

# Alpharetta Methodist Preschool

## Parent Handbook 2020-2021



69 N. Main Street  
Alpharetta, GA 30009  
770-410-9324

Gail Stephens  
Director (18-36 months)  
[gailstephens@afumc.org](mailto:gailstephens@afumc.org)  
770-475-2170

Tricia Gorder  
Director (3 - K)  
[tgorder@afumc.org](mailto:tgorder@afumc.org)  
678-867-7516

August 2020

Dear Parents,

Welcome to Alpharetta Methodist Preschool. We are so glad that you have decided to make our school a part of your child's early learning years. Reading this handbook will allow you to become acquainted with our programs, policies, and procedures. We hope that this handbook will help you understand our approach to early childhood education and appreciate the significant role that you play in supporting your child's learning. The reading of this handbook will help us all to ensure a quality preschool. Please feel free to call with any questions you may have about our preschool, curriculum, or policies.

We are certified by the North Georgia United Methodist Preschool Association and are recognized as a Program of Excellence for Young Children. Alpharetta Methodist Preschool is committed to meeting and exceeding the guidelines set by the association. As a parent, please know that you have selected a program of the highest quality, as well as a place where your child will be happy and secure, growing in a love of learning and a love for Christ.

The preschool years are a special time in the lives of young children. We believe that learning should be an active, hands-on process. At Alpharetta Methodist Preschool, we encourage social, emotional, physical, cognitive, and language development. We work diligently to foster creativity, curiosity, and independence. We believe that children who are encouraged to wonder, explore, and discover, also learn to LOVE learning.

The staff at Alpharetta Methodist Preschool looks forward to getting to know you and your child. We are delighted to have the opportunity to share this precious time in the life of your child. Together, at home and at preschool, we can guide your child toward becoming independent, inquisitive, and self-confident.

Welcome to Alpharetta Methodist Preschool and to our new school year!

In His Service,  
Gail Stephens & Patricia Gorder  
Directors, Alpharetta Methodist Preschool

# ALPHARETTA METHODIST PRESCHOOL

## OUR MISSION STATEMENT

*Excellence in Education with a Christ-Centered Foundation,  
Fostering a Lifetime Love for Learning and Creating Leaders in Christ.*

## PHILOSOPHY

Alpharetta Methodist Preschool provides a quality social and academic experience in a gentle, loving Christian environment. We realize that all children mature and grow individually at their own rate. Each child's development is uniquely his own and will be treated as such. We help children develop positive feelings about themselves and their abilities. We believe there should be balanced social, emotional, spiritual, physical, and cognitive growth. To accomplish this growth, enrichment activities, games, stories and songs will be experienced. We provide an opportunity for each child to learn through play with a balance of self-discovery and teacher directed activities.

Alpharetta Methodist Preschool admits students of any race, color, and national or ethnic origin.

Mailing Address	Alpharetta Methodist Preschool 69 N. Main St. Alpharetta, GA 30009
Office Hours	8:30am - 1:30pm
School Hours	9:00am - 1:00pm 18 months - Kindergarten
School Tours	By appointment
Telephone	770-410-9324
Fax	470-365-2240
Web Site	<a href="http://www.afumc.org/preschool">www.afumc.org/preschool</a>

## ALPHARETTA METHODIST PRESCHOOL

**Director (18 - 36 months) - Gail Stephens**

**Director (3 - K) - Tricia Gorder**

## AGE REQUIREMENTS

18 - 26 months	18 months old by September 1, 2020
27 - 36 months	29 months old by September 1, 2020
Three year olds	3 yrs old by September 1, 2020
Four year olds	4 yrs old by September 1, 2020
Kindergarten	5 yrs old by September 1, 2020

2020-2021 SCHOOL CALENDAR

Alpharetta Methodist Preschool follows the Fulton County Public School calendar except for our beginning date and end date. We also observe Good Friday.

**August 24, 2020**

First day of Preschool

**September 7, 2020**

No School - Labor Day Holiday

**October 12 & 13, 2020**

No School- Student/Teacher Holiday & Fulton County Teacher Workdays

**November 3, 2020**

No School - Professional Development Day (Election Day)

**November 23-27, 2020**

No School - Thanksgiving Holidays

**December 10, 2020**

Early Release Day at 11:45

**December 21, 2020- January 1, 2021**

No School - Christmas Holidays

**January 4, 2021**

No School - Fulton County Teacher Workday

**January 5, 2021**

Students return to school

**January 6, 2021**

Priority Registration ends at 1:00 p.m.

