

# Program, Policies and Procedures



## Purpose

Our purpose is to provide a nurturing environment to promote each child's personal development spiritually, physically, mentally, emotionally, and socially. We also seek to strengthen their capacity to establish healthy and meaningful relationships with children their own age. Under the guidance of our teachers, the children will experience a balance of learning and play activities, creative artwork, music, and group activities. Each child will be helped to find joy and satisfaction in creative work; to learn to share; to respect themselves and others; and to know God through Jesus, through His Church, and the world. In a warm accepting environment, the world of the child will grow as they explore their independence and their own unique abilities and talents.

## Our Program Incorporates.....

### Group Living

The child interact with children their own age in a variety of activities: drawing, painting, cutting, creating, and especially sharing ideas. Housekeeping, block building and other centers are used to encourage cooperative play.

### Physical Activity

In fair weather, playground equipment is used as an aid in large muscle and motor development. When we must stay inside, we do exercises, use indoor play areas with activities general coordination, and take part in active games and music. In addition, children attend Fun Time, a physical education/creative movement class once per week.



## Program

Individualized teaching is stressed so that each child is allowed to progress at their own speed. Cognitive and social growth are recognized in the child's development. The value of the "total child" is all-important.

"Play is children's work" - - Playing is the child's way of learning. Through exploring, relating their world to the adult world, working co-operatively with others, reliving experiences, children learn.

Play and discovery are an important part of academic awareness and development. Early childhood is a time to introduce children to elementary concepts in social studies, math, reading, writing, and science. By physical involvement with manipulative devices, matching similarities and discriminating differences, children learn and grow.

## Music

Children sing with their teachers, listen and sing along with recordings, respond rhythmically to songs and musical learning games. All children also attend special music classes once a week where they sing and interact with our music teacher as well as play rhythm band instruments.

## Cultural Arts

Cultural events such as musicians, dancers, storytellers, magicians, zoo keepers, etc. are an important addition our program to develop well-rounded students. The children will have the opportunity to attend multiple cultural arts programs throughout the school year.

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## Language Experience:

Stories, verse, conversation, and dramatization are used in the classrooms to aid in language development. Book displays in the classroom and weekly library visits encourage a love of literacy important to language development. We read to the children daily, aware that poetry and rhyming words help to teach phonics and develop the listening skills that are fundamental to good language development.

## Free Choice Time/Centers:

The child has their own choice of an area in which to spend a portion of time for their own self-development. This also helps to build confidence and independence. A variety of centers are offered within the classroom or in the school's Learning Center for students to explore.

## Readiness Program:

The program helps the child make an easy transition into Kindergarten and first grade work. Children are taught left-to-right eye movement, eye-hand coordination, rhyming words, reading of pictures, and recognition of likes and differences in picture cards. The child is taught the concept of numbers 0 to 10, learning to recognize the alphabet by sight and sound, to spell and write their name, and recognize simple sight words. Early mathematic concepts are explored through counting, sorting, sequencing, and patterns. A comprehensive phonics program is introduced at the four-year-old level in which phonetic and word attack skills are emphasized.

## Special Events:

Special Events are planned in culmination of selected units of work. Our Thanksgiving Feast and Patriotic Parade are two of these special times that we share with our parents and friends. Also planned for this year are a Christmas program, an Open House/Art Show, and a Spring program.

## **SPECIALS**

### Music

Children sing with their teachers, listen and sing along with recordings, respond rhythmically to songs and musical learning games. All children also attend special music classes once a week where they sing and interact with our music teacher as well as play rhythm band instruments.

### Chapel:

A variety of activities are carefully selected to stimulate the child's awareness of God and His love. The Christian way of life is taught in the everyday experience of living and working together. Bible stories and verses are also used in our unit work. Children attend chapel once a week in our church sanctuary where they listen to a Bible story, sing religious songs, and pray. It is a brief ecumenical service, conducted by our Kindergarten Director or church staff.

### Fun Time:

Children attend a special physical education class once a week with our Fun Time teacher. Gross motor skill development is emphasized as well as cooperative play with classmates.

### Library:

Our students visit our school library each week. They enjoy hearing a story read to them and are given the opportunity to check out a book to read at home.

