

Alpharetta Methodist Preschool

Parent Handbook 2021-2022



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

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

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

August 2021

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/her 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
School Tours	By appointment
Telephone	770-410-9324
Fax	470-365-2240
Web Site	www.afumc.org/preschool

ALPHARETTA METHODIST PRESCHOOL
Director (18 - 36 months) - Gail Stephens
Director (3 - K) - Tricia Gorder

AGE REQUIREMENTS

18 - 23 months	18 months old by September 1, 2021
24 - 28 months	24 months by September 1, 2021
29 - 36 months	29 months old by September 1, 2021
Three year olds	3 yrs old by September 1, 2021
Four year olds	4 yrs old by September 1, 2021
Kindergarten	5 yrs old by September 1, 2021

AMP reserves the right to update COVID related policies during the school year based upon State/CDC/Church guidelines.

2021-2022 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 16, 2021

First day of Preschool

September 6, 2021

No School - Labor Day Holiday

October 11 & 12, 2021

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

November 22-26, 2021

No School - Thanksgiving Holidays

December 9, 2021

Early Release Day at 11:45

December 20-31, 2021

No School - Christmas Holidays

January 3, 2022

No School - Fulton County Teacher Workday

January 4, 2022

Students return to school.

January 4-19, 2022

Priority Registration. Priority Registration ends at 1:00 p.m. on the 19th.

January 17, 2022

No School- MLK Jr. Holiday

January 21, 2022

Open Registration begins

February 18 & 21, 2022

No School - Fulton County Teacher Workday / President's Day

March 11 & 14, 2022

No School- Fulton County Teacher Workdays

April 4-8, 2022

No School - Spring Break

April 15, 2022

No School - Good Friday

May 6, 2022

Last day of Preschool

Graduation for 4's & Kindergarten

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

In most cases, AMP adheres to decisions made by Fulton County Schools; however, AMP reserves the right to make judgement calls when inclement weather decisions are inconsistent with our local situation.

POPS VOLUNTEER OPPORTUNITIES

We love our parents! Our POPS (Parents of Preschoolers) group provides the volunteers needed to make each of the following events successful and so much fun for our children! Watch for information to be sent home in your child's tote bag that will tell you of upcoming volunteer opportunities.

Scholastic Book Fair

An annual fundraiser for our school! When you purchase new books, our classrooms benefit. We need volunteers to replenish stock and manage the cash register.

Fall Fun Day (3 - K)

Students will celebrate with games, activities, and our pumpkin patch. Volunteers are needed to run the games and activities. Please lend a hand on a day other than your child's assigned day so that you can attend the Fall Festival with your child.

Sweets & Treats for the Staff (All Ages)

Throughout the year, families will be asked to donate items to stock the teacher work room with goodies for the staff to enjoy.

Dr. Seuss' Birthday Celebration (All Ages)

Students enjoy popcorn while watching a movie in Trinity Hall. Help pop popcorn!

Small Town (3 - K)

A favorite tradition! Students visit an entire town and "pay" for services with pretend money. Volunteers are needed to run the activities around "town". Please lend a hand on a day other than your child's assigned day so that you can attend Small Town with your child.

Original Artwork (All Ages)

Students create an original work of art. Parents can purchase a variety of items that feature the art. A volunteer is needed to collect forms and money, and coordinate orders for each classroom.

POP TOPS

We ask families to collect pop tops in support of the Ronald McDonald House. Atlanta Ronald McDonald House provides a home away from home for families of sick and injured children receiving care at local hospitals.

Box Tops for Education - The NEW and improved Box Tops program has moved to a mobile app, which is super easy! Just scan your receipt using the app (within 14 days of purchase) and earn cash for AMP! (Don't forget to send in any of your old, clipped box tops before they expire.)

Alpharetta Methodist Preschool Missions 2021-2022

Year Long

- Pop Tops (Collect pop tops from soda cans, tuna cans, etc. The proceeds support Ronald McDonald House)
- Backpacks of Love - Every other week during the school year, Backpacks of Love sends backpacks filled with food home with students whose families are at risk of hunger. The program has grown to serve more than 122 families. Our church collects food items every other Wednesday, starting in mid-August. Collection bins will be located outside of our main entrance. Stay tuned for dates and a list of acceptable food items. In general, individual or microwaveable servings or cans with pop tops are most useable. Up to 50% of Backpacks of Love recipients are homeless and don't have access to a can opener or stovetop.

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 North Fulton Community Charities)

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

Hours of Operation

9:00am - 1:00pm

Morning Drop-off

Morning drop-off opens at 8:45am. Prior to 8:45am the teachers are preparing for the day. 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. Please do not park in the handicap parking spots. It is illegal to park in handicapped spots. These are to be reserved for people with handicap tags only.

(18 months - 36 months)

18m - 36m children will be walked to their classrooms. The younger age children and parents will have their own check in door. **Parents entering the building with the child will be required to wear a mask when in the building for drop off.** 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. There will be one staff person there to greet each family. 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 doors through Trinity Hall 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 under the portico through the main doors leading into the main lobby. Parents of 3 - K children will say their goodbyes at the door. The child will enter the building, apply hand sanitizer, and proceed to class. There will be staff greeting each family at the door and 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 Pick-up

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

Children are to be picked up promptly at the end of the school day. Parents are considered late after 1:05pm. 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.

If you will be unable to pick your child up for afternoon pick-up 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. A staff person will greet each parent at the door. The parent will enter the building to pick up their child. **Parents entering the building for pick-up will be required to wear a mask when in the building.**

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)

The parents will wait at the assigned exterior door. The classroom teacher will notify you which door pick-up will be at for your particular class. 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 1st day each month regardless of what day the 1st may fall.

2 day	3 day	4 day	5 day
18 m - 3's - \$207	29m - 3's - \$288	3's - \$351	3's - \$404
	4's - \$292	4's - \$356	4's - \$410
			Kindergarten - \$489

- For your convenience, the annual tuition has been divided into nine (9) equal monthly payments, regardless of the number of days or weeks in that month. For this school year, monthly tuition payments are due on the following dates: May 1, 2021 (for May 2022). The remaining payments for **18 months - 4's** are due on the 1st day of August - March. **Kindergarten** payments are due on the 1st day of May 2021 - January 2022.
- Our preferred payment method is ACH bank account withdrawal (\$1.00 processing fee). We also offer paying your tuition by traditional check or credit card (2.7% convenience fee). If paying by check, 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 ACH payment/check.

- Families with more than one child attending Alpharetta 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. You will be responsible for one month's tuition unless written notice is given to the director one month prior to withdrawal. No refunds or transfer of funds are given for the month of May, regardless of withdrawal date. Your May 2022 tuition was prepaid May 1, 2021, or upon enrollment.

Registration & Admissions for 2022-2023 School Year

Priority Registration

Priority registration begins the first day of second semester, Tuesday, January 4, 2022 for all families of 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 19, 2022.

Open Registration for the Public

Application drop off will be Friday, January 21, 2022 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.

Contact 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 pick-up 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 and drop-off will begin at 10:45am.

***Alpharetta Methodist Preschool reserves the right to make inclement weather decisions separate from Fulton County Schools when FCS decide to proceed with virtual lessons in lieu of cancelling school.**

Regarding Public Health Emergencies, Alpharetta Methodist reserves the right to make decisions regarding opening/closing of Alpharetta Methodist Preschool.

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. All ages 3 - K follow a Bible curriculum sharing a new Bible story with the children each week. Children in our 3's classes have a weekly letter and monthly number, color, shape, and nursery rhyme. 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. 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 1st 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 1st grade in reading, math, writing, and science. At a minimum, our kindergarten follows 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	not to exceed 14 children (ratio 7:1)
4's & K	not to exceed 16 children (ratio 8:1)

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)

We have an active parent group at our preschool and our POPS committee would LOVE to hear from you if you would like to volunteer at one of our very Special Events! Everyone can be involved! See page 5 of this handbook for more information. **All families are asked to volunteer at one Special Event during the school year.** Signup sheets will be available at Meet & Greet. **All adults entering the building will be required to wear a mask.**

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. In the colder months, please make sure your child has a coat with them. 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 inappropriate footwear. **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 1st 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 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

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, any child who arrives noticeably ill will not be admitted to school that day. If a child has a temperature over 99.9, the child will be removed from the classroom. 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. If no one can be reached, we will make a second attempt and text messages will be left. In order to return to school, the child must be symptom free and fever free for 72 hours without medication. Please include our phone number in your contact list.

Preschool: 770-410-9324 **Church:** 770-475-5576

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 7-10 days. (7 day with a negative COVID test after the 5th day after exposure or 10 days without a COVID test)

- If a parent or family member living in the same house has tested positive for COVID-19.
- If a child/staff member tests positive in one of our classes. If this happens the class will be shut down for 7 - 10 days. 5 days after exposure, without symptoms, staff and students are eligible to get a COVID test. The staff/students may return to class after 7 days if the COVID test results are negative. Staff/students can return to class 10 days after exposure, without symptoms, without a COVID test.
- Regarding travel overseas - If your family leaves the contiguous U.S. including a cruise, your child must remain home for 7 days upon return to the U.S. Your child may return after 7 days with a negative COVID test or after 10 days without a test.

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.

***All staff members are strongly encouraged to be vaccinated. All staff members will wear a mask. We will continue to monitor the ever-changing guidelines coming from local, state, and federal authorities.**

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. Plush toys will not be used in the classrooms until it is deemed safe.

- 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. Please no pets, including dogs, in the drop off and pick up lines. 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 of 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, nut products, candy, or chewing gum for snack or lunch.** Fruit/vegetables should be cut into bite size pieces and grapes in half, lengthwise. **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.

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

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 or 678-867-7516. Gail Stephens, the Director for 18m - 36m, can be reached at 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 or 678-867-7507. If necessary, the issue can further be directed, in writing, to Associate Pastor, Brad Greene, who oversees all children and student ministries. He can be reached at bgreene@afumc.org or 678-867-7501.