard



Macland Presbyterian Church

3615 Macland Road, Powder Springs, GA 30127

770-439-1548

www.macland.org

Dear Macland Presbyterian Preschool Parents:

I am happy to be celebrating my anniversary as pastor of Macland Presbyterian. This is my second day.

Top on my list of new priorities is to thank you for sharing your children with us. The preschool staff, the church staff, and the entire congregation are all excited that you have chosen us to share in this important time in your child's life. Carrie and I have a lot of experience with preschools and children. All three of our children have attended church preschool, I have twenty years of pastoring churches with preschools, and Carrie is an elementary school counselor and has aided in the development of a nationwide curriculum for character development. When Carrie and I were considering coming to Macland, one of the things that impressed us most was and is the preschool. You must agree or your children wouldn't be here.

I look forward to getting to know the children, teachers, and parents of our preschool as we join together in caring for the children. Each week, I'll be leading chapel sharing songs and telling stories. Let me go ahead and apologize as you will likely hear *Matilda the Gorilla* sung at home. It is a cute song the first ten times you hear it but quite annoying afterward.

I hope that as you live out this important vocation of parenting your child(ren), you will consider both the preschool along with Carrie and me as a resource you can count upon in any challenges you face that we can help.

Sincerely,

David Jones
Pastor, Macland Presbyterian Church
maclandpastor@gmail.com
770-439-1548

Important Dates for Macland Presbyterian Preschool 2016-2017

August 10 First Day of School

September 5 Labor Day (no school)

September 19-22 Fall Picture Week

September 22 Donuts with Dad 9:00 – 9:45am

September 26-29 Fall Break (no school)

October 27 Farmer Darlene/Barnyard Friends

October 31 Halloween Carnival

November 8 Election Day, No School

November 15 Thanksgiving Feast

November 21-25 Thanksgiving Break (no school)

December 15 Christmas Program

December 19-January 8 Christmas Break (no school)

January 9 Return to school

January 16 MLK Day (no school)

February 20-24 Winter Break (no school)

March 13-16 Class and Graduation Picture Week

April 3-7 Spring Break (no school)

May 2 Mother's Lunch 11:45am (threes and fours)

May 4 Tea with Tots 11:30am (toddlers and twos)

May 18 Last day of school/Trike A Thon/Graduation

*We loosely follow the Cobb County School schedule.

**Although every effort will be made to follow the schedule as printed above, all events may be subject to change

Schedule of Classes and Fees
2016-2017
Macland Presbyterian Preschool

Four-Year-Olds

Student must turn 4 by September 1, 2016

Four year olds must be potty trained

Monday-Thursday

\$195 per month

Three-Year-Olds

Student must turn 3 by September 1, 2016

Three year olds must be potty trained

Monday/Tuesday/Wednesday/Thursday

\$185 per month

Two-Year-Olds

Student must turn 2 by September 1, 2016

Tuesday/Wednesday/Thursday

\$190 per month

Toddlers

Tuesday & Thursday

Must be one year old by September 1, 2016

2 days — \$180

Infants

Monday & Wednesday

2 days \$160 per month

1 day \$100 per month

Drop in rates available

*All classes meet from 9-1. Please send a peanut free lunch with your child every day.

Admission and Tuition
Macland Presbyterian Preschool
2016-2017

Registration

Application for enrollment must be completed and returned to the Director with the appropriate registration fee. Priority enrollment is given to members of the church and current program participants.

School Calendar/Holidays

The first day of school will be Wednesday, August 10th; the last day of school will be Thursday, May 18. We will follow the Cobb County School schedule during the year regarding most holidays and all inclement weather days. Please listen to the radio or TV on days with inclement weather. If Cobb County Schools are closed, we will be closed.

Tuition Fees and Sibling Discounts

A 10% sibling discount is provided for 2nd and 3rd children from the same family. No refunds of tuition will be given for absences. Tuition is due the first of each month. Should your tuition be later than the 10th of the month, a \$20.00 late fee will be added to your account. There is a \$30.00 service charge for all returned checks. If you have more than one child in the program you may pay with one check. Make checks payable to *Macland Presbyterian Preschool*.

