

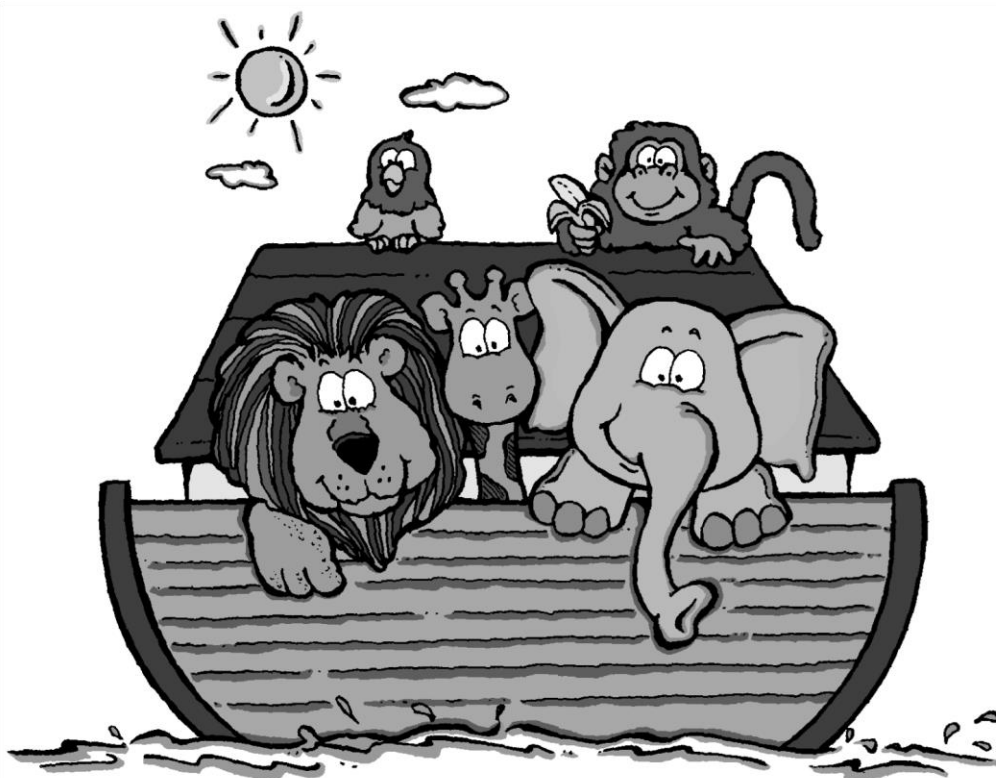
# Kennesaw Methodist Children's Academy

*A certified North Georgia Preschool Association School of Excellence*

**1801 Ben King Road  
Kennesaw, Georgia 30144**

**770-425-9277**

*[academy@kennesawumc.org](mailto:academy@kennesawumc.org)*



## Parent Handbook

**2017-2018**

**School Website:** [kennesawumc.org/preschool](http://kennesawumc.org/preschool)

# Kennesaw Methodist Children's Academy

1801 Ben King Road  
Kennesaw, Georgia 30144  
770-425-9277

Dear Families,

Welcome to Kennesaw Methodist Children's Academy: A certified North Georgia Preschool Association School of Excellence. We are so glad you have chosen to entrust your child to us during this formative developmental period.

The purpose of our program is to provide each child with opportunities to grow and learn about how much God loves them, how to share with and love one another, how to explore the wonderful world God created, and to establish a foundation of the skills they need as they progress forward through their elementary years. We believe that learning is a process and God created each of us to be very special and therefore each child develops at his or her own pace and crosses developmental milestones at different times. Our curriculum is based on the knowledge that children learn best through first-hand sensory experiences and individual learning styles through an abundance of learning materials, manipulatives, and opportunities. We believe in the saying, "I hear and I forget, I see and I understand, I do and I remember."

We will be in continued prayer for your child, your family and this school. Pray with us, encourage us and let us know how we can support your child this year.

In His love,

Jackie Lumpkin, *Interim Director*

## *Mission Statement*

- We believe that every child should experience the unconditional love of Jesus Christ through actions and words.
- We believe that every child should be provided with age appropriate learning experiences that will help them develop to their fullest potential spiritually, physically, mentally, emotionally, socially, and academically.
- We believe that our church, our school staff, school board and program, and our parents should work as a team to ensure the success of every student.

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# Kennesaw Methodist Children's Academy

## School Calendar

### 2017 - 2018

August 9	<b>Parent Night Meeting</b> , 7:00 p.m. in the sanctuary *
August 10	+Tea with Teacher, 10:00 a.m. – 10:30 a.m. for all T/Th classes, 3K and 4K classes 10:30 a.m. – 11:00 a.m. for M/W and M/W/F 2 year classes
<b>First Day of school for KMCA</b>	
Early Release, 11:30 am	
September 4	No School, Labor Day Holiday, Cobb County schools closed
September 14	Family Pizza Night, 6:00 – 8:00 pm in the CAC
September 25–29	No School, Fall Break, Cobb County Schools closed
October 12	Early Release
October 16	Happy Harvest Day, 9:30 a.m. -11:30 a.m., <b>parents attend</b> (for all 2 yr., 3K, and 4K)
October 16–20	Early Release Week, 11:30 am all week, Cobb County Fall Conference Week
October 30–Nov.3	KMCA Fall Phone Conferences
November 7	No School, Election Day
November 20–24	No School, Thanksgiving Holidays, Cobb County schools closed
December 7	3K and 4K Christmas Pageant, 11:45 a.m. in the CAC, <b>parents attend</b>
December 11	M/W and M/W/F 2-year "sing-a-long", 11:30 a.m. , <b>parents attend</b>
December 18– Jan.5	No School, Christmas and New Year's Holidays, Cobb County schools closed
January 8	Return to school from Christmas Holidays
January 15	No School, MLK Holiday, Cobb County schools closed
February 1	Registration for all students
February 10	Frozen Family Fun Run, School Fundraiser, Saturday morning, 9:00 a.m. – 10:00 a.m.
February 19–23	No School, Winter Break, Cobb County schools closed
March 2	No School, KMCA closed for staff development
March 12–16	KMCA Spring Conferences
March 14	Early Release, 11:30 a.m.
March 30	No School, Good Friday
April 2–6	No School, Spring Break, Cobb County schools closed
May 10	4K Graduation Ceremony, 6:30 p.m. in the CAC
May 11	No School, KMCA closed for staff event
May 16	Last Day of School – End-of-Year Celebration and Picnic, <b>parents attend</b> at 11:30 a.m.

\*Parent night is a very important evening for our parents, teachers, and administration to focus on the year ahead. We request that children stay with a relative, friend, or sitter so we may focus on our limited time together during this important informational meeting. This is the parent opportunity to meet their child's teachers and become familiar with the school.

+Tea with Teacher is a special time set aside for your child to meet their teachers and classmates before the school year begins. This is their opportunity to become comfortable in their new class environment before the first day of school.

