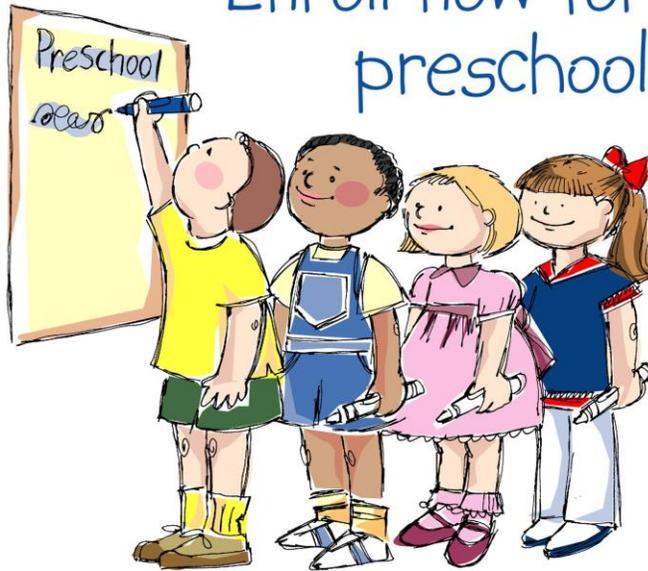


**Bethel United Methodist Church  
100 Lumpkin Campground Road S.  
Dawsonville, Georgia 30534  
706-216-6220**



Enroll now for  
preschool



**Pre-School Program**

**Parent's Handbook**

For 2018-2019



## **"Where every day is an adventure in learning, exploring and growing!"**

### **\*The Parent/Student Handbook for 2018-2019**

Welcome! You are reading this "Parent/Student Handbook" because you are interested in Christian based Pre-School. We are very eager to help you and your child as he or she (or even they) begin their formal education.

This document has been prepared especially for you. If, after reviewing this "Parent/Student Handbook," questions remain, please do not hesitate to contact Bethel's Church Office at (706) 216-6220. The Church Secretary will put you in contact with the correct person within the Pre-School or Church to answer your question. We want you to know Bethel's Pre-School and how it may help your family.

### **\*Bethel's Vision**

The Bethel United Methodist Church started its Pre-School Program in 1999. During the last 16 years, Bethel has pursued and continued its vision of a ministry to pre-school children.

The vision was inspired and guided by the teachings of the Holy Bible:

"Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14)

"People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. <sup>14</sup> When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." <sup>15</sup> Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it." <sup>16</sup> And he took the children in his arms, placed his hands on them and blessed them. (Mark 10:13-16), (see also Luke 18:15-17)

Today, the vision of a special ministry for pre-school age children and its source remain the same as in 1999.

Being faithful to the vision, the specific goal before the congregation and the Pre-School Program is to maintain a warm, loving, and Christian based setting designed to provide early education to children of pre-school age.

Furthermore, our goal includes the Pre-School Program partnering with parents of pre-school age children in helping their child to develop:

(1) spiritually,

(2) intellectually,

- (3) physically,
- (4) emotionally
- (5) to achieve their full age-appropriate potential.

Coupled with the goals mentioned, the Bethel Pre-School seeks:

- (6) to encourage the unique development of each child,
- (7) to provide an experience where children come to believe in themselves, their self-worth, and their ability to have a positive impact on the world around them,
- (8) and to enable children to see themselves as creative, capable, critical thinkers.

Bethel's Pre-School commits itself to being an inclusive Pre-School ministry which serves children of pre-school age without regard to their race, language, ethnicity, gender, social, economic, or religious background.

### **\*Bethel's Commitment to our vision**

Bethel's commitment to our vision is reflected in how the Pre-School Program is structured and guided by the Pastor and the congregation.

Bethel's Pre-School Program is structured and guided by the "Pre-School Governing Board." This governing board is created by the annual "Charge/Church Conference" of the Bethel Church. The "Charge/Church Conference" determines the number of positions on the "Board" and the individuals within the congregation filling those positions.

The Chair of the Pre-School Governing Board is a member of the congregation's "Council on Ministries" which oversees and guides all ministry programs within Bethel.

### **"Pre-School Governing Board" - What is it? What does it do? Who is it?**

The Bethel Pre-School uses the "Guidelines for Leading Your Congregation, 2016-2020," the 2012 "Discipline of the UMC, and other official publications published by the United Methodist Church to guide the pre-school ministries.

Generally speaking, the Pre-School Governing Board oversees and governs all aspects of the Bethel Pre-School. As the governing body for the school, the Board establishes policies and procedures that relate to the pre-school program. The Pre-School Governing Board reports to the Council on Ministries and to the Pastor.

Specifically, the Pre-School Governing Board sees to the everyday functions of the Pre-School Program. In doing so and in consultation with the Pastor, chooses the curriculum, establishes the days and hours, establishes the various tuitions and other related charges, oversees the marketing and advertising of the Pre-School Program and Pre-School Team members (teachers and administrative) as needed.

