Parent Handbook

Roswell United Methodist Church
Preschool & Kindergarten

Jane Connell, Board Chair

Sally Newkirk, 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 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 you and welcome your comments and suggestions.

Sincerely,

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 Cognia, an international accreditation organization committed to advancing excellence in education. This accreditation engages the entire school community in a continuous process of self-evaluation, reflection, and improvement.

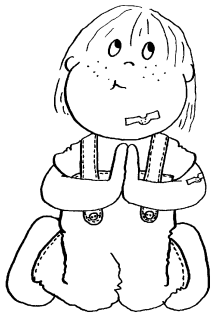
The school is also certified as a "Preschool of Excellence" by the United Methodist Preschool Association of the North Georgia Conference and holds a professional membership in the Georgia Preschool Association.

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.
- Provide opportunities 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 child-initiated 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, office manager, 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 ensure 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 bring a variety of talents, strengths and unique teaching styles that enhance the learning environment. 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.

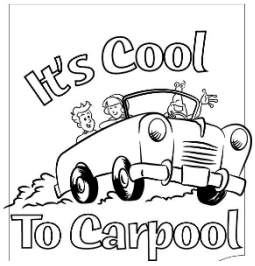
Substitutes

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 Safer Sanctuaries training, and receive a satisfactory background check. Upon completion, a substitute will be added to an approved list.

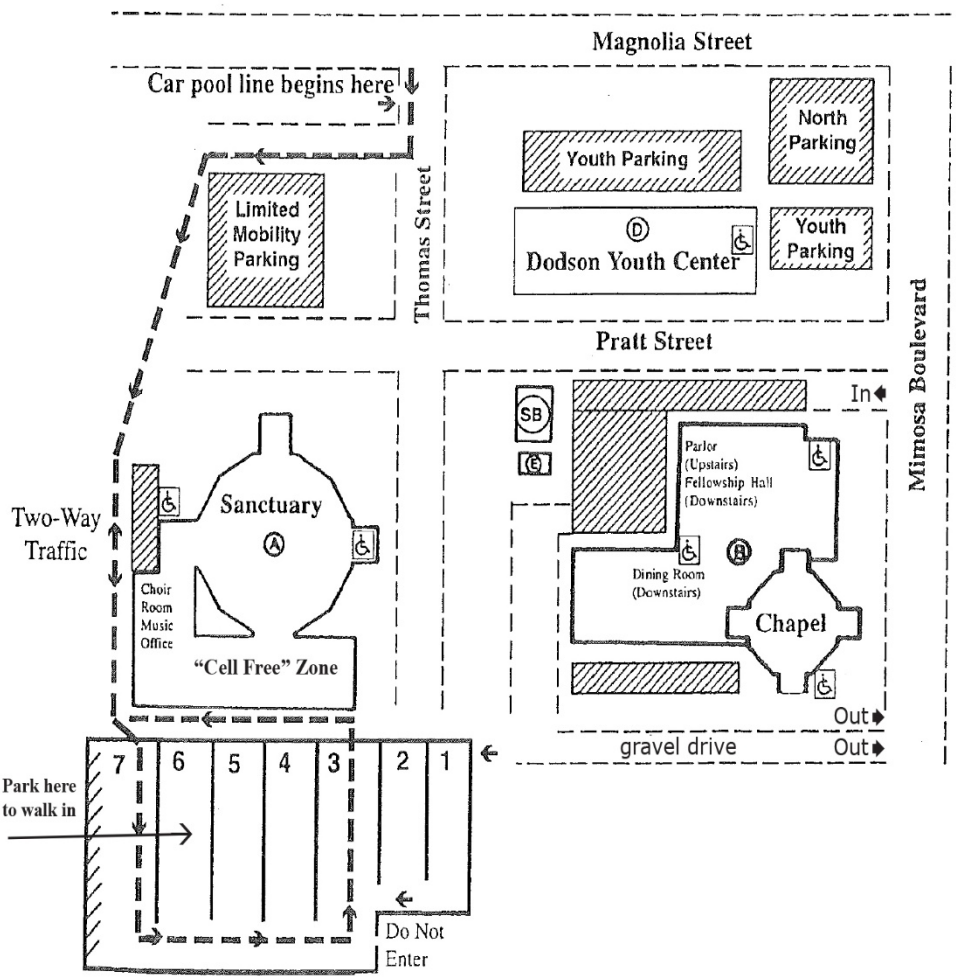
The list of approved substitutes is given to staff at the beginning of the school year and updated periodically. A staff member or an adult authorized by the director will be in class with a substitute at all times. Information for substitutes has been prepared in each classroom. Substitute hours are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