This calendar does not represent all special school events, class parties, or special guests. These dates will be sent home in the monthly calendar and parent newsletter each month.

\*We follow the Cobb County school system schedule for inclement weather closings. We also follow the Cobb County system schedule closely concerning holiday closings, teacher workday closings, and early release days. If Cobb County school system is closed, our school will be closed as well. We do make certain changes within our own schedule to accommodate the needs of a private, Christian preschool and kindergarten age program.

# Kennesaw Methodist Children's Academy Staff

4K Staff:

Kristi Summers	Michelle Coe
Jane Davis	Liz Bomar

3K Staff:

Amanda Nichols	Amanda Leonard
Robin Harris	Natalie O'Brien

2-year Staff:

Jessica Falcone	Amanda Scherer
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Toddler Staff:

Sheila Jeske  
Kristin Oakley

Music Teacher:

Paula Roberts

Movement Teacher:

Katy Swab

**Administrative Staff:**

Interim Director	Jackie Lumpkin
Administrative Assistant	Dimitrios Kasarhis
Financial Administrator	Lange Duby
Preschool Board Chair	Melanie Chastain

**Church Staff:**

Senior Pastor	Rev. Dr. Diane Parrish
Associate Pastor	Rev. Graham Arp
Minister of Children & Families	Lin Cason
Nursery Director	Robin Harris
Assistant Nursery Director	Jessica Falcone
Minister of Music & Other Arts	Christine Salazar
Music Education Assistant	April O'Keefe
Minister of Youth	Nikki Hobus
Executive Administrative Assistant	JaNaé Swanson-Brown
Communications Coordinator	Melody Abel
Financial Services Administrator	Lange Duby
Maintenance Director	Dennis Friese

**Contact Information:**

School Office Phone#.....	770-425-9277
School E-mail Address.....	<a href="mailto:academy@kennesawumc.org">academy@kennesawumc.org</a>
School Fax #.....	770-428-3325
School Website.....	<a href="http://kennesawumc.org/preschool">kennesawumc.org/preschool</a>
Church Office Phone #.....	770-428-1543

## Entrance Requirements

**Age:** Toddler class.....12 months by September 1  
 Two-year classes .....2 by September 1  
 3K classes.....3 by September 1  
 4K classes.....4 by September 1

**Health Certificate:** Every student must have a Georgia immunization form 3231 on file no later than August 15. No student may attend school without this form on file. If you need assistance in this matter, please contact your pediatrician or local health facility.

### Classes Offered

Classes	Days	Times	Ratio	Yearly	Installment Plan	
Toddlers	2	T/Th	9-12	4:1	\$1,770.00	\$177.00
Twos	2	M/W	9-12	5:1	\$1,770.00	\$177.00
Twos	3	M/W/F	9-1	5:1	\$2,100.00	\$210.00
3K	3	M/W/Th	9-1	6:1	\$2,150.00	\$215.00
3K	4	M-Th	9-1	6:1	\$2,350.00	\$235.00
3K	5	M-F	9-1	6:1	\$2,500.00	\$250.00
4K	4	M-Th	9-1	7:1	\$2,450.00	\$245.00
4K	5	M-F	9-1	7:1	\$2,630.00	\$263.00

\*Ratios reflect maximum.

\*Each student pays a non-refundable, non-transferable registration fee of \$200. All registration fees are due at time of registration. Registration fees are separate from tuition installments and are a non-refundable, non-negotiable, non-transferable fee.

### Tuition Payments

- Tuition is paid in a total yearly amount based on the days of service per age group/class. Parents may choose to pay the yearly tuition amount by June 1st with a 5% discount or at time of registration. Some parents may break the yearly tuition amount into ten, equal, consecutive payments from June 1st – March 1st. Installment payments are due on the first of each month during the June- March installment pay period.
- Installment payments paid after the 10th of the month are assessed a \$10.00 late fee and will be noted on your monthly statement for your account review and added to the total installment payments.
- Installment payments that are 30 days late cause the enrolled student to be subject to suspension until the account becomes current and will be assessed an additional \$10.00 late fee.
- Installment payments that are 60 days late cause the enrolled student to be dropped from enrollment and the school to seek those waiting on the waiting list to fill the empty position on the 61st day. These accounts will be filed with a collections agency until the balance is paid in full. All collection and legal fees will be added to the total amount due.
- If financial hardships are experienced by one of our families, the director and/or pastoral staff should be notified so that arrangements can be made to keep the student enrolled and assist the family as needed.
- A processing fee of \$30.00 is charged on all returned checks due to insufficient funds.
- No deductions are made for student absences. The program operates on a straight ten month basis per yearly budget. Yearly tuition is based on actual days of service the school will provide and the budget is balanced accordingly. Holidays are not included as a day of service and are not charged as a day of service in the yearly tuition amount. Families choosing to pay the yearly tuition amount through the installment plan will pay installments throughout the June – March pay period to pay in full the total tuition amount. Families are responsible for making their installment plan payment by the first of each month whether the school is on holiday or not. If the school is closed on the first of the month for a school holiday, installment payments should be mailed to the school so payment is received by the first of that month.
- There are five inclement weather days or “emergency” days built in to the school calendar. School closings beyond the fifth day will be made up and designated by the administrative staff and school board. We will make every effort to follow the Cobb County School System make-up days for and if the need arises, inclement weather or “emergency” days.
- The school honors a 5% discount for multiple birth families on the second and/or third child's tuition total. This discount does not apply to families with siblings in different age levels (multiple children enrolled in the program).

### Withdrawal from Program

When our families need to withdraw from the school year, the following must occur:

- Written notification must be made to the director 30 days before the student's last day.
- Families are responsible for tuition for the entire current month when notification is made.
- A withdrawal fee of one month's tuition is required after your child's last day of attendance. The program runs on a ten month basis and the school must have ample time to fill your families' vacancy to meet budget requirements.
- If a withdrawing student's account has been paid in full at the onset of the school term, a refund will be given excluding prior months of attendance, the current month when notification is given, and any withdrawal fee.
- The registration fee and curriculum fee are non- refundable, non-negotiable, non-transferable fees per the financial agreement.

## Potty Training

It is the policy of KMCA that all students enrolled in the 3K, 4K, and 5K programs be fully potty trained. Fully potty trained includes the ability to recognize when the need arises to use the restroom, getting to the restroom in time, undressing and redressing (some may need help with button and snap type closures), and cleansing yourself after restroom use.

Classroom restroom breaks are included in each daily class schedule to help children prepare for their elementary school years. However, as a preschool, restroom reminders are given continually throughout the school day so that each child may go as quickly and as many times as they need to (we spend a lot of time at the restrooms! ☺). The teaching assistants and the teachers will supervise class and individual restroom visits. For the protection and safety of your child and the staff, **staff do not** enter the restrooms with students except in an emergency where the child is ill where upon they will request another adult be present during the emergency.