In regard to the calendaring of Pre-School events, the Pre-School Team consults with Bethel's Council on Ministries.

The Pre-School Governing Board is also responsible for training the Pre-School teachers and other team members.

The Pre-School Program Governing Board oversees the registration of students and all other matters relating to the students enrolled in the program.

Crucial to the Pre-School Program are the teachers and administrative support personnel. The Pre-School Governing Board has the task of hiring and guiding the teachers and administrative support personnel, under the guidance of the SPRC and the Pastor. The Pre-School Governing Board consults with the Pastor and Bethel's Staff-Parish Relations Committee in all employment matters. (The Pastor is the supervisor of all paid employees.)

The Pre-School Program Governing Board establishes the tuition, registration and activity fees charged to the parents. Likewise, the Pre-School Program Governing Board establishes an annual operating budget for the Pre-School.

The Pre-School Program Governing Board is responsible to ensure that the facilities are always safe for the children, their families and the school team members. In doing so, the Pre-School governing Board consults with the Pastor and Bethel's Board of Trustees.

### **\*A Non-Profit Program**

The Bethel Pre-School Program is a non-profit ministry of Bethel UMC. All funds received in excess of the operating expenses must be re-invested in children's ministries at Bethel.

### **\*Bethel's Pre-School Program**

Every Wednesday, the Pastor or another Bethel Church staff member conducts an age related "Chapel Service" for the students. Parents and other family members are invited to participate in the Chapel Services.

### **Curriculum and Learning Experiences**

Bethel's Pre-School Program uses **HIGH REACH, an activity based curriculum**. The teachers work with the children on age appropriate basic skills and use activities to build on these skills.

You can learn more about **HIGH REACH** by visiting their website at <http://www.highreach.com> . There are samples of the **HIGH REACH** learning materials in the Pre-School Office. The High Reach Curriculum is an Activity/Theme based curriculum that fosters the growth and development of the students.

The **GEORGIA EARLY LEARNING STANDARDS** are a big part of how we make sure that each age level is getting what they need. Copies of these standards along with the curriculum are in the Preschool office for your convenience. You can explore the learning standards in depth by going to [www.gelds.decal.ga.gov](http://www.gelds.decal.ga.gov).

A structured **Music Program** is included as a vital part of our curriculum. A musically trained Pre-School team member provides training for the students.

A Structured **Creative Play Time** is included as part of the daily curriculum.

**Learning Activities and Field Trips** occur throughout the school year.

These activities include:

We have the Emergency Services come in October (Fire Dept., EMT's, and Sheriff's Dept.)

The Pre-School students participate in an Easter Egg Hunt and a Trunk or Treat. They are also invited and encouraged to participate in Bethel's Annual "Tent of Treat Halloween Celebration.

In November, we have the annual Thanksgiving Feast and Program.

In December, we have the annual Pre-School Christmas Program.

In January, the Children's Librarian comes.

In February, we have our Dental Hygiene presentation. (A Dental Hygienist comes to talk to the kids about good dental health.)

The Pre-School students are invited and encouraged to participate in Bethel's Annual Easter "Egg Hunt by Flashlight" (a night time Easter Egg Hunt).

An annual Breakfast for the Pre-School parents. ("Donuts with Dad"/"Muffins with Mom")

An annual year end party and graduation service.

Other activities are planned as the year unfolds.

### **Bench Marks and Evaluations**

Each child is independent of each other and certainly grows at his or her own rate. At the same time, sometimes a child needs extra attention and guidance.

The Bethel Pre-School Program has established "bench marks" consistent with the State Standards. The goal is to see the child achieve regular learning growth.

At regular intervals, the Pre-School Program's teachers will be in consultation with the parents of the program's student. These consultations are essential moments of partnering with the student's parents.

### **\*Safe Sanctuary**

Bethel United Methodist Church and all its ministries and groups, including the Pre-School Program, follow the guidelines and instructions of the United Methodist Church Safe Sanctuary Program.

Safe Sanctuary is a program designed to protect children from any harm. You can gain more knowledge of Safe Sanctuary by going to <http://www.ngumc.org/pages/detail/653> .

All individuals working with children are required to pass the Safe Sanctuary guide lines.

**Classes Offered and Tuition Fees**

<b>Class</b>	<b>Days of Class</b>	<b>Monthly Fee</b>	<b>Activity Fee</b>	<b>Registration Fee (due with Registration Form)</b>
Twos	3-day M - T - W	\$195.00	\$40.00	\$100.00
Twos	4-day M-T-W-TH	\$235.00	\$40.00	\$100.00
Threes	3-day M-T-W	\$195.00	\$40.00	\$100.00
Threes	4-day M-T-W-TH	\$235.00	\$40.00	\$100.00
Fours	3-day M-T-W	\$195.00	\$40.00	\$100.00
Fours	4-day M-T-W-TH	\$235.00	\$40.00	\$100.00

1. The \$100 non-refundable registration fee is paid at the time of enrollment. Also, there will be a \$40 non-refundable Special Activity fee due by October 1.
2. Tuition is due in advance on the 15<sup>th</sup> of the month prior. (i.e. September tuition is due August 15<sup>th</sup> or at Open House; October tuition is due September 15<sup>th</sup>.) When paying your tuition by check, please make the check payable to: **BETHEL UMC PRESCHOOL**. The Church Office manages the Pre-School finances and we want your tuition to be applied properly to your account.

