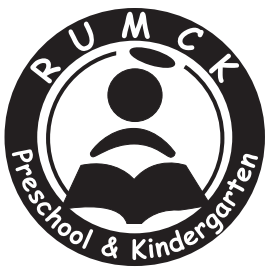


Parent Handbook





Roswell United Methodist Church Preschool & Kindergarten

Sally Newkirk, Director

Kate Scarborough, Assistant Director

Dear Parents,

Welcome to the wonderful world of preschool and kindergarten! We are delighted to have your child here at RUMCK. Raising children is probably one of the most challenging and rewarding tasks you will face. We will lovingly encourage your child to grow in independence, and create an environment where children experience the wonder and joy of learning.

The purpose of this handbook is to familiarize you with our school's vision, mission, policies, and procedures. We hope you find this helpful and will refer to it during the year.

Thank you for giving us the opportunity to serve you and your child during these formative years. I look forward to meeting each of you and welcome your comments and suggestions.

Sincerely,

A handwritten signature in cursive script that reads 'Sally Newkirk'.

Sally Newkirk
Director

*Train up a child in the way he should go;
and when he is old, he will not depart from it.*

Proverbs 22:6



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OVERVIEW OF PROGRAM

Name

Roswell United Methodist Church Preschool & Kindergarten (RUMCK)

Vision

RUMCK aspires to promote a loving, Christ-centered environment which prepares each child for school readiness. We seek to nurture souls and skills through a guided journey of discovery.

Mission

RUMCK is a ministry of Roswell United Methodist Church to children and families of all races, faiths, and nationalities. We offer a stimulating learning program based on developmentally appropriate curriculum. Our staff embraces a partnership with families to develop a child's unique potential.

Accreditation

RUMCK is accredited by the Southern Association for Colleges and Schools (SACS), an international accreditation system committed to advancing excellence in education. This accreditation engages the entire school community in a continuous process of self evaluation, reflection, and improvement.



The school is also certified as a "Preschool of Excellence" by the United Methodist Preschool Association of the North Georgia Conference and holds professional memberships in the Georgia Preschool Association and the North Georgia United Methodist Preschool Association.

Goals

- Promote in each child a positive self worth.
- Provide for each child's physical well being.
- Establish Christian attitudes, values, and actions.
- Allow each child to mature and develop at his own pace.
- Encourage each child to think, reason, question, and experiment.
- Develop age-appropriate cognitive skills.
- Offer opportunities for children to develop social and emotional skills.
- Help each child develop self-discipline and learn to be responsible for his own actions.
- Provide opportunities to develop gross and fine motor skills.
- Encourage creative expression and appreciation through art and music.
- Promote respect for individual and cultural differences.
- Collaborate with parents, as partners, in reaching our goals..

Spiritual Development of Young Children

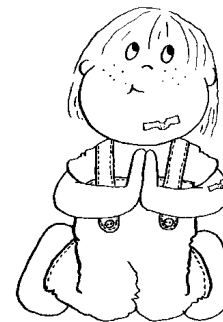
Philosophy of the United Methodist Church: We share our faith in the hope that people will claim Christianity as a way of life. We profess God's love and share that love in relationship with others. Young children (birth-5 years) are forming the foundations for faith development. Children need to:

0 – 2 Years:

- have attractive, safe space that encourages personal development and awareness of others.
- have loving, caring adults who help them experience trust.
- be guided in making friends and respecting the rights of others.
- experience Christian love expressed through gentleness, blended with sufficient firmness.

3 – 5 Years:

- be with adults who demonstrate Christian attitudes and behaviors that children can model.
- have their feelings and actions accepted, and to be forgiven when they do not meet expectations.
- develop and express their own identity as individuals and in relationship to others.
- be guided in playing cooperatively with other children.
- practice making decisions through optional activities.