**January 18, 2021**

No School- MLK Jr. Holiday

**February 15, 2021**

No School - Presidents Holiday

**March 17, 2021**

No School- Fulton County Teacher Workday

**April 2, 2021**

No School - Good Friday

**April 5-9, 2021**

No School - Spring Break

**May 14, 2021**

Last day of Preschool

Graduation for 4's & Kindergarten

**UNEXPECTED CLOSING OF SCHOOL DUE TO A PANDEMIC, INCLEMENT WEATHER OR ANY OTHER EMERGENCY,  
AND DELAYED OPENING OF SCHOOL:**

Alpharetta Methodist Preschool adheres to decisions made by Fulton Co. Schools regarding school closing or a delayed opening due to inclement weather. Alpharetta Methodist Preschool reserves the right to make judgement calls during inclement weather.

# Alpharetta Methodist Preschool Missions 2020-2021

## **Year Long**

- Pop Tops (Collect pop tops from soda cans, tuna cans, etc. The proceeds support Ronald McDonald House)

## **Winter**

- Operation Christmas Child (Fill a shoebox to be sent around the world to children who would otherwise not receive a Christmas gift.)

## **Spring**

- Canned Food Drive (supports NFCC)

**As each mission project approaches, more details will be sent home.**

## **Hours of Operation**

9:00am - 1:00pm for 18 months - Kindergarten

Teachers will be available to accept children starting at 8:45am. Prior to 8:45am the teachers are preparing for the day. Children are to be picked up promptly at the end of the school day. Parents are considered late after 1:05pm for 18 - K. A late fee of \$1 per minute, per child, in cash will be collected after 1:05pm. If an emergency occurs, please contact the preschool office (770) 410-9324.

## **Morning Drop off**

Morning drop off opens at 8:45am. Please make every attempt to ensure that your child is in class on time each morning. School begins at 9:00. We realize that each family has their morning challenges but arriving on time has so many positive outcomes for your child. The teachers use this morning time from 8:45am - 9:00am to reinforce skills they are working on in class. The early morning activities also allow a relaxed time for the children to ease into their day.

All parents will park in the parking lot. One parent will be asked to drop off and pick up. It is encouraged to leave siblings at home if at all possible. The temperature will be taken for **all** entering the building.

6ft distance stickers will be placed in all areas where parents will wait for entry to the building in the younger age wing.

## **(18months - 36 months)**

18m - 36m children will be walked to their classrooms. The younger age children and parents will have their own check in door. If you have a child in both age groups, please use the younger age drop off door for your convenience. You will use the door closest to the inclusive playground that will enter straight into the original Trinity Hall Lobby. There will be one staff person assigned to that door with a thermometer and checklist. The parent will be required to wear a mask and have their temperature taken along with the child. If either has a temperature, the child will not be permitted to enter school. Screening questions will be asked at this point. Once cleared to enter the building, the parent and child will apply hand sanitizer and walk straight into the younger age hallway, drop off at the classroom door, then continue down the hallway to the end. The parent will exit to the left into the hallway then an immediate left into Trinity Hall. They will exit the main doors through Trinity Hall back into the lobby and take an immediate right down the kitchen hallway and out the doors. This will allow the parents to drop the younger age children off with less disruption to the child while not crossing paths with other parents and children.

## **(3 - K)**

Our morning drop off opens at 8:45am and closes promptly at 9:00am. 3 - K children will enter through the three main doors leading into the main lobby. Each entry door will be labeled with certain letters of the alphabet. The letters will be displayed at each entry door. This will help social distance families while they are waiting to have their child checked into the building. Each family will be asked to check in at the door corresponding with the first letter of their last name. There will be a staff person assigned to each door to take temperatures of the children, record them, and ask the screening questions of the parents. No parents of 3 - K children will be allowed in the building. Once the child is cleared, he/she will enter the building, apply hand sanitizer, and proceed to class. There will be staff in the lobby to help facilitate getting the children to class.

**Late Arrivals - We need to create a new policy!**

Please make every effort to be to school by 9am. If you arrive after the morning drop off has closed, please park your car in the large parking lot on Cumming St. and walk your child into the building and ring the bell. Parents will wait with their child for a staff person to come check them in. Once the school day has begun, it may be a few minutes until the teacher can leave the classroom to come get your child, due to a lesson being presented or an activity in progress.

**Afternoon Pickup**

Pick up is from 12:50pm - 1:05pm.