If you have a child enrolled in a 2-yr. class and the child is potty training, the staff will assist you and your family in the process as much as is possible. Continual reminders are given concerning potty needs, children are encouraged to try the restroom facility frequently, and adult assistance and supervision are provided at the doorway of the toddler potty training restroom. The school does not provide or use potty training chairs, but the facility does have a toddler training restroom, which we use with our 2-yr. class students.

### To all 3K, 4K, and 5K class families:

If during the course of the school year your 3K, 4K, or 5K class student has an accident, we will work with your child to help "walk" them through removing wet clothing and changing into dry clothing. Bowel movement accidents require specific personal assistance and therefore a parent or guardian will be required to come to the school to change their child. Our 3K, 4K, and 5K staff are not hired, trained, or licensed to physically change our older students. Our potty training policy is in place to protect your child and our staff: The United Methodist Church has a policy in place to provide against any threat of physical / sexual abuse. As per the potty training agreement you signed in your registration packet, if several accidents occur close together during the school year, you may be asked to withdraw your student temporarily until potty training can be successfully attained.

## Diaper Changing Policy

Diaper changes are given as needed throughout the school day for our toddler and 2-yr. class students. Each toddler and 2-yr. class has a class diaper changing time included in their daily schedule. Strict state guidelines are followed during diaper changes. Teachers and assistants wear rubber gloves when diaper changes occur. A new, disposable changing pad is used with each change. Changing mats are disinfected between each use.

Parents are to provide diapers in their child's school bag each day. Please label these diapers with your child's name. Rubber gloves, disinfectant, and diaper wipes are provided by the school.

Because carpool requires all staff to supervise and due to the time constraints to dismiss all students in a timely manner, we will not return to the classroom for diaper changes during carpool. If your child has a bowel movement during our carpool dismissal, we will be glad to have you pull around and park and use our supplies to change your child before you leave for home. We will be happy to assist you if you need us when carpool is complete for your child's class and specific staff responsibilities pertaining to carpool are complete.

**No child may enroll in the 3K, 4K, or 5K program wearing diapers. Special circumstances may be assessed by the director where a few weeks in a pull-up may be allowed specific to particular medical situations only with doctor notification. The need for diapers and pull-ups are indicators a child is not fully potty trained.**

## Special Needs Policy

Kennesaw Methodist Children's Academy may not have the staff, program, or facility to provide services for certain needs such as:

- a. a child who requires special supervision due to behavioral, emotional, social, or physical needs.
- b. a child that requires special facilities.
- c. a child who interrupts the instructional environment for the other children.
- d. a child who poses a risk to the other children and/or staff through aggressive behavior or verbal threats.
- e. a child who may pose a risk of infection to other children and/or staff.
- f. a child who does not successfully fulfill the fully potty trained requirements stated and defined in the fully potty training agreement.

The church, the school board, and the school director reserve the right to accept or decline the application of, or suspend the enrollment of, any child whose condition, in the above name's opinion, falls into any of the categories stated in the best interest of the student, the class, the staff, the parents, or the school and church.

### School Hours

School hours are 9:00 a.m. to 12:00 noon for all toddler and all 2 day, 2-year classes. All 3 day, 2-year classes, all 3K, 4K, and 5K student hours are 9:00 a.m. – 1:00 p.m. on their specific school days. Students should be dropped off in carpool or escorted in (for toddler parents) between 8:50 a.m. and 9:10 a.m. **Please do not arrive at your child's classroom before 8:50 a.m.** Staff members have a small amount of time to prepare for a busy day. It is very important that they have full use of this preparation time. Students will not be allowed in the classrooms before 8:50 a.m. Morning carpool will begin at 8:50 a.m.

#### Afternoon Dismissal times are as follows:

Toddlers	12:00 noon
2 day, 2 year classes	12:00 noon
3 day, 2 year classes	1:00 p.m.
All 3K, 4K, and 5K classes	1:00 p.m.

*\*All **Little Bunch** students will be dismissed through 1:00 carpool unless staying for Noah's Neighborhood.*

We ask all parents to use carpool to pick up and drop off their child whenever possible to avoid unnecessary adult activity in the school hallway. If a need arises for you to walk in and pick up your child for afternoon carpool, you will be required to wait in the seating area outside the school office until the administrative staff escorts you down the hall at the appropriate afternoon pick-up time (for early pick-up please see the information below). Parents may not wait outside their child's classroom before the appropriate afternoon carpool dismissal time. We must be able to maintain a safe hallway for our children. Please read the carpool section of the handbook very carefully. If you have questions, we will be happy to assist you with carpool procedures and clarify any questions you may have.

There are several early dismissal days throughout the school year due to the Cobb County school system's early dismissal days. Note that on these days, early dismissal for **all** students will occur. Early dismissal times begin at 11:30.

### Attendance

All students should be in attendance on each respective class day. However, if a child shows any indication of illness (please refer to page 8) please keep your child at home. When your child returns to school, please send a note explaining the absence so we may be aware of any health concerns. If you anticipate an absence for vacation or family scheduling, please send your child's teacher a note explaining the upcoming absence in advance so the teacher is aware and can plan ahead for class activities and any special arrangements that need to be made.

With a hands-on curriculum, learning is a process and must be experienced. Take home products are few and therefore it is difficult to make up missed activities. It is very difficult for a student to experience optimal learning without the continuity of being in class each class day.

We thank you in advance for using wisdom when your child may possibly be ill and for also sending them to class each day they are healthy and can participate.

#### Late Arrival and Early Pick-up

When arriving at school after 9:20 a.m. (after carpool) you must **check your child in at the office** and a staff member will take your child to their classroom. Older students will be given a late pass and observed until they enter their classroom or escorted as needed. For the safety of our students, parents are not allowed to walk their child to their classroom once school begins so that we may alleviate all non-staff adult activity on the school hallway. Late arrival can be very emotional for young children because it takes them out of their routine and makes separation from the parent difficult. If appointments must be made during the school day, we recommend checking your child out early, rather than bringing them late to avoid any emotional transitions.

When picking your child up before dismissal time you must **sign your child out in the office**. A staff member will retrieve your child from their classroom and bring them to the office ready to go.

### Parent Volunteers

We love our parents to visit and help in the classroom. **If you are visiting or volunteering in your child's classroom you need to sign in at the office and wear a visitor badge before proceeding down the hallway.** Because the safety of our children is so important, staff members expect staff I.D. badges or a visitor badge on all adults in our hallway. Anyone not wearing some sort of identification will be directed back to the office. Teachers will have school name tags for those special holiday parties for the designated parent volunteers.

When volunteering for an in-class activity, please do not bring siblings during your allotted volunteer time. This will assist with safety concerns, fire marshal requirements, and provide for minimal disruption to the classroom environment.