Kindergarten Board

The Kindergarten Board is the governing body which is responsible for the operation of the preschool and kindergarten. The board is composed of members of Roswell United Methodist Church, persons affiliated with RUMCK, and others who indicate a willingness to faithfully serve in the best interests of RUMCK. Members consist of an executive committee (chairperson, director, assistant director, treasurer, associate minister), church business administrator, trustee, two professional educators, two sets of parents with a child in the program, and a minimum of five members at large. Members are elected for a three-year term and approved at the RUMC Charge Conference. The director is accountable to the Kindergarten Board and the associate minister.

The Kindergarten Board:

- makes major decisions and policies.
- approves the budget, class structure, and curriculum.
- offers support for the director, staff, and parents.
- acts as a mediation board for the grievance process.

GENERAL INFORMATION

Staff

The teaching staff is a group of highly trained, qualified teachers who maintain professional standards by attending workshops, seminars, and conferences throughout the year. As part of our accreditation, teachers are required to complete 24 hours of continuing education annually. Staff meetings and age-level planning sessions are scheduled monthly to share ideas, assess curriculum, and assure uniformity throughout the program. Staff is trained in CPR and first aid. A physician's statement certifying good physical health is required for all teachers.

The staff, with their unique teaching styles, bring a variety of gifts and talents to the classroom. A deep commitment to children and the RUMCK program is evident. Together these attributes create a Christian atmosphere of love and acceptance in which children grow and flourish.



Substitutes

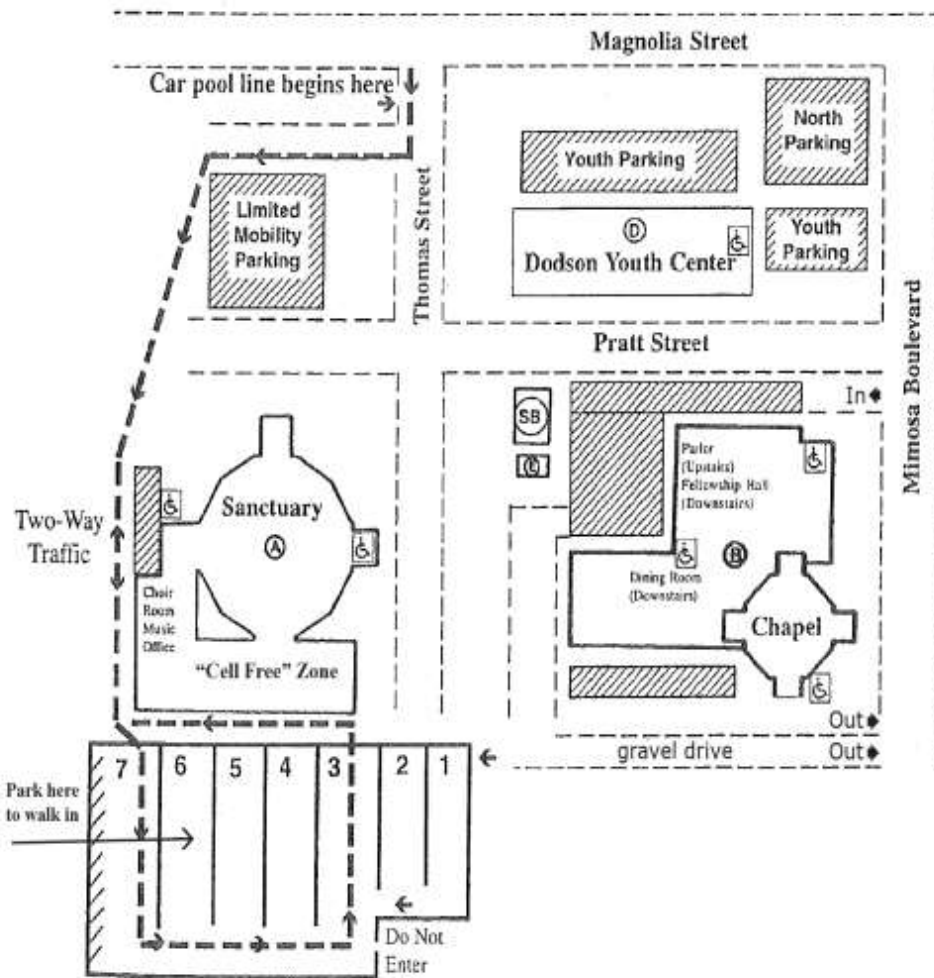
An approved list of substitutes is made available to staff. Notify the director if you are interested in becoming a substitute teacher. Substitutes are required to read the substitute handbook to become familiar with staff responsibilities and school policies, attend the RUMC abuse prevention intervention procedures (APIP) training, and receive a satisfactory background check. Upon completion, a substitute will be added to an approved list.

