

**DAHLONEGA UNITED METHODIST MMO/PRESCHOOL  
107 S. PARK STREET  
P. O. BOX 455  
DAHLONEGA, GA 30533  
706-864-8521  
FAX: 706-867-6840**

**Early Childhood Administration**

Program Director	Angie Mayo
Financial Director	Betsy Eubanks
Administrative Assistant	Dana Fritchle

**Program Hours**

**Arrival times:**

8:55 a.m.- 9:00 a.m.

**Baby/Toddlers, 2 & 3 year olds classes**

8:55 a.m. – 12:00 p.m.

**Pre-K classes**

8:55 a.m. – 1:00 p.m.

**Lunch Bunch day**

**3 year-olds only**

8:55 a.m. – 1:00 p.m.

Dahlonega United Methodist MMO/Preschool admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex or national origin.

03/01/2015

# TABLE OF CONTENTS

Dahlonega United Methodist MMO/Preschool Mission Statement.....	3
<b>ADMISSIONS.....</b>	<b>4</b>
Student Application Procedure.....	5
Waitlist.....	5
Withdrawals.....	5
<b>POLICIES</b>	
Payment.....	5
Payment Schedule.....	5
Late Fees/Returned Checks.....	6
Late Pickup Fees.....	6
Tuition Assistance.....	6
Attendance	
Arrival.....	6
Lunch Bunch.....	7
Departure, Sign out.....	7
Emergency Pick-Up for Inclement Weather.....	8
Wellness.....	8
Discipline.....	9
Dress.....	9
Parent Participation.....	10
Children with Special Needs.....	10
Child Abuse/Neglect.....	10
<b>PROGRAMS</b>	
Christian Education.....	10
Developmentally Appropriate Curriculum.....	11
Two Year-old Program.....	12
Diapers/Potty Training.....	12
Bottles and Pacifiers.....	13
Security Object.....	13
Change of Clothes.....	13
Wellness Policy, Green, Runny Nose, and Rashes.....	13
Biting.....	13
Show and Tell.....	13
Class Placement and Groupings.....	13
Curriculum.....	14
<b>THREE AND FOUR YEAR-OLD PROGRAMS.....</b>	<b>14</b>
<b>OPERATING PROCEDURES</b>	
Our Staff.....	15
Christian School Board.....	15
Parent Grievance Procedure.....	15
Communication.....	16
Conferences.....	16
Emergency Procedures.....	16

Field Trips.....	16
Immunization Records.....	16
Incident Report Form.....	16
Lost and Found.....	16
Lunch.....	17
Medications.....	17
Parking Procedures.....	17
Playground.....	17
Program Evaluation.....	18
School Calendar and Closings.....	18
School Pictures.....	18
Show and Tell.....	18
Snacks.....	18
Toilet Training.....	18
Visitors.....	19
Special Events	
Birthday Snacks.....	19
Gift Giving.....	19
Classroom Party Guidelines.....	20

## Dahlonaga United Methodist MMO/Preschool

### Mission Statement

*The mission of Dahlonaga United Methodist MMO/Preschool is to provide an outstanding academic education grounded in Christian faith and values.*

From its beginning as a ministry of the church in 1990 Dahlonaga United Methodist MMO/Preschool has been committed to the growth and success of each student. Our educational philosophy stresses the needs of the “whole student” – personal and spiritual development, as well as academic excellence. The essence of our mission is found in Proverbs 22:6: “Train up a child in the way he should go and when he is old he will not depart from it.”

We recognize each student as an individual with individual gifts. Learning capacity is based in part upon growth and maturity, but also upon differences in learning styles. Consequently, we focus on learning experiences appropriate not only to age, but also to maturity and learning style. We promote creativity, critical thinking, and curiosity. We strive for the development of leadership capabilities and a sense of personal responsibility. We help our students develop self-discipline, practical compassion for others and appreciation of diversity. We instill the positive attitudes necessary for school success.

We believe that faith development is the responsibility of the family, the church and the Dahlonaga MMO/Preschool. We teach moral values and Christian significance as part of our core curriculum. We lead our students in acts of caring and compassion as expressions of their spiritual commitments. We seek to guide our students into a personal relationship with Christ as a foundation on which they can build their lives.

We regard our educational efforts as a partnership between parents and school. Dahlonaga United Methodist MMO/Preschool expects and values parental support in encouraging our students to develop their fullest potential, to become independent and resourceful individuals. We are committed to guiding each student in the pursuit of personal, academic and spiritual excellence.

## ADMISSIONS

Dahlonega United Methodist MMO/Preschool is open to children of all races, religions, creeds, colors or national origins. The school offers instruction to children at the level most appropriate to their development. Applicants for all classes must have attained the class age by **August 31st**. Class groupings are assigned at the direction of the Administration.

### Student Application Procedure

Admission is conducted by a registration process usually held in early February. Registration information will be sent home with currently registered students or obtained through the school office. The Registration Fee is \$65.00.

All signed forms and fees are due at the time of registration. All fees are non-refundable.

When total enrollment is completed, a wait pool is maintained in the school office.

### Student Withdrawal Procedure

DUMC MMO/Preschool assumes that students are enrolled for the entire school year and will therefore pay the entire annual tuition amount. If unforeseen circumstances require a student to withdraw from the program, DUMC-MMO/Preschool requires a 30 day written notice of withdrawal. Without a 30 day written notice of withdrawal, payment for the remainder of the year is expected.

## PAYMENT

### Policy on Tuition

The Dahlonega United Methodist Church Mother's Morning Out/Preschool is a church sponsored, non-profit organization serving children 9 months through Pre-Kindergarten. While our Advisory Committee is happy that the church furnishes facilities for the program, it must be understood that the project is a cooperative enterprise between the church and the parents who enroll their children for full semester and pay tuition fees promptly and in advance. The fees are as low as possible in order for the school to be made available to as many as possible. The low rates are made possible by the church, which furnishes materials, equipment, and taxes.

Because we are a non-profit educational organization, we have to have fundraisers in order to accomplish the needs of the program. All parents and guardians will be asked to participate in the fundraisers.

### Tuition Fees

Please see Fee Schedule

### Payment Schedule

We appreciate your cooperation in paying fees in a timely fashion. Tuition is due and payable on the **15th<sup>t</sup> day of the month for the next month's tuition, with the first payment being due June 15th**. If a student should withdraw after July 15, the first payment is non-refundable. The second payment will be due September 15<sup>th</sup> and on the 15<sup>th</sup> of each month from October

thru April. Any payment made after the 20<sup>th</sup> is assessed a late charge of \$35.00. Please take into consideration holidays, Sundays, and your child's school schedule when making your payment. Failure to make any tuition or fee payment in a timely fashion may result in either loss of child's space in class or dismissal from school. Returned checks will be charged \$30.00. Please make checks payable to Dahlonga United Methodist MMO/Preschool. Chronic late payment and/or returned checks will require cash payment of fees.

**If you have special circumstances that prevent you from paying on time, please talk with our Director or Financial Secretary.**

Tuition is based upon the program as a whole, not days attended, so no deductions are made for holidays or absences. Since tuition is our only regular source of income, fees must be paid promptly. If it is necessary to bill you repeatedly for unpaid fees, you may be asked to remove your child from the program. Payment may be sent with your child. **Please include your child's name on your check each month.**

### Lunch Bunch Fees

Fees for Lunch Bunch are due with tuition on the 15<sup>th</sup> of the month. There will be no Lunch Bunch the last full week of school. Lunch Bunch fees are non-refundable. Late Pick-Up Fees will apply to Lunch Bunch after 1:05 PM.

### Late Pick-Up Fees

A late fee will be charged when children are picked up later than five minutes after they are dismissed from the program. The late fee is \$5.00 for every five-minute period that pick-up is late after 12:05 & 1:05 PM for Pre-K. This fee must be paid at time of pick-up. This fee also applies to Lunch Bunch.

### Tuition Assistance

Dahlonga United Methodist MMO/Preschool offers tuition assistance through limited funds set up for this purpose. The members of Dahlonga United Methodist Church sponsor this fund. Tuition assistance applications can be obtained from the program director.

## **ATTENDANCE**

### Arrival

#### Baby/Toddlers, Two's and Threes:

Class begins 9:00 AM and ends at 12:00 PM. Children can be received by a staff person from your car. A staff person will open the door and take the child out of your car, then close the door. This will prevent mashed fingers. Some one will be on duty from 8:55 to 9:10 AM. If your child arrives after this time, you will be responsible for bringing the child to his/her room. Because children arriving late disrupt the children and plans of the class, children arriving after 9:25 AM will not be admitted to school for that day.

### Pre-K:

Class begins 9:00 AM and ends at 1:00 PM. Children can be received by a staff person from your car. A staff person will open the door and take the child out of your car, then close the door. This will prevent mashed fingers. Some one will be on duty from 8:55 to 9:10 AM. If your child arrives after this time, you will be responsible for bringing the child to his/her room. Because children arriving late disrupt the children and plans of the class, children arriving after 9:25 AM will not be admitted to school for that day.

### Lunch Bunch

An optional lunch hour one day a week from noon to 1:00 PM is provided for the 3-Year-Old classes. All participating children will need to bring a sack lunch to school that day. Please sign up at the beginning of the school year for the Lunch Bunch Program if you are interested. Additional children can be added afterwards but only at the beginning of each month. Please register for Lunch Bunch in the Director's Office. Please allow two-week notice for any additions to Lunch Bunch to allow for adequate staff.

Children are enrolled on a monthly basis. **The \$20.00 additional fee each month, (\$5 per day) paid along with your child's tuition will ensure your child can stay for Lunch Bunch.** Refunds will not be given during the month if your child is absent or withdraw from the program. If you need to withdraw your child from this program, please do so at the end of the month. Also, please give a two-week notice for withdrawals as well.

### Departure, Please Sign-Out

Children will be picked up in the classrooms. Students will be released to Authorized Persons Only. If your child is going home with another child in the program, please send a note. For the safety and protection of your child, he/she will only be released to an adult. Please do not send a young brother or sister for your child. All children 9 months to 3 years old should be picked up NO LATER than 12:00 noon. Lunch Bunch Pickup time is 1:00 PM. All children in our Pre-K should be picked up NO LATER 1:00 PM. There will be a late pickup fee of \$5 per 5 minutes, when a child is not picked up on time. We require parents to sign out their child each day from class. Sheets will be located just inside each classroom. Please do not "slip your child" out of class or off the playground or any other function without the teacher's full knowledge. This sign-out policy applies to Lunch Bunch also. Information required is as follows:

Child's name

Parent's name or Person authorized to pickup child

### Release of Children

Children will not be dismissed to persons not authorized on student forms unless a written verifiable note accompanies the child and is given to the teacher. It is the parents' responsibility to inform alternate caregivers such as baby-sitters or grandparents of these essential security procedures. Unfamiliar persons picking up children will be asked to display driver's license for identification. Pickups are expected to be prompt.

### Emergency Pick-Up for Inclement Weather

In the event of inclement weather, which warrants Dahlonga United Methodist MMO/Preschool to close early, all parents will be notified by phone.

## **WELLNESS**

Please be sure to consult your physician for appropriate precautions concerning all illnesses.

The Pre-School is a place for **Healthy** children. Children must be free of fever, diarrhea, vomiting, nausea, unexplained rashes, runny noses, excessive coughing, sore throat, headache, chills, earache or red eyes for 24 hours before coming to school. Please do not bring your child to school if he/she shows any of these symptoms unless you provide the school office with a doctor's signed verification that your child is not contagious to others.

Please report to the school office any of the following:

- All communicable diseases.
- Any serious illness or health problem concerning your child.
- Any event that might cause your child physical or emotional stress.

In the event your child's allergies display symptoms of contagion you will need to submit a physician's verification of such allergies along with documentation of medications in order for your child to remain in class.

The Pre-School is a place for children who are ready to participate with other children in playtime, snacktime, circletime, etc. If your child is fussy, cranky, overly tired or generally not himself, please do not bring him/her to school. Your child will not enjoy himself/herself and neither will anyone else. Hopefully, by the next classtime, he/she will be ready.

### Sick Child at School

If a child becomes ill during the school day, one or both parents will be notified. In the event that parents are not able to be contacted, those listed on your emergency pick-up form will be called. Pick-up arrangements and pick-up of child must be made immediately. For this reason, it is imperative that emergency numbers are current and up-to-date. Please advise all persons designated to pick up your sick child that they will be expected to pick up such child immediately when notified of illness.



## DISCIPLINE

Dahlonaga United Methodist MMO/Preschool subscribes to the belief that children are most successful in an environment that is stimulating, well organized and developmentally appropriate. Given this environment, discipline problems are typically kept to a minimum. However, in the event intervention becomes necessary, the following procedure will be adhered to:

Allow the child opportunities to correct his/her behavior with teacher direction.  
Offer alternative activities.  
Warn child of consequences of continued misbehavior.  
Implement appropriate positive isolation.

Child conferences with teacher and/or administrator. (Parents are notified if conference is required.)

Behaviors found totally unacceptable and warranting immediate action include:

Stealing	Physical aggressiveness
Cheating	Abusive or vulgar language
Lying	Vandalism
Damage to property	

As a last result, student dismissal may be exercised at school's discretion if deemed necessary.

## DRESS

Dress your child in clothing that is durable and comfortable. Your child will be active in school and will have opportunities to participate in messy activities such as those with paint, glue and markers. He/she must not feel inhibited in activities because of fear that he/she might get something on his/her clothes. The school will not be responsible for damage done to clothing during school activities. Weather permitting, children will have outdoor play and should dress accordingly. For safety reasons, children should wear closed toe shoes. Cowboy boots and Sunday School shoes are inhibiting for active play at school and are discouraged. Tennis shoes are the best choice for footwear in preschool.

**Label any removable clothing (such as sweaters or jackets) and all belongings (e.g. totebags) with your child's name. (A black "Sharpie" marker works well.)**

## **PARENT PARTICIPATION**

Dahlonega United Methodist MMO/Preschool encourages the participation of parents as much as possible. At the beginning of school, parents will have the opportunity to sign up for volunteer opportunities in their child's classroom as well as with other whole school activities. However, there may be times that classroom involvement has to be limited. (for example, if your child is having trouble with separation). The classroom teacher will make these determinations on an individual basis and will guide you in making wise choices on how to proceed in helping in the classroom. We also enjoy Mom, Dad or another adult friend sharing their hobbies, jobs, cultures or other areas of interest with our classes. In order for teachers to plan their schedule, all of these visits must be arranged in advance.

## **CHILDREN WITH SPECIAL NEEDS**

If the classroom teacher and/or the administrative staff determine by observation that a child is having difficulty with the adjustment to school, is struggling, is frustrated with the learning situation, or is disrupting the learning environment for other children, the director and the teacher will meet with parents and discuss their observations. Since the staff of Dahlonega United Methodist MMO/Preschool does not specialize in teaching children with learning difficulties, it may become necessary to recommend withdrawal of the child from school.

## **CHILD ABUSE/NEGLECT**

All staff at Dahlonega United Methodist MMO/Preschool are required by law (Georgia Code Section 19-7-5) to protect any child whose health and welfare are adversely affected or threatened by the conduct of those responsible for his/her care and protection. In order to provide that protection, all suspect situations will be reported first to the Program Director who is then responsible for reporting such situations to the Department of Family and Children's Services (DFACS).

## **PROGRAMS**

### Christian Education

Dahlonega United Methodist MMO/Preschool is affiliated with Dahlonega United Methodist Church. The school promotes the development and practice of the Christian faith. The following are specific aspects of our program:

- Age appropriate devotional activities led by the classroom teachers.
- Prayers before meals and snacks.
- Weekly chapel programs (Three's & Pre-K).
- Integration of Christian education into daily discussions and throughout all aspects of the Developmentally appropriate curriculum.

## Developmentally Appropriate Curriculum

The goal of our program is to nurture and encourage every child's positive self-image in an atmosphere of love and caring. A Christian environment provides the setting for the early childhood curriculum which offers opportunities for each child to grow in the awareness of God.

Young children learn by doing. Activities at Dahlonega United Methodist MMO/Preschool are planned to present topics in many different ways, such as fingerplays, songs, stories and art experiences. Our rooms are set up with learning centers, which allow each child to choose and move to specific learning activities. Opportunities for large and small group interaction as well as independent choices are presented.

Since children learn many valuable concepts in the "process" of play, please be aware that they don't always bring finished products home.

Children develop pre-reading and pre-writing skills through art by learning to visually discriminate between colors, textures and shapes and by exercising their small muscles as they work with crayons, scissors and paintbrushes. Pretend to be a two, three, four or five-year old child again. What would be more fun? Having circles, squares and triangles in all different colors put before you so you could glue them in any creative way you desired? Or, having the teacher tell you, "Put a red square on the bottom. Now put a blue triangle on top of the square. Now put a yellow circle on the very top. And look, now you have all made a tower!" And in which instance did the child learn more? So if your children don't bring home a "teacher created" project every day, be reassured: they have experienced art in the classroom that day!

Through water play, children learn basic science concepts: Properties of water and objects and basic math concepts by measuring amounts.

While playing in the block center, children have the opportunity to explore the math concepts: (1) Estimation – how many? how much? how tall?; (2) Balance - building a tower, stacking large and small blocks; (3) Classifying - grouping according to size and shape.

When children participate in dramatic play, they learn other valuable pre-reading and pre-writing skills. They enjoy drawing and making the props to be used: Tickets, menus, labels, etc. It is also an excellent center for emotional development. It offers children safe ways to explore their fears, anger and anxieties through role playing. It offers an opportunity to work through many of life's real issues.

When children play outdoors, they are developing language and social skills by talking . . . "Watch me!" negotiating, sharing, creating order and rules, and trying out leadership roles. Each day is structured to allow alternating time for busy, active play and quiet activities.

Science, manipulatives, and numbers and counting are other developmental activities included in our curriculum.

Our music program includes Expressive singing, Rhythm Activities, and Music Reading Experience. The classroom teacher reinforces the skills in daily "music class". The bonus for your child is that Research shows that music, introduced at an early age, actually "maps" out the circuitry in the brain, increasing intelligence and making them a better performer academically.

## TWO'S PROGRAM

For many children, the two's preschool year is the first experience in a group setting. Our goal for two's is that they experience a fun and happy transition from home to school in a safe and stimulating environment.

Topics of general interest to parents of two-year-olds are outlined as follows:

### Separation

What if my child cries? Separation anxiety is a universal phenomenon. The separation and attachment process is a very natural part of the human cycle. The anxiety accompanying separation will not disappear overnight. Childcare professionals can contribute to a family's well being by helping parents and children navigate from family circle to the group setting with a minimum of stress.

### Diapers/Potty Training

This age group is typically at various stages of potty habits. **Potty training should be well under way at home before children use the "potty" at school.** Teachers will work with you in this process.

For those children still in diapers: Dress children in simple play clothes without belts and extra accessories which are easily lost when changing diapers. One-piece outfits are particularly difficult to manage and are discouraged at school.

For those children who are potty training: Again, simple "potty accessible" clothes work best. Pull-ups are best used when a child is completely trained. Otherwise, the entire outfit (bottoms) must be changed for a fresh "pull-up."

### Bottles and Pacifiers

Bottles: Due to the short time spent at Mother's Morning Out, We ask that bottles be left at home. A snack beverage is served from a small cup and we find that children do well with this, particularly when they see their friends drinking from a cup.

Pacifiers: We find that typically the children are so busy with school activities they soon forget about their pacifier. We strongly encourage weaning children from pacifiers at school by December because we find it sometimes interferes with their language development.

### Transition Objects

Many children have a special lovey such as a stuffed toy or a blanket. We ask that you please encourage leaving the item at home or in the car. Bringing a special item from home can inhibit social development when the child fears a friend may take his special lovey.

## Change of Clothes

Spilling or wetting accidents often happen at school. Even if your child rarely spills or wets at home, because school is a different environment from home, your child may sometimes experience a spill or wetting accident here with us. Please keep a fresh set of clothes, underwear, and socks in your child's bag at all times. **This should be changed seasonally. (Please also mark tags with a "Sharpie" marker with your child's name.)**

## Wellness Policy, Green Runny Nose, and Rashes

For two's, the most common "ailments" we see are "green runny noses" and unexplained rashes. Both can be signs of contagion. Since two's are particularly susceptible to so many "bugs" we ask that parents cooperate by keeping children with signs of contagion at home. Consulting your pediatrician is also advisable when a symptom lingers. Children must be free of fever, diarrhea and/or nausea for 24 hours before coming to school.

Please keep in mind that two's have the highest absentee rate of any of the age groups at school because, for many, it is their first exposure to childhood illnesses.

## Biting

Biting is normal and natural, and nearly every child bites another child at some time. Usually, when children bite, it is because they lack the skills to cope with frustrating situations such as wanting another child's toy. We handle biting by redirecting the biter to another activity and/or modeling the appropriate words to say. When an incident occurs, teachers notify parents of the bitten child as well as parents of the child who bit.

Biting incidents are handled in the classroom by the teachers as a normal part of the two year old day. However, when chronic biting incidents escalate or persist to the detriment of others in the classroom, you may be asked to withdraw your child from the program.

## Show and Tell

We have found from past experience that Show and Tell items that are of most interest to the two year old "show and teller" are not easily shared with the other children in the class. To avoid conflict with twos, we reserve Show and