



# **PARENT HANDBOOK**

## **2023-2024**

**678-684-6015**

**[www.thefountainchurch.org/preschool](http://www.thefountainchurch.org/preschool)**

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## Welcome...

Sugarloaf Weekday Preschool welcomes you and your child to our preschool family. The information in this handbook should be helpful in familiarizing you with the policies, procedures and programs here at SWP. Please read it carefully and feel free to ask your teacher or office personnel if you have a question.

The preschool program is a ministry of The Fountain Church. We offer a developmentally appropriate education and socialization within a loving, Christian environment. Our staff embraces a partnership with families as we nurture each child on their unique journey through their early years. We are recognized by the North Georgia Preschool Association as a *Program of Excellence for Young Children*. The teaching and administrative staff looks forward to the exciting year ahead!

### **Beverly Hitt, Director**

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We are excited that you have chosen to partner with us at The Fountain Church through our Sugarloaf Weekday Preschool. As you have already figured out, the Sugarloaf Weekday Preschool is one of the most successful preschools in Gwinnett County. Each year, we have been voted among Best of Gwinnett. Our teachers and administrative staff love children and serve with excellence to create environments where students can thrive. Why? At The Fountain Church, we are a multi-generational church that always leans forward to impact the next generation. My hope is that your child and family will see tremendous growth and blessing during this school year.

If you are looking for a church home, I strongly encourage you to come worship with us on Sundays! The Fountain is a growing church where you can connect with God, find community, grow in your faith, and make a real impact on people's lives in our area. We have a casual environment with excellent modern worship experiences, an engaging Fountain KIDS ministry during each service, and a strong Student Ministry for middle and high school students. Mostly, we have a passion to impact people with the love of Jesus. We invite you to join us!

Thank you again for choosing to partner with us in your child's development. We love getting to invest in them and see such wonderful returns in their growth. Have a great year and reach out to me if I can be of service to your family!

**Pastor Andy Lett**  
**Lead Pastor, The Fountain Church**

## **Our Mission...**

The mission of Sugarloaf Weekday Preschool is to give children their first exposure to education and social development within a Christian environment. We are committed to helping children grow and develop physically, socially, emotionally, intellectually and spiritually in a loving, safe and positive atmosphere through a blend of hands on and teacher directed learning activities. This is accomplished by providing a variety of learning experiences in an environment where learning is fun and exciting with teachers who are nurturing and responsive to your child's needs.

## **Our Philosophy...**

What we believe about early childhood education and development:

Each child is a child of God and should have an equal opportunity to develop emotionally, intellectually, physically, socially and spiritually to his or her fullest potential. Children need a safe nurturing environment to encourage them to learn, grow and be happy. Children are naturally curious, learning primarily through guided play. Children learn through all their senses while experiencing active involvement with concrete objects. A mixture of large group and individual activities allows children to expand their horizons and also progress at their own speed. When provided with a strong foundation and confidence in their abilities, children will become lifelong enthusiastic learners.

## **Our Goals and Objectives...**

The following goals are reflected within developmentally appropriate activities in the curriculum.

- Promote Christian attitudes, values and actions
- Promote positive self concept
- Develop Social Skills
- Encourage reasoning through first hand discovery
- Encourage language development
- Encourage creative expression through art and music
- Promote respect for other individuals
- Expand verbal communication skills
- Build on fine and large motor skills
- Develop an eagerness for learning

## **Curriculum**

The curriculum at Sugarloaf Weekday Preschool is a developmentally appropriate plan of activities to encourage growth within each age group's objectives. We are committed to meeting the needs of the whole child with learning opportunities for social, emotional, physical, spiritual and intellectual development. We create these opportunities by offering an environment which includes both child and teacher guided activities, using large and small groups for instruction.

Thematic lessons are planned each month as a fun and interesting way to introduce the underlying age group objectives. These objectives, based on *The Creative Curriculum*, are sequential and accomplished by offering a wide scope of integrated skills in each theme. The "process" of discovery builds on each child's knowledge and does not always end in a concrete product. This strong foundation leads them to a lifelong interest in learning new concepts.