The list of approved substitutes is given to staff at the beginning of the school year and updated periodically. A staff member or an adult authorized by the director will be in class with a substitute at all times. Information for substitutes has been prepared in each classroom. Substitute hours are 8:50 a.m.-12:50 p.m. (1:50 p.m. on extended days).

Carpool

- Carpool begins at 9:20 a.m. in front of the main sanctuary steps. (Refer to carpool map for traffic flow.) Should the need arise for changes in the traffic flow, families will be advised.
- Cell phone usage is not allowed while in the "cell free" zone. Please note the sign posted just before you pull up to the curb to drop off your child. The "cell free" zone is directly in front of the sanctuary where children are greeted by teachers. If you find it necessary to remain on your phone, please park your car or re-enter the carpool line.
- Teachers will open car doors and direct the children into the building. Staff will greet each child and assist them in finding their classroom. If you arrive after teachers are off carpool duty, it is your responsibility to park and walk your children to their classrooms. Under no circumstances should a child be dropped off and allowed to walk unsupervised into the building or to the classroom.
- Rainy day carpool will unload at the covered walkway (near aisle #6).
- If you walk your child in during morning carpool, park in aisle #6 and access the building at the covered walkway. This allows you to safely cross without interfering with the carpool line.
- The 18-24 month classes do not participate in carpool. The 24-30 month classes will begin carpool in January. Children not participating in carpool are to be escorted by an adult to their classrooms.
- All children eligible for carpool are encouraged to participate.
- Please do not park in the handicap spaces closest to the preschool & kindergarten entrance or adjacent to the wheelchair ramp on the west side of the sanctuary.
- There is no carpool line at dismissal. At 12:30 p.m. (1:30 p.m. on extended days) access the building at the covered entrance and meet your child at the classroom.





School Hours

- First week of school hours are 9:30-11:30 a.m. for children in the 18-24 mo., 24-30 mo., and 30-36 mo. classes. Children in 3-year-old classes and older will have regular school hours.
- Regular school hours are 9:30 a.m.-12:30 p.m.
- School hours are extended on Wednesdays and Thursdays from 9:30 a.m.-1:30 p.m. for three-year-old classes and older. The 24-30 month and 30-36 month classes begin extended day in January. The kindergarten hours are extended every day.
- Teachers open their doors to receive children promptly at 9:25 a.m. Please understand teachers are not able to receive children earlier, as they need uninterrupted time to prepare their classrooms for the school day.
- Dismissal time is between 12:30 p.m.-12:40 p.m. At 12:40 p.m. (1:40 p.m. on extended days) children will be taken to the director's office and a late fee of \$10 will be charged per child. This fee is increased \$1 for each minute thereafter.

Discipline

The staff strives to offer a safe and loving learning environment for each child. Positive reinforcement is used to encourage and promote good behavior. If a behavior problem arises, the teacher will handle the situation as positively as possible. Consequences for inappropriate behavior are adjusted for each age level and personality. The following procedures are recommended: 1) redirection: direct the child's attention elsewhere and offer an alternative; 2) model and problem solve: show examples of expected behavior and offer suggestions; 3) logical consequences: offer a consequence to match the behavior being corrected; 4) isolate: place child in a brief time-out (one to five minutes) to help get feelings under control; 5) office visit: bring the child to the director. The teacher will discuss the problem with the director and the parents. Food will not be withheld as a means of discipline, however food will be removed if a child uses it for play. At no time will any form of physical or verbal abuse be used.



