



# Parent Handbook 2010 – 2011

Dear Parents,

Psalm 127:3 states that "Children are a gift from the Lord; they are a reward from him." As the Preschool Director of this school, I welcome all of you to St. Aidan's Episcopal Preschool/MMO. As a former preschool teacher, an educator and a mother of 4, I understand the role of a positive early childhood education. Toddlers and preschoolers use all aspects of their environment for learning. Parents are an integral part of the early childhood education process. My goal for your child is to incorporate home and school as part of every day learning experiences. Children who feel good about themselves, their surroundings, and experiences will become active, happy learners.

With God's guidance, my staff and I pledge to provide a high level of education where self-expression, acceptance, and love are an essential aspect of daily routines. Through play and hands-on activities, your child will have fun learning about himself/herself, as well as, being an important member of our school. This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year at St. Aidan's.

My door is always open for your questions, comments, or concerns. Please do not hesitate to stop by my office. If I am not in, leave me a note so we can meet. I will do my best to resolve issues that may arise, but please know that I will always have your child's best interest at heart. I look forward to partnering with you, along your child's spiritual and academic journey.

In His Service,

*Jill Orban*  
Director

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#### ST. AIDAN'S PRESCHOOL/MMO CONTACT INFORMATION

*Mailing Address:* St. Aidan's Episcopal Church Preschool  
13560 Cogburn Road  
Milton, GA 30004

*Office Hours:* 8:15 – 2:15p.m. M-TH

*Telephone:* 770.521.0208

*Website:* [www.staidans.org](http://www.staidans.org)



Jill Orban – Director  
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## ADMISSIONS

St. Aidan's Preschool/MMO is open to all students regardless of race, religion, color, creed or national origin. An enrollment application and receipt of the non-refundable registration and supply fee, is required for all children. Each child must have a copy of their birth certificate and a current immunization DHR Form 3231 on file in order to start the program

## ARRIVAL

**School doors will open and carpool begin at 8:55 a.m.** Teachers will not receive students prior to this as they use this time for preparation. If you do not use carpool, each child must be escorted into the building. We have found a quick hug and kiss, outside the classroom, usually helps children transition better into their new environment.

## BIRTHDAYS

Birthdays are special days. We celebrate near the end of the day or at snack time in a SIMPLE manner. You may share a special **peanut-free** treat if arranged with the teacher in advance.



## CARPOOL

We offer morning carpool for all MMO and preschool students, and afternoon carpool for our 2's, 3's and 4's. It is strongly encouraged to use the carpool system for several reasons. It may help reduce stress and separation anxiety for your child. Teachers will have more instructional time during the day. It keeps you dry on rainy days! Please refer to the carpool handout that details all procedures.

## CONFERENCES

Open and honest communication is a key to any successful relationship. Parent-Teacher conferences are held twice a year for Pre-K students and scheduled per parents' request in any other class. These can be done in person, over the phone or by a written report.

## CURRICULUM

Our Preschool uses the *WEE Learn* curriculum that is age and developmentally appropriate for preschoolers. This is a Christian Education Program which offers a variety of learning methods. Each classroom is set up with learning centers including music, blocks, books, nature, home living, art, puzzles and manipulatives. We believe the "PROCESS, NOT THE PRODUCT," is what is significant in the way children learn.



Children in the Mother's Morning Out class will experience socializing with peers, creative learning, art, story time, play centers, music and outside play. Most importantly, St. Aidan's MMO offers a loving, Christian based environment for the development and growth of all children.

We also offer curriculum enhancement classes, once per week, including:

- Music and Movement (all ages)
- Chapel (3's and 4's)
- Spanish (4's)

On and off-site fieldtrips are also a part of our curriculum for all ages.

## DISMISSAL

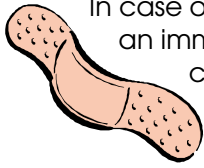
**School ends promptly at 1:00 p.m.** A child will not be released to anyone other than a parent or guardian, or person(s) listed on the registration form unless given written permission from the parent. Some form of ID will be requested for verification. A child will not be released to anyone under 18 years of age. Children will be dismissed either through carpool, or from the church narthex.