**The Pre-School Board strongly advises against paying cash. If a parent insists on paying "cash", the parent must come to the church office and make their payment to the Church Secretary who will issue a "receipt" for the cash. Pre-School staff cannot accept "cash." Please retain this receipt as proof of payment.**

The Church Secretary is in the Church Office until 1:30, Monday through Thursday.

3. A \$25 late fee will be added for tuition that is not paid by the 1<sup>st</sup> of the month. If tuition is 1 month late, the Pre-School Governing Board has the right to suspend your child from preschool.

If you are having financial problems, please contact us and we will make every effort to work with you.

4. No refunds can be made in the case of vacations or absenteeism. Refunds will only be made in extreme circumstances and approved by the Pre-School Governing Board.
5. Should inclement weather force the closing of school, these days have been built into your calendar and are made up as Dawson County schedules "make-up days."
6. In the event of an illness or other circumstances that shuts down the preschool, the Pre-School Governing Board will consider the circumstances and decide if additional days will be added to the school calendar or not.
7. The Pre-School Governing Board requires 1 month notice prior to withdrawing your child from the program. Please inform the Preschool Office if you intend on withdrawing your child. Failure to do so will result in you being billed monthly until you inform us otherwise.
8. A "late pick-up fee" of \$10.00 could be added if a child is picked up late.

## **9. Age Requirements**

**3-4-and year old classes:** The age requirement for the 3, 4, year old classes is that each child be the proper age for the desired classroom assignment by the first day of September. (ie 3=3, 4=4).

**2 year of class(es):** The age requirement for the 2 year class is that the child be at least 2 on the first day of September.

Children who turn 2 years of age between September 2<sup>nd</sup> and December 31<sup>st</sup>, may enter the program when classes resume after the Christmas holidays as an "early start." These late "2s" will be required to be part of the "2 year old class" the following year (not moving up to 3 year old class when they are still 2).

Children who turn 2 after December 31<sup>st</sup> will be able to join in the program the following school year.

## **Pre-School Hours and Attendance**

1. Sessions are held Monday – Thursday from 8:15 a.m. until 12:15 p.m.
2. Carpool runs from 8:15 a.m. until 8:30 a.m. After 8:30 a.m. the Pre-School Team will no longer be unloading children. You are then asked to escort your child to the Pre-school Office to sign your child in. The office is located downstairs and to your right as you enter the main doors of the building.
3. Pick up your child promptly at dismissal time, 12:15 p.m. until 12:30 p.m. Please call if you are going to be late. Please leave a message if the voice mail picks up. You will be charged a \$10.00 fee if you are late on a regular basis.
4. Please call if your child will be missing school.

5. Please keep your child home if any of the following symptoms are present: stomach upset due to nausea, vomiting, rash, fever, diarrhea, bad cough, sore throat, or eyes that show infection. If your child becomes ill at school, you will be notified to come pick him/her up.
6. A child that has been running a fever may return to school 24 hours after the fever is gone.

### **Carpooling**

1. You will receive 2 tags with your child's name on it. Please place one of these tags in your window when picking up your child. A Pre-School Team member will bring your child to your vehicle.
2. We ask that you form a carpool line. Enter the church parking lot on the "cemetery side" of the older church building. Please pull down in front of the new building. Remain in your vehicle. This goes for drop-off and pick-up.
3. After a Pre-School Team member has placed your child in the vehicle, we ask that you pull forward into the parking lot. You may then buckle your child. **Pre-School Team members are not allowed to buckle a child into his/her car seat.**

### **Snacks**

The Preschool purchases the snacks. This is a part of your tuition. If your child has a food allergy, please make sure that the Pre-School Team is informed of this. We **do not** serve snacks that have nuts in them. Snacks will be served mid-morning.

If you would like to celebrate your child's birthday, you may do so. Just contact your child's teacher about the number of students in the classroom and food restrictions.

### **Weather policy**

With the exception of the starting and ending dates, the Bethel Pre-School follows the Dawson County School System policy for weather cancellation. If the Dawson County Schools are closed we will also be closed. Additionally, if they open late we will not have school. Please watch the local TV stations for the closing of Dawson County Schools.

### **Health Issues**

1. Each child MUST have an up-to-date immunization record on file in the Preschool Office.

Note: The Bethel Pre-School Program firmly aligns itself with the public school systems and the Georgia Department of Public Health. It is the official policy of Bethel Pre-School Program that each and every child should receive the GDPH suggested vaccinations.