Child Abuse

Staff and substitutes are required to attend abuse prevention intervention procedures (APIP) training. Teachers, administrative staff, substitutes, and volunteers are mandated reporters in the state of Georgia and are required to report any suspected child abuse to include physical injury, neglect, exploitation, or sexual abuse to the Department of Family and Children Services in accordance with the Official Code of Georgia, Section 19-7-5. The law requires that reports of child abuse be made no later than 24 hours from the time there is a reasonable cause to believe a child has been abused.

Children with Special Needs

If it is determined that a child is having difficulty adjusting to school, is frustrated with the learning environment, or is a disruption to other children, the director will be asked to observe. A conference will be scheduled to meet with the parents and discuss the observations. It may be necessary to make modifications within the classroom environment to meet the child's needs. An educational consultant may also be called to observe, conference with parents, and recommend follow-up services.

Every attempt will be made to accommodate a child with special needs in our program. However, we may not be equipped to effectively serve every child's needs. At any time if the health, safety, or welfare of a child with special needs or other children is at risk, that child will be dismissed from the program.

Calendars & Newsletters

The school calendar follows the holidays and breaks for Fulton County, excluding teacher workdays. A monthly newsletter from the office is distributed online which includes schoolwide news and special events. Your child's teacher will send home a monthly letter and calendar pertaining to the unique events and activities in the classroom. Updates on class news or special events will be communicated as needed.



Daily Reports

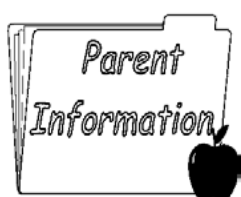
A chart will be posted outside each classroom with highlights of your child's day. We encourage you to use this information to stimulate conversation with your child.

Class Lists

A computerized class list will be provided by your child's teacher at parent orientation. Class lists will be updated as needed throughout the school year.

Progress Reports & Conferences

Progress reports are prepared two times a year for children 3-year-old classes and older. The midyear progress report is discussed with parents at their child's conference in January. Yearend progress reports for children in 3-year-old classes and older are sent home in May with an optional conference. Children in the kindergarten class are given additional assessments and evaluations throughout the year.



Conferences are scheduled for all children in October and January. The October conference serves as a "get-acquainted" time, while the conference in January focuses on the child's progress and placement for the following year. Parent-teacher conferences play a vital role in evaluating and developing plans to meet each child's needs. Every effort is made to ensure continuity within the program and a smooth transition from one year to the next.

School will not be in session during parent-teacher conferences in October and January. You will be notified in advance of the date and time for your child's conference. Complimentary childcare will be available during your conference time. Please feel free to contact your child's teacher at any time to schedule additional conferences.

Registration

Registration for children currently enrolled will be completed in-house by January 31. Registration forms will be distributed mid-January. There is no preference given to forms turned in early. If a class has more requests than the teacher/child ratio will allow, the class enrollment will be determined by a simple lottery. Everyone in the program is assured a placement for the following year with the exception of the kindergarten class. Parents will be notified of their class confirmation before the next phase of registration. Children are assigned to classroom teachers in July.



Registration for church members, alumni, Parents Morning Out (PMO), and the general public is on a first-come, first-served basis the first week of February. Church members, alumni, and PMO register the first day and the general public the following day. Registration will be held during regular school hours from 9:30 a.m. to 12:30 p.m.

Fundraiser

The school sponsors a children's consignment sale in the fall and spring. The school receives 30% of the proceeds and the consignor receives 70%. The success of this sale is dependent on parent volunteers. The proceeds from the sale are valuable in enhancing

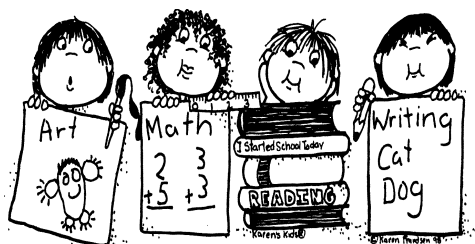
the school program, purchasing new equipment, and enriching the curriculum. Items donated to charity are given to Foster Care Support. Charitable donation forms are available for tax purposes

The school also distributes Publix partner cards and collects Box Tops for Education.