## INCLEMENT WEATHER

We will follow the Fulton County School System calendar for holidays and closings due to severe weather. If a closing should occur after we have opened you will be contacted through emergency contact information.



## INJURY OR ILLNESS



In case of an accidental injury, or a child becoming sick while at school, we will make an immediate attempt to contact a parent. If a parent cannot be reached, we will call the numbers listed on the medical page for emergency pick up. If necessary, we will call the child's physician, an ambulance, or the paramedics. **It is in your child's best interest that you keep the school updated on phone numbers (home and cell), emergency numbers, and other pertinent information.**

Please keep your child at home if:

- ✓ He/She has a fever of 100.5 or more.
- ✓ He/She has been taking an antibiotic less than 24 hours.
- ✓ He/She has a discolored nasal discharge.
- ✓ He/She has a frequent cough.
- ✓ He/She has unidentified rashes, head lice, or pink eye.
- ✓ He/She has vomited or had diarrhea 2 or more times in the past 48 hours.
- ✓ He/She has been exposed to a communicable disease, such as chicken pox.
- ✓ He/She is fussy, cranky, tired, or just generally not him/herself.



Your child may be sent home if he/she appears to have symptoms of illness during the morning. **Please make sure the school is updated on all emergency numbers.**

Medication is not allowed in the classrooms. Please do not request a teacher to administer any type of medicine. Stop by the office to fill out a medication form if necessary for your child to take medicine while at school. All medicines will be kept in the director's office, and administered with 2 staff members present.



## LATE PICK-UP

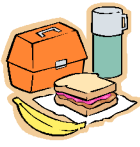


There is a \$5.00 charge if a child is picked up after 12:15 PM for MMO or 1:15 PM for 2's, 3's, and 4's. If you know you will be late, please give the office a courtesy call.

## LATE START DAYS

Preschool staff meetings are held monthly during our "Late Start Days". On these days carpool will begin and doors will open at 9:55.

## LUNCH/SNACKS



All preschool children ages 2, 3, and 4, are required to bring a labeled lunch box with a drink each day. This should be finger foods only, as we cannot heat up lunches for your child. If you wish to send something that needs to be served hot, you should heat it up at home and put it in a thermos. Since lunches or drinks cannot be refrigerated, we suggest a thermal lunchbox be used.

Teachers may request donations of various snack items throughout the year. St. Aidan's Preschool & MMO is a **PEANUT FREE** program. *Please do not bring any snacks or lunch items that contain peanuts or peanut products.*

## MEET AND GREET

Meet and Greet is the Thursday before the 1<sup>st</sup> day of school. During this special time, students will be able to meet their new teacher, new friends and visit their new classroom. Meet and greet is designed to last about 1 ½ hours. Parents must stay during this time.

## PARTIES

A variety of parties will be scheduled throughout the school year including: Fall Harvest, Christmas, Valentine's Day, Easter and End-of-the-Year party. Each parent is encouraged to sign up for one party and join in planning and helping out at that party.



## PARENT INFORMATION NIGHT

Parent Information Night is held during the evening, the week before school. Parents will meet the Preschool Board and all Preschool staff. School policies and procedures are discussed and all questions answered. Parents will also visit their child's teacher to learn about classroom routines, curriculum, daily schedule and more. Children are asked not to attend this event.

## PIZZA DAYS

Each week, parents may opt to purchase a lunch from the school. Pizza days are offered Wednesdays and Thursdays. For a small charge, your child will receive a piece of pizza, fruit or vegetable, cookie and drink.

## REGISTRATION

Registration will begin in January. Active church members and currently enrolled students will be allowed to register first, with new student registration beginning shortly thereafter. A copy of the child's birth certificate, registration and supply fees are due at this time. These fees are separate from the tuition and are non-refundable.

## SENDING MONEY TO SCHOOL

Money should always be sent in a sealed envelope with the following information on the outside:

1. Child's Name
2. Amount
3. Purpose (Scholastic Book Order, Fieldtrip, Fundraiser, Preschool Gym, Pizza etc.)

## SPECIAL OCCASIONS

We will have several special occasions throughout the school year. Days and times will be announced in newsletters and teacher notes. Several of these special occasions will be family events in which younger siblings will be invited to attend. However, the location and safety of siblings are the responsibility of the parents/guardians.

## STUDENT/TEACHER RATIOS

We have adopted the following ratios in order to provide your child with the best possible care:

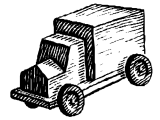
<u>Age</u>	<u>St. Aidan's</u>	<u>State of GA</u>
18 mo – 24 mo	1:4	1:8
2 years	1:6	1:10
3 years	1:6	1:15
4 years	1:8	1:18



Exceptions will occasionally be made at the director's discretion.

## TOYS AND PERSONAL ITEMS

Unless it is for "show & tell" or something allowed by the teacher for a specific reason, please do not allow your child to bring personal toys from home into the classroom. This would include toys, jewelry, "blankies", stuffed animals, etc. This can cause friction among the children, and the items can be damaged or lost. Please do not allow your child to bring any toy weapons, knives or swords even for show & tell.



## TUITION PAYMENTS



- **Tuition payments must be received on or before the 1<sup>st</sup> of every month.** If we should be closed on a day when tuition is due then all tuition payments shall be due on the day before. If your child will be absent on a day tuition is due, you are still required to have your tuition payment submitted.
- **Tuition is not prorated for scheduled vacations or holidays.** There are no refunds in fees for absences of your child.
- **There will be a charge of \$20.00 for late payments.** If no payment with late fees is received by the 5<sup>th</sup> day of the month, your child will not be allowed to continue to attend the program until the full payment with late fees has been submitted.
- **The annual tuition is calculated over the entire school year, and divided into 9 equal payments as follows:**

August 1	November 1	February 1
September 1	December 1	March 1
October 1	January 1	April 1
- **There will be a charge of \$30.00 for any checks returned for N.S.F.** plus any other charges that apply to the bank. After two returned checks, parents will be required to pay tuition fees by cash or money order.

### WHAT TO BRING EACH DAY



1. Bookbag – We ask each child to use the St. Aidan’s Preschool bookbag that will be provided on the first day of school.
  2. Complete change of clothes – shirts, pants, socks, underwear, shoes
  3. Lunchbox – include a drink (not MMO)
  4. Diapers and wipes – if needed
  5. A smile and great attitude!
- \*\* **Label Everything!**

### WHAT TO LEAVE HOME



1. Toys
2. Blankets
3. Sippy cups (2’s and older)
4. Pacifiers

### WITHDRAWAL NOTIFICATION

A 30-day written notice is required to withdrawal from our program. Tuition will still be due if child is withdrawn without proper notice. ***Parents may pay one month’s fee in lieu of the 30-day notice.*** ALL TUITION PAYMENTS ARE NON-REFUNDABLE.

#### **Reasons for Termination from Program** (but not limited to)

- Failure to comply with policies and procedures
- Destructive or hurtful behavior by child that persists despite parent cooperation in stopping behavior
- Non-payment of fees or late and/or recurring payment of fees.

All children enrolled in our program are special, and we try very hard to accommodate all of their needs. However, we cannot provide individualized care for a child with special needs. Exceptions to this are handled by the Director and Preschool Advisory Board.

**ST. AIDAN'S PRESCHOOL & MMO  
HANDBOOK AGREEMENT FORM**

After you have read the St. Aidan's Parent Handbook, please sign and date this form and return it to the teacher.

I certify that I have read, understand, and agree to comply with the guidelines set forth in the St. Aidan's Preschool & MMO Handbook.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
TEACHER