### Spanish:

Our 4 year olds and Kindergarteners attend Spanish class once a week. Simple words and phrases are introduced in a fun, interactive environment,

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## Helpful suggestions and information:

Here are some ways you will be able to help us as you get your child ready for preschool each day:

- Adequate sleep every night is so important.
- Get your child up early enough so he does not have to rush off to school.
- Observe your child closely and keep him home if he is not feeling well.
- Dress your child appropriately for the day's activities, keeping in mind that tennis shoes and comfortable clothing are conducive to active learning and play.
- Help him to anticipate the joys of the day and to come to school in a happy frame of mind.
- Keep us informed about your child's situation. Please let us know if there are stressful or unusual circumstances at home.

## Routine:

The routine of the child's day at school is important and offers a child stability and security.



## Student Information forms:

At the start of the school year, we will collect some paperwork from each family. This paperwork should be filled out and turned in to your child's teacher, giving pertinent information about your child.

## Field Trip Forms:

Field trips may be taken to give the children first-hand information about their surroundings. Some of these may include a farm, Legacy Theatre, nature trails, and walking trips. Transportation for off-site trips will be provided by parents. A blanket permission slip from parents is required for field trips the child takes. Notice will be sent by the teachers in advance of each trip. The blanket permission also covers any incidental trips that are taken

## Internet Communication

Our school Directory lists the email addresses of our staff members and our parents. Email & Facebook can be a quick and effective form of communication. However, please be considerate, respecting personal information and privacy of those within the FPK community.

## Photograph Consent Form

When signing your child's registration form, you also gave your consent for your child to be photographed for school purposes (end of year slide show, brochure, school Facebook page). Please submit written refusal to the preschool office if you do not want your child's image used.

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## Dismissal:

We reserve the privilege of dismissing any child if, after entering, he/she is a 3 year old and is not potty trained; is found to require special attention that we are unable to provide; has unmanageable behavior to the point of classroom disruption and poses danger to others, self, or property; parents are uncooperative with recommendations concerning their child; and policies are ignored or fees are not paid.

## Withdrawal:

Your child is registered for the entire year. As a tuition -based program, we cannot make deductions for absences. If, for any reason, you find it necessary to withdraw your child, let us know one month in advance. Tuition payments must be made thru the 30-day notice of leaving.

## Security

We have security measures in place for our school campus during school hours (8:30 am – 2:00pm), Monday through Friday. There are 3 ways to enter the preschool – through the main preschool door, the church Welcome Center doors and the Smith Hall doors. All of these doors are monitored by security cameras and locked during school hours. Anytime these doors are unlocked, (arrival and dismissal) there is a staff member monitoring the doors. The preschool door and Welcome Center doors have a doorbell system for visitors to ring for access. Visitors may be asked to wear a visitors badge when in the building.

## Emergency Drills and Procedures:

Our school has in place an Emergency Action Plan to deal with fire, tornado, flooding, loss of power or water, and other crises. We conduct fire drills monthly and a tornado drill once a semester. Each classroom has a "go bag" and the staff is trained for what to do in the event of an emergency.

## Fire:

Staff and students will leave the building through the closest and safest exit. Each teacher will take their emergency go bag and walkie talkie with them, including contact information for their students. Attendance will be taken to account for all students and staff. Fire Drills are practiced several times throughout the year so that students and staff are confident in what to do. In the event of an actual fire, parents will be contacted with a pick up location.

## Tornado

In the event of an active warning, an alarm bell will be sounded and an announcement made over the radio to all staff. Students and staff will move to the shelter area, the hallways under the sanctuary. Each teacher will take their emergency bag and walkie talkie with them, including contact information for their students. Attendance will be taken to account for all students and staff. Tornado drills are practiced twice year. In the event of an actual tornado, parents will be contacted with a pick up location.

## Active Shooter

In the event of an intruder/threat/active shooter alert, we will follow current law enforcement guidelines.

## Inclement Weather Policy:

Emergency closing of school due to storms, snow, etc. will follow the same procedure as Fayette County Schools. Announcements are broadcast from local television and radio stations. If Fayette County Schools are closed or delayed for weather emergencies, FPK is also closed.