However, presently, the State of Georgia allows for "religious objections" to required immunizations. Parents whose religious faith objects to the suggested vaccinations may enroll their children in Bethel's Pre-School provided:

- (a) The parents have completed GDPH form 511-2-2-.07 Religious Objections to Required Immunizations. This form requires notarization and must be filed in the Pre-School Office.
- (b) Additionally, the parents must acknowledge that "When the Department or a County Board of Health determines that an epidemic or the threat of an epidemic exists, the Department or Board shall immediately notify the governing authorities of all schools and childcare facilities within the affected area.

Under those circumstances, the Department or Board may require immunization for those who object on the grounds of religious beliefs, and may prohibit attendance at schools or childcare facilities within the area by unimmunized children." (GDPH form 511-2-2-.07 Religious Objections to Required Immunizations.)

Bethel Pre-School officials will suspend exempted students if such situation merits.

- 2. Please **DO NOT** send your child to preschool while they are sick.
- 3. If your child becomes ill while at preschool, you will be asked to pick them up immediately.

When a child is ill, the Teachers will follow the following protocol:

The Teacher will bring the child to the Pre-School office.

The Teacher and the Director of the Program will assess/document the child's complaint(s).

The Director of the Program will orally take child's temperature.

If the child's temperature registers 100 or higher, then the child is considered ill.

The Director of the Program will call the parent and request that the child be taken home.

Note: Children need to be without fever for 24 hours before returning to preschool.

- 4. If your child is given an anti-biotic, they must be on the medication for 24 hours before returning to preschool.
- 5. PLEASE contact the Pre-School Office (or Church Office) if your child has exposed the class to an illness that is contagious.
- 6. Please give your child their medication before or after school. We will only administer medication in case of an emergency with parental written permission.
- 7. If your child uses an inhaler or epi-pen, please make sure that the Preschool Office (or Church Office) has one available. The parent is responsible for supplying the inhaler and must provide written permission allowing the Staff to administer its use.

### **Chapel and Devotionals**

Bethel's Pastor and Worship Staff will be assisting with Chapel/Devotion time. This will be every Wednesday at 12:05 in the Worship Center. Parents, Grandparents, and Caretakers are invited to attend beginning the first week of school.

## **\*The Pre-School Team**

The Pre-School Program employs teachers and administrative people to ensure that Bethel's vision and goals are met. Bethel's philosophy is that as the right people are employed the goals will be met, and the children will receive the very best level of teaching possible.

Each Pre-School Team member (teaching and administrative) is chosen because of their individual skills and abilities to strengthen the students under their care and the over-all Pre-School Program. Additionally, each team member is employed because of their willingness and ability to function as a "team" meeting the Pre-School goals as listed earlier (page 5).

### **What can you expect from the Team?**

Parents can expect a capable, loving, caring and helpful attitude from both the Pre-School Team and the Church Staff.

Furthermore, you will find the Pre-School Team to be engaging in the fulfillment of their responsibilities.

You may also expect the Pre-School Team to be fully professional in teaching abilities, appropriate dress and conduct.

### **What is the "Team"?**

#### **\*Pre-School Team Director**

Supervised by the Pre-School Governing Board and the Pastor

The duties of the Pre-School Program Team Director include:

#### **\*Outreach**

The "Pre-School Team Director" will be the first "contact person" for those families making inquiries about enrolling their children in the Bethel Pre-School Program.

The "Pre-School Team Director" will provide the prospective families the necessary "tour" of the pre-school facilities.

The "Pre-School Team Director" will work with the teachers and the members of the Pre-School Governing in planning special activities for the students and the over-all program.

The "Pre-School Team Director" will constantly, provide to the Church Office upcoming special plans and activities of the Pre-School Program so those activities can be placed on the church's calendar and advertised on the church's web site, the church's sign and in the church weekly E-mails.

The "Pre-School Team Director" will return any and all telephone messages left on the Pre-School voice mail.

#### \*Enrollment

The "Pre-School Team Director" will provide prospective families with a current copy of this "Bethel Pre-School Manual" ensuring that the proper forms are included. This includes answering any questions that prospective parents may ask.

The "Pre-School Team Director" will receive from prospective families completed enrollment forms and pass the information on to the Pre-School Administrative Assistant.

The "Pre-School Team Director" will keep a record of those enrollments and the number of students in each classroom and confirm the class enrollment with the Administrative Assistant. Create and publish a current "Class List."

#### \*Teachers

The "Pre-School Team Director" will work with the teachers in establishing the school year calendar, including programming and activities.

The "Pre-School Team Director" will work with the teachers as "Conferencing with Parents" occur during the school year.

The "Pre-School Team Director" will work with the teachers in seeing that the children are safe at all times.

The "Pre-School Team Director" will work with the teachers in carrying out the daily routine and schedule.