Withdrawals and Refunds

Should it become necessary to withdraw a child, a month's (30 days) written notice must be given to the director. No refunds will be made for short or long absences. In the case of extended absences or illnesses, monthly tuition must be paid to reserve a place in the class.

Health
Macland Presbyterian Preschool
2016-2017

Illness

Please do not send your child to school if he/she has one or more of these: diarrhea, rash, fever, sore throat, vomiting, or a cold with infection present. Any child with these symptoms will be sent home from school. We will isolate the child and if the parents cannot be reached, someone on the child's emergency form will be called to pick up the child.

If your child has fever, vomiting or diarrhea they must be symptom free for 24 hours before returning to school. For other ailments and illnesses we follow the recommendations/guidelines of *Children's Healthcare of Atlanta*. If you have specific questions about a particular illness or condition please call the director before bringing your child back to school.

Accidents

If your child is injured at school and does not need medical attention you will receive either a note from your child's teacher or a phone call explaining the injury. An incident report will be filled out for all accidents and kept in the preschool office. In the event of a major emergency, your child will be transported to the medical facility of your choice and we will notify you immediately. In the event of a life-threatening emergency, your child will be transported to the nearest emergency facility (Cobb Medical Center) and you will be contacted.

Members of our staff are CPR and First Aid certified by American Heart Association.

Medication

We will not administer any medication except for topical ointment for scrapes without written permission from parent or guardian. If for any reason your child should need medication during the morning you must bring it to the office in the original prescription packaging and with written instructions. Please do not put medication of any kind in your child's bag. The medication will be kept in the preschool office and you may get it at the end of the day. Again, we must have your signature in order to dispense any medication.

Immunization

A current immunization form 3231 must be kept in the office at all times. This form is available through your child's doctor or the health department.



Licensing

Because we are a preschool that operates for only 4 hours a day, 4 days a week we fall under the Georgia Exemption Category 591-1-1.46(1)(b)1.14. Under Georgia State law we are not required to be, and are not, a state licensed facility.

Food and Personal Items
Macland Presbyterian Preschool
2016-2017

Snack

Students have a snack each morning. Your child's teacher will inform you of the snack plan for your child's class. Please note that we are a **Peanut Free School**. Do not send any form of peanuts with your child at anytime for snack or lunch. *We ask that you provide a water bottle for your child each day.* There will be no juice or milk in the classrooms with the exception of the toddler and two year old class.

Clothing

Please dress your child in washable, comfortable clothing for PLAY each day. Children should be dressed appropriately for outdoor activities. Each class will go outside each day for at *least* 15 minutes unless it is raining or exceptionally cold.

All children should have at least one complete change of clothing including underwear and socks in their bag daily. For children who are not potty-trained, please send at least 4 diapers/pull-ups a day.

Personal Belongings

Please provide your child with a book bag/back pack that includes a water bottle, and a change of clothes daily. *We ask that you do not allow your child to bring toys of any size, shape or type to school unless specified by their teacher.* If your child is in either the one or two-year-old program and they need to bring a special blanket or stuffed animal for security that is okay. **Please label all personal belongings!**

Macland Presbyterian Preschool

Snack List

Dear Parents,

In an effort to promote healthy snack habits in our children and to support our students with special dietary needs we have created this list of acceptable snack options. This list was created to include snacks for all age groups so please use discretion when selecting snacks for toddlers and avoid things which would be a choking hazard. Please strictly adhere to the following list when providing snack for your child's class. Thank You!!

NO PRODUCTS CONTAINING NUTS

- Goldfish
- Pretzels
- Graham sticks
- Cracker sandwiches - cheese filling only
- Mini rice cakes
- Animal crackers
- Wheat thins
- Crackers with cheese
- Carrot sticks
- Grapes
- Apple slices
- Raisins
- Orange slices
- Fruit cups
- Bananas
- Pear slices
- Cheerios

****Remember that we only drink water at snack time, so please send a water bottle/sippy cup with your child every day.

General Information
Macland Presbyterian Preschool
2016-2017

Birthdays and other celebrations

Birthdays are so important to little ones and we would love to celebrate with them! Please check with your child's teacher to find out her plan for birthdays and other special occasions.