## Health Awareness

For the safety of our students, we ask that you keep your child at home if you observe one or more of the following:

- Fever or fever in the last 24 hours
- Excessive runny nose or runny nose with any color. For students with allergies, please send a doctor's note defining your child is free of viral or bacterial infection with their runny nose. When a student is being treated for allergies, they frequently do not feel well and are affected by their medications. We will contact you and have you pick up your child if we feel they are showing signs of discomfort, drowsiness, continual cough, irritability, or changes from their normal personality.
- Frequent cough, productive or dry
- Flushed skin, rash, or skin eruptions
- If your child has contracted lice, scabies, or chickenpox, they must be lice free or scabies free for at least 24 hours before returning to school. All chickenpox sores or places must be completely scabbed and dried up before returning to school.
- If your child has contracted lice, scabies, fifth's disease, foot-hand-mouth disease, or chicken pox, please notify the school promptly so we may take specific precautions to ensure other students are protected and their families notified of their child having been exposed.
- Earache or diagnosed ear infection for the first 24 hours, or signs of ear discomfort
- Pink or reddish, watery eyes or eyes with any type mucus or discharge
- Runny bowel movements within the last 24 hours or complaint of abdominal cramping or stomach ache
- Vomiting within the last 24 hours
- Lethargy (due to medication you have administered or symptom of possible illness)

Because the safety and well-being of our children is a priority, if the staff observes any of the above, parents will be called to come and pick up their child. Please help us maintain a healthy environment by watching your child closely and making arrangements for them to stay home on the occasion they show any of the above symptoms.

A good indicator for whether or not you should send your child to school once they seem to have recovered from an illness could be the following: Our classes go outside each day the weather permits. If your child does not need to be outside in the heat or cold for a thirty- minute playtime, they probably do not need to be at school.

**The school staff cannot administer any type of medication to the students except in a life threatening emergency.** We will clean and bandage minor scrapes and cuts. We will also take your child's temperature if it is suspected that they might have an elevated temperature. Parents will be notified with a "Health Note" when their child has gotten a scrape, cut, bump, or has had their temperature checked during the school day. If your child gets a splinter while at school, we will not remove the splinter, but will notify you by phone. We will bandage the area to protect the skin from further damage until the end of the day or the parent may choose to come remove the splinter themselves during school hours.

If your child has any mild allergy conditions, please make sure the teachers and office staff have a written explanation of the allergy and any related emergencies that might occur due to the allergy. **\* Life threatening allergies or conditions should have a full written explanation on file in the school office and an Emergency Medication Release Form on file per condition and an allergy alert plan for EPI pens and inhalers.**

## Biting

Biting is an unfortunate, but normal part of early childhood development. Biting is most common among toddler and two-year class students. During these times of a baby or young child's development they sometimes use their hands, mouth, and feet to show anger, boredom, and even affection for another person. While we understand that some biting can be a normal childhood event at times, it is our purpose to protect the bitee and redirect the biter. We therefore observe the following policy concerning instances of biting:

- First occurrence – biter is verbally spoken to about incident and placed in time out. The bitee is comforted and the area washed and treated with cold compress as needed. Parents of both students are notified. No names are given in a biting incident.
- Second occurrence – biter is brought to the director for time out and once again verbally reminded of inappropriate behavior. Bitee is comforted and the area washed and treated with a cold compress as needed. Both students' parents will be notified. No names are given in a biting incident.
- Third occurrence – Biter is placed in the director's office and parent required to come and pick-up student. The director, teacher, and parent will conference to discuss specific behavior modification and disciplinary plan. The biter will be "shadowed" by an adult for two weeks to help monitor the biting behavior and help avoid it. The parents of the biter are responsible for paying the shadowing adult during this two-week period. Bitee will be comforted, treated, and parent notified. No names are given in a biting incident.
- Fourth occurrence – school will request withdrawal of biter temporarily until the biting behavior can be changed according to board and school policies. Parents are responsible for maintaining tuition during this temporary absence.
- Any 4K or 5K student displaying a biting behavior will move to fourth occurrence protocol on the second incident.

## Plants

All classrooms shall be free of plants that are poisonous or hazardous.

## Insurance

Kennesaw Methodist Children's Academy carries accident insurance. The office has claim forms in the case an accident occurs on the school property during school hours. Claims should be made through the school office and the church office notified of any and all claims.

## Clothing

Students should dress in clothing that is comfortable and safe each school day. Students should be able to move freely, run, play, and fully participate in all class art projects, experiments, and activities. Cowboy boots, dress shoes, sandals, flip flops, pool shoes, and slip-on type shoes are not appropriate school footwear. Tennis shoes and rubber sole, closed in toe shoes should be worn each school day. Please make sure your child wears appropriate footwear each day so they can play safely. It is difficult for children to feel comfortable, enjoy participating, and enjoy experiencing developmentally appropriate learning if they are overly concerned with their clothing or slipping and falling because of their shoes. Thank you for helping us to enable your child to be an active, involved learner.

We go outside every school day the weather permits. Please watch the weather for temperature readings before dressing your child for school. If you send a hat and coat during the cold months, we will make sure they have it on before going outside. If you do not send a hat and coat, we will assume you do not think your child needs one that day and we will go out without them.

**Please label all your child's belongings (hats, coats, mittens, etc...) with their name.** Many of these type items are similar among our students. If these items get misplaced, it will be very simple to get them back to their owner, once found, if they are labeled.

## Items for School

Things to bring:

- Back pack (provided by the school for each child)
- Change of clothes in case of wet spills
- Diapers and sip cups for toddlers and 2-year students
- Water (sport) bottles for all 3K, 4K, and 5K students
- Communications to the teacher via their school folder (in an envelope, labeled, please)
- Healthy snack for each school day
- Special snacks for party days or birthday days (see party policy, p.13)
- Lunch for all Little Bunch students, 3 day-2 year students, and all 3K, 4K, and 5K students
- Cups and disposable silverware as needed for lunches or snacks
- Lots of smiles

Things not to bring:

- Toys, dolls, or figurines
- Pretend weapons or anything perceived as a weapon
- Balloons
- Distracting jewelry or watches
- Money or items in pockets
- Baseball caps or hats should not be worn in the classroom except on designated "hat" days.
- Fast food or soda
- candy

## Pets from Home

If your child would like to share their family pet with their class, you must check with your child's teacher and get her permission due to class allergies, fears, and so on. With the teacher's permission, the parent should bring the pet to the school at the designated time given, stay for the appropriate allotted time, and then take the pet from the school premises. Pets must be secured in the parent's arms on a leash or in a pet carrier while on the school premises.

## **Carpool Procedures (Morning Drop-off and Afternoon Dismissal)**

All students enrolled in the 2-year, 3K, 4K, and 5K programs should use carpool when dropping off or picking up their child. Contrary to how it seems, carpool provides for a much quicker and easier transition for young children. Toddler students must be dropped off and picked up by their parent or caregiver at the classroom door. Because our toddler parents must be on the school hallway to pick up their children, we request all other students be picked up through carpool to eliminate heavy adult traffic in the school hallway which compromises student safety. Please use afternoon carpool to catch up on your reading, prayer time, relaxation, and meditation while you wait patiently for us to load your child who will need a warm hug and kiss from you after an exciting day at school. Once the afternoon carpool line begins to move, cell phone use is prohibited. A staff member will flag you to the side and delay your picking up your child if you are seen using your cell phone once the carpool lane begins to move. Hang-up your cell phone and be ready to ask your child about their exciting day!