#### \*Supplies

The "Pre-School Team Director" will purchase, well in advance, any snack supplies needed by the classrooms. (The cost of this expense is covered by the annual Bethel Pre-School budget.)

The "Pre-School Team Director" will store these snacks in air-tight containers in the Pre-School Office or cabinet storage areas.

The "Pre-School Team Director" will review requests for teaching supplies submitted by the teachers and arrange for purchase if the requests are approved.

#### \*Carpooling

The "Pre-School Team Director" will guide the process of the "Car-Pool," both the dropping off and the picking up.

Carpool runs from 8:15 a.m. until 8:30 a.m. for dropping off children and 12:15 p.m. until 12:30 p.m. for picking up children.

Children cannot be received into the building until 8:15 a.m.

#### \*Security

The "Pre-School Team Director" will arrive at the church early in the mornings of each school day to open the building and ensure that it is ready for the students.

The "Pre-School Team Director" will after the last student leaves each day, ensure that the building is locked and secured.

The "Pre-School Team Director" will ensure that each child is accounted for as they meet their parents, i.e., "check-out roster."

The "Pre-School Team Director" will ensure that all entrance doors are locked all the time.

#### \*Students

The "Pre-School Team Director" will know each child by name and their families.

The "Pre-School Team Director" will ensure that teachers will take digital pictures of the children on a regular basis. The goal is to provide a digital history of the school year for each child.

The "Pre-School Team Director" will find ways to include the parents in the non-teaching activities of the Pre-School where possible.

#### \*Open House

The "Pre-School Team Director" will arrange with the teachers and the Pre-School Governing Board the annual "Open House." The Pre-School event is for the whole community. The "Pre-School Director" will ensure that the "Open House" is scheduled with the Church Office and advertised in the worship bulletins, web site and E-News.

#### \*Graduation Ceremony

The "Pre-School Team Director" will, with the teachers and the Pre-School Governing Board, plan a "graduation ceremony" that recognizes the transition of the students from one grade to another. Special to this event are the students moving onto public schools.

The "Pre-School Team Director" will use the digital images of the students to honor each child. Recognizing each child individually is important.

#### \*Office Administration

The "Pre-School Team Director," along with the teachers will maintain "student achievement records" tracking the student's progress in relation to the established "bench marks." These records shall be made available to the

parents at each "consultation."

The "Pre-School Team Director" will offer to the parents the "Scholastic Book Program."

The "Pre-School Team Director" will arrange for annual "School Pictures."

The "Pre-School Director" will ensure that the church's website info is kept current by providing updates of new information to the church's IT Director.

#### \*Budget Responsibilities

The "Pre-School Team Director" will work with Pre-School Governing Board to establish program budgetary needs.

The "Pre-School Team Director" will identify resources to support budget responsibilities.

#### **\*A Pre-School Program Administrative Assistant**

Supervised by the Pre-School Governing Board and the Pastor

The Pre-School Program Administrative Assistant is provided an Office in the Chapel Building.

The duties of the Pre-School Program Administrative Assistant include:

Provide administrative support for the Pre-School Program as guided by the Pre-School Team Director.

Enroll students in the Pre-School Quickbooks so that their payments and credits can be tracked, allowing for monthly statements to be made available.

Manage the in-coming finances of the Pre-School Program using Quickbooks, including receiving the monthly tuition checks, the registration and activity fees provided by the parents.

Manage the expenses of the Pre-School Program using Quickbooks and match those expenses against the annual Pre-School Program budget as approved by the Pre-School Governing Board.

Transfer sufficient funds from the Pre-School Program's banking account to Bethel's Payroll Account to cover the payroll and related FICA and Medicare taxes for the Pre-School employees. (Ongoing salaries are established by the Pre-School Governing Board).

Send to the parents of enrolled children, monthly statements as produced by Quickbooks. These monthly statements shall include amounts owed as well as amounts charged and paid.

Issue to the church a check in an amount determined by the Governing Board to partially cover the cost of the church's utilities.

Provide to the Pastor, the Church Council, Committee on Finances and the Pre-School Governing Board monthly "PnL" and "balance" sheets and other reports as required by the church.

Send out "birthday letters" from the Bethel Church to those students of the Pre-School Program when their birthdays come around (similar to what is done for the members of the Bethel Church).

### **All Classroom Teachers and Teacher's Assistant**

This Pre-School Team member will work with the Pre-School Director, the Pre-School Team and in consultation with Pre-School Governing Board and the Pastor.