Carpool

- Carpool begins at 9:20 am 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 and walk your child in or re-enter the carpool line.
- Place your child's car seat on the right side of your car and unbuckle your child when you come to a stop.
- 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 child to their classroom. Under no circumstances should a child be dropped off and allowed to walk unsupervised into the building or to the classroom.



- If you walk your child in during morning carpool, park in aisle #6 (refer to carpool map) 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 who do not participate in carpool are to be escorted by an adult to their classrooms.
- All children eligible to carpool are encouraged to participate.
- Please do not park in the handicap spaces.
- There is no carpool line at dismissal. At 12:30 pm (1:30 pm on extended days) access the building at the covered entrance to meet your child at the classroom.



School Hours

- First week of school hours are 9:30-11:30 am 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 am-12:30 pm. Regular school hours for the kindergarten class are 9:30 a.m.-1:30 pm.
- School hours are extended on Wednesdays and Thursdays from 9:30 am-1:30 pm for three-year-old classes and older. The 24-30 month and 30-36 month classes begin extended day in January.
- Teachers open their doors to receive children promptly at 9:20 am. Please understand teachers are not able to receive children before the scheduled arrival time, as they need uninterrupted time to prepare their classrooms for the school day.
- Dismissal takes place between 12:30 and 12:40 p.m. (1:40 p.m. on extended days and daily for kindergarten). Any child not picked up by the end of the dismissal window will be taken to the director's office, and a late fee of $10 per child will be applied.

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: 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 the RUMC Safer Sanctuaries 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. 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

Every attempt will be made to accommodate a child with special needs in our program. 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 be called to observe, conference with parents, and recommend follow-up services.

Despite our efforts, we may not be equipped to effectively serve every child's needs. At any time if the health, safety, or welfare of a child or other children is at risk, the child will be dismissed from the program.

Calendars & Newsletters

The school calendar generally follows the holidays and breaks observed by Fulton County Schools, with the exception of most teacher workdays and professional development days.

A monthly newsletter is distributed online by the school office and includes schoolwide news, updates, and special events. In addition, each classroom teacher provides a monthly letter and calendar outlining classroom-specific activities and events. Families of children in the 4/5s and kindergarten classes will receive weekly email

updates. Additional communication regarding class news or special events will be shared as needed.

Daily Reports

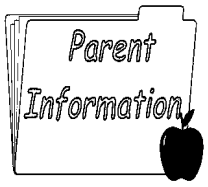
A chart will be posted outside each classroom with highlights of your child's day. We encourage you to use this information to stimulate conversation with your child.

Class Lists

A class list will be provided by your child's teacher at the beginning of the school year. To respect family privacy preferences, the class lists will be limited to children's names, parent/guardian names, and email addresses. Class lists will be updated as needed throughout the year.

Progress Reports & Conferences

Progress reports are prepared two times a year for children in 3-year-old classes and older. The midyear progress report is discussed with parents at their child's conference in January. Year-end 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 September and January. The September 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 September 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 given a priority. Registration will take place online during the last week of January. Parents will be notified of their class confirmation. Children will be assigned to classroom teachers in July.

Registration for church members, alumni, Parents Morning Out (PMO), and the general public will take place the first week of February. Church members, alumni, and PMO register the first day and the general public the following day.

Fundraiser

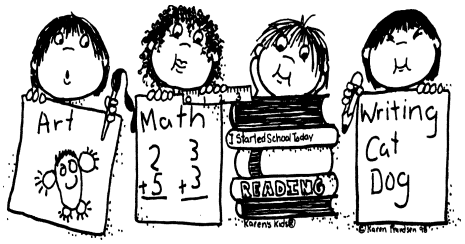
The school sponsors a children's consignment sale in the fall and spring. The school receives 30% of the proceeds and the consignor receives 70%. The success of this sale is dependent on parent volunteers. The proceeds from the sale are valuable in enhancing the school program, purchasing new equipment,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

Items donated to charity are given to Foster Care Support. Charitable donation forms are available for tax purposes.