CURRICULUM

Overview

The curriculum is based on our vision, mission, goals, and knowledge of early childhood development. Our program allows every child to explore and learn through self-directed, hands-on activities. This is accomplished through small and large group activities, learning centers, outdoor play, and numerous enrichment opportunities. The curriculum has been developed using a variety of age appropriate materials and early childhood resources. Growth and developmental stages, a planned sequence of units, curriculum, and lessons plans for each age level are on file in the office. Resource books, reference guides, and early childhood magazines are also available for staff and parents.



Centers

All classes are center-based. The following centers are included in all age levels: books, blocks, manipulatives, dramatic play, free art, easel art, sensory, and science. Other centers may include water, sand, woodworking, computer tablets, listening, writing, language arts, and math. Note that each center is not appropriate for every age level. Center activities are changed frequently depending on the number of days the class meets. Each classroom has a management plan for movement of children between centers.

Art

Children are exposed to many different art mediums and given opportunities to create, explore, and discover. Child experts emphasize that the process is more important than the product. Teachers encourage children to spend time in the creative process, which may result in fewer finished projects to take home. Children's artwork is frequently displayed in the classroom—for a child's creation is a treasure to behold!

Computer Tablets

Large computer tablets offer a valuable medium for children in all classes. This technology will provide educational apps, Bible stories, interactive learning games, and live videos.

Music

The music program offers a basic introduction to music knowledge and instruments. Musikgarten serves as a valuable resource for instruction. Children are exposed to a variety of songs such as spiritual, seasonal, educational, fun and silly. Our hope is to

instill in each child a lasting love for music. Parents are invited to attend several musical programs throughout the year.



Creative Movement

Creative movement is a program designed to develop large muscle control and enhance balance and coordination. This program follows a sequential order for the growth and development of physical skills. Children are also introduced to sports and game concepts in a noncompetitive environment. Good sportsmanship is encouraged.

Spanish

A basic introduction to beginning Spanish words and expressions is offered. Through songs, literature, conversation, and games, children in the four-year-old classes and kindergarten are exposed to the Spanish language.

Woodworking

Children in four-year-old classes and kindergarten learn about safety and the basic tools of woodworking. They are offered the opportunity to experiment and learn about woodworking through the creation of a special project.

Chapel

Chapel is held twice a month from 9:45-10:05 a.m. in the south narthex of the sanctuary. Classes from 30-36 months through kindergarten are scheduled to attend. The music teacher leads the children in songs of praise. An RUMC minister or the director conducts a children's worship experience. Chapel is concluded with birthday blessings to honor those children who have recently celebrated a birthday.

Field Trips

Field trips are offered for children in the four-year-old classes and kindergarten. Parent permission is included in the release of liability form. Parents are informed in advance when their child's class will be off campus. On each field trip teachers must have documentation for parent permission, copies of children's emergency release forms, first aid kit, medications (if applicable), and cell phone. Ample supervision is provided by staff.



Children are transported in the church vans with seatbelts and occasionally on school buses. These vans are classified as compartmentalized vehicles, the same as school buses. Studies show compartmentalization (high seat backs, padded seats, and little leg room) is a safe mode of transportation.

CLASSROOM

Attire

- Your child should wear clothing and shoes suitable for active movement, messy projects, and easy clean up. Closed toe shoes are recommended for preschoolers. Sandals are not appropriate for outside play or creative movement class.

- Dress your child in layers during the winter months. Encourage your child to put on and take off coats or jackets independently. All outerwear should be labeled with your child's name.
- Children should not bring umbrellas to school due to safety concerns. A hooded raincoat is recommended for rainy days.