All 2-year, 3K, 4K, and 5K class students are assigned a school carpool number. During afternoon pick up, the carpool number must be displayed in the front car windshield. Please note on the carpool map the carpool route and drop-off / pick-up carpool area. **All parents should use extreme caution moving through the parking lot. This is a very busy and congested time around the facility. All cars should move extremely slowly through every part of the parking lot. We will confront you if we feel you are going too fast and are jeopardizing the safety of our students and other families. Please do not be offended if a staff person asks you to slow down. They are responsible for providing a safe carpool experience for all the children and parents. PLEASE USE CAUTION!**

**PLEASE do not use the car restraint areas to visit with others or ever allow your child to get out of the vehicle in this area. This can be a very dangerous situation for your child and very disconcerting for the parents who are pulling by you. Always pull around to the main parking lot of the property to visit while your children remain in your vehicle. Remember this is still a parking area and dangerous. Please do not allow your children out of your vehicle.**

All 2 day, 2-year class students will be loaded at 12:00 noon. All 3 day, 2-year class students, 3K, 4K, and 5K students will be loaded at 1:00 p.m. Please be patient the first few weeks of school and during special occasions such as our fundraisers which do cause delays in our loading as quickly as we would like. Little Bunch students will be dismissed through 1:00 p.m. carpool unless they are staying for Noah's Neighborhood.

Carpool dismissal forms are sent home in the summer parent packet. All authorized relatives, friends, and neighbors who are allowed to pick-up your child in the event of an emergency should be listed on this form. Every enrolled student must have a carpool/dismissal form on file. Parents should return all completed forms to their child's teacher.

If the parent or regular designated carpool person cannot pick up your child and you must use one of the alternate names you listed on your carpool form, please send a note with your child before school to their teacher or the office. Any changes in carpool need to be addressed in writing except during emergencies only. In the event you have an emergency and written notice is not possible, only those listed on your carpool dismissal form may pick up your child with a screened phone call from you to the school office. It is very helpful when the alternate person has one of the copies of your carpool number that we provide so the carpool line can move efficiently. In the event of an extreme emergency, the people listed on your carpool dismissal form may pick up your child without notification from you with proper I.D. If you need to make any changes on this form during the school year, please come to the school office in person and speak to the office staff.

**During morning drop off, please do not allow your child to get out of the car until a staff member opens the door.**

Staff members will walk students into the building while holding their hand. For everyone's safety, **parents should never get out of the car during carpool.** We will assist your child from the side of the vehicle facing the building only. There will be staff members inside throughout the hallway to assist all 4K and 5K students in getting to their appropriate classroom. All 2-year and 3K class students will be escorted to their classroom by a staff member. As the year progresses, 3K students will be allowed to progress to their classrooms with the hallway monitoring staff observing as we feel they are ready. Teachers will be standing in their classroom doorways as well to greet your child as they come down the hall.

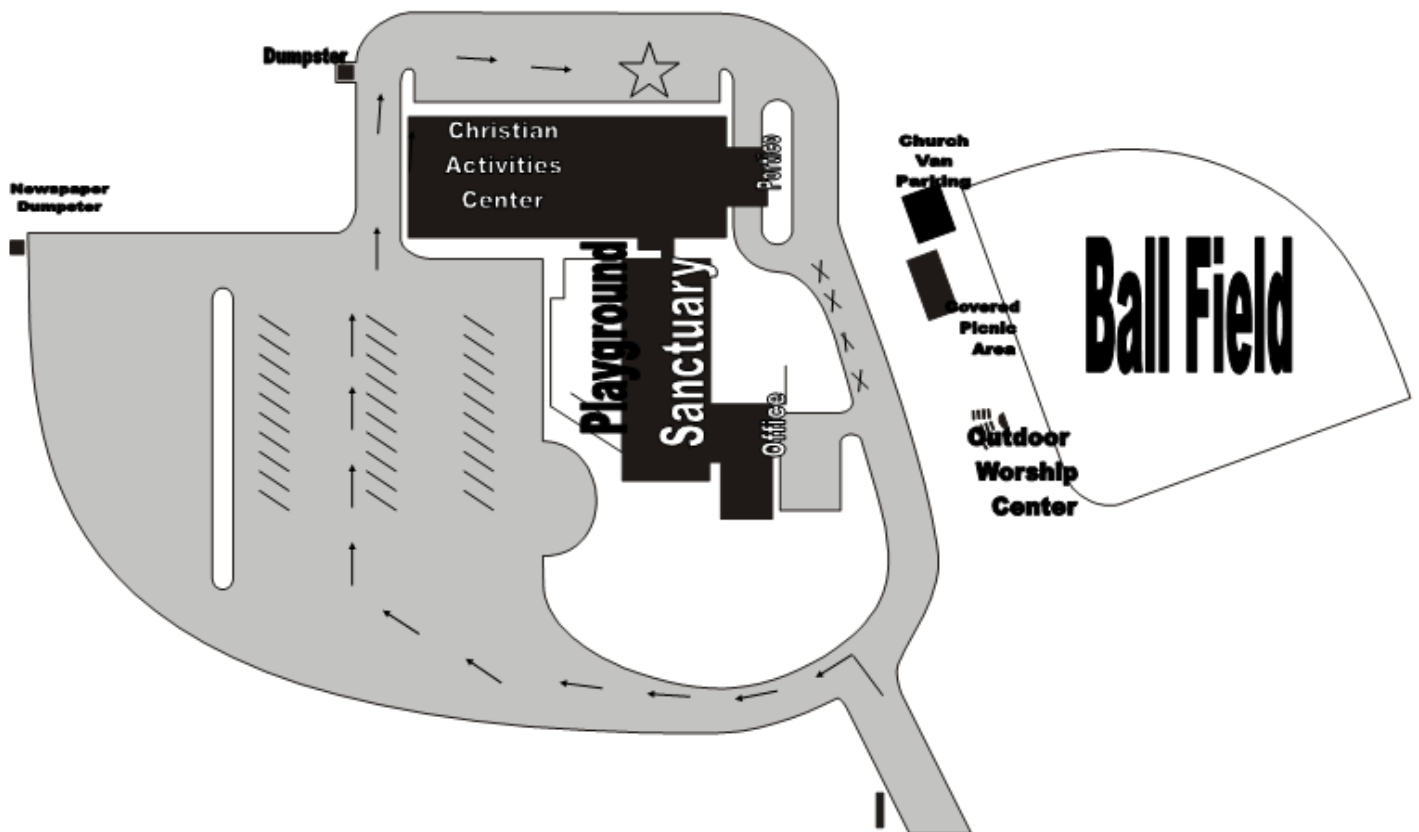
During afternoon dismissal students will be loaded in your car by a staff member. Students will be required to hold the staff member's hand for safety purposes until they are loaded. All students will be loaded from the side of the car that faces the building: **No student, parent, or staff member will be allowed to walk around the back or front of the car to the other side. Parents should not get out of the car in the carpool loading area at any time.** If you have a grandparent or someone different picking up your child through carpool, please make them aware of the carpool guidelines so that everyone can continue in a safe carpool environment.