## **Bible Curriculum**

The Bible curriculum at Sugarloaf Weekday Preschool presents Bible stories in conjunction with songs, activities and crafts to teach basic Biblical truths. Chapel attendance reinforces classroom activities in a large group atmosphere. Our two, three, Pre-K and K Prep Classes attend Chapel once a week.

## **Music and Movement**

A Music and Movement class that includes singing, rhythm and instruments is experienced by our two, three, Pre-K and K Prep classes once a week. An engaging lesson plan is used as the children are encouraged to explore all kinds of music and movement during the class that is designed to help preschoolers develop habits that promote lifelong health and fitness and success in all areas of learning.

## **Our Staff**

The teaching staff is highly trained and a dedicated group of Christian professionals. They are committed to creating the best preschool experience for your child. Each classroom is staffed with a lead and assistant teacher. They maintain professional standards by attending workshops and conferences each year. All staff members are trained in CPR, Fire Safety and First Aid.

Teacher requests may be considered if an older sibling had the teacher. Although every effort is made, not all teacher requests or first choice of classes can be guaranteed.

## School Schedule

Our schedule follows Gwinnett County Public Schools calendar with some exceptions. School hours are from 9:30 a.m. until 1:30 p.m. On designated early release days, we will dismiss at 11:30 a.m.

## Inclement Weather

Our school follows the directive of Gwinnett County Public Schools regarding weather related closings. If Gwinnett County is closed or delayed in opening, we will be CLOSED. If Gwinnett County releases students early due to weather conditions, then we will also release our students. Please be alert to changing weather conditions, especially during the winter months, and watch for special email or Facebook announcements from our Director. Any days missed due to inclement weather may be made up in accordance with GCPS make-up day policy under the advisement of the Preschool Director.

## Tuition and Fees

Tuition is due by the 1st of each month. Please note that a \$25 late fee will be assessed after the 7th of the month unless prior arrangements have been made with the office. The tuition amount owed is the same each month (Sept-May). Our program is based upon an annual tuition fee that is divided into 9 equal payments regardless of the number of school days in each month.

Tuition Amounts:	\$250/mo for two-day classes	\$345/mo for four-day classes
	\$300/mo for three-day classes	\$375/mo for five-day classes
Toddler Class tuition:	\$250 for two-day classes	K Prep tuition: \$390/mo

**NEW in 2023-2024 - we have added the option to pay by ACH!** You can sign up for this now on your ProCare app. You may pay by check, ACH or credit card. Our preferred method of payment is ACH, and it will be offered at no cost to you. As a non-profit school, we cannot cover the cost of rising credit card processing fees. You are welcome to pay by credit card, but we will need to pass on the 4% processing fee to you.

Reminder: Registration (\$275) and activity fees (\$100) are **not** applied to monthly tuition. To protect the integrity of the school, May 2024 Prepaid tuition is due June 1st and your \$100 Activity Fee is due July 1<sup>st</sup>.

No deductions in tuition are made for absences, vacations, holidays or illnesses. Full monthly tuition is needed to meet the financial obligations of the school. If tuition payment is not made within 30 days, your child may be considered withdrawn from Sugarloaf Weekday Preschool. A minimum 30 day written notice is required to withdraw your child from the program during the school year otherwise the full month's tuition is due and payable.

Classes are subject to being closed if minimum enrollment requirements are not met.

## **Parent Involvement**

The effectiveness of any early childhood program depends on the enthusiasm, participation and concern of parents. Our staff maintains an open door policy for parents. Parents are encouraged to share comments or suggestions with our teachers and administration.

We encourage you to participate and become involved in your child's preschool experience. You are welcome to volunteer in the classroom, on a committee, or share a special hobby or interest with the children.

We have a volunteer Parent Council that will oversee our school volunteers. The committees will consist of Class Room Moms, Special Events Committee, Teacher Appreciation Week Committee, Fund Raising Committee and a Room Mom Coordinator.