In keeping with the standards of the **HIGH REACH** curriculum and the **GEORGIA EARLY LEARNING STANDARDS**, the classroom duties of the Classroom Teacher are as follows:

- The Classroom Teacher:

- will arrive at Bethel each school day with age appropriate lessons for the day well prepared;

- will establish clear objectives for daily and weekly lessons and activities. Additionally, these plans will be communicated to the parents;

- will ensure that the classroom is prepared for the students before the daily class begins;

- will be at the entrance doors to greet each student as they arrive;

- will receive each child with a warm, caring smile;

- will gather the children and take them to their appropriate class room;

- will ensure that backpacks and personal items are stored correctly and in a safe manner;

- will introduce children to an environment separate from their "at home" environment;

- will help make the introduction of "schooling" easy and enjoyable for the child;

- will introduce the student basic skills such as color, shape and number identification;

- will teach social, motor skills as well as further develop the student's cognitive skills;

will teach social skills such as eating habits and basic hygiene;

will provide age appropriate lessons in safety and classroom behavior rules;

will provide constant encouragement and positive instruction to each student;

will observe and evaluate the child's behavior, abilities, and development;

will maintain accurate and complete records identifying a student's progress in reaching established "bench marks";

will communicate with parents and the Team Director regarding the progress of their child(dren);

will take all necessary and reasonable precautions to protect students, equipment, materials and facilities;

will maintain a cooperative and supportive relation with other members of the Pre-School team;

will constantly strive to further develop their own teaching skills and methods and in relating to the students and their families;

will carry out the daily classroom routine as established by the Pre-School Governing Board and provided elsewhere in this publication;

will not consume food or drink in front of the children, either in the "gathering area" or the classroom;

will not use their cell phones for personal matters during the Pre-School hours;

will provide interactive, supervised, outside playground time for the children under their care. Classes will go to the playground in classroom groups. This will allow for two or more teachers on the playground at any time. During the outside time, the teachers will not congregate to themselves but instead be stationed in various location of the playground allowing them to be focused entirely on the children and their safety as they play,

will always speak to each child in a constructive, positive manner,

will only physically touch a child under their care in a caring manner, never grabbing to lead, but guiding through appropriate touch when necessary.

- The Teacher will then follow the daily routine as posted on the classroom door.

## **Parent Participation**

We value your input and support. We encourage parents to take the opportunity to volunteer in non-teaching ways at the pre-school. We are your partners in your child's early education.

### **Student Conduct/Development**

1. We expect your child to act appropriate for his/her age. We expect outbursts occasionally from the children. This is typical for the age. If your child becomes difficult or unable to be controlled, we will ask that you work with us to help solve the situation.
2. If we feel that your child is struggling because of speech delay or another developmental issue, we will talk with you. We can arrange with the school system to evaluate your child. The local school system will then work with you on a strategy to help your child.

### **General Policies**

1. Please call the Preschool Office if your child is going to be absent.
2. Send diapers and wipes for children that are not potty trained.
3. Please dress your child so that he/she will not need assistance going to the restroom.
4. **ALL CHILDREN** should have a complete change of clothing in their backpacks. Please do not send clothes for us to keep at the Preschool.
5. Label all belongings with your child's name.
6. Please send your child in comfortable, washable, play clothes. The children play outdoors and enjoy (messy) art projects.
7. We do not encourage the children to bring toys from home. Toys will only be allowed if the teacher requests them for Show and Tell.
8. Children may bring a "cuddly" to make them feel more comfortable. The teacher may ask that it be stored in the child's backpacks during certain times throughout the day. We ask that our 4 year olds refrain from doing so.
9. Children should not bring breakfast food with them to pre-school. Please allow them to finish their breakfast at home or in your car before they enter the building.
  - a. Bringing breakfast foods present sanitation issues as the teachers cannot supervise those eating, ensuring that any food dropped on the floor will not then consumed by the child.
  - b. Additionally, "sharing" of food becomes a challenge. Sharing a piece of food or drink could result in "sniffles" being passed from one child to another.

## **Communication**

1. Your child has a take home folder. This folder needs to stay in their backpacks. **The Pre-School Team will send statements, notes and the child's work home in this folder.**
2. The Teachers and the Preschool Office will use email to communicate with the parents. This will happen most every week. In the first few weeks of school, if you are not receiving an e-mail; please make sure that we have the proper email address.
3. You will also receive the weekly e-news from Bethel UMC. As a member of Bethel UMC Preschool, you are a part of the Bethel family. You are always welcome to join us in any of our activities or services.

## **\*Preschool Disciplinary Procedures & Policies**

Proverbs 10:17 tells us "Whoever practices discipline is on the way to life, but whoever ignores a warning strays."

One of the goals of the preschool experience is to help children learn how to interact with others in a healthy way, enjoy being with other children their own age, and follow the direction of an adult other than their parents.

To achieve this goal, a caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce such behavior continuously.

A second goal of the preschool experience is to help the children develop self-control and responsibility for their actions.

To achieve this goal, the teachers and staff are guided by the following:

### **Strategies for discipline:**

1. Encouraging children to use their words when having a disagreement with another child, as opposed to physical contact.
2. Facilitating students in their attempts to settle their own disputes.
3. Redirecting negative social/classroom behavior to positive social/classroom behavior.
4. Separating a student from the class (Time-Out) - one minute for each year of age.
5. Counseling individually about behavior.
6. Making parents aware of disciplinary concerns with a behavior incident report.