Staff members will assist your child into the car and shut the door. Once your child is safely in the car, please pull forward to a safe area where you may park to properly fasten your child in their car restraint system before leaving the church property. Please remember it is Georgia law that your child be secured in a car restraint system. Due to liability, if a school staff member observes that there is no car restraint system for a child they are about to load into a car, the child will not be released. The car will need to pull around to the school office to speak with the school director and /or attain an appropriate car restraint system for the release of the child.

Any student not picked up by 1:10 p.m. or the completion of afternoon carpool, will be taken to the Noah's Neighborhood program. If your child is left at Noah's Neighborhood, you will need to walk in to pick-up your child and pay the fees incurred and designated by the Noah's Neighborhood program for the time your child was in attendance. If Noah's Neighborhood is not in session on a day that a student is picked up late, there is a \$5 late fee for every five-minute increment that the child is left at school. If after one hour a child has not been picked, DFCS will be notified to come pick up the student (custodial parent will be responsible for all legal fees involved with DFCS and/or the local authorities).

*\*All enrolled students must have a Noah's Neighborhood Registration Form on file in case emergencies occur where the Noah's Neighborhood program must assume responsibility for a student until the parent, guardian, or designated adult arrives to pick-up the student.*

## KMCA Carpool Map



- Dismissal- All cars pull forward to the back of the lower lobby area.
- X—indicates area to fasten children in cars before leaving the property.
- ☆ Indicates carpool area

## Snacks

Students should bring a small snack from home each school day for themselves only. Please send your child's snack in their school bag each morning (in a separate container from their lunch if they are staying through the lunch hour so students will not be confused between their snack and their lunch items). Please do not send cookies, cupcakes, candy, or soda for snack. Appropriate snack items include water or fruit juice, small cut up pieces of fruits or vegetables, small cheese pieces, crackers, cheez-its, pretzels, goldfish, and similar foods. Inappropriate snacks that are safety hazards in large group situations for young children are popcorn, nuts, and fruits or vegetables in too large portions. (We prefer toddlers not have gummy type snacks as these have been choking hazards in the past for these very young children.)

Our goal is to teach our students to focus on healthy eating habits. Please keep this in mind when packing your child's snack.

Some of our children do have food allergies. Your teacher will advise you of any special food allergy items that should be avoided in the classroom. Please always call the school office if you need to ask questions concerning food allergies.

Please note that the school will make every effort to assist with snack on the occasion you have a very busy morning and forget to pack one for your child. When the school must provide a snack for your child, there is a \$5.00 charge that will be assessed to your child's school account statement.

## Lunch

Students enrolled in the 3 day 2-year class, 3K, 4K, and 5K classes and students enrolled in Little Bunch will bring a lunch from home each school day. Please provide a healthy lunch for your child. Lunches should not include soda, fast food items, or candy. Again, we want to instill in our students the importance of healthy food choices.

Please make sure lunches needing to be kept cool are packed with a cold pack. We do not have refrigeration available for lunches. Please do not send lunch items requiring heating. We do not have the staff or facilities to heat lunches.

If your child's lunch requires utensils, we suggest plastic ware. Students will be cleaning up their own areas and silverware from home may be accidentally thrown out with the trash as your child is cleaning up.

Please label your child's lunch box and items needing to be returned home. Many of our students will bring similar lunch containers and lunch boxes and we want to try and make sure everyone ends up taking home their own items.

Please note is our goal to encourage your child to eat all of their lunch, but we cannot assure you that they will nor will we force your child to eat. Please know that we will try to make sure your child eats their healthy food choices first before eating a dessert type item, but again, these decisions will be made by your child and we will not force any child to eat specific items. Parent and child discussions before they leave for school about what they desire their child to eat during school lunch is very helpful!☺

Your child's teacher will inform you of any food allergies within your child's classroom so that you may avoid these items in your child's lunch so as not to jeopardize any other student. In extreme cases, a specific classroom may need to be a "peanut free" zone to protect a student. Parents will be notified about allergies specific to their child's classroom.

## Birthdays

On your child's birthday you may send in a special sweet treat for their classmates. Items such as cookies or cupcakes are best for the ease of young children enjoying these fun and special days.

If you would like to send a special snack for our child to share on their special day, please notify your child's teacher ahead of time and send the special snack through morning carpool on your child's special day.

We will sing happy birthday to your child at snack time, they will be given a special birthday sticker, a crown and may choose a gift out of the birthday box. We want your child to know how happy we are God created them and gave them to their families on this special day.

**Birthday snacks are not parties. No visitors, goody or treat bags, birthday hats, horns, or balloons** are permitted on birthday days at school for safety reasons and time constraints. While this is a special day for your child, we must continue our short amount of time on a school day as usual with as little disruption as possible.

Birthday invitations may not be sent home in fellow student bags from school. Each family will be given a copy of their child's class list the first few weeks of school. Please use these addresses to mail your party invitations. Young children **love** to receive mail! For electronic invitations you will need to contact the parents for their email address. The school will not give out information concerning students or their families beyond the specific class lists.

## Parties

Fall Harvest, Christmas, Valentines and Easter are days we celebrate with classroom parties. On parent night, there will be a sign up list for anyone wishing to volunteer for a classroom party. If you volunteer to assist with a party, your teacher will send a party reminder home a week or so before the designated party date and also let you know what lunch/party food items you will need to provide. Parents assisting with the classroom party may be in attendance during the party if they choose to (party items may also be brought in the morning of the party so that volunteer party parents do not have to be in attendance). Please see the parent volunteer section on p. 7 for policy information.

Due to fire codes, only the students, teachers, and volunteer party parents may participate in a classroom party. If you are a party volunteer, you will need to make arrangements for siblings to stay with a sitter, friend, or relative during the party. Siblings are not allowed to attend classroom parties. Please remain with the specific class you are volunteering for throughout the party. Please do not disrupt another classroom by wandering in the hallway during your volunteer time.

Party parents will be given options and guidelines from their class teacher to make sure the party is a great success and that any food allergies within the classroom are provided for.

**Please note during parties that treat or goody bags and latex balloons are not permitted for the safety of our students.**

A fun and successful party includes:

- Fun party snacks and or lunch items that are easy to handle, serve, and eat and yet special and fun for the students.
- An appropriate holiday story is fun for the students. Crafts should be cleared by the classroom teacher or will be provided by the classroom teacher. Please communicate with your child's teacher as to what is "age appropriate" and "time appropriate".
- A prepared volunteer who shows up at the designated time chosen by the teacher.