A sign up sheet will be in each classroom during Open House for you to indicate which committee you would like to serve on. We hope each family will sign up for one committee or volunteer to help with at least one school function.

## **Communication and Conferences**

Written progress reports will be sent home in the fall and spring during the school year for our Two and Three Year old classes as well as Pre-K and K Prep. There will be scheduled conferences for Pre-K and K Prep students in the fall and Spring. Conferences for two year olds and three year olds will be held in late spring. We encourage you to make every effort to attend this conference as it will provide insight into your child's primary school career. A telephone conference is always an option. A conference can be scheduled with your teacher at your request during the year.

Your family will receive calendars detailing classroom activities each month. Our website ([www.thefountainchurch.org/preschool](http://www.thefountainchurch.org/preschool)) and Facebook page (Sugarloaf Weekday Preschool) are updated frequently with announcements and newsletters.

## **Messages**

Please send all communication in writing to the teacher. Verbal messages are not always delivered. In case of an emergency or problem, please call the preschool office at 678-684-6015, we will be happy to relay your message to the classroom. Preschool office hours are Monday through Friday, 9:00 a.m. to 2:30 p.m. If you call the preschool during these hours and do not reach us, please leave a message on the voice mail and we will return your call promptly.

## **Confidentiality**

All information concerning children and/or families will be kept confidential and is for the Preschool Staff use only.

## **Custody/Divorce Issues**

If there are any custody issues regarding a child, a copy of the court order/document verifying legal custody must be presented and will be kept on file in the Preschool Office. In the event of a divorce proceeding, it is school policy that teachers cannot write a letter or appear in court without a subpoena.

## **Safety/Security**

All exterior doors will remain locked during preschool hours except for designated drop off and pick up times. For the safety of our little ones please do not prop doors. There is a doorbell at the main preschool entrance for access during the day when the doors are locked. Please use the doors on the lower level of our building exclusively for entrance to the preschool.

Whenever there is a reasonable cause to believe that a child has been physically injured or has suffered death by other than accidental means, has been neglected, exploited, deprived or sexually assaulted or exploited, such incident must be reported. Any suspected incident of child abuse, neglect or deprivation shall be reported to the local Family and Children's Services.

In accordance with Georgia law, all preschool children must ride in car seats provided by the parent. A licensed adult in a properly insured vehicle will transport each child. If a car does not have a car seat in the vehicle, the parent must walk in and get their child.



## **Clothing/Diapers/Toilet Training**

Children should be comfortably dressed for a school day. Remember, life at preschool can get messy! Any clothing that can be removed, such as a coat, should be labeled with your child's name.

A complete change of clothing, including socks, is required for EVERY child. Change of clothes should be in his/her backpack every day. Please keep the clothing in a labeled sealed plastic baggie.

Children who are in diapers must provide disposable diapers and wipes for each school day.

All students in our Three Year Old, Pre-K and K Prep classes must be completely toilet trained and able to independently use the restroom when preschool begins. Each child should be wearing underwear, not Pull-Ups or diapers, at school. Our definition of fully toilet-trained is the child's recognition of the need to use the restroom; is able to inform an adult of the need to go; enters the restroom on their own; removes necessary clothing with little or no assistance; sits or stands at the commode and handles their own hygiene; re-dresses; washes hands and rejoins the class.

All children are required to provide a backpack of their own choosing (without wheels) that is large enough for the lunch box and a folder. Please include a change of clothes.

## **Snacks and Lunches**

Every child must bring a nutritional age-appropriate lunch and snack. Lunch boxes must be labeled with your child's name and should fit in their back pak. Snacks and meals cannot be heated. Please include water or a drink in a non-spill sippy cup or juice box. Do not send anything that would constitute a choking hazard such as whole grapes, peanuts, hot dogs and popcorn.

## **Screenings/Referrals**

There is an opportunity each year to schedule speech screening with professional therapists for a minimal charge.