Fieldtrips

It is our intention to enhance your child's preschool experience by providing additional experiences both in and out of the classroom. There will be times when we schedule off campus fieldtrips for our three and four year olds. In this event you will be notified ahead of time so that you can coordinate your schedule. Parents are responsible for transporting their child to and from the event. Teachers may not transport children. If your schedule does not allow you to transport your child then you will be responsible for contacting another parent in your child's class to transport your child to the event. If you have any questions please feel free to contact your child's teacher or the director at any time.

Visitors

We encourage and welcome all parents and family members to be an active part of our life here at preschool. We ask that you make yourself known to the office when you come to visit. For your child's safety, the doors are always locked. Please ring the bell to the left of the doors to enter the school.

Pictures

In order to capture your memories here at Macland we have contracted with a professional photographer to take everyone's picture twice during the year. We take individual photos in the fall and class & 4-year graduation pictures in the spring. You will have the opportunity to purchase pictures each time.

Fundraisers

We may choose to do a school wide fundraiser in the fall and then again in the spring. Each family is asked and encouraged to participate at their comfort level. Fundraisers help to offset the cost of some activities, as well as provide the funds for school improvement. If your family would like to make a monetary donation to the "fundraiser" fund as opposed to participating in the event please let the director know.

Arrival and Dismissal

We encourage you to utilize our carpool in the morning and in the afternoon. We begin morning carpool at 8:50 and end at 9:05. If you arrive after carpool is over please take your child to their room and notify the teacher of their arrival. We begin afternoon carpool at 12:50. We will put your child in the car and then, for their safety, we ask that you *pull away* from the carpool line and secure them safely in their seat yourself. If someone other than yourself or another designated usual driver will be picking your child up from school please notify the office in writing that morning. Please inform the driver that identification will be needed in order to take your child from school.

Adjustment to School

Many young children (and parents) are anxious about the separation from each other when they first begin Preschool. We have found that everyone enjoys early school experience so much more if we keep some of these ideas in mind:

- Make sure that your child is receiving adequate sleep.
- Plan for enough time in the morning to get dressed, eat, and do the other things necessary to leave the house in an unhurried manner.
- Make a special effort to greet your child cheerfully at the end of the school day and show real interest in what your child has done that day.
- Do not pressure your child. Each one of us grows and develops at an individual rate. If you are concerned about your child's progress, call your child's teacher or the director to schedule a conference.
- If your regular plans change with regard to picking up your child, please tell him/her so that they will not be upset or confused by the change of plans.
- If your child is crying when coming to school, try to maintain a cheerful attitude yourself and give kind but firm assurance that you will be back. When you pick them up remind them that you did, in fact, return as you promised you would.





Just Playing
Author Unknown

When I am building in the block area,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play: about balance and shapes.
Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies,
Don't get the idea I'm, "Just Playing."
I may be a mother or a father someday.

When you see me up to my elbows in paint, or standing at an easel, or molding
And shaping the clay.
Please don't let me hear you say, "He's just Playing."
For, you see, I'm learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.



When you see me sitting in a chair "reading" to an imaginary audience,
Please don't laugh and think I'm "Just Playing".
For you see, I'm learning as I play,
I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with
Choice things I find,
Don't pass it off as "Just Playing."
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some plaything at my school,
Please don't feel the time is wasted in "Play"
For you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.



When you see me cooking to tasting foods,
Please don't think that because I enjoy it, it is "Just Playing".
For, you see, I'm learning as I play.
I'm learning to follow directions and see differences.
I may be a cook someday.

When you see me learning to skip, hop, run, and move by body.
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse, or and athlete someday.



When you ask me what I've done at school today, and I say, "I Just Played."
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to enjoy and be successful in my work,
I'm preparing for tomorrow.
Today, I am a child and my work IS play.

Acknowledgement of receipt:

By signing this form, I am acknowledging that I have received a copy of the 2016-2017 Macland Presbyterian Preschool Parent Handbook. I have read and understand the policies and procedures outlined in this book and understand that I will be held accountable for following them.

Parent Name (print) _____

Parent Signature _____

Student Name _____

Teacher _____