Snack Time

- Each parent is requested to participate in the class snack several times during the year. Your child's teacher will provide the snack schedule at the beginning of the year. You will be responsible for sending a simple, nutritious snack for the children and teachers in the class.
- Snack suggestions include: cut-up fruit or raw vegetables, cheese and crackers, small sandwiches, pretzels, raisins, yogurt, cereal mixtures, rice cakes, muffins. A complete list of snack ideas will be sent home with your child. Feel free to use your own imagination! Snacks should be individually prepared and ready to serve.
- You will be notified if any children in the class have food allergies. Please avoid snacks containing these ingredients. Children with severe allergies may be requested to bring individual snacks.
- Sugary snacks are acceptable for birthdays only. Every effort is made to promote good nutrition.
- Water is offered on a daily basis. Occasionally, apple juice, lemonade or milk are served. Drinks must be sent in unbreakable containers.
- A snack basket is provided to send the snack to school with your child. A refrigerator and freezer are available for your use.
- Children three years and older will take an active part in preparing snack. Teachers will lead the children in a blessing before eating. All children are encouraged to clean up after snack. Recycling bins are used in classrooms to help reduce the waste.



Show and Tell

- Show and tell is for children in the 30-36 month class and older.
- Each child has a sharing time on a day specified by the teacher.
- Please allow your child to bring safe, sturdy, unbreakable items to share. We request that you do not send guns or toys used as weapons. Sharing items should be brought in your child's school bag for easy handling.
- Items should be labeled with the child's name in the 30-36 month classes.

Birthdays

- Birthdays are celebrated with special treats, such as cookie cakes, individual cookies, or ice cream cups—but no cupcakes, please! Your child will be assigned snack for the week of your child's birthday or as close to that date as possible.
- Visitors, favors, and presents are discouraged. Party invitations will be sent home from school only if all children in the class are invited.
- The birthday child is encouraged to give a favorite book to our school library. A bookplate will be placed inside the cover of the book honoring your child.

Parent Involvement

- Special programs for parents and visitors are held several times during the year.

- Parents are encouraged to participate in various classroom activities such as planning parties, reading stories, helping with special projects, etc. Parents are also invited to share their careers and special talents. Please be aware that spontaneous visits can be a distraction to younger children and may be disruptive to the learning environment.
- Parents are requested to help with one party during the year. These parties may include Christmas, Valentine, Easter, and End-of-Year. Party guidelines will be provided by the classroom teacher. Parents in charge of parties will be informed of any children with food allergies.
- Parents are encouraged to discuss any concerns they may have with their child's teachers, the director, or the Kindergarten Board.
- Parents will be notified in advance of any changes in their child's classroom or teaching staff.
- A family survey is conducted at the end of the year to receive feedback from parents.



Animal Policy

Teachers will check each child's registration form for allergies before permitting an animal in the classroom or allowing children to go outside to visit an animal. Animals brought in the building must be in a carrier. Large animals must be on a leash and remain outside the building. A parent bringing an animal to school should stay with the animal at all times. The visit should be brief, but allow enough time for all children to observe and enjoy the experience.

Plant Policy

Teachers are aware that certain plants are poisonous and are not allowed in the classroom. A list of poisonous plants is posted.

FEES & TUITION

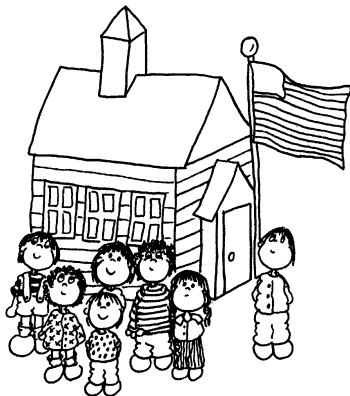
Monthly Tuition

18-24 mo.	2 days	\$205
24-30 mo.	2 days	\$220
30-36 mo.	2 days	\$220
30-36 mo.	3 days	\$250
3-year	3 days	\$255
3-year	4 days	\$295
4-year	4 days	\$295
4/5-year	5 days	\$330
Kdg.	5 days	\$375

- Parents are charged a nonrefundable registration fee of \$125 for each child. Nonrefundable tuition payments are also charged for the first and last months of the school year. Every child registered will receive an RUMCK schoolbag and T-shirt. Teachers will label each schoolbag with the child's name and room number.
- Tuition is due on the first of each month. The school is entirely self-sufficient so prompt payment is essential. A late fee will be charged for any tuition received after

- noon (12 p.m.) on the tenth of the month. For each month tuition is late, there is an increase in the amount of the late fee:
 - First late payment - \$20
 - Second late payment - \$30
 - Third late payment - \$50
- Tuition remains the same each month regardless of holiday breaks or number of weeks in the month. Monthly tuition covers an average of four weeks over a nine month period. No deductions are made for absences. In case of withdrawal, tuition is due for the month of departure with a two-week written notice.
- If you choose to pay with check, please write your child's name and the month for which you are paying on each check, ex: Katie Todd - Oct. Make checks payable to RUMCK. There will be a \$25 charge on any returned checks.
- Other payment options include online bill pay or credit card. Online bill pay can be set up through your bank. Credit card payments are accepted using the online tuition link on our website.
- A supply fee is collected in September based on the number of days a child attends school. This fee covers the cost of disposable classroom supplies. Fees are as follows: 2-day: \$50; 3-day: \$70; 4-day: \$90; 5-day: \$100.
- Parents in the four-year-old classes and kindergarten are asked to pay a fee to cover the cost of field trips.

SAFETY, HEALTH & HYGIENE



Building Security

There are two entrances for arrival and dismissal: the covered entrance at the welcome center and the door to the right of the sanctuary steps. Only children arriving in carpool will use the door to the right of the sanctuary steps; parents escorting their children will use the covered entrance. The covered entrance at the welcome center will be the only access to the building during the school day. A greeter will be on duty during school hours. Security badges identifying RUMCK parents should be visible upon entering the building. If a parent, nanny or other authorized person arrives without a security badge, the greeter will ask their purpose for entering the building. A photo ID will be requested and a temporary visitor badge issued. This badge must be returned to the greeter upon exiting the building. Other church personnel and volunteers must also have identification to enter the building during school hours.

The security doors at the welcome center will be open only during arrival and dismissal. Thereafter, the doors are locked and may only be opened by the greeter or by entering a pass code. Proper identification will be required before the greeter will allow entry.

The doors at the base of the three stairwells leading down to the lower level have keypad access only. The entry door to the school from the elevator access is locked at all times. In the event of an emergency, any door may be used to exit.

General Safety Policies

- Children are released only to adults authorized on the child's registration form. A written note is required if a child will be going home with an adult not on the authorized list. A photo ID will be required by staff for positive identification.
- Any information from the parent to the teacher should be written, dated, and pinned to the schoolbag. If an emergency arises during the morning, call the office and the message will be communicated to the teacher. We cannot accept verbal messages from your child.
- Accident insurance is carried on each child. In case of a claim, please contact the director.

General Health Policies

- Each child must have on file a state approved immunization form and a personal health certificate documenting a recent health exam. Children from 18 months through kindergarten must have immunization form #3231. Children five years and older must also have ear, eye, and dental form #3300. These forms are available through the county health department or your pediatrician's office.
- A child should not be brought to school if sick or if symptoms of an oncoming illness are apparent. This includes fever of 99 degrees or more, sore throat, earache, green discharge from nose or continual nasal drainage, bronchial or deep chest cough, undiagnosed rash, red eyes or discharge from eyes, diarrhea, or vomiting within 24 hours prior to school.
- If your child becomes sick at school or shows symptoms of an illness, you will be notified and asked to take your child home.
- If there is any question concerning a child's health and participation in the program, it will be brought to the director's attention. The director will make the final decision as to whether the child should remain at school.
- A child's health must allow him to participate fully in all group activities, including outside play.
- Information on any child with a health risk, such as allergies or asthma, will be posted in the classroom.
- Biting, scratching, or any behavior inflicting injury will not be tolerated.



Minor Injuries

For minor injuries, such as scrapes and bumps, first aid kits are available in the office and on the playgrounds. We will:

- Treat the injured area.
- Notify the parents if further immediate care is necessary. If unable to reach the parents, we will notify the emergency contacts.
- If necessary, call the child's pediatrician or Children's Healthcare of Atlanta if for further instructions.
- Complete an accident report and send it home with the child. A copy will be left with the director.

Allergies & Medication

Parents must advise the school in writing of their child's allergy or medical condition with a physician's statement detailing instructions for administering medication and possible

side effects. Medications will be kept in the office with written consent and explicit instructions. For children at extremely high risk, medications will be kept in the classroom. If a child is having a severe reaction to a medical condition, treatment will be administered and the parents notified. **The staff does not administer medication unless there is a life-threatening situation.**

Emergency Telephone Numbers

Emergency telephone numbers are posted next to telephones. Telephones are located in the following locations:

- Welcome center on greeter's desk
- Kindergarten office (#175)
- Supply room on wall (#174)

If an emergency occurs on the playgrounds, cell phones are used to communicate with the office.

Emergency Procedures

1. Our first priority is to attend to the child and apply any first aid treatment necessary.
2. If the injury is serious, we will:



- Call 911.
 - Call the parent.
 - If an ambulance is necessary, transportation to Scottish Rite Children's Hospital will be requested.
 - If the parent has not reached the school at the time of transport, a staff member will accompany the child with the child's emergency authorization form.
4. For accidental poisoning, we will call poison control for specific instructions.
 5. The teacher will complete an accident report to send home with the child. A copy will be left with the director.

Classroom Hygiene

- Handwashing is the single most important way to prevent the spread of infection. Children are encouraged to wash their hands frequently for general hygiene purposes.
- Counter tops and table surfaces are disinfected daily. Toys are sanitized on a regular basis.
- If your child has vomited or had an accident in his clothing, the soiled clothes will be placed in a plastic bag and sent home. Soiled clothes will not be rinsed as this increases the risk of infection.
- Diapering procedures are strictly adhered to in the 18-24 month, 24-30 month, and 30-36 month classes.

Potty Training

- Please notify the classroom teachers when your child is ready to start potty training. Teachers will gladly assist your child during this time.
- Children in the process of potty training should wear pull-ups to school and clothes that facilitate easy changing. This allows for teachers to quickly attend to your child's needs.
- A change of clothes will be requested for children in the three-year-old classes and younger to keep in the classroom in case of an accident.

- Children enrolled in three-year-old classes and older must be potty trained before school starts. This includes independence in using the bathroom facility without the use of pull-ups.

SCHOOL CLOSINGS & EVACUATION

Inclement Weather

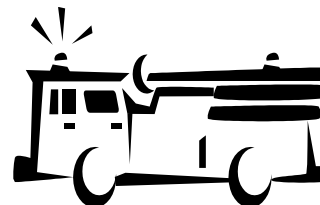
A weather radio is kept in the office. If the weather becomes threatening for any reason, you are encouraged to pick up your child early rather than wait for the regular dismissal time. Radio station WSB 750AM reports the latest developments. We will close if Fulton County cancels school due to inclement weather.

Evacuation Procedure

A plan has been developed and evacuation routes are posted in each classroom near the door. Emergency procedures are in place for severe weather situations. Monthly fire drills and periodic tornado and lockdown drills are conducted throughout the year. In the event of a crisis situation, the office intercom system will be used.

Fire Safety

In the event of a fire, the fire alarm rings signaling teachers to evacuate the children from the building using the nearest designated exit. Once outside the building, attendance is taken to confirm all children are present. The director, assistant director, and additional teaching staff assist in evacuating the 18-24 month and 24-30 month classes.



Tornado Safety

In the event of a tornado, the alert warning is signaled from the office. Teachers direct children to the nearest hallway. Children are requested to face the wall, kneel down, and cover their heads with their hands. Attendance is taken to confirm all children are present. The director, assistant director, and additional teaching staff assist in evacuating the 18-24 month and 24-30 month classes.

Lockdown

In the event of an intruder or threatening situation, a "code" announcement is made on the intercom. The teachers are trained to provide a calm, reassuring atmosphere in the classroom. The children are kept in a group under close supervision until further announcements are made.

Loss of Electrical Power or Water

If loss of electrical power or water occurs during school hours, the school day will continue and be kept as normal as possible. Should the electrical or water supply be interrupted for more than one day, school will be closed until the utility has been restored.