Because we are a Christ-centered school, please note the following when assisting your child's teacher with a party:

- Since we celebrate Fall Harvest and not Halloween, we do not use Jack-o-lanterns, monsters, vampires, witches, or ghosts. We celebrate all the aspects of fall at this party such as pumpkins, harvest, apples, farmer's scarecrows, animals (including black cats, owls, squirrels, and all the other animals God created), hibernation of certain animals, falling leaves, cool weather, popcorn, campfires, hot chocolate, and other appropriate fall topics.

**When choosing paper products for the Fall Harvest party, please follow the above guidelines for appropriate decorations on napkins, plates, and cups.**

- At Christmas we focus on the birth of Christ and giving to others.
- At Valentines we celebrate loving one another as Christ loved us.
- At Easter we celebrate the resurrection of Christ and God's great love for us.

If you need help in choosing an appropriate paper product theme, please ask our teaching staff.

## Messages

Notices, newsletters, and messages will be sent to you frequently in your child's school bag provided by the school. Inside the school bag you will find a "take home" folder. All communications should be in this folder. Please check your child's folder and bag each school day for these important items. These communications are to help you stay up to date on classroom and school activities as well as helping your child to be prepared each school day.

Parents may also send communications in a labeled envelope to the teacher and school office in their child's school bag. **Please do not pin communications to your child's clothing, do not let them carry it in their hands, or hand it to a staff member in carpool – especially any school payments.** There is always a possibility the items could get lost between carpool and the classroom!

If you need to speak to your child's teacher, you may send in a note requesting a phone call or you may call the school office and we will relay the message that you need to speak with the teacher as soon as they can return your call.

## **Conferences**

All 2-year, 3K, 4K, and 5K class students will have two parent / teacher conferences throughout the school year. The fall conference is to discuss your child's adjustment and progress since school's beginning and discuss any concerns or questions you or your child's teacher may have. Fall conferences are usually held by phone unless parent or teacher concerns arise requiring a one-on-one conference time. The spring conference is held in late March or early April to discuss how your child has progressed throughout the school year and to review the Student Assessment Instrument and the Student Diagnostic Instrument, and any other testing. Spring conferences will be held in a one-on-one setting at the school.

Parents who attend the spring conference will be given a copy of their child's Student Assessment, by request, for their records. Because of the need for teacher interpretation of the assessment, no copies will be given outside of the one-on-one parent / teacher spring conference.

Toddler parents may request a parent / teacher conference throughout the school year as needed.

## **Field Trips**

Throughout the school year we have scheduled many "on campus" field trips. The number of events your child participates in depends on their age group. Because any off campus field trips require one parent per child to participate, due to Georgia car restraint laws, we no longer take off-campus field trips.

There are times when the 5K class teacher may schedule a field trip after school hours for the convenience of the parents. To participate your child must have a signed permission form on file with their teacher before they may participate in the off campus field trip even though the parent will be accompanying and transporting their child. Permission forms will be sent home with a deadline return date two weeks before the field trip date. These after hours off-campus field trips are so much fun for the children but are not required. They are incorporated into the school curriculum to enhance the kindergarten program.

## **Curriculum Fees**

A curriculum fee is required per child for special guests who come for our "on-campus" field trips, certain curriculum items, and supplies provided during the school year. The amount of this yearly fee varies by age level, the special programs and guests involved, and the types of supplies used for that age group. All special guests, field trips, and supplies are based on the number of children enrolled; thus, if a child is unable to attend an event due to absence, the fee for that event is non-refundable. The curriculum fee is non-refundable, non-negotiable, and non-transferable as stated in the school financial agreement.

## **Little Bunch**

Little Bunch is offered each school day for any toddler or 2-year class student who have older siblings enrolled in the classes dismissing at 1:00 p.m. or are enrolled in the Noah's Neighborhood program. Little Bunch is held from 12:00 noon to 1:00 p.m. until parents arrive to pick up their older child or until the Little Bunch staff escorts them to their afternoon activity area.

Parents will be given a Little Bunch registration form at the end of each month for the upcoming month so they may register in advance. The cost for each Little Bunch session is \$8.00. Payment for Little Bunch is due at the time you register (payments will be made monthly with the monthly calendar registration form).

All lunch policies may be found on page 12 of the parent handbook and will be followed during Little Bunch.

Students participating in Little Bunch should be picked up through the 1:00 p.m. afternoon carpool line. Parents may also walk in to pick-up their Little Bunch students but will need to arrive before the 1:00 p.m. dismissal time to pick-up their child before the class goes to the carpool area. All Little Bunch students should be picked up before the end of the 1:00 p.m. dismissal time unless they are staying for the Noah's Neighborhood program. Please note all dismissal procedures in the carpool procedures portion of the handbook on page 10.

If your child is absent, Little Bunch fees are not refundable or transferable due to the staff requirements for enrollment.

Last minute additions to a daily Little Bunch will be permitted if there is enough staffing to maintain appropriate student/teacher ratios with an extra \$2.00 fee attached to the daily \$8.00 amount.

In the event you have paid your monthly little bunch fees and the school is closed for inclement or emergency weather conditions, those paid days will be applied to the following month as a "credit" toward your next month's Little Bunch fees.

For any questions concerning Little Bunch please call the school office.

### **End-of-Year Celebration**

A special end of year celebration for all our families will be held the last day of school. The end-of-year picnic and celebration is held on the last day of classes for the current school year. Parents are asked to bring a picnic lunch for their family and meet their child's class on the front lawn of the church property at a designated time that will be set the last month of school (time depends on the age of the student). Parents should bring a lawn chair, blanket, camera, sunscreen, and a picnic lunch for their family.

This is a special day for your child and an opportunity for you to share their successful school year! We hope all our parents, grandparents, and special relatives will join us for some wonderful fellowship before the summer begins!

### **School Bags**

A limited number of school bags are available on a first come first served basis with our school name and logo. If students do not receive a school bag, students may choose to bring a preschool sized backpack. Please send a bag to school with your child each class day. Remember to check your child's bag for their class folder when they get home for teacher and school communications. Please return the school folder each with their school bag.

### **Early Release Days**

Early Release Days are scheduled throughout the school year. These days require our students to be picked up before the regular, designated release time. These early release days are the result of the Cobb County public school system's staff training events and some special events scheduled for KMCA. Due to early release days scheduled by Cobb County and/or KMCA events, our staff must be released early to attend to their own children.

### **Child Custody**

It is a primary goal of the school to keep our students safe. Please note that the school cannot prevent a parent of a child from seeing or picking up the child unless proper legal custody papers have been submitted to the school office. If you have a special family situation and are concerned for the safety of your child, please make all necessary copies of all legal custodial documents and submit them to the school office when custodial situations arise within your family.