When a teacher or the Director observes that a child is having difficulty performing at an appropriate developmental age level, is having difficulty adjusting to school, or is disrupting the learning environment for other children, we will address this issue with the

parents and provide resource information regarding referrals in the county in which the child lives.

## Supply List

You will receive a list of supplies that are needed in your child's classroom. Purchasing supplies is voluntary; however, they are needed and appreciated.

## Afternoon Dismissal

Children must be picked up in the afternoon at the main entrance (Toddler/Two Year Olds) or through carpool (3 years old, Pre-K and K Prep). Parents must show the car tag or photo identification for the first two weeks of school to pick up their child (or until your child's teacher can comfortably identify you). Parents may designate three people (other than mom and dad) who may pick up their child. You must inform us in writing if someone other than yourself will be picking up your child. Any person who is not listed on your designated sheet will not be allowed access to your child without your written permission. Those who are designated for pick up must be prepared to show identification.

If you need to pick up your child before the end of the school day, please come to the office. All early pick up should be before 1:10 as we will begin preparing for pick up after that time.

School ends at 1:30 p.m. Please be prompt in picking up your child. A late fee will be assessed beginning at 1:40 p.m. The fee will be \$5 for each five minute interval that you are late. If you arrive after 1:40 p.m., your child will be waiting for you in the preschool office.

## Carpool

We offer carpool for our 3 year olds, Pre-K and K Prep families. We will begin carpool at 9:25 a.m. When you arrive at the campus, please enter through the entrance on Old Peachtree Road; follow the signs directing you to the front of our building where the teachers will unload the children. **Please refrain from cell phone usage during carpool.** Please have your child completely dressed and unbuckled. Please stay in your car. When the children are unloaded safely, please exit the campus using the South Scales exit. Do not pass other cars that are unloading - please wait until the car in front of you leaves the drop off area. Following these rules will keep all the children safe as they arrive for the school

day! Carpool will end at 9:40 a.m. After this time, please park and walk your child to the main entrance.

Sugarloaf Weekday Preschool staff will not remove a child from a vehicle if they are visibly upset and not cooperative. In this case, you will be asked to park and walk your child into the building. In addition, we cannot remove car seats or carry these into the building.

Two year olds and Toddlers will be dropped off inside our building. Please enter the campus at the South Scales entrance and park in the lot directly in front of you. The gravel lot is available for overflow parking; be careful not to block the entrance. **Please drive slowly in the parking lot.** There will be many young children in the parking lot - let's keep them safe!

## **Health, Well Child Policy and Immunizations**

All children who attend Sugarloaf Weekday Preschool must be current on all immunizations. A CURRENT Certificate of Immunization (Form 3231) must be on file in the preschool office BEFORE the first day of school. Your Doctor's office may fax the certificate to the preschool office at 678-684-6090.

Every effort is made to protect the health and safety of each child. We follow accepted guidelines for disease prevention including regular disinfecting of surfaces and toys, hand washing and gloves for diaper changing. A child who arrives noticeably ill will not be admitted for that school day. Please keep your child home if he/she has any symptoms of a contagious illness.

### **A well child has:**

- No fever (100 degrees or higher) for the last 48 hours
- No vomiting currently or for the last 24 hours
- No diarrhea (two or more loose stools) for the last 24 hours
- No skin infections
- No unexplained rash or skin eruptions
- No eye infections
- No childhood diseases such as chicken pox, mumps, measles, fifth disease, hand foot and mouth disease etc.
- No green or excessive discharge from the nose
- No excessive cough or wheezing

Children should not return to school until they are fever/symptom free without medication for 48 HOURS, or until the period of contagion has passed. If your child exhibits any contagious condition, you will be asked to take them home. Please notify us if your child contracts a communicable disease such as Covid-19, head lice, hand-foot and mouth disease, chicken pox, RSV or rotavirus. The staff will notify other parents regarding possible exposure.

Teachers are trained in First Aid and CPR in cases of emergency. Minor bumps, bruises and ouchies will be treated with lots of TLC, soap and band-aids. Parents will be notified of any incidences occurring at school with a Hurts and Hugs Form.