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## SCHOOL HOURS:

Regular school hours are from 9:00 am – noon for the preschool and Toddlertime classes. Kindergarten will meet 9:00am – noon Mon/Wed/Friday and from 9:00am – 2pm on Tuesday/Thursdays.

During the first week of school, all classes, except kindergarten, will attend from 9:00 a.m. to 11:00 a.m. The kindergarten class will dismiss at noon all week this first week. This is to allow students an opportunity to adjust to their routine.

Five-day children attend Monday -Friday.

Four-day children attend Monday-Thursday.

Three-day children attend Monday, Wednesday, and Friday or

Tuesday, Wednesday, and Thursday

Two-day children attend Tuesday & Thursday.



**Morning carline starts at 8:50 am. Staff will come out at that time to help collect the children. Please do not attempt to drop off earlier as our teachers need that time to prepare for the day. If you arrive late, please park your car and walk your child in. You will need to ring the doorbell to gain access to the building.**

**Also, please do not be late for pick up. It can be stressful for your child. A LATE PICK-UP FEE PER CHILD OF \$5.00 FOR EACH 10-MINUTE TIME PERIOD WILL BE CHARGED AFTER 12:15pm. We understand things can happen that may delay you (i.e. traffic). Please call the preschool office if you know you will be late so we can help your child wait happily for you.**

## Fees and Financial Policies

We are a non-profit organization and we do not receive financial support other than what our registration and tuition fees afford us. Our monthly tuition is based on a yearly amount that is broken down into 10 equal tuition payments. We formulate our budget and employ teachers based on registered students and therefore cannot prorate fees on the basis of attendance. In the event of an unscheduled school closure, (weather, illness, facility issue, etc.) we are not able to offer tuition refunds for missed days due to closures. An exception may be made in the event of a long-term closure, as determined by the FPK Kindergarten Committee.

Registration fees are due upon registration to reserve a student's place. The registration fee is equivalent to one month's tuition and is used to fund our program during pre-planning months when we are preparing for the new year. **Registration Fees are non-refundable and non-transferrable.**

Tuition is due on the first of each month unless otherwise arranged. Late fees will be charged after 5<sup>th</sup> of the month. If we do not receive any delinquent tuition by the last day of the month, your child may be asked to leave the program.

We recognize that family situations may change during the school year and are always willing to work out a payment plan with you if necessary. Please contact the preschool office to discuss.

For your convenience, you may pay for your child's tuition online using our Procure payment system. If you choose to pay by check or cash, you will need to request a tuition envelope from the preschool office. Please be certain to put your child's name on the check so that we credit the correct account.

Your child is registered for the entire year. Because the school operates on funds provided by tuition, deductions for absences cannot be made. The full monthly tuition is due at the first of the month, regardless of attendance. If, for any reason, you find it necessary to withdraw your child please let us know in writing 30 days in advance.

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The following details tuition and fees for the current school year.

Class	Days Offered	Monthly Tuition	Registration Fee	Amount Due at Registration
Toddler time	M/W or T/TH	\$170	\$170	\$340
2 Day 2yr.-old	T-TH	\$170	\$170	\$340
3 Day 2yr.-old	M-W-F or T-W-TH	\$190	\$190	\$380
3 Day 3yr.-old	M-W-F or T-W-TH	\$190	\$190	\$380
5 Day 4yr.-old	M-T-W-TH-F	\$230	\$230	\$460
4 Day 4yr.-old	M-T-W-TH	\$210	\$210	\$420
5 Day 4yr.-old	M-T-W-TH-F	\$230	\$230	\$460
Kindergarten	M-W-F 9-12 pm T-TH 9-2 pm	\$260	\$260	\$520

## Other Discounts and Fees

Multiple Child Discount	\$5 credit per month for 2 <sup>nd</sup> or more family member
Military Discount	\$5 credit per month per family for military families (active, retired and reserve)
Late Fee	\$25 if paid after 5 <sup>th</sup> of month
Returned Check Fee	\$25

You may also choose take advantage of a 5% discount on monthly tuition if you pay in full by **September 5th**. Please contact the preschool office for more information about this discount. Please note we are unable to accept credit card payments for year in full tuition; these invoices must be must be paid by cash or check.