### **Child Abuse**

It is the legal obligation of the school and church and all its employees to report any concerns or suspicions of physical, sexual, or verbal abuse of a child to state authorities. If an employee or parent has a concern about the welfare of a specific child, they should voice their concern to the school and / or pastoral staff and proper state authorities will be notified.

### **Inclement Weather**

Please watch your local news stations for our school closing information. The school follows the Cobb County School System for closings. If Cobb County schools are closed, our school will be closed as well. Sometimes specific circumstances occur which require the school to close outside of the Cobb School System or pre-set calendar dates.

Parents should complete the school **mass text form** that will keep parents alert to school closings that might occur during a planned school day due to a weather or threat emergency. Teachers will attempt to notify parents of last minute school closings, when they occur after school hours, via e-mail in addition to postings on the local news stations.

There are five inclement weather dates built into the school calendar. Anything beyond those dates will be made up. Every effort will be made to schedule dates that coincide with Cobb County School System make-up dates.

*\*Please note school emergency procedures and evacuation plans are listed in the back of this parent handbook.*

### **Cell Phones**

Because our students need and deserve our full attention while they are here at school, all cell phones are silenced during school hours. We request that you show the same dedication to your child when picking them up as well as for safety. They are very excited about their day and very excited to share their excitement with you. Please set aside this special time with your child when picking them up. Cell phone use during carpool can jeopardize the safety of everyone in the carpool areas, therefore cell phone use is prohibited once the carpool line begins to move. Thank you for your consideration.



- All students at the school have a scheduled music time with the music specialist once a week.
- All students will have physical education with the movement specialist once a week.
- All classes have a scheduled playground time each day of class.
- All 2-year, 3K, 4K, and 5K students will have Bible lessons, Bible stories, and monthly Bible scripture memory verses.
- All 2-year, 3K, 4K, and 5K students will participate in chapel once a month.
- All students are taught blessings to pray before snack time each class day.
- All 2-year and 3K class students are exposed to phonemic awareness, math readiness skills, science and/or social experiences through unit study and centers.
- All 4K and 5K students will participate in a specified phonics program and Georgia state standard math skills. Science, health, and social studies will be incorporated throughout unit studies for our 4K students. All 5K students will participate in Georgia state standards for science, health, and social studies units and beginning Spanish.
- All toddler, 2-year, 3K, 4K, and 5K class students are provided a literary focus activity once a month through a professional storyteller. This activity is provided through the curriculum fee.
- Toddler students are exposed to rote counting to ten, numbers 1-5, colors, shapes, bible stories, lots of play and interaction with each other and their teachers, and experiences to expand fine and gross motor development.

*Further information may be found on our website, [kennesawumc.org/preschool](http://kennesawumc.org/preschool), or through the school office.*

# Kennesaw Methodist Children's Academy

## Master Emergency Plan

### Terroristic or Physical Threat Safety Plan

1. Listen for administrative staff call "lockdown" (Lockdown procedure used for suspicious people on the church property who may pose a threat to the safety or well-being of the students or staff.)
2. Respond immediately and calmly to carry out set procedure
3. Gather students into their classroom
4. Lock (secure) classroom door and lower door blinds
5. Teachers will keep emergency backpack with them.
6. Turn out lights
7. Gather students to one area away from windows or doors
8. Teacher will try to read a book to the students or play a quiet game to keep them as quiet as possible. Older student classrooms should remain silent.
9. 911 and/or emergency personnel will be called as deemed necessary by the administrative or church staff. No other person should call 911 unless it is obvious that administrative or church staff cannot make the call.
10. Teachers, students, and any parents remain in their classroom until administrative staff or emergency personnel come and unlock each door. No student or staff will leave the classroom for any reason until administration or emergency personnel arrive and secure the sight or mandate evacuation.

### Tornado Safety Plan

1. Listen for Tornado sirens
2. Listen for administrative staff to notify each classroom that tornado warning is in effect.
3. Quietly and calmly gather students to you. Explain that we are going to sit together in our hallway as a class. Explain to students we need to remain seated together until time to return back to our classroom.
4. Attendance notebook will be in the hallway with staff.
5. Quietly and calmly move students to the interior hall wall outside your classroom.
6. Close the classroom door tightly and turn out the light.
7. Students should sit with their back against the wall, side-by-side.
8. We will sing, read a book and keep students together until staff are notified by the administrative staff that the warning has passed and it is safe to return to the classroom.

### Fire Safety Plan

1. Listen for the school (building) fire alarm.
2. Once the alarm has been sounded, the first route evacuation plan (displayed on the classroom wall at the hallway door) should proceed. (The evacuation map displays a first and secondary evacuation plan).
3. Teachers will take attendance roster and class roster with them as they leave the building.
4. Teachers and parents should calmly and softly take the students by the hand and lead them out as quickly as possible following the first evacuation route. If the first evacuation route is blocked by fire, the secondary route should be taken.
5. Once the students are outside, proceed to the furthest portion of the parking lot or field away from the building.
6. Teachers should count and take attendance immediately upon arriving at the safe area.
7. Remain calm and keep students together in the safe area until you are notified by the administrative staff that it is safe to return to the building. (the fire alarm being disarmed or going silent does not indicate that it is safe to return to the building).
8. Once you are notified by the administrative staff that you have an "all clear" and it is safe to return to the classroom, please proceed calmly to the classroom, take attendance before you leave the safe area.

## Emergency Property Evacuation Plan

1. Administrative staff will verbally notify each teacher that there has been a chemical spill or other safety concern that requires we leave the church property immediately.
2. Administrative staff will set in motion the Mass Text System notifying parents that the school has had to be evacuated and where they need to immediately come to pick-up their child. *\*Our pre-set evacuation site is currently the old Kennesaw Charter School currently being used by The Iglesia school.*
3. Staff members will immediately take students bags, class roster, class attendance, coats as needed, and drivers license and lead their students to their vehicles. Because this would be a life-threatening emergency, students need to be removed from the premises as quickly as possible. Carseats and car restraints will not be used in this extreme emergency.
4. Teachers must take attendance – not just a head count! – before leaving the property.
5. Administrative staff will check off each loaded vehicle before they leave the property.
6. Once all vehicles have been checked and all students have been accounted for, all vehicles will slowly and carefully follow caravan style to the emergency evacuation site (*the old Kennesaw Charter School which is currently being used by The Iglesia school*).
7. Once at the evacuation site, the school will gather together in a large designated holding area. Teachers remain with their students at all times and stay together in one section of the holding area until parents arrive to pick-up their child. Students will remain seated with their teacher and class.
8. Teachers should take attendance again and verify all students accounted for once students are seated and secured.
9. Teachers will monitor students. Teachers will not visit with other adults – only their students.
10. Administrative staff will set-up a dismissal and check-out area for receiving parents and dismissing their students to them. We will come and get each student from their area as parents arrive to pick them up. Students will be dismissed one at a time from administrator directly to parent.
11. All staff will remain at the evacuation site until every student has been dismissed. The administrative staff will notify all staff when it is appropriate to leave.