If you will be unable to pick your child up for afternoon pickup and will be sending someone else to pick-up your child, you must notify your child's teacher in writing or call the Preschool Office (770-410-9324). Messages will be checked up to 15 minutes prior to dismissal. Written notice is preferred. If you must leave a message, please be available for a return call from the preschool office. We must confirm your identity prior to releasing your child to your requested pick-up person. We will not release your child to any person other than you or a person authorized by you in writing. Any person authorized to pick up your child will be required to show a photo ID.

**(18months - 36 months)**

Pick up for the younger age will work exactly like drop off. The parent will come to the door into the original Trinity Hall. A staff person will take the temperature of each parent. If a parent has a fever, they will not be permitted to enter the building. A director will be called to escort the child outside to their parent. The child will be permitted to return to school after 3 days (72 hours) provided the child does not show any symptoms or fever during that time or if the parent can produce a negative COVID test for the individual who presented with the fever. If the parent is cleared, they will enter the building wearing a mask to pick up their child. Social distancing will be followed when in the building picking up.

Parents that have a child in the younger age and older age must pick up their younger age child first. Then proceed to the appropriate designated exterior door for pick up of the second child. No child will be allowed readmittance once they have left the building.

**(3 - K)**

While social distancing, the parents will wait at the same exterior door that they arrived at. You will be required to present a unique authorization card provided at meet and greet to pick up your child. If you arrive without the authorization card, you will be asked to step aside so that we can properly identify that you are authorized for pick up.

**Your School Year Monthly Tuition** is due on the 1<sup>st</sup> day each month regardless of what day the 1<sup>st</sup> may fall.

<b>2020-2021 Tuition</b>	<b>18-23 mos.</b>	<b>2's</b>	<b>3's</b>	<b>4's</b>	<b>Kindergarten</b>
<b>2-day</b>	\$203.00	\$203.00	\$203.00	xxx	xxx
<b>3-day</b>	xxx	\$282.00	\$282.00	\$286.00	xxx
<b>4-day</b>	xxx	xxx	\$344.00	\$349.00	xxx
<b>5-day</b>	xxx	xxx	\$396.00	\$401.00	\$479.00

- For your convenience, the annual tuition has been divided into eight (8) equal monthly payments, regardless of the number of days or weeks in that month. **18 months - 4's** payment #1 was due May 1, 2020 and was nonrefundable after June 1<sup>st</sup>, 2020. The remaining 7 payments are due on the 1<sup>st</sup> day of each month, October - April. **Kindergarten** payments #1, #2, & #3 were due on the 1<sup>st</sup> day of May 2020, June 2020, and July 2020. The remaining 5 payments are due the 1<sup>st</sup> day of each month, October - February. All kindergarten payments are nonrefundable.
- 18 month - 4 year old students enrolling after the first day of school will be required to pay the registration and activity fee, 1/2 month tuition, and the prorated tuition for the month they start school. The last tuition payment is due the 1<sup>st</sup> of April. The 1/2 month of tuition pays for May.
- Kindergarten students enrolling after the first day of school will be required to pay the registration and activity fee, 1/2 month tuition, and the prorated tuition for the month they start school. The last tuition payments is due the 1<sup>st</sup> of February. The  $\frac{1}{2}$  month tuition pays for May. \* If your child was registered within 2 weeks of school opening you will pay the remaining 7 payments October - April.
- We offer 3 ways to pay your tuition - traditional check, credit card (2.7% convenience fee), or ACH bank account withdrawal (\$1.00 processing fee). If paying by check, a tuition envelope will be provided monthly for the return of each tuition payment. Please make checks payable to AMP. For security reasons, **NO CASH WILL BE ACCEPTED**. Sickness, weather closings, and absenteeism do not affect the monthly tuition fee amount or due date.
- **Payment not received by 1:00 p.m. on the first day of each month will be considered late**, at which time a late fee of \$20.00 will be added. Your child may not attend preschool or kindergarten until your tuition payment and late fee are received.
- A \$25.00 fee will be charged for each returned check.
- Families with more than one child attending Alphetta Methodist Preschool will receive a \$10.00 discount on each child's monthly tuition.

### Termination of Enrollment

A one-month written notice of withdrawal is required for in person or virtual learning. You will be responsible for one month's tuition unless written notice is given to the director one month prior to withdrawal.

## Registration & Admissions for 2021-2022 School Year

### Priority Registration

Priority registration begins early in December for the families of our currently enrolled students, alumni (within the past five years) and AFUM Church members. To register, any current and previous families must be current on all fees and tuition. All outstanding balances must be paid prior to registration. Priority registration ends at 1:00 p.m. on Wednesday, January 6, 2021.

### Open Registration for the Public

Application drop off will be Friday, January 8, 2021 from 9:15am - 12:30pm. Once the applications are collected, they will be chosen at random to fill the remaining openings. All applicants will be notified of class placement or waiting list status.

### Personal Information Changes

Important! We must be able to reach you immediately, at any time, if your child becomes ill or is injured; or, in the event of any emergency. Please keep the preschool office informed of any changes in your address, telephone number, and emergency contacts. It is vital that we are made aware of any changes immediately, including any changes of names on your emergency pick-up list.

### **Preschool Staff**

Our staff is a group of highly trained and dedicated Christian professionals. 18 months - 36 months staff are co teachers and hold a college degree and/or extensive experience. 3 year old - Kindergarten lead teachers hold a college degree and/or have extensive preschool teaching experience. All staff members participate in 10 hours of Professional Staff Development prior to the start of every school year. Staff members also participate in monthly staff meetings, special workshops, and regular age-level team meetings. All staff members receive infant/child/adult CPR/First Aid/AED training. All staff are trained in Safe Sanctuary policies each school year. While all teachers plan curriculum as an age level team and follow the same program curriculum, each teacher is an individual with her/his own teaching style. As a preschool, we embrace these differences and do not require teachers to duplicate one another's method or materials of teaching.

### **Unexpected School Closure**

School closings due to ice, snow, tornadoes, other inclement weather, etc. will be in accordance with Fulton County School closings. Please check with local radio/television for weather advisories and closings (WSB 750 AM and WSB TV Channel 2 ABC). If severe weather occurs during preschool hours (i.e. tornado warning), Alpharetta Methodist Preschool follows state guidelines for moving children to proper safety. Alpharetta Methodist Preschool reserves the right to close school due to unexpected crisis such as power failure, water main break, and in the event that Fulton County does not respond in a timely manner due to inclement weather in our area. You will be notified via text message.

If Fulton County Schools close during the school day, our school will close, also. Please pick-up your child immediately. If an emergency early closing occurs, please follow the pickup process.

We follow Fulton County Schools delayed opening. If Fulton Co. Schools announce a 2-hour delay in opening, we will also have a 2-hour delay, opening at 11:00am; Drop off will begin at 10:45am.

Regarding pandemics, Alpharetta Methodist reserves the right to make decisions regarding opening/closing of Alpharetta Methodist Preschool. The matrix we will follow if the preschool needs to close is as follows.

- Tier 1: 1 child/teacher in 1 class tests positive for COVID-19 - This classroom will be closed for 14 days, along with the class that shares a bathroom and any other class that shares the classroom space.
- Tier 2: 2 cases - 1 child/teacher in 2 different classes - These classrooms will be closed for 14 days, along with the class that shares a bathroom and any other class that shares the classroom space. The whole school will close for 48 hours for a deep clean in all rooms.
- Tier 3: 5 + cases - 1 child/teacher in 5 different classrooms (which would affect approximately 1/3 of the enrollment) - The whole school will close for 14 days. Parents will be asked to continue to notify us of positive test results. We will reassess if needed to extend the closure.

### **Supervised Play (18 months - 36 months)**

Alpharetta Methodist Preschool believes that "supervised play" is how young children learn. Play is a lot of fun, but it can also be hard work. During class time your child will meet new friends, learn to share, make crafts, paint, build

with blocks, play with toys, enjoy center time, be introduced to God and Jesus and the bible, sing, learn to listen and follow directions, and much more. Regular classroom activities include story time, theme days, bible stories, sing-alongs, arts and crafts, outside play, a mid-morning snack, and lunch for all classes.

### **Curriculum (3 - K)**

Children learn by doing. They learn through active play as well as by observing what happens when they interact with materials and other people. Weekly themes help children learn about the world around them. Themes enable children to acquire information and concepts through meaningful activities that take place in each of the centers in the classroom. Children in our 3's classes have a weekly letter and monthly number, color, and shape. The children in our 4's Classes focus on the alphabet, how letters group together to form new sounds and words, sight words, numbers, math including measurement, addition, and subtraction, science, and handwriting. Both age levels have a monthly nursery rhyme. Each month, the teachers have specific skills they work on in the classroom. These skills build upon each other and help prepare the children for the next age level, whether it is the 4's, Kindergarten, or 1<sup>st</sup> grade. The 4's staff currently use Saxon for our phonics and prereading skills, Tara West Little Minds at Work math curriculum, Handwriting without Tears, and The Quirkles, exploring phonics through Science.

Our Kindergarten program is designed to allow your child to smoothly transition into the public school in either kindergarten or 1<sup>st</sup> grade in reading, math, writing, and science. At a minimum, our kindergarten follows the Georgia's Common Core Performance Standards for Kindergarten, to ensure that each of our graduating kindergartners will be prepared for the next year with at least the same knowledge base that children who attended public kindergarten have received. The kindergarten staff use the Saxon curriculum for phonics, prereading and reading skills; Singapore Math; Tv Teacher for handwriting; and Fuddlebrook School Science Series.

All children (3's, 4's & K) attend a **weekly chapel**, a **weekly music class**, and a **weekly art class**. 4's students attend music twice each week. Kindergarten attends music once a week and P.E. once a week. Our 4's and Kindergarteners also participate in a weekly hands-on **science lab**.

### **Ratios**

At Alpharetta Methodist Preschool, our classroom teacher-to-student ratios stay well below Georgia State requirements. Every classroom has two teachers.

18 - 23 months	10 children (ratio 5:1)
24 - 36 months	12 children (ratio 6:1)
3's	12 children (ratio 6:1)
4's & K	12 children (ratio 6:1)

### **Parent/Teacher Conferences (3 -K)**

Conferences will be held twice a year; once in the fall and again in the spring. An end-of-the-year progress report will be available at your spring conference for all age levels. If you feel the need, you may request a conference at any time during the school year. Please contact your child's teacher to arrange a mutually convenient time.

### **Parental Involvement/POPS (Parents of Preschoolers)**

Due to COVID - 19 parent involvement will look different this year! Throughout the year, we will be in touch with ways you can participate!

## **Clothing and Possessions**

Children should come to school dressed for active play. It is important to remember that your child will paint and play with messy materials. While we try to keep messes to a minimum, always dress your child in something that you would not mind if it gets messy or stained. Please label your child's coat, hat, etc., with first and last name.

Dress your child in clothing that is comfortable and easily managed by your child. We go outside whenever possible, so please dress your child accordingly. Send your child to school in rubber-soled shoes that are closed-toed and closed-heeled. Sandals, cowboy boots, rain boots, dress shoes, crocs, and shoes which slip off easily inhibit activity and create a safety hazard; therefore, these types of footwear are not permitted. **Only children wearing shoes that are both rubber-soled and closed-toed and closed-heeled will be allowed to participate in daily playground or gym activities. The parent will be called and asked to bring appropriate shoes**, if the child comes to school in anything else. **Shoes must fit properly.**

Children should not be permitted to bring personal toys to school. Sharing at this age can be difficult. This often causes problems and can be distracting to the class. If a toy is broken or unknowingly taken by another child, it can cause disappointment for your child. Your child's class may have a "Show & Tell" day; the teacher will let you know which toys are appropriate for Show & Tell. Toy weapons or sharp objects are never appropriate for Show & Tell.

In the 18 months - 36 months classes, security objects such as a pacifier or a blanket are permitted.

## **Diaper Necessities (18 - 36 months)**

Your child will need the following items each day they attend - disposable diapers (no cloth diapers), training pants, or underwear and a change of clothing including socks. Please clearly mark your child's belongings and place them in a bag.

## **Potty Training Policy (3 - K)**

All students entering a 3-year-old class and older must be fully potty trained prior to the 1<sup>st</sup> day of school. Each child must be wearing underwear. Pull-ups or diapers are not allowed at preschool. **Fully Potty Trained** is defined as: *the child recognizes the need to go to the restroom, enters the restroom on his/her own and manipulates clothing on/off with little or no assistance, and can take care of all toileting issues and washes hands before rejoining class.* Per the church's Safe Sanctuary policy, teachers do not enter the toilet area with any child, nor do they "clean-up" a child after an accident or change a child's clothing. In the event of an accident which requires adult participation in clean-up or clothing change, the parent will be called and asked to come to the school to attend to these needs. After three potty accidents within one month, the child will need to take a two-week break from school. This will give you the opportunity to reinforce potty training skills at home.

## **DISCLOSURE OF LICENSING and LIABILITY INSURANCE OF PARTICIPANTS**

Alpharetta Methodist Preschool has completed the Level 2 Certification through the North Georgia Conference of the United Methodist Church Weekday Preschool Association.

Alpharetta Methodist Preschool is not licensed by the state of Georgia, nor is it required to be licensed.

Web: [www.decal.ga.gov](http://www.decal.ga.gov) Phone: 404-657-5562

This program carries liability insurance on all enrolled participants.

## **Safety**

No child will be released to an unauthorized person. Send a written note to your child's teacher, informing us if someone other than yourself or other than who is listed on the registration form will be picking up your child. If necessary, you may call the preschool office with this information. You will be asked questions to confirm your identity. If you are unable to reach a receptionist, please leave a detailed voice message, including a contact number for yourself, so we may verify the change. All messages will be checked 15 minutes prior to carpool time.

Keep your child's teacher informed, in writing, of any changes or new information. This includes changes in phone numbers (home, cell, work, and emergency contacts), address, allergy information, and change of persons who are authorized to pick-up your child.

Our staff members are not allowed to transport students to or from campus. Please do not ask any staff member to transport your child.

Please notify the Alpharetta Methodist Preschool Office or your child's teacher if your child will be out for any reason, including daily or weekly absences. 770-410-9324.

### **Immunizations**

In accordance with Georgia's Mandatory Immunization Laws, all children at Alpharetta Methodist Preschool are required to have a signed (unexpired) Certificate of Immunization (Form #3231) on file in our office. If the parent has a religious objection to immunizations, please refer to the Georgia Department of Public Health website to obtain Form 2208. Children cannot be admitted to preschool if this form is not on file. Please make sure that we have this form before the start of the first day of school. Every effort is made to protect the health and safety of each child. Your cooperation is needed and appreciated!

In addition to Form #3231, all kindergarten children must also have Form #3300 (Ear, Eye, & Dental) on file. All forms are available through your pediatrician or health department.

### **Allergies**

If your child has any food allergies, you are required to provide a physician signed Food Allergy Action Plan. This form must be turned in to the preschool office prior to the first day of your child's attendance at school. Children with food allergies will not be admitted to preschool without this signed form. Your doctor may provide this form. Forms are also in the Preschool Office, should you need one.

### **Health**

#### **Taking Temperatures & Asking Screening Questions**

Each staff person and student will have their temperature taken and answer 2 screening questions before they enter the building. Anyone with a temperature over 99.9 will be sent home. You are asked to take your child's temperature before leaving home. Please do not bring your child to school if their temperature is over 99.9. Then the temperature will be taken once you arrive on campus. (4) touchless temporal thermometers will be used during drop off, pick up, and throughout the day. There will be a staff person assigned to each thermometer at drop off. The staff and children's temperatures will be recorded. Each staff person and person dropping off children will be asked the following questions before they enter the facility. We will exclude anyone who answers YES to the following questions:

1. Do you or do any of the children you are dropping off have a fever (above 99.9), cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?

2. Have you or any of the children you are dropping off:

- o Had any of these symptoms since last time you were here?
- o Been in contact with anyone with these symptoms since the last time you were here?
- o Potentially been exposed to COVID-19 or have reason to believe you/they have COVID-19?

### Masks

Students - Masks will be optional for students. If the parent wants the student to wear a mask, the child will need to be able to manipulate the mask on their own with minimal assistance from the teachers.

Staff - Masks will be required during drop off and pick up. While the staff are in their classroom; it will be optional for them to keep their mask on. Face shields will be an option for staff also.

### Handwashing/Hand sanitizing

There will be hand sanitizing stations set up at the doors where children are entering. Each person entering the building will be required to use hand sanitizer immediately upon entering the building. Each classroom will be supplied with hand sanitizer.

Throughout the day students and staff will be required to wash hands;

- When they first enter their classroom in the morning
- Any time they come back to the classroom (specials or playground)
- At mealtimes (snack and lunch)
- After the restroom/diaper change
- After wiping their nose or sneezing/coughing/etc.
- After crafts/classroom activities

### Sick Students

To ensure healthy children throughout the school day, temperatures will be taken when the children go to the playground or any special (chapel, art, music) or anytime a staff member suspects a child has a temperature. If a child has a temperature over 99.9, the child will be removed to an isolation room. This is a room that will be designated each day as a holding room for anyone coming down with a fever after the start of school until the parent can pick the child up. Adult supervision will be maintained the entire time. The parent will immediately be called to come pick up the child. If the parent does not answer the phone, a message will be left, and the second parent will be called. If the second parent does not answer, a message will be left, and the emergency contact will be called. And so on down the list. If no one can be reached, we will make a second attempt and text messages will be left. Once the child has been moved to the isolation room, the classroom will be cleaned down by a staff member. The class will be temporarily relocated while this is done. In order to return to school, the child must be symptom free and fever free for 72 hours without medication.

Please keep your child home if your child has any symptoms of illness such as:

- Nausea or vomiting
- Diarrhea
- A cold
- Frequent cough
- Discolored nasal discharge (**We cannot accept children with a green runny nose, unless we receive a doctor's note saying the child is not contagious.**)
- Clear runny nose that cannot be related to a known cause
- Sore throat
- Rash, skin eruptions, or any other skin infections
- Head lice
- Fever

- Recent loss of taste
- Headache
- Chills/repeated shaking with chills
- Muscle pain
- Croup
- Pinkeye or other eye infections

The above symptoms may not cover all contagious illnesses; do not send your child to school with ANY symptoms of illness, infection, or contagion. Children may not return to school until **72 hours of fever/symptom free (without medication)** or until the period of contagion has passed. If a child is sent home from school with a fever, vomiting, or any other symptoms, they will not be permitted back to school the next day. Notify us at once if your child has a contagious illness or communicable disease. Children with a communicable disease need to have a written note from a physician stating they can attend school without any risk to other children. Any questionable medical concerns are at the discretion of the program director.

If your child is ill, even if not contagious, we ask for the benefit of your child and the other children, that you keep your child at home. If your child is not well enough to go outside to play, please keep him/her at home.

The following are examples of situations where a child cannot return to school for 14 days.

- If a parent has been exposed to someone who has tested positive for COVID-19 at the office/work and has been in contact with their child or other family members.
- A child's sibling had a child in their classroom at a different school test positive. For COVID-19
- If a child tests positive in one of our classes. If this happens the class will be shut down for 14 days. The teachers will provide virtual learning and a bag of prepared materials for each child in the class to take home to use during the 14 days. After 24 hours, the classroom will be completely cleaned. 24 hours is needed for all droplets to fall to the surface. This is recommended per the CDC. If it is a shared classroom, both classes who use the space will need to stay home for the 14 days.

No staff member or volunteer will administer medications (prescription or over-the-counter) to any child. Epi-Pens and inhalers for emergency use are permitted for children with severe allergies and must be left with the classroom teacher. The teacher will keep them in the class "emergency bag" which is with the class at all times. The parent must complete a Medical Release Form in the school office; the parent must also meet with the classroom teacher going over the physician signed Food Allergy Action Plan and instructing the teacher how to properly administer the emergency medicine.

Please, **no smoking** in the church building or anywhere on the church grounds. Little lungs are busy developing and we appreciate your understanding and cooperation.

### **Cleaning Protocols**

- Cleaning of the classrooms:

Each morning when the staff come in, they will wipe down/disinfect all hard/high touch areas (tables/chairs/ doorknobs/light switches/counters/large plastic toys. All cleaning products used will be EPA approved. This will also be done before and after mealtimes and at the end of each day. All toys that are put in a child's mouth will go in a separate bucket to be run through the dishwasher at the end of the day. The classes that share a room will not share toys without a thorough washing in between. This will be done once a week. The toys will not be

shared with Sunday school or Wednesday night programming. Plush toys will not be used in the classrooms until it is deemed safe. Sensory tables will also not be used at this time.

- Cleaning of the Building:

All classrooms and bathrooms on the first floor will be thoroughly cleaned nightly. This includes disinfecting all hard surfaces, sinks, toilets, changing tables, floors (tile and carpet).

## Pet Policy

No pets may be brought into the building or on to campus. This is for the safety of the children and the staff.

## Peanut and Tree Nut Policy

Please do not bring nuts of any kind into any of the classrooms at AFUMC. Due to the seriousness of a nut allergy for some children, we are truly appreciative of your cooperation in not sending any kind of nut (including peanuts and tree nuts), or any food products that contain nuts, in your child's lunch or snack.

## Snack and Lunch

Each child will bring their own snack and lunch. Please follow our Nut/Peanut policy when bringing snack and lunch. Your child's teachers will inform you on the preferred method for providing snack. Choices of water, fruits, vegetables and cheese/crackers are best. Please send a water bottle. **Please do not bring popped corn, nuts, candy, or chewing gum for snack or lunch.** Fruit/vegetables should be cut into bite size pieces and grapes in half, length ways. **We ask no nut or peanut products be brought into the classroom.**

## Photo Use Policy

The following highlights Alpharetta First United Methodist Church's policy on using digital media/photos/videos for public display:

### **Using Photos**

Including photos in our publications, whether printed or digital media, is an important part of our communications efforts. We want to ensure that we honor and respect all who participate in ministries and activities. We understand that having you in our midst and publishing photographs as you participate is a privilege for us, and we intend to respect and honor it.

Photos are almost always of people in public spaces, and/or at public events. We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in the photo.

We do not identify children or youth by name in the photos we post online, or other use and we will gladly remove any photo upon request. If you see a photo that includes you or your child and would like it removed from the web site or other publications, please call or email Beth Allain, Communications Director, at [ballain@afumc.org](mailto:ballain@afumc.org).

Unless otherwise indicated, photographs throughout this website are the property of and are copyrighted by Alpharetta First United Methodist Church and may not be used for any purpose (including but not limited to: downloading, printing, distributing, linking) without permission from AFUMC.

Please call the Church at 770-475-5576 or email us if you have any questions or concerns about our Photo Use Policy.

### Media Release Opt Out:

In this digital age the church takes many pictures of worship services, special events, activities, Children's Ministries, youth groups, etc. We use these pictures to record, promote, and celebrate our church ministry through many different venues including, but not limited to, our church website, videos, slide shows, publications, etc.

We understand that some people may choose not to have their photos used and we want to respect their wishes. Therefore, we have provided an "Opt Out" for those individuals or families who may prefer NOT to have photographs of themselves used by the church. Please contact the Preschool office at 770-410-9324 if you need to opt out.

### **Birthdays**

At this time, all shared food for birthdays and school wide treats must be sealed prepackaged items not containing peanuts and tree nuts.

Party invitations may be sent home with classmates ONLY if every child in the class receives an invitation.

### **Students with Special Needs**

While our staff is composed of dedicated, caring professionals, we are not staffed by teachers who are trained to work with children with special needs (learning or behavioral). If it is determined through teacher and director observations, that a child is having difficulty adjusting to school, or is struggling or frustrated with the learning situation, or is disrupting the learning environment for other children, the director and teacher will meet with the parents to discuss their observations. If your child's needs cannot be adequately met in our school, and it is determined that it is necessary to remove the child from our program, we will make every effort to help you find public or private special services, so that the needs of your child can be met.

### **Discipline**

The Alpharetta Methodist Preschool staff works hard to offer a warm, loving, safe, and enjoyable learning environment for every child. If behavior problems arise, the staff member will handle the situation as positively as possible and make the "consequence" appropriate for each age-level and each personality.

Several forms of age appropriate Classroom Management are used to control classroom behaviors:

- Redirection/Distraction offers alternatives to children engaged in undesirable behavior.
- Verbal Intervention allows the teacher the opportunity to explain to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation.
- Logical Consequences allows the teacher to help the child understand the logical consequence of his/her action by removing an object, activity, etc. that is causing the problem.
- "Take a Break" happens after continuous misbehavior. The child is separated from the group in order to allow him/her to relax and/or calm down. This might mean a short walk with the teacher, leaving the classroom and sitting in a quiet place or a visit to the Director's office. This enables the child to "re-group" and return to the classroom for classroom participation.

If the misbehavior continues, or becomes serious, the teacher may:

- Call the parents to discuss the problem
- Request a conference with the parents at school
- Request a conference with the parents and the director

### **Dismissal**

We reserve the right to dismiss a child from the program when

- A child exhibits behavior, which disrupts the class and/or is detrimental to other children.

- The Director determines a child has not satisfactorily adjusted to the program or if our program is unable to meet the needs of a child.

### **Policy Issues**

When a parent has a concern, or would like to address a policy issue, he/she should always contact the Director first. Tricia Gorder, the Director for 3 - K, can be reached at [tgorder@afumc.org](mailto:tgorder@afumc.org) or 678-867-7516. Gail Stephens, the Director for 18m - 36m, can be reached at [gailstephens@afumc.org](mailto:gailstephens@afumc.org) or 770-475-2170. If the parent feels the matter requires additional attention, the parent should then direct the concern, in writing, to Alpharetta First United Methodist Church's Director of Children's Ministries, Ellen Sanders. She can be reached at [esanders@afumc.org](mailto:esanders@afumc.org) or 678-867-7507. If necessary, the issue can further be directed, in writing, to Associate Pastor, Brad Green, who oversees all children and student ministries. He can be reached at [bgreene@afumc.org](mailto:bgreene@afumc.org) or 678-867-7501.