### **When the strategies do not work:**

Children are, after all, children. They will have disagreements between each other and between themselves and healthy social interaction. From time to time, behavior may become an issue. In such cases, not only is one particular child disrupted but also the whole class may be out on hold" to deal with one child. Such behavior distracts from the full benefit of our preschool environment and, for the sake of all the children, must be managed.

### **The following behaviors are considered disruptive:**

- Requires constant attention from the teachers and staffs
- Inflicts physical or emotional harm to other students, adults or self
- Disrespects staff and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the class.

#### **Procedures for disruptive behavior:**

- Disruptive behavior will be addressed in a "behavior incident report." This will be completed to document any inappropriate behaviors that negatively impacts other children, staff members, or the group as a whole. This report will be shared with the parents, explaining the behavior and how it has affected the classroom setting. It will also seek resolution of the situation. The behavior report will be placed in the child's folder to be taken home, signed and returned the next day to the teacher. (It will be then kept in the students file for reference)
- If a child has difficulty on a recurring basis, parents will be asked to meet for a parent/teacher/Preschool Manager conference.
- If the student's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or as a last resort, removed from the preschool program altogether.

#### **The Three Strike" System:**

We will follow a "three strike" system for behavior

- Strike one: Redirection from behavior, counseling the child
- Strike two: Time out away from class for one minute per age of child
- Strike three: Time out in preschool manager's office. Behavior report sent home to parents to be signed and kept in child's file.

**The following pages**  
**contains forms that are for parents' use.**

**2018 - 2019 Enrollment Form****Please complete for each child, page 1****Student's Name:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_**E-Mail Address:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_\_\_\_\_\_ **Yes, my child will be attending upcoming year.****Which class are you registering your child(ren) for? Please circle one of the following.**

<b>Class</b>	<b>Days of Class</b>	<b>Monthly Fee</b>	<b>Activity Fee</b>	<b>Registration Fee (due with Registration Form)</b>
Twos	3-day M-T-W	\$195.00	\$40.00	\$100.00
Twos	4-day M-T-W-Th	\$235.00	\$40.00	\$100.00
Threes	3-day M-T-W	\$195.00	\$40.00	\$100.00
Threes	4-day M-T-W-Th	\$235.00	\$40.00	\$100.00
Fours	3-day M-T-W	\$195.00	\$40.00	\$100.00
Fours	4-day M-T-W-Th	\$235.00	\$40.00	\$100.00

# **Bethel UMC Pre-School**

## **Registration Form 2018 – 2019, page 2**



### **Student Information**

Child's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Parents' Names: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Personal Information**

Mother's Employer: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_  
 Father's Employer: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_  
 Does the child live with: (check one) \_\_\_\_\_ Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_  
 other \_\_\_\_\_

**If there is custody arrangement, please attach a copy of the court documents to the registration form.**

Does your child have any allergies? \_\_\_\_\_  
 Does your child have any special needs/ dietary restrictions? \_\_\_\_\_  
 Does your family participate in a church and if so, which one?  
 \_\_\_\_\_

### **Emergency/ Pick Up Information**

<b>Name:</b>	<b>Phone Number:</b>	<b>Relationship:</b>

### **Enrollment Agreement:**

I understand that a non-refundable \$100 Registration fee is due at the time I return this form. Acceptance of the registration form and the \$100 non-refundable fee assures your child a place at Bethel UMC Pre-school. In return we expect that you will honor your enrollment for the term unless otherwise discussed with the Preschool Director/Preschool Committee.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Dated



# **Bethel UMC Pre-School**

## **Medication Waiver 2018 – 2019,**

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

I give permission for Bethel UMC to administer the following medication to my child:  
(check all that apply)

- \_\_\_\_\_ Tylenol
- \_\_\_\_\_ Motrin
- \_\_\_\_\_ Benadryl
- \_\_\_\_\_ Tums
- \_\_\_\_\_ Anti- Itch Cream
- \_\_\_\_\_ Prescription medication indicated below

Prescribed Medication Name: \_\_\_\_\_ Rx Number: \_\_\_\_\_

Prescribing Doctor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Condition for which Rx Medication is to be given: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_ Dose: \_\_\_\_\_  
 Time: \_\_\_\_\_ Dose: \_\_\_\_\_

I confirm that my child(dren) have all the state's recommended/required immunizations for their age group.

\*\*\* I understand that that the Pre-School Team cannot be responsible for any allergic reactions or complications resulting from this medication if given according to the instructions.

\*\*\* In the event of illness or accident which requires immediate medical treatment at a time when a parent cannot be located, I give permission to the Bethel UMC and/or the Pre-School Team to secure and authorize any necessary medical treatment for my child. I will not hold the school or Pre-School Team or the Bethel UMC responsible. I understand that these decisions are made after every possible attempt to contact the parents and other persons listed on the child's emergency contact list.