CURRICULUM

Overview

The curriculum is based on our vision, mission, goals, and knowledge of early childhood development. It is designed to offer a smooth transition from one age level to the next. 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 kept on file. Resource books and reference guides 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 in the classroom. These are used occasionally to enhance Bible stories and curriculum, offer short interactive music videos, and live webcams.

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 growth and development of physical skills. Children are also introduced to sports and game concepts in a noncompetitive environment. Good sportsmanship is encouraged.

STEM
STEM encourages preschoolers three years and older to learn through hands-on experimentation, exploration, and problem solving. Children ask questions, test ideas, make observations, and discover solutions through age-appropriate science, technology, engineering, and math activities.

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 am in the south narthex of the sanctuary. Classes from 30-36 months and older are scheduled to attend. The music teacher leads the children in several songs of praise. The director or a RUMC minister conducts a children's worship moment. Occasionally, older classes act out a Bible story as the director narrates. 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.

Children are transported in church vans with seatbelts. These vans are designed with compartmentalization (featuring high seat backs, padded seating, and limited legroom) similar to school buses, which research shows is a safe mode of transportation.

Library
Teachers may select books from the library at any time. Books for classroom use should be returned to the appropriate shelves at the end of the week. Each class is scheduled a weekly library time.

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 & Lunch Time

- Parents are requested to send their child with a healthy snack, labeled water bottle, and, if applicable, a lunch. 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 waste.

Show & 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 schoolbag 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 to share with the class such as cookies and ice cream cups, but please no cupcakes!
- Visitors, favors, and presents are discouraged. Party invitations will be sent home from school 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 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.
- Teachers will plan seasonal parties and special events in the classroom. Parents may be requested to send in food or specific supplies for these occasions.
- 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 gather feedback from parents, which is used to evaluate and improve the program. In years when an accreditation review takes place, the survey is administered earlier than usual.

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 always stay with the animal. The visit should be brief, but allow enough time for all children to observe and enjoy.

FEES & TUITION

Monthly Tuition

18-24 mo.	2 days	$250
24-30 mo.	2 days	$265
30-36 mo.	3 days	$300
3-year	3 days	$320
3-year	4 days	$355
4-year	4 days	$375
4/5-year	5 days	$425
5s (Kdg.)	5 days	$450

- 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 registered child will receive a 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 may be assessed by the Kindergarten Board for any tuition received after noon (12 pm) on the tenth of the month.
- 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 paying by check, please write your child's name and the payment month on the memo line (e.g., *Katie Todd – October*). Make checks payable to RUMCK.
- 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. This includes a $10 processing fee.
- 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: $120; 3-day: $140; 4-day: $160; 5-day: $170.
- 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 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 present 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 staff using a key card. 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 a 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. All children must have immunization form #3231 or a completed religious exemption form. Children five years and older must also have ear, eye, and dental form #3300. These forms are available through 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 100 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 (CHOA) 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.**

Telephones for Emergencies

Telephones are available in the following locations:

- Welcome center (near greeter's desk)
- Office (#175)

If an emergency occurs on the playgrounds, cell phones or walkie talkies 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 CHOA—Scottish Rite Hospital will be requested.
    - If the parent has not reached the school at the time of transport, the director 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 practice to prevent the spread of infection. Children are encouraged to wash their hands frequently to maintain good hygiene. Hand sanitizer may be used as an alternative.
- 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 who are potty training should wear pull-ups to school and clothes that facilitate easy changing, allowing 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

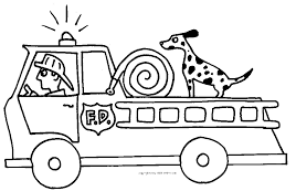
A weather radio is kept in the office. If the weather becomes threatening for any reason, you are encouraged to pick up your child early rather than wait for the regular dismissal time. We will close if Fulton County closes school due to inclement weather.

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. Fire drills are conducted monthly, with tornado and lockdown drills held periodically throughout the year. In the event of a crisis situation, the 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. Additional 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. Additional 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, 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.