## **Field Trips**

Due to safety concerns, we will not have off campus field trips.

## **Pets**

All visits by pets must be prearranged with the classroom teacher. Dates and times must be specific. An adult must accompany any pet that comes into the school the entire time the pet is at the school. Pets must be healthy, up to date with their shots and contained in some manner.

## **Behavioral Policy**

Positive behavior is encouraged by:

- Redirection and Substitution - Channel the child's attention elsewhere and offer something else to do when applicable.
- Model and Problem Solve - Praise examples of expected behavior and offer suggestions.
- Logical Consequences - Match the consequence to the behavior being corrected. (i.e., if a child is throwing blocks instead of building, he may be asked to play in another center)
- Isolate - Time apart from the group helps get feelings under control. The isolation period is one minute per age. A child that has been removed from his classmates three times in one day will be sent to the Director.
- Office Visit - If negative behavior continues, a visit with the Director and parent notification may be necessary. If a child has been brought to the Director two times in one day, the parent will be called to pick the child up from the office.

Unfortunately, there may be times that a behavior is harmful to another child or the teacher. Any child engaging in behavior that might cause harm to another child or an employee will be removed from the classroom immediately and brought to the Director. The following behaviors are considered to be extremely serious and will be addressed by the Director immediately: biting another child, hitting another child or teacher, use of foul/vulgar language, presence of a weapon, or threats made to seriously harm or kill another person.

## **Withdrawal Policy**

The following are conditions that will cause your child's participation in the program to be terminated:

- Behavior problems that cannot be resolved within a designated time frame. We reserve the right to terminate participation immediately if we consider the behavior case to be severe or to represent a safety issue.
- Unresolved disagreements with parents over policies.

## **Non Discrimination**

This program will not discriminate in any of its policies or practices dealing with children and/or families on the basis of race, religion, sex, color, national origin, handicap, or status with regard to public assistance. Our preschool is open to all children who may benefit from our type of program. However, we are not equipped in staff or resources to educate students with significant learning, emotional and physical disabilities or severe visual or auditory impairments.

## Sugarloaf Weekday Preschool 2023-2024 Calendar

August 29	Open House at 10:00 – all students
September 5	First Day of School & Carpool
September 6	First Day of School for Monday/Wednesday Toddlers
September 11	All specials begin: chapel, music/movement and lunch bunch
September 15	Digital Day/No School
September 21	Room Mom Meeting
October 3 – 4	Meet and Greet for parents
October 5 - 9	No School/Fall Break
October 18 - 19	Early Release 11:30/No Lunch
October 25	The Fountain Church Trunk or Treat
October 31	School Halloween/Fall Parade
November 3	Digital Day/No School
November 7	USA Patriotic Day
November 14	Petting Zoo in house field trip-all ages
November 15 -16	Thanksgiving Feast for 3's, 4's and K Prep
November 20 – 24	No School/Thanksgiving Break
December 11 - 14	Christmas parties
December 14	Christmas Program (3, 4 and K Prep)
December 15	No School/Christmas Break through January 3
January 4	School Resumes
January 16	No School-MLK Day
January 23	Elachee Nature Center in house field trip – Planetarium (3's – K Prep)
February 2	Digital Day/No School
February 7	The Puppet Guy in house field trip for all ages
February 15 – 19	No School/Winter Break
February 29	International Day and Program (all students)
March 6 - 7	Early Release 11:30/No Lunch
March 14	Donuts with Dad (3's – K Prep) after morning carpool
March 15	Digital Day/No School
March 27 - 28	Easter Egg Hunt
March 29	No School/Good Friday
April 1 - 5	Spring Break
April 15 – 18	Parent Conferences
April 22 – 26	Teacher Appreciation Week
April 23	Elachee Nature Center in house field trip – Green & Growing (3's-K Prep)
April 25	Early Release for Teacher Appreciation Luncheon 11:30
May 9	Muffins with Mom (3's – K prep) after morning carpool
May 16	Last Day/Graduation for Pre-K and K Prep