\*\*\* In the event that my child does require additional treatment and transportation to a medical facility, my child will be taken to Northside- Forsyth Hospital.

\*\*\* In the event that a life threatening situation arises, the Bethel Pre-School will make a 911 call summoning the Dawson County EMT. It will simultaneously contact the parents.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Bethel UMC Preschool



## **Student Information Form 2018 - 2019**

You can help us plan for your child's needs. Bethel UMC Preschool strives to individualize the care it provides to its students. Please fill out the following form so that we can better support and encourage your child to get the most of his/her experience.

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

Others who live in your household:

\_\_\_\_\_

Does your child have any health problems, developmental and/or speech delays?

\_\_\_\_\_

Is your child "potty trained"?

\_\_\_\_\_

What are your child's favorite activities?

\_\_\_\_\_

Do you consider your child easy or hard to manage?

\_\_\_\_\_

What do you and your child enjoy doing together?

\_\_\_\_\_

Does your child take a nap?

\_\_\_\_\_

What do you expect from this program?

\_\_\_\_\_

Are you willing to volunteer either in your child's class or at the school in general?

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Dated



# Bethel UMC Preschool

## **Notice of Exemption Form 2018 - 2019**

### **Notice of Exemption**

I, \_\_\_\_\_ acknowledge that I have been informed that this program is not a licensed child care facility.

I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\*This completed form is required by the State of Georgia, Bright from the Start, Georgia Department of Early Care & Learning



**Bethel United Methodist Church  
100 Lumpkin Campground Road S.  
Dawsonville, Georgia 30534**



### Media Waiver & Release

I consent to my child being photographed, interviewed and/or videotaped by representatives of the Bethel United Methodist Preschool. Bethel's Preschool may use digital photos of children in church produced publications for the purpose of sharing information about the Preschool program. Additionally, images obtained may be reproduced by Bethel for use in the church's social media, publicity or educational activities.

I hereby waive any claims I may have and release Bethel United Methodist Church and its employees from liability of claims arising out of such activities.

           **Yes, my child may be photographed, interviewed or videotaped for Preschool media use.**

           **No, my child may not be photographed, interviewed or videotaped for Preschool media use.**

*If you do not return this form, it will be assumed that you give permission for your child's image to be included*

Name of child	School Class	Age

#### Verification

I verify that the information provided on this form is accurate and current and that I am the legal parent/guardian of the student(s).

Signature of Parent/Guardian

Dated

Printed name of Parent/Guardian



### **"511-2-2-.07 Religious Objections to Required Immunizations**

(1) Except as provided in subsection (2) below, a child shall be exempt from the required immunizations if the parent or legal guardian has filed with the school or childcare facility a completed affidavit on DPH Form 2208.

(2) When the Department or a County Board of Health determines that an epidemic or the threat of an epidemic exists, the Department or Board shall immediately notify the governing authorities of all schools and childcare facilities within the affected area. Under those circumstances, the Department or Board may require immunization for those who object on the grounds of religious beliefs, and may prohibit attendance at schools or childcare facilities within the area by unimmunized children.

(3) Persons who wish to register a religious objection to the vaccination of their child shall do so using the following DPH Form 2208:

#### **AFFIDAVIT OF RELIGIOUS OBJECTION TO IMMUNIZATION**

\_\_\_\_\_ personally appeared before the undersigned notary public and swore or affirmed as follows:

1. I am the parent or legal guardian of \_\_\_\_\_(name of minor child).
2. I understand that the Georgia Department of Public Health requires children to obtain the following vaccinations before being admitted to a childcare facility or school: diphtheria; haemophilus influenzae type B (not required on or after the fifth birthday); hepatitis A; hepatitis B; measles; meningitis; mumps; pertussis (whooping cough); pneumococcal (not required on or after the fifth birthday); poliomyelitis; rubella (German measles); tetanus; and varicella (chickenpox).
3. I understand that the Georgia Department of Public Health has determined that these vaccinations are necessary to prevent the spread of dangerous diseases among the children and people of this State; that the required vaccinations are safe; that a child who does not receive these vaccinations is at risk of contracting those diseases; and that a child who does not receive those vaccinations is at risk of spreading those diseases to me, to other children in the childcare facility or school, and to other persons.
4. I sincerely affirm that vaccination is contrary to my religious beliefs, and that my objections to vaccination are not based solely on grounds of personal philosophy or inconvenience.
5. I understand that, notwithstanding my religious objections, my child may be excluded from childcare facilities or schools during an epidemic or threatened epidemic of any disease preventable by a vaccination required by

the Georgia Department of Public Health, and that my child may be required to receive a vaccination in the event that such a disease is in epidemic stages.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent or Legal Guardian (Printed) Parent or Legal Guardian (Signature)

Name of Child/Student (Printed)

Sworn and subscribed before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_.