## Activity Fees:

In October, we collect activity fees. These fees cover special activities, cultural arts programs, and field trips. The fees are:

Toddler time	\$40
2 Day Students	\$50
3 Day Students	\$55
4 Day Students	\$60
5 Day Students	\$65
K-Town Students	\$70

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## Lunch Bunch

Lunch Bunch is an optional, extended day program available Monday - Thursday where students have lunch with their friends and play during this time. Lunch Bunch students are dismissed by carpool at 1:00pm. Our 3 year and older classes will begin Lunch Bunch after Labor Day. Lunch Bunch for 2 year olds will begin later in October. Children bring their own lunch and, weather permitting, go outside as part of their extra time at school. Please refer to our Lunch Bunch registration form for important information and details on this program found in the preschool office or on our website.

### LUNCH BUNCH FEES

Registration Fee	\$30
Pre-Paid Daily Rate	\$8
Drop In Rate	\$10



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## ILLNESS POLICY

For the protection of your child and the others in the preschool, please keep your child at home when they exhibit signs of illness or fever. Parents should practice the golden rule when deciding whether or not to send a child who may be coming down with something to school.

If your child becomes ill during the school day, and in our opinion should go home, we will contact you by phone and ask that you pick your child up. It is important that we have good emergency contact information for each student in case you need to be reached during the school day.

Your student should remain home until they are fever-free and symptom-free for ONE FULL school day. Or example, if they go home at 11am on Monday, they cannot return until Wednesday morning.

We have adopted the recommendations from the Committee on Control of Infectious Diseases of the American Academy of Pediatrics as our guidelines. Children should be kept at home if any evidence of the following is present:

**FEVER** (Any oral temperature over 100, rectal temperature over 102°, or ancillary temperature over 99°.) The child must be fever and symptom free, without the aid of medication for a **full 24 hours** before they return to school.

**VOMITING OR DIARRHEA** within 24 hours.

**VIRAL INFECTION or COMMON COLD**

Symptoms such as runny nose with yellow/green discharge or cough

**SORE THROAT**

**CROUP or SEVERE COUGH**

**ANY UNEXPLAINED RASH**

Any symptom of **CHILDHOOD DISEASE** (Scarlet Fever, Fifth's Disease, Measles, Mumps, Chicken Pox, or Whooping Cough)

**ANY SKIN INFECTION** such as impetigo, boils, or ringworm,

**EYE INFECTION** (pink eye or drainage)

## MEDICATION

We keep band-aids and ice packs on hand for treatment of minor cuts, scratches, bumps, etc. No medication will be administered by the staff to students, except in the case of a child with a severe food or other allergy, which requires immediate action. Parents of children with asthma and/or allergies should contact the Director and child's teacher in order to develop Action Plans.

## IMMUNIZATION CERTIFICATES

**Within 30 days of enrollment**, you must provide a Georgia Certificate of Immunization (Form 3231) for your child. Please see the handout in your child's handbook for additional information about certificate requirements.

You will be notified **at least a month prior to the date that your child's Certificate of Immunization expires.**

We appreciate your cooperation in bringing us an updated certificate (Form 3231) as soon as possible.

Please be advised that the updated certificate must be in the office within 30 days after the date of Expiration. If we do not have an updated certificate at that time, Georgia law requires us to exclude your child from attending, until an updated certificate is submitted.



## HDAYS:

Children enrolled in our 3-, 4- and 5-year-old preschool program are expected to be toilet trained. Children should be independent in the bathroom and able to communicate when they need to go. A more detailed outline of this policy is available from the preschool office upon request.

It is our custom to help each student celebrate their birthday by giving the child special attention on that day, including a special snack if you wish. If it is convenient, special refreshments and birthday napkins may be sent for the whole class.

## PARENT MEETINGS:

Your child's teacher will notify you before school opens to schedule a "meet the teacher" time at school. In addition, a conference is also scheduled in the middle of the school year. Conferences may be held at any other time the parent or teacher feels one is needed. You are free to call your teacher, or the Director, to request a conference.

## OUTSIDE PLAY:

This is a regular part of the daily schedule. Everyone plays outside unless the weather is rainy, extremely cold, or otherwise disagreeable. A written request from the parents is required for a child to remain indoors during the outside playtime. In general, if a child cannot play outside because of illness, he should be kept at home. Please check the weather each day before school and dress your child accordingly. We want each child to be warm or cool enough for the weather. We recommend tennis shoes for school as we have been found them to be the best for our outdoor play surfaces.

## VISITING THE SCHOOL:

All children will enter and exit school at the blue preschool door. Our doors will be unlocked during morning carpool and afternoon dismissal. Our doors will be locked at all other times of the day. To gain admittance to the building after the doors are locked, use the doorbell located at the preschool door. All visitors to our school must sign in as you enter. Please wear a visitor badge while you are here.

## CLOTHING AND PERSONAL BELONGINGS:

Children are encouraged to wear play clothes, which are comfortable and washable.

**ALL PERSONAL BELONGINGS SUCH AS CAPS, SWEATERS, COATS, GLOVES, RAINWEAR, BACKPACKS, AND LUNCHBOXES SHOULD BE MARKED WITH THE CHILD'S NAME.**

## TOYS:

Children are encouraged to leave toys and personal items from home at home. We have lots of fun things to play with at school! Toys from home can cause friction and may easily be broken or lost. Your cooperation in this matter is greatly appreciated.

We encourage our parents to visit after the initial six weeks, giving students time to settle in. We consider you a part of our FPK family! Thank you for helping our school become a safer environment for all the children.

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## ROOM PARENTS:

Room parents are selected for each classroom by the teacher. You may volunteer for the job at our Parents Meeting in August. Room Parents are asked to help coordinate school parties, be responsible for reminding families of their child's "snack weeks" and help arrange for the transportation of students on field trips by coordinating volunteer "drivers" and "riders".



You are welcome to send a special snack for birthdays or party days such as brownies or cupcakes. We ask that you limit sweet snacks for special days. **Your teacher will inform you of any food allergies in your child's class. Please be mindful that we have children with severe peanut allergies in our school and your child may be in a "peanut free" classroom.**

Some of the older classes are choosing to have each student bring their own individual snacks to school each day. Your child's teacher will let you know how their class is handling snacks for their class at the start of the school year.



First Presbyterian Kindergarten & Preschool  
Peachtree City  
Est. 1968

## Snacks:

At times, parents may be asked to provide morning snacks for their child's class. When sending snacks for your child's class, please keep healthy foods in mind. Think simple, finger friendly and nutritious. Suggestions include, but are not limited to:

- Granola bars
- Whole grain crackers and pretzels
- Fruit muffins
- Cheese
- Low-fat yogurt or cottage cheese
- Fruit (sliced grapes, bananas, pears, apples, oranges, peaches, strawberries, blueberries)
- Veggies (carrot sticks, celery, broccoli)
- Low fat breakfast cereals
- Pita bread
- Applesauce

## 50 Years and Counting! 1968-present

First Presbyterian Kindergarten was founded in 1968 with Jane Smith as its first director. Our school was the first preschool and kindergarten in Peachtree City. Jane held kindergarten classes in the downstairs section of her home in Hip Pocket Road. Through its small origins, First Presbyterian Preschool has grown to one of the largest preschools in Peachtree City.

Our goals remain the same today as in 1968. We strive to provide a rich environment geared to the young child's rhythm of development and to nourish their spiritual, intellectual, emotional and physical growth. Individualized teaching is stressed so that each child is allowed to progress at their own speed. Cognitive and social growth is recognized as a part of the child's development. The value of the "total child" is all-important.



and Preschool

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Website: [www.fpkptc.org](http://www.fpkptc.org)

Visit us on Facebook:  
[FirstPresbyterianKindergartenPeachtreeCity](https://www.facebook.com/FirstPresbyterianKindergartenPeachtreeCity)

## Our School Song

WE ARE THE PEACHTREE CITY  
FIRST PRESBYTERIAN KINDERGARTEN  
WE LOVE TO SING AND PLAY  
MAKE THINGS OUT OF CLAY  
PAINT PICTURES GREEN AND BLUE  
LEARN GOD LOVES ME AND YOU  
AND THERE'S SO MUCH MORE TO DO  
AT THE PEACHTREE CITY  
FIRST PRESBYTERIAN KINDERGARTEN  
THE SCHOOL THAT WE LOVE BEST!

