



Dear Parents,

Welcome to First Presbyterian Church Seeds of Faith Preschool. We are excited to begin the third year of this ministry. We are pleased that your child is enrolled here. Thank you for giving us the opportunity to partner with you in laying a foundation for your child's future development. It is our goal to create a warm, encouraging, and safe environment for your child. We strive to provide many hands-on activities and stimulating learning opportunities. Together we will share the God-given privilege and responsibility of helping your child reach his fullest potential.

FPC Seeds of Faith Preschool is an important part of the ministry of First Presbyterian Church. An African proverb says, "It takes a whole village to raise a child." We, at First Presbyterian, believe that is true. We will work together as a church and as a Preschool to minister to your entire family. We look forward to serving you during the coming year.

It is our prayer that this year of our Preschool will be a successful one for your child. We take seriously our responsibility and role in preparing your child for school. Rest assured that we are available to address your questions, concerns, or suggestions.

Blessings,

Mikki Moxley and Gretchen Rakestraw,  
Co-Directors

## General Policies



### Admission

First Presbyterian Church Seeds of Faith Preschool (The Preschool) is open to all children on a non-discriminatory basis. Registration for members of First Presbyterian Church, children presently enrolled in the Preschool, and children who have siblings enrolled in the past begins in February. If spaces are available, registration will open to the public in March. Applications are accepted on a first-come, first-serve basis.

A registration fee must accompany applications. Registration fees are **non-refundable**. Registration fees are \$100 per child.

In the event of withdrawal from the Preschool, two weeks prior notice is required. The Preschool reserves the right to dismiss any child for the following reasons:

1. Failure to meet monthly tuition fees
2. Severe discipline problems that persist and prevent a child from participating in his classroom setting
3. Developmental delays or special needs that we are not equipped to handle

When appropriate, we shall try to give assistance to parents in placing the child for proper instruction.

### Tuition

Tuition is due on the first of each month and should be paid no later than the 10<sup>th</sup> day of the month. Tuition received after the 10<sup>th</sup> will need to include a \$10 late fee.

2009-10 classes and tuition	
Class	Monthly Tuition
1 yr, T TH	\$100
2 yr, T TH	\$100
2 yr, M W	\$100
2 yr, M-TH	\$145
3 yr, M-W-F	\$120
3 yr, 5 day	\$160
4 yr, 5 day	\$160

## School Hours and Carpool

School hours are 9:00 a.m. - 12:00p.m. It is very important that children arrives on time and is picked up on time. Your child will be met in the carpool lane starting at 8:50 a.m. and walked into the building. If you arrive after 9:10 a.m., please park your car and escort your child into the building to his class. Dismissal will begin at 11:50 a.m. in the carpool lane. You will be given a color-coded name banner with your child's name and any other children that are to ride in your car. This card is to be placed in the windshield when loading children. Staff members will open the door to let your child in, but you will need to drive to the upper parking lot to secure your own child's seatbelt if they cannot buckle themselves.

*Car seat policy: Georgia state law states that all children under the age of six, regardless of how tall they are, must ride in the backseat of a car (certain exceptions for trucks or full backseats). They are required to be in either a car seat or booster seat suitable for their age and height. The Preschool will report cases of car seat unlawfulness.*

*Cobb and Douglas County Safe Kids program for car seats: Car seats are available to Cobb and Douglas County residents who are currently receiving government assistance (WIC, Medicaid and/or PeachCare) or meet income eligibility requirements. The program is limited to one car seat per child, and parents or caregivers must attend the car seat education class to receive the seat. Please bring a \$20 donation to the class. Call the Safe Kids program (770) 949-5155 for more information.*

Children will be dismissed to authorized people only. **Written permission** from you is required in order for any other person to pick up your child. Additionally, a photo ID will be required if any person other than the parent is picking up your child. In an emergency, a phone call may be acceptable.

## Late Fee Policy:

A late fee of \$1 per minute will be charged for picking children up later than 12:10 p.m. Your child may be picked up late at this rate three times. The fourth and fifth times the rate is doubled to \$2 per child per minute. At the sixth offense, the rate is \$3 per minute per child. In addition, there will be a one-week (five school days) suspension with no refund on tuition. At the seventh offense, your child will be permanently suspended with no refund on tuition.

## Attendance/Health

We encourage children to attend Preschool each day. However, if your child shows any indication of illness, please keep him/her at home. When your child returns after any absence, please send a note giving the reason for the absence. If an absence is anticipated, please send a note ahead of time explaining. It is not necessary to call the school on a day that your child is out.

Upon the recommendation of the Committee on Control of Infectious Diseases for the American Academy of Pediatrics, a child who exhibits any of the following symptoms in the past 24 hours should stay home:

1. Fever (must be fever free for 24 hours)
2. Vomiting or diarrhea
3. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
4. Common cold from onset through one week (including green or free flowing mucus, ear pain, frequent cough, or head colds)
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection - boils, ringworm, impetigo
9. Pink eye or other eye infection



Our staff will not administer medication to children at school. Please administer medication before and after Preschool hours if possible.

Children who appear ill during school hours will need to go home. You will be called immediately to pick up your child. If your child contracts a childhood disease following a session in school, please inform the director so she may inform other parents to take preventive care.

If your child is involved in an accident during school hours, appropriate medical attention will be given. Incident reports will be sent home with your child and the teacher will inform you of the incident when you pick up your child. If the situation requires immediate emergency or medical attention, the office will contact 911. All efforts will be made to contact you immediately.

## Clothing and Personal Belongings



Your child should wear:

1. Loose and comfortable clothing that can be managed with little help
2. Clothing suitable to the weather
3. Play clothes - We may get messy and children should not have to worry about soiling their clothes.
4. Rubber soled shoes are recommended. Because of wood chips on the playground, children should wear closed-toe shoes. **NO FLIP-FLOPS, CROCS, SANDALS, OR LEATHER-SOLED BOOTS.**
5. Socks must be worn at all times.



Please mark all items that can be removed (caps, jackets, gloves, pacifiers, etc.). Your child should also bring one complete change of clothes, appropriate to the season, in a Ziploc bag, marked clearly with your child's name on it to be left at school in case of an accident.

Do not allow your child to bring toys to school. They may get lost, broken, or returned to the shelf along with our toys. Your child should not bring any money unless it is for a specific purpose such as a class party. Your child should not wear jewelry, real or play. Jewelry is easily lost or broken.

All children in the 3- or 4-year-old classes are required to be potty-trained (no pull-ups or training pants). Children in these classes need to be able to take care of themselves in the bathroom (pulling up and down pants, getting on the potty, wiping, flushing, washing hands).



## Classroom Visitation

Preschool operating hours are a time for your child to interact with their teachers and peers. Most children will respond differently when they see their mom or dad and it can likely cause a disruption to the schedule. If something needs to be delivered to your child, please take it to the director's office. Messages can also be delivered to the teacher via the director. If you would like to meet with your child's teacher regarding progress or discipline, please set up a conference time. Please do not ask your child's teacher about your child's progress while class is in session or during drop-off and pick-up time. Our teachers cannot adequately supervise their classes while meeting with a parent.

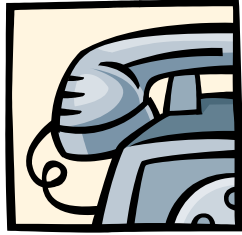


### Seasonal Parties and Birthdays

School parties are a fun way to celebrate special events and holidays. We will let you know ahead of time when such parties are scheduled. We appreciate parents helping at these times, and you will be given an opportunity during Open House to sign up to assist with specific parties during the school year. Any goodies given out should be age appropriate and should not contain anything that could become a choking hazard.

Parents are welcome to bring refreshments for birthdays. Please contact your child's teacher to coordinate this. A decorated cookie, doughnuts, or other small treat is preferred. Please make sure the plastic sticks, which are in most cupcakes bought at bakeries, are removed. These sticks are dangerous to children. Please do not send party favors. There will be NO balloons allowed in the Preschool. Birthday party invitations may be distributed only if all children in the class will receive one.

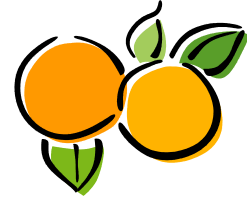
Children who have birthdays during months when school is not in session may celebrate their birthdays during the month of May. Please coordinate this with your child's teacher.



## Discipline

Discipline means setting and adhering to standards of behavior. Discipline is an essential preparation for the outside world. While under the care of Preschool staff members, children will be provided proper guidance and discipline.

1. Teachers use positive guidance techniques to direct children's behavior. Physical punishment or verbal abuse by an adult is not allowed.
2. Our goal of discipline is to help children learn an inner control over their own behavior. This is best done by helping children express emotions using words rather than physical force.
3. Teachers create a positive environment for children by having clear and consistent rules.
4. Teachers encourage positive behavior by:
  - Redirecting children to another area of the classroom when their behavior is inappropriate
  - Encouraging and reinforcing specific positive behavior by children
  - Allowing children to experience natural and logical consequences of their behavior.
5. Children whose behavior is out of control are helped to regain their composure by a calm, reassuring teacher. A short period of time away from the group activity is a helpful way for some children to calm down and return to appropriate behavior.
6. Conferences may be scheduled with parents to discuss concerns about a child's behavior in order to gain their understanding and support of ways to work better with the child. Our goal is to work in partnership with parents. In severe cases of out of control behavior when the child is endangering himself, other children, staff, or property, it may be necessary for the Preschool to request the parents to take the child home for the remainder of the day.



### Nutritious Snack Suggestions

Each day a light snack will be served. Each parent will be assigned a week to supply snack for the class. It is hoped that you will use the list provided for suggestions on types of foods we like to serve. No candy or gum is permitted, and we ask that you avoid sending excessively sweet foods. The Preschool will not serve popcorn, hot dogs, whole grapes, or any other food that may lodge in a child's throat and cause choking. Teachers will send home information about what kind of drinks (e.g., sippy cups, juice, water, etc.) are appropriate to send to school.

Some snack suggestions:

Cut-up fruit or fruit balls	Granola bars
Graham crackers	Muffins
Trail mix without nuts	Yogurt
Pretzels	Fruit snacks
Goldfish crackers	Jell-O
Dry cereal	Raisins
Vanilla Wafers	



### Mission of First Presbyterian Church Seeds of Faith Preschool

The mission of First Presbyterian Church Seeds of Faith Preschool is to provide children with the opportunity for physical, social, intellectual, and spiritual development within a safe, loving, and developmentally appropriate Christian environment.

It is our belief that children learn best if they have confidence in themselves and in their acceptance as worthy people that God created. Enhancing self-esteem is a top priority of the Preschool. Self-esteem is cultivated by allowing children to handle social situations one-on-one, as well as in a group. Through play, children learn about the world; therefore, our Preschool setting is conducive to learning in a non-stressful, comfortable way. There are opportunities for children to have individual instruction as well as participate in group activities. The basis of effective teaching is meeting children where they are developmentally in order to help them grow. Basic concepts are best learned through concrete experiences built upon each other, one step at a time. Children learn by doing. Teachers work hard to provide an environment that teaches children while they play.

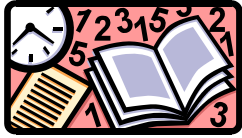
We believe that the home and our Preschool should work together to provide experiences leading to the development of self-discipline, moral values, responsibility, citizenship, and cognitive development.



### Objectives

The objectives of the Preschool are:

1. To help children know and feel God's love and acceptance
2. To help children understand themselves and their world
3. To encourage responsibility and self-expression
4. To introduce children to a classroom setting
5. To acquire skills and information for solving problems of everyday life
6. To glorify God and enjoy Him forever
7. To provide a witness of Christ and His church to the children's families



## Curriculum

Our Preschool seeks to offer children various age-appropriate experiences so that they may begin to learn how to live as God's creation in God's world according to the Bible. Luke 2:52 states, "And Jesus increased in wisdom [mental], and in stature [physical, and in favor with God [spiritual], and man [social and emotional]." We strive daily to include opportunities for growth in each of these areas.

Each class has an established routine to provide stability so the children feel a sense of security but also learn about limitations. Free play during the morning gives flexibility to the schedule so they may learn to make independent decisions and interact with peers.

A typical day at FPC Seeds of Faith Preschool will include:

- Center time - Dramatic play, puzzles, arts, blocks, science, reading
- Large group time (3's and 4's only) - Discussion of daily activities, a Bible story, the weather, calendar, and different themes/subjects as they occur through the year
- Small group time - Quieter opportunities for individual work, learning centers, or language instruction
- Outdoor activity time - A time for children to climb, run, jump, and use large muscles (the youth center gym will be used in case of inclement weather)
- Snack time - An opportunity to get nutritious refreshment and socialization
- Music - Songs and movement will be incorporated into activities. Children will attend music class once a week.
- Chapel - Once a week, the 3's and 4's will visit the sanctuary for songs, a parable, and prayer time with one of the pastors or staff members.



Young children are "hands-on" learners. They need a variety of three-dimensional materials with which to investigate and create. We encourage center-style activities with an emphasis on learning by doing, problem solving, and discovery. Children will explore number concepts, letters, sound, shapes, and colors in a way that is appropriate for their developmental level.



First Presbyterian Church Seeds of Faith Preschool  
9190 Campbellton Street  
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[www.fpcdouglasville.org](http://www.fpcdouglasville.org)

Parent Handbook Acknowledgement

Please return to the Directors' office by the first day of school.

I have read the Seeds of Faith Preschool Parent Handbook and I am aware all the policies stated within.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_