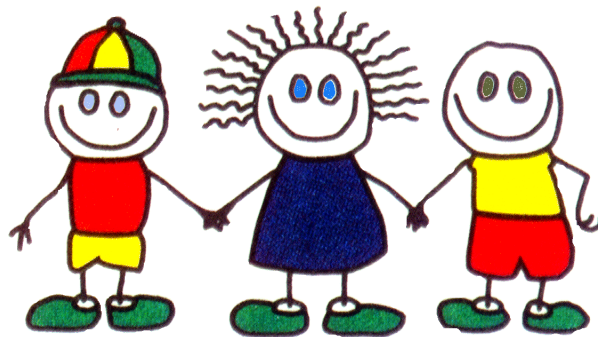


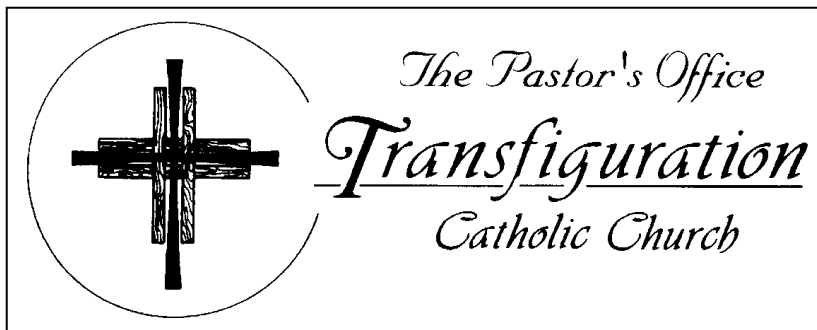
# **TRANSFIGURATION PRESCHOOL**



## **PARENT HANDBOOK 2011 - 2012**

**Transfiguration Catholic Church  
1815 Blackwell Road, N.E.  
Marietta, Georgia 30066-2911  
(770) 977-1442**





Dear Parents,

Your children are your greatest treasure. I want to assure you that they are also this Parish's greatest treasure. We are honored that you have selected us to begin their early childhood education. We understand the heavy responsibilities many of our parents have of living in Atlanta with extended family far away. We are here as an additional resource to reinforce the values that you teach at home. We will give our youngsters the wonderful experience of the family at Transfiguration to which they belong and will be sure that they are safe and nourished in an atmosphere that is Christ centered.

I'm very proud of our preschool program and of the professionals who run it. I'm very proud that you have recognized this to be a good place to help continue the growth of your child in the directions that you have set.

May God bless you and your family and may the Holy Family watch over us all with care.

Sincerely yours in Christ,

A handwritten signature in black ink, appearing to read 'Msgr. Patrick Bishop', written in a cursive style.

Monsignor Patrick Bishop



Dear Parents,

On behalf of our entire staff, welcome to Transfiguration's Preschool. We consider the opportunity to teach and care for your child during the 2011—2012 school year both an honor and a privilege.

As Directors of Transfiguration's Preschool Program, we are well aware of the trust you place in us and our staff. That trust is apparent by the choice you have made to leave your most precious gift of life in our care. We all take this responsibility very seriously. You and your child are the most important ingredient of our program.

The first five years of a young child's life have been established as the most valuable on the learning scale. With our skilled and multitalented staff we will strive to provide a variety of experiences in a nurturing, Christian environment. Our goal is to help each child grow and develop to the best of his/her spiritual, physical, cultural, academic and social capabilities. We want to open a world where each child will be free to explore, make decisions, create friendships and develop a foundation based on Christian values. We are confident that through our partnership with you, we can establish a lifelong love of learning in each child who enters our doors

This handbook was prepared to acquaint you with our guidelines and procedures. In doing so, we hope to promote an understanding between our preschool and your family. An informed parent enriches the mutual relationship we strive to develop, benefiting all involved.

We encourage you to become as involved as your time and talents permit. You are always welcome here! If you ever have any questions or concerns, please do not hesitate to call or stop by the office. We are here to assist your family in whatever way we can.

Sincerely,

*Darragh Browning*  
Preschool Director

*Kristen Smith*  
Curriculum Director

# TRANSFIGURATION PRESCHOOL

## MISSION STATEMENT

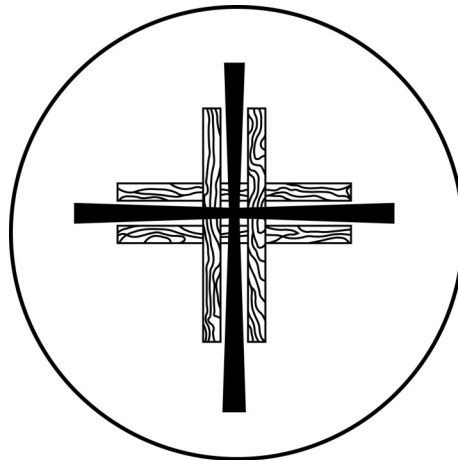
Our mission is to promote each child's spiritual, cognitive, emotional  
and physical development

To develop a creative and inquiring mind;

To encourage relationships with peers;

To instill respect for themselves and others;

and to foster a loving awareness of God through Jesus, His Church,  
and the world.



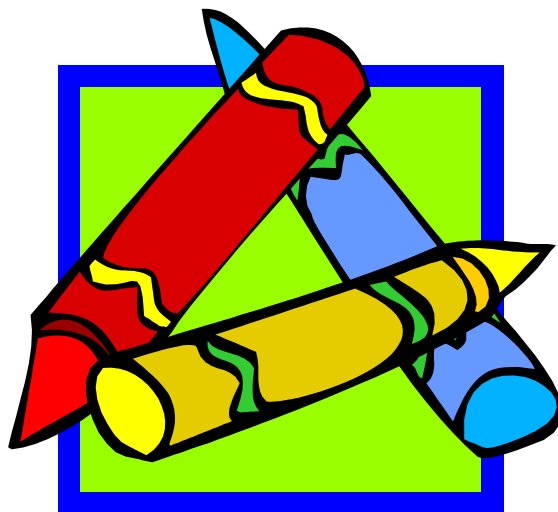
## PHILOSOPHY

We believe that children are unique and special beings who develop at their own time  
and pace. Our developmentally appropriate program is designed to provide  
experiences that will focus on the growth of the whole child. In  
addition to school readiness, we will encourage life-long  
learning, problem solving and decision making,  
and motivate each child to reach his  
individual potential  
and beyond.

# TABLE OF CONTENTS

<b>Our School and Staff</b> .....	1
<b>Phone Directory</b> .....	1
<b>Fees and Services</b> .....	2-6
Ages .....	2
Registration .....	2
Tuition .....	3
Payment Options .....	3-4
Late Fees .....	4
Tuition .....	4
Pick-Up .....	4
Returned Checks.....	4
Cobb County Schools Early Release Days .....	4
Transfiguration Preschool Early Release Days .....	4
Absences.....	5
Withdrawal.....	5
Catholic and Private Schools .....	5
Lunch Bunch .....	5
Lunch Bunch Payment.....	6
Lunch Bunch Dismissal.....	6
<b>Policies and Procedures</b> .....	6-19
Communication.....	6
Calendars and Newsletters .....	7
Conferences and Evaluations .....	7
Children with Special Needs.....	7
Allergies and Other Life Threatening Conditions.....	7
Attendance.....	8
Early Arrival.....	8
Late Arrival.....	8
Early Pick-Up .....	8
Late Pick-up .....	8
Parking .....	8
Weather .....	9
Security.....	9
Children’s Records .....	9
Custodial Rights and Legal Rights .....	9
Visiting Your Child’s Class.....	10
Lost and Found.....	10
Clothing .....	10
Parental Involvement / Volunteers .....	10
Substitute Teachers .....	11
T.O.T.S. (Thanking <u>O</u> ur <u>T</u> eacher <u>S</u> ).....	11
Enrichment Programs.....	11
Classroom Supplies .....	11
Toys from Home.....	12
Holiday Parties.....	12
Birthday Parties .....	12
Invitations, Fliers .....	12

Spirit Day .....	12
School Pictures and Other Fundraisers .....	13
Snacks and Lunch .....	13
Positive Guidance and Discipline .....	14
Disenrollment .....	14
Carpool .....	14-17
General Instructions .....	15
Mother’s Morning Out and Two Year Old Classes .....	16
Three Year Old Classes .....	16
Pre K Classes .....	16
Multiple Children .....	16
Carpool Map.....	17
<b>Health and Safety Policies .....</b>	<b>18-21</b>
General Health Precautions .....	18
Outdoor Activities .....	18
Fever .....	18
Coughs, Colds, Flu .....	18
Communicable Diseases .....	19
Immunizations.....	19
Child Abuse .....	19
No Smoking.....	19
Emergency Contact Information .....	19
Emergency Medical Care .....	19
Non-Life Threatening Medical Procedures .....	20
Medication.....	20
Allergies and Other Life Threatening Medical Procedures.....	20
Biting .....	21
Additional Emergency Procedures .....	21



## OUR SCHOOL AND STAFF

Transfiguration Catholic Church Preschool is an "Exempt from State Licensing" program and is under the supervision of the Archdiocese of Atlanta Office of Catholic Schools. Transfiguration Preschool operates under the Guidelines for Parish Early Childhood Programs and receives at least two Quality Assurance visits each year. Our Directors and staff attend Professional Development courses provided by the Archdiocese of Atlanta Summer Education Institute. All staff are required to obtain, at least, 10 hours of professional training each year including current certification in CPR and First Aid.

We strive to hire staff who are dedicated, nurturing, and creative and who have early childhood education experience and/or a degree in an early childhood-related field. Our staff work closely together with the Director and Curriculum Director to plan and implement a curriculum that covers various areas of a child's development. These areas include: motor skills, social and emotional development and language development that ultimately prepare them for a successful entry into kindergarten.

## PHONE DIRECTORY

For your convenience, the contact phone numbers for Transfiguration Preschool Administration are listed below. Between the hours of 9:30 am. and 3:30 pm, Monday through Thursday and 9:30 am. and 2:30 pm. on Friday, a receptionist in the Parish Office will assist you with your extension. However, before and after these hours, please wait for the message to begin and then dial the correct extension. If no one is available to take your call, leave a voice mail message, and you will be contacted as soon as possible.



PARISH OFFICE: (770) 977-1442

PARISH FAX: (770) 578-1415

PASTOR: Ext. 131  
Monsignor Patrick Bishop's Administrative Assistant

PRESCHOOL DIRECTOR: Ext. 130  
Darragh Browning

CURRICULUM DIRECTOR Ext. 138  
Kristen Smith

FINANCE ASSISTANT Ext. 145  
Lori MacDonald

For questions / concerns about tuition, lunch bunch, carpool changes, messages to teachers, calendar events, discipline, academics, policies, and all other matters, please contact the Preschool directly at extension 130.

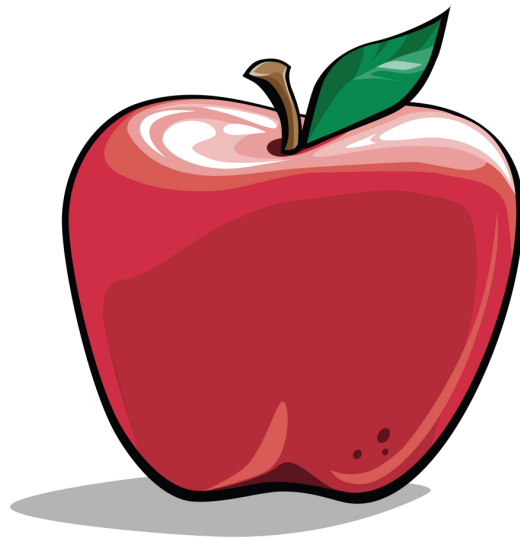
## **FEES AND SERVICES**

### **AGES**

Transfiguration Preschool is an equal opportunity provider. We offer programs for children 16 months through 5 years of age. Class level is determined by the same parameters Cobb County uses for its own school system. The age of your child on or before September 1<sup>st</sup> dictates the appropriate class into which your child should enter.

### **REGISTRATION**

Registration is held every January (for families currently registered in the program) and early February (for all others) for the following school year. Parents must complete Transfiguration's registration form and pay a non-refundable registration fee (\$125.00 for MMO, 2s and 3s; \$150.00 for Pre K) to guarantee their child's placement in the 2011-12 school year. This charge enables Transfiguration to provide special resources for the children throughout the school year, all of their art and craft supplies, as well as a book bag and t-shirt.



# TUITION

Tuition fees for our 2011-12 preschool program are as follows:

CLASSES:	MONTHLY TUITION:
<u>MMO</u> 2 day	\$165.00
<u>2 and 3 year olds</u> 2 day	\$165.00
3 day	\$180.00
4 day	\$230.00
<u>Pre-K</u> 4 day	\$230.00
5 day	\$245.00



Tuition is due on the 1<sup>st</sup> of each month, August, 2011—April, 2012. Tuition will be considered late after the 10th day of the month (not necessarily the same day of the week every month). Please see "Late Fees" on page 4.

Monthly account statements, tax statements and receipts are available when requested.

## PAYMENT OPTIONS

Payments options are as follows:

### 1. Credit / debit card

- A. Recurring charge— is processed on the 1st of each month, August—April. Forms are included in the registration packet but may also be requested from the Preschool or Finance office at any time during the year. Additional payments, such as registration and Lunch Bunch, may not be made using this option but may be paid with a credit/debit card either online (see below) or by bringing your card into the office. Automatic credit card payments are highly encouraged both for your convenience as well as more efficient record keeping for the Preschool and Finance office. If it is necessary to withdraw your child from school before the end of the year, please send in a written notice to stop charges.
- B. Online payments—[www.transfiguration.com](http://www.transfiguration.com) then click "Menu", "Preschool" and scroll down to "preschool information", click on "tuition" and follow the prompts.



### 2. Personal checks— Must be received using one of the following methods:

- A. **In a labeled envelope** in the folder in your child's book bag.\*\*
- B. Mail— must be postmarked by the 1st of the month.\*\*
- C. **In a labeled envelope** in the Sunday collection basket.\*\*
- D. **In a labeled envelope** delivered to the receptionist at the front desk.\*\*



**\*\*ALL CHECKS AND ENVELOPES SHOULD BE CLEARLY LABELED WITH YOUR CHILD'S FIRST AND LAST NAME AND THE WORDS "PRESCHOOL TUITION, LUNCH BUNCH, etc."**

3. Bank bill pay— “Preschool” must be on the memo line. In some cases, the memo line is not visible so the check should be addressed to Transfiguration **Preschool**.
4. Money orders— should be made out to Transfiguration **Preschool** and delivered to the school using the methods listed above under “Personal checks”
5. **Cash** — **Do not send in with your child or give to a teacher.** You must personally deliver it to the Finance Office to insure that you receive an immediate receipt.



## LATE FEES

Tuition---A late fee of \$10.00 will be incurred if tuition is not received by the 10<sup>th</sup> day of each month. This fee will continue to accrue every 10 days that payment is outstanding. If at anytime tuition becomes 1 month delinquent, your child will be suspended and risk disenrollment from the program until your account is made current.

Should you experience special financial situations, please contact the Preschool Director or Finance Director to discuss possible payment plans.

Late Pick-up—A \$5.00 late fee is charged at 12:45 p.m. (or 1:45 p.m.) and \$1.00 per additional minute thereafter. The radio-controlled clock, located in the Mail/Copy Room, will be checked and be the determining time factor for your fee. Certainly, extraordinary circumstances will be considered on a case by case basis.

## RETURNED CHECKS

After the second returned check, all future payments must be made by credit card, money order or cash.

## COBB COUNTY SCHOOLS EARLY RELEASE WEEK

Cobb County Schools will have Early Release Days during the week of October 24-28. Our preschool children will be dismissed at their normal times. If you need to pick up your child early on any of those days, please send in a note to your child’s teacher on that day and follow the proper early pick up procedure.

## TRANSFIGURATION PRESCHOOL EARLY RELEASE DAYS

For the purpose of Staff Development and Training, Transfiguration Preschool will have 2 early release days. They are Oct. 13th and Feb. 2nd. On these days all children, including Pre-K, will be dismissed at 12:30 pm. There will be no Lunch Bunch.



## ABSENCES

At the time the Finance Department established tuition, allowances for school holidays, teacher workdays, and snow days were taken into consideration. There will be no prorated fees for these days or for those missed due to illness, vacations, and other occasions, such as grandparent visits.

## WITHDRAWAL

When withdrawing your child from Transfiguration Preschool, a 30 day written notice is required so that we may have time to fill the spot with another child. This policy is normal, standard and regularly enforced. If time does not permit, a charge corresponding to the insufficient notice will be billed.

## CATHOLIC and PRIVATE SCHOOL APPLICATIONS

We are happy to complete any recommendation forms necessary as part of the application process for your child's admittance into a Catholic or other private schools. Please allow us as much time as possible to complete these forms.

Attendance at Transfiguration Preschool does not in any way ensure admittance to any Catholic or private school.

## LUNCH BUNCH

Lunch Bunch days will be held on Monday through Thursday from 12:30-1:30pm. However, the Tuesday Lunch Bunch may be cancelled if there are not adequate participants to cover expenses. There is NO Lunch Bunch the first week of school.



Lunch Bunch gives parents of 2 and 3 year olds (3 hour classes) the option of staying an additional hour beyond the 12:30 pm. normal dismissal. You must provide your child's sack lunch and a drink, or water will be served. Lunch will be eaten in a classroom. After eating and weather permitting, the *lunch bunchers* will play on the playground for the remainder of the time. On inclement weather days, children will eat and participate in other indoor activities and games.

Please be aware that for some children, especially 2 year olds, Lunch Bunch creates an unreasonably long day and for this reason may be inappropriate, at least at the beginning at the year. Attendance for children enrolled in the Mother's Morning Out classes will be considered on an individual basis. Children with repeated behavioral issues will not be permitted to attend Lunch Bunch.

By sending a lunch, we understand that your child will be staying for Lunch Bunch.

## LUNCH BUNCH PAYMENT

The cost of Lunch Bunch is \$5.00 / day. Payment must be made in advance of attending. If you are planning to send your child to Lunch Bunch frequently, please purchase advance credit. The Finance Office will then charge your account on the day that your child attends. When your Lunch Bunch credit becomes low, you will receive a statement and a request to purchase more credit. Unused Lunch Bunch credits will not be refunded.

You may pay for Lunch Bunch with a personal check, cash, online, or credit card. (We are unable to use the credit card information previously provided for your automatic tuition deduction. You must come to the Finance Office to use your credit card for Lunch Bunch.) Please see pages 3 –4 for further specifics on all of these methods.

If your child arrives at school with a lunch and no payment or credit, your child will be allowed to stay that one day only. You will be notified of the failure to provide payment and further Lunch Bunch attendance will not be permitted until your account is made current and appropriate advance payments are received.

## LUNCH BUNCH DISMISSAL

At approximately 1:25 p.m., all Lunch Bunch children will be taken to the church foyer, where they will be dismissed following the "MMO and 2 year old carpool plan" (see page 17). We will require an ID to insure proper identification of all individuals who are picking up. If you need to pick up your child before 1:20 p.m., please park in the parking lot and come to the preschool office to pick-up your child.

As with regular late pick-up, there will be a fee for late lunch bunch pick up, as well.

## POLICIES AND PROCEDURES

### COMMUNICATION

Your preschooler's book bag not only provides a way to transport artwork, snacks, and extra clothes but also is the main means of the school's communication system. If you need to send in any communication please put it in the folder in your child's bag. Your child's teacher will deliver it to the appropriate person. Most of our correspondence to parents will be relayed in the

same way. Remember to check your child's book bag and folder daily for current notes, financial statements, and fliers, as well as, your child's prized school projects.



## CALENDARS AND NEWSLETTERS



Calendars will be sent home monthly. It will list monthly activities, birthdays, resource visitors, holidays and any other information the teacher feels may be of interest to you. In addition, calendars will show your child's days for bringing snack (MMO, twos and threes only—see page 13). Please keep your calendar posted for the entire month. Teachers will also send home a weekly newsletter explaining more in depth any special activities, art projects, special supplies needed, or events that will be occurring in your child's class. It will provide a starting point for talking to your child about her class. By reading this and the calendar, you should be well informed of our Preschool's program.

A quarterly school newsletter, "Transfiguration's Treasures", will provide you with interesting information about many events in our program.

## CONFERENCES AND EVALUATIONS

Parents of 3, 4 and 5 year olds will receive a written evaluation of their child's progress in the Fall and Spring. Mother's Morning Out and 2 year old classes will receive a limited evaluation in the Fall and a complete one in Spring.



Conferences may be scheduled at any time for any reason by the parents or the teacher. All parents of Pre-K children will have the option of a scheduled conference with their child's teacher on November 8th . Conferences are a valuable tool for parents, teachers and administrators to discuss progress and concerns about your child.

## CHILDREN WITH SPECIAL NEEDS

Transfiguration Preschool is an equal opportunity provider. Preschoolers with special needs should be brought to the attention of the Preschool administration at or before the time of enrollment. We will then determine if our program is suited for the particular needs of your child. Special needs identified after admission will be discussed as they occur. The best interest of the child with special needs, as well as all other children in the class, must be taken into consideration. Parents should always keep both administration and the child's classroom teacher informed of any speech, physical, emotional or behavioral therapies that your child is receiving. It is helpful to both the child and the teachers.

Parents with special needs should notify the Preschool Office. We will make every attempt to provide resources for meetings and programs that will assist parental understanding and enjoyment.

## ALLERGIES AND OTHER LIFE-THREATENING CONDITIONS

Please see page 20 for specific information.

## ATTENDANCE

Attendance in preschool is not required or penalized as in the public and private elementary schools. We believe, however, that it is important to teach children good habits about regular attendance in school. Of course, in preschool, occasional vacations and visits with grandparents are fine but allowing a child to stay home just because she “doesn’t want to go” is not advised.

## EARLY ARRIVAL

The school day begins at 9:30 am. Children cannot be dropped off before this time. Teachers are preparing their rooms and getting supplies ready for the day and will not be able to adequately supervise children at this time.



## LATE ARRIVAL

When a child frequently arrives late for school, he is being taught that tardiness is OK. When arriving late, your child misses out on important early morning activities and also disrupts the class. Please make every effort to arrive on time and to drop your child off from the carpool line.

If you arrive after carpool has ended, please park your car in a designated parking space, not along the curb, and walk your child to the downstairs Preschool Office. Sign your child in and wait for the preschool office staff to take your child to the classroom. Please do not take your child directly to his/her classroom unless asked to do so.

## EARLY PICK-UP

Please send a note to your child’s teacher or call the Preschool Office, ext. 130, if you are going to pick your child up early. If you need to pick up early, please do so before 12:15pm or 1:15pm. When you arrive for an early pick-up, please go to the Preschool Office to sign out your child. A preschool staff member will then bring your child to you. A photo ID will be requested if we do not recognize you or your designated pick-up replacement.

## LATE PICK-UP

Afternoon carpool begins at 12:30 / 1:30 pm. Upon completion, the staff will take any remaining children into the building. If you are running late, a phone call will help relieve your child’s anxiety and also notify the teacher of your anticipated arrival time. Once at school, please park your car in a regulation parking space, not in the circular drive, and enter the building to pick up your child. Your child will be located in the preschool office. A late fee may be charged. See page 4 for fee schedule.



## PARKING

Whenever it is necessary for you to leave your car and come into the building, our fire codes mandate you park in a regulation parking space. Never park along a curb or in a driveway, even for just a minute. Children should never be left unattended in your car.

## WEATHER

Transfiguration Preschool will follow the Cobb County School System for inclement weather situations, unless otherwise directed.. The following resources are available concerning school closings, late start or early dismissal:

1. Primarily, listen to WSB-AM 750 or Channel 2 for information concerning school closings. If Cobb County Schools are closed, our Preschool will also be closed.
2. Go to [www.transfiguration.com](http://www.transfiguration.com). You will see red box pop up at the top of the page.
3. Call the church and listen to the main voice mail message.
4. In very unusual situations and to the best of our ability, we will attempt to call you, using the preferred emergency phone number you have provided.



## SECURITY



The safety of your child is our most important concern while they are in our care. The following security measures are in place to provide the safest environment possible for your child:

1. All accessible, exterior doors to the building will be locked during preschool hours, except the main church office door (see office hours on page 1 under "Phone Directory") and the front and rear doors to the church foyer.
2. All classroom doors will be locked.
3. Parents and other visitors to the building must sign in on the building log and obtain a visitor pass before being allowed in a classroom.
4. All staff, visitors and vendors must have appropriate ID badges visible at all times.
5. Teachers will not be permitted to allow anyone in their classroom without proper identification.

## CHILDREN'S RECORDS

Children's records will be retained for 30 days after the child completes our program or withdraws for any reason. If you need copies for kindergarten, please request them before the last week of school. These records are only open to the child's teachers, preschool directors and the child's parents or legal guardians. A written request is required to forward records to another school or for evaluation purposes.

## CUSTODIAL RIGHTS AND LEGAL REQUESTS

We may not deny a parent access to his/her child without the proper legal documentation therefore, any legal document which restricts a parent's access to a child must be presented and on file with the preschool.

Please contact the Preschool Office for more detailed information regarding legal requests and / or subpoenas, and possible fees.

## VISITING YOUR CHILD'S CLASS

After signing in and getting a nametag in the hall near the Pre-school Office, parents are free to visit their child's class at any time. However, we suggest you refrain from visiting until after the 1<sup>st</sup> month of school. Please realize that parental visits sometimes cause your child and the other children anxiety. They are accustomed to going home with you when you come to school and do not understand you are merely visiting for a short while and will return for them later.



Please remember when you visit your child's room you are a guest and an observer. Please refrain from using these visits to discuss your child's individual progress. Our staff will gladly make a conference appointment with you. We hope you understand the need for cooperation regarding these visits.

## LOST AND FOUND

Lost and Found is located in the church parlor. Items are kept for one week then donated to a charity. We highly recommend that you label ALL items that belong to your child.

## CLOTHING



Please dress your child in clothes that are comfortable and practical for *active and messy* play. Appropriate clothes for the weather and tennis shoes are recommended. Crocs, flip flops, sandals, boots and other similar shoes are not appropriate. Dresses and skirts are not practical on the playground because they cause tripping and become a hazard when climbing, etc. If your daughter is to wear a dress, please have her wear either tights, shorts or long pants under her dress. All jewelry items are discouraged, however, all necklaces or dangling toys worn around the neck are never permitted. Please label your child's outer wear including coats, gloves, and hats. Always include a complete change of appropriate seasonal clothes (labeled with their name), in your child's bag.

## PARENTAL INVOLVEMENT / VOLUNTEERS

Transfiguration Preschool is grateful for any time and talent that you are able to share with us. Parent volunteers can offer their time, services, and skills to benefit the development of our children. All volunteers are welcome and considered invaluable to us at Transfiguration. Please let us know how you can help.



## SUBSTITUTE TEACHERS

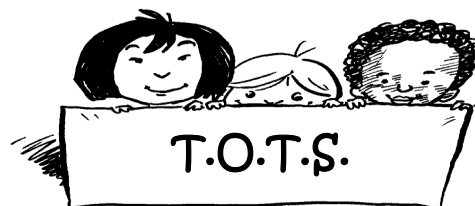
Occasionally, teachers must be absent from their classroom. Besides using preschool staff who are available, we will employ a small number of persons interested in being a substitute teacher. This position is hired by Transfiguration Catholic Church for the Archdiocese of Atlanta and requires a thorough background check.

As a substitute teacher, you will act as the assistant to the teacher in the classroom. You will not, in most cases, be assigned to your child's classroom. Every attempt is made to give as much notice as possible, however, many times you will be called in the morning to work that day. There are no child care services available for other siblings.

If you are interested in applying as a substitute teacher, please contact the Preschool Director.

## TOTS (THANKING OUR TEACHERS)

Our TOTS organization is a great way not only to volunteer but to meet other parents and children within our school who are not necessarily in your child's class. Many parents and children have kept in close contact years after their child has left preschool.



Volunteers make such a difference in our community and in our preschool. Starting in preschool, and continuing through high school, volunteering provides you a wonderful opportunity to be involved in your child's education both in the classroom and for special school programs and events. As a volunteer, you will also be an important role model for your child. Grandparents and other relatives are welcome as volunteers, as well.

Contact your child's Room Parent to find out about the many opportunities to be involved.

## ENRICHMENT PROGRAMS

Music (all classes) and Spanish (4-5 day/week classes only) are included in your child's weekly schedule throughout the school year. Our Preschool also provides a variety of visiting staff to aid in your child's educational development.

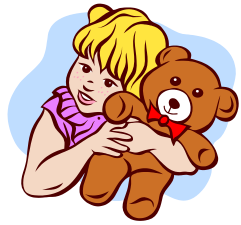
## CLASSROOM SUPPLIES

At some point during the school year, you will be asked to provide paper towels, tissues and/or baby wipes for use within your child's classroom. Your cooperation in sending these items will help us focus on providing instructional materials for our children. Since the Preschool does not have sufficient storage, please wait to send your items until you are notified by your child's teacher.



## TOYS FROM HOME

Children should not bring toys to school. Young children are just learning to share. It is unreasonable to expect other children not to want to play with these toys. There are exceptions to this request. Children's books and items pertaining to the curriculum are always welcome.



## HOLIDAY PARTIES

Class parties are held at the discretion of each age group. Each teacher will give ideas/directions for these parties to her *Party Parents*. Because overcrowding in our classrooms creates safety issues, only the parents assisting with that party may attend. A maximum of 2 adults is permitted. Siblings and other relatives are not permitted to attend with the exception of infants who must remain in a stroller at all times.

## BIRTHDAY PARTIES



Birthday party celebrations are permitted and encouraged. Parents are invited to come into the classroom at 12 noon (MMO, 2s and MWTh 3s) or 1pm (M-Th 3s and Pre K) for the celebration. Only a small treat is recommended. Discussing your plans with the teacher prior to the party is helpful. Please include every child in the class when planning your celebration. Ask your child's teacher for an accurate count. A *reasonable* number of siblings and other relatives are permitted at these parties. Remember that safety concerns do not allow candles, balloons or small prizes/favors.

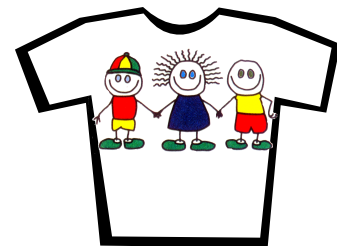
**Balloons are never permitted for any occasion.**

## INVITATIONS, FLIERS

Your child's teacher will gladly distribute invitations to children's home parties. However, **all** children in the class must be included for the school to accommodate your request. We will return any invitations of children absent on the day of delivery. We are unable to distribute any other types of flyers or advertisements.

## SPIRIT DAY

Spirit Day is celebrated each month. Occasionally teachers designate an additional day for their class. See your child's monthly calendar for the exact date. Please have your child wear their Transfiguration Preschool T-shirt to show school spirit on these and any other days they like.



## SCHOOL PICTURES AND OTHER FUNDRAISERS

Individual children's pictures will be taken in mid-October and late March. Group class pictures will be taken in February. These photographs are an optional service we offer and there is no obligation to purchase however they provide a good fundraising source for our school.

Throughout the school year, we will offer a few additional fundraiser activities or projects with the option for our families to purchase.



## SNACKS AND LUNCH



We believe that part of the educational experience is learning about proper nutrition. Eating snacks and lunch (M-Th 3s, Pre K and Lunch Bunch) at school is a great opportunity to reinforce this concept. Help us by always sending healthy foods for snacks and lunch. Please refer to the "snack bag list" for suggestions of appropriate, healthy foods. We follow the American Academy of Pediatrics recommendations for foods that are potential choking hazards. Visit the following website for more information:

[Http://www.pediatricsbr.com/commonills/HE0066.pdf](http://www.pediatricsbr.com/commonills/HE0066.pdf)

Children in each MMO, 2 and MWTh 3 year old classes provide snack for the entire class on a rotating basis. Each teacher will decide the particulars of the rotation. When it is your child's turn to provide snack, please realize this is an important event for your child. The "snack bag" with a list of food suggestions for your child's class will be sent home in advance. It is exciting to be able to share with classmates something your child had a part in choosing. However, please guide your child in picking healthy and nutritious snacks. When determining the amount to send, please remember that this is only a snack and not a meal. All boxes of crackers, cereal, and similar items must be unopened.

Please note: foods requiring cutting or other preparation must be completed at home. Teachers do not have adequate time to prepare snack or lunch items. Please remember to include disposable spoons when necessary. We ask that you also take into consideration any children in your child's class with severe food allergies.

You will be alerted to these by your classroom teacher.

Birthday parties and holiday parties are exceptions to this request. Treats on these days may be cupcakes, ice cream, special cookies, etc. Please check with your child's teacher before making plans to send in these treats.



## POSITIVE GUIDANCE AND DISCIPLINE

Children are the most important element of our Preschool. Our goal is to foster positive behaviors in a loving, nurturing, and safe environment. Your child will be cared for in a manner that consistently supports your child's growth and development. We will give loving encouragement in times of difficulty, offer positive guidance in decision-making skills, and provide age appropriate "think-about-it" opportunities. Our teachers will work closely with the administration, as well as parents, in determining these elements of care.

We strive to have an open line of communication between parents, teachers and administration in our Preschool Program. This communication can be very beneficial in sharing the positive events of the day as well as any difficulties that occur. The support and communication between parent, teacher, and child can have a tremendous impact on the success of children and we encourage you to become an active part of your child's learning in these very early years. By establishing a caring relationship, we will all help to make his present and future a success. (see Biting, page 21)

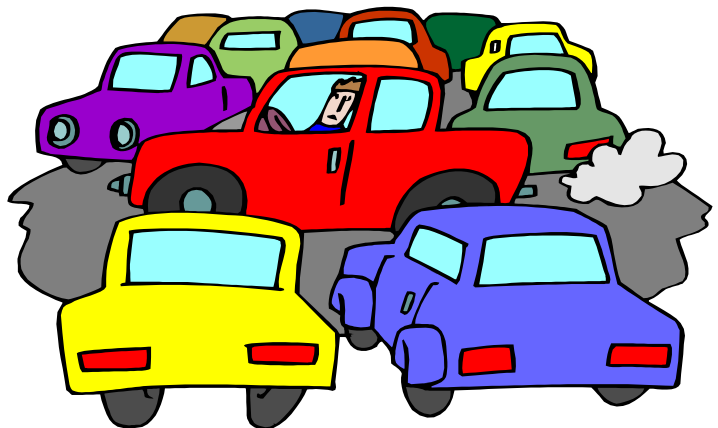
## DISENROLLMENT

Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our program. Some possibilities include: behavioral issues that involve a child causing harm, whether intentional or not, to other children and/or a lack of response from parents to our requests for a conference regarding their child. A decision to disenroll a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in question, and our Director will assess each disenrollment not only with regard to the individual child's needs, but also the needs of all the children served. The parent will be a central figure in the discussions regarding this issue, but the decision to disenroll a child must be left to the discretion of the Director.

## CARPOOL

The carpool system is, by far, the safest way for children to enter/leave the building. Please help us with this safety measure and adhere to our carpool system.

Initially, the carpool procedure can be a bit time consuming and frustrating. Preschoolers move only so fast. Our staff is committed to ensuring your child's happiness and safety. Please practice patience and courtesy with the staff and each other. Our goal is to make this system as efficient as possible. To aid in this process, please cooperate in the following ways:



## GENERAL CARPOOL INSTRUCTIONS—ALL CLASSES

**We ask for your cooperation in helping us comply with these guidelines. Our staff will work hard to make carpool as easy and fast a process as possible.**

Study the carpool map on page 17. Use the following Color Key to determine the appropriate route and stopping point for your child(ren):

MMO and Two year old classes	—	<b>RED</b>
Three year old classes	—	<b>BLUE</b>
Pre K classes	—	<b>GREEN</b>

1. On any given day, carpool will involve 90-130 cars all coming and going during the same 15 minute period. PLEASE use logic, safety, patience and common courtesy when merging or crossing any line. Families with more than 1 child may be and are permitted to merge into any line.
2. Each time you stop, put your car in "park".
3. Refrain from using your cell phone when the carpool line is moving.
4. Pass a car in line only when instructed to do so.
5. Carpool is not the appropriate time to discuss details about your child's day with the teacher. Appointments may be made any time.
6. Each child/family will be given a carpool number at *Open House*. Please hang your number from the rear view mirror. If at any time you need a replacement or extra number, notify the preschool office.
7. By law---all children are required to be buckled in car seats. Please ensure that your child remains in his/her car seat until you have stopped for unloading.
8. Morning (AM) car pool will begin at 9:25 am and afternoon (PM) will begin at 12:30pm / 1:30 pm. PLEASE do not line up more than 15 minutes prior to the start.
9. In the AM carpool, please remain in your car
10. For PM carpool, all children must be buckled in their car seats before pulling away from the curb. You may need to get out of your car to ensure the safe buckling of your child into his/her car seat. Our staff is not permitted to buckle children in their seats.
11. If your child is going home with another child, please call or send a note to the teacher. We cannot accept change of transportation plans conveyed to us by children or other adults.
12. When someone other than the usual driver is picking up your child, please send a note to your child's teacher if they are not already on your emergency pickup list. Be certain they understand the carpool procedures and will be prepared to show their ID.
13. If a thunderstorm or other dangerous weather occurs during loading or unloading times, carpool will be delayed/suspended until administration determines it is safe to continue.
14. Please note specific details about your child's age level on next page.



## **MMO and TWO YEAR OLD CLASSES** (see map next page)

1. At the beginning of carpool, do not pull into the circular driveway before carpool has begun. The church receives frequent deliveries plus this is a fire code violation. Once directed to continue, proceed into the circular drive as far around as indicated.
2. **Use extreme caution** when crossing 3 year old line and when turning down exit lane.
3. If you are dropping off more than 1 child in other areas, see "Multiple Children" below.

## **THREE YEAR OLD CLASSES** (see map next page)

1. **Use extreme caution** in crossing the intersection of the 2 year old carpool line.
2. If you are dropping off/picking up additional children in other age level classes, see "Multiple Children below.

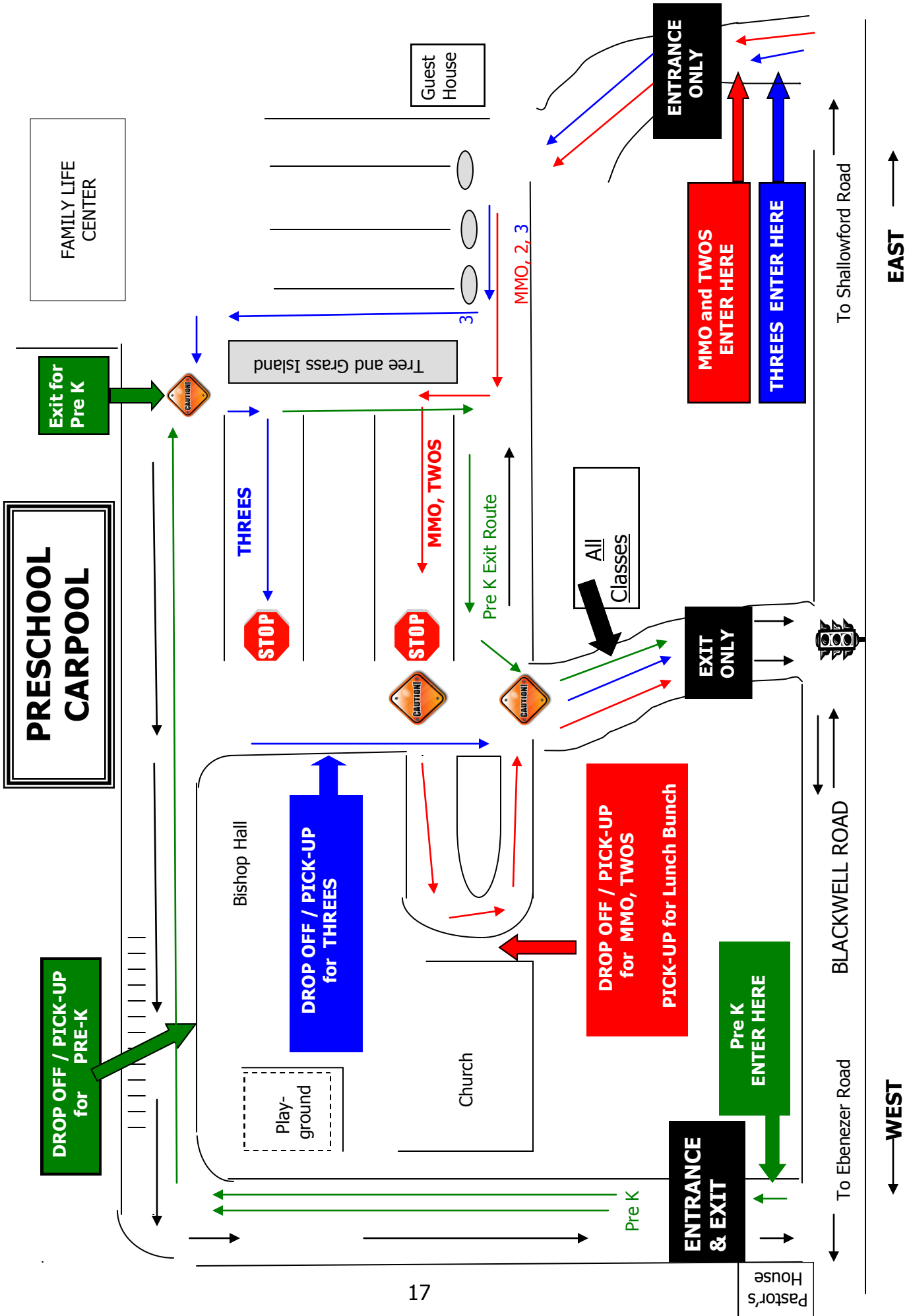
## **PRE-K CLASSES** (see map next page)

1. When entering property, form double lines as close to the right as possible. Note: There may be other church traffic coming from the opposite direction to exit parking lot.
2. Pull up to the playground corner and begin to merge into one line as you make the turn .
3. Use extreme caution when crossing other lines of traffic when exiting.
4. If you are dropping off additional children in other age level classes, see "Multiple Children" below.

## **MULTIPLE CHILDREN** (see map next page)

1. If you have more than one child to drop off / pickup who is not in the same age group, please use the following guidelines to determine your route:
  - A. Each child must be dropped off at their appropriate age group location
  - B. To avoid being late when dropping off, please attempt to be near the front of the line for your first stop. On certain days, the classes in attendance vary in number.
  - C. IF your first stop is a Pre K child, continue to the corner of the building (Bishop Hall), turn right and merge into the 3 year old line. If your second stop is a MMO or 2 year old child, continue along the curb (do not pass) and turn right at circular drive.
  - D. IF your first stop is a 3 year old , continue along the curb (do not pass) and turn right at circular drive for an MMO or 2 year old child.
  - E. If, at anytime, you are having difficulties with these guidelines, please contact us. If we have concerns, we will contact you.

**REMEMBER, OUR PRIMARY GOAL FOR CARPOOL IS  
THE SAFETY OF YOUR CHILD—AND YOU!**



# HEALTH AND SAFETY POLICIES

## GENERAL HEALTH PRECAUTIONS

The following are precautions we use everyday:

- Sanitizing of all toys, furniture, doorknobs and anything else that is touched each day.
- Washing hands frequently—children and staff--but always after bathroom visits, after diapering, after touching eyes, noses or mouths, after coming in from outside, before and after snacks or lunch. Since we have no sinks in the downstairs classrooms, we use a waterless hand sanitizer in the classroom but always use soap and water when going to the bathroom. The children are monitored while using the hand sanitizer to ensure that it dries properly.
- Teachers report any suspected illness, including green or thick nasal mucous, excessive coughing, and diarrhea, to the administration and a decision is made as to whether the child should be sent home.
- Children are taught to “cover their mouth and nose” when they sneeze or cough. HOWEVER, they should only use their elbow or shoulder NOT their hands.
- Please refrain from wearing perfumes and colognes. Many children and staff are allergic to them.

**Our primary responsibility is to keep your children safe—  
everything else is secondary.**

## OUTDOOR ACTIVITIES

Weather permitting, children in our Preschool play outside as a regular part of the scheduled day. All children participate in this activity. If you feel your child should not be outdoors, please keep your child home. With staff limitations and established class ratios, there are no alternatives available for your child to remain indoors when your child’s class is on the playground. If your child requires sunscreen, please apply it at home.

## FEVER

As doctors recommend, children who have a temperature should remain at home until they are fever-free for 24 hours, without fever reducing medications. Parents of children developing a temperature during the school day will be notified and asked to pick their child up from the Preschool Office. This policy is in the best interest of your child, teachers and classmates.



## COUGHS, COLDS, FLU

Many children suffer from allergies or frequent colds. If the typical symptoms are accompanied by fever, thick mucous, red inflamed eyes, continuous coughing which disrupts sleep or regular activity or discomfort enough to cause general unhappiness, please allow your child to remain home to rest and recuperate. Your child, classmates and teachers will appreciate it.

## COMMUNICABLE DISEASES

Please notify the teacher or administration when your child has developed or has been exposed to communicable diseases (e.g. strep, pink eye, croup). This will alert us to watch for symptoms, sanitize rooms, and allow for notification of other preschool parents of the illness. Your confidentiality in this, as in all matters, will be maintained.



## IMMUNIZATIONS



The Archdiocese requires all children in our Preschool to have an current Immunization Record Form 3231 signed by your doctor or local Health Department on file in our office. This document must be presented before your child's first day of school and may be faxed by your doctor's office. The form must be updated, as required. Only "medical" exemptions are recognized.

## CHILD ABUSE

Transfiguration's Preschool will comply with the Georgia law requiring schools to report all suspected cases of child abuse / neglect / deprivation to the Department of Family and Children Services.

## NO SMOKING

Transfiguration's Parish Center is a smoke-free environment. Smoking is prohibited in the building. Everyone is asked to please adhere to this policy to ensure the health and safety of our children.



## EMERGENCY CONTACT INFORMATION

Please keep the Preschool office updated to any changes of address, phone numbers (especially cell phones) or people allowed to pick up your child. It is very upsetting to a child who is sick when we cannot reach a parent to come and pick them up.

## EMERGENCY MEDICAL CARE



In the event of a life threatening emergency, we will immediately call 911. Parents will then be notified of the problem and informed of the hospital location used by the ambulance service. The Pastor will be informed of the situation. At the conclusion, a written report will be filed with Transfiguration's Pastor, Safety Representative and the Archdiocese. A copy of this report will also be placed in the child's file.

## NON LIFE THREATENING MEDICAL PROCEDURES

Parents will be notified when a child is seriously injured or displays symptoms that cause discomfort. Appropriate parental instructions will be followed until the child is picked up or is able to return to the class. Parents are to sign an Incident Form, when one is presented, which will be placed in the child's file. If outside medical treatment is required, a written report will be sent to Transfiguration's Pastor and Safety Representative and Archdiocese. A copy of this report will also be placed in the child's file.

## MEDICATION



Preschool Staff will be unable to dispense medication to any student, except as indicated on the "Injury Treatment Permission" form. If other medication is needed for your child, please give it to your child at home before or after the school day.

An exception will be made if the medication needed is related to a life-threatening condition, such as allergic reactions.

PLEASE, if your child is receiving ANY medication that will cause a change in his/her behavior, such as decongestants, breathing treatments etc., let your child's teacher know.

## ALLERGIES AND LIFE-THREATENING MEDICAL CONDITIONS

- If your child has a severe medical condition, we will ask that you set up a conference time with the preschool administration and your child's classroom teachers to discuss your child's needs.
- Prior to the start of school, you will be asked to complete our Allergy/Medical Action Plan describing details of your child's condition as well as appropriate treatment. In addition, an Authorization to Give Medication form must be signed by the doctor and kept in the child's file.
- If a child requires an Epi-pen, an ID bracelet is highly recommended. There are times, e.g.: Lunch Bunch, when your child will be with teachers other than their primary classroom teachers.
- Parents of children with allergies and other life threatening conditions are expected to keep the preschool administration, as well as, your child's classroom teachers, up to date, in writing, of any medical changes (positive and negative) that occur.
- If a food allergy exists, you will be asked to supply us with a few "safe foods / treats" to be used when other snacks/treats are sent in by other parents.
- If a child in a Mother's Morning Out or 2 year old class has a peanut allergy, which requires an Epi-pen as treatment, that classroom only will be designated as "peanut free". This will not apply to Lunch Bunch.



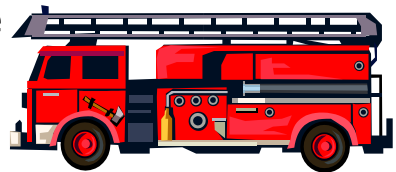
## BITING

Biting at any age will be handled in the following manner:

- The child will be told firmly that biting is wrong and that it hurts. By the teacher's expression and tone, your child should understand that this behavior is not acceptable.
- The child will be placed in "time" out for a length of time appropriate to your child's age (one minute per year).
- Both the parents of the child who bit and the parents of the child bitten will be notified in writing of the incident.
- If the behavior continues, the child who has bitten will be taken to the office for the above time out.
- If this policy does not deter the behavior, a time away from the Preschool may be suggested. This will not be meant as a punishment for the child but as a chance to break the biting habit and as a protection for your child's classmates.

## ADDITIONAL EMERGENCY PROCEDURES

Plans for weather, fire, utility, and structural emergencies are in place for our Preschool. All staff members have been trained in these procedures and evacuation maps are posted in every room as well as on the main bulletin boards. We will conduct regular drills.



\*The preschool retains the right to amend any policy or procedure at any time, as needed.

## ADDITIONAL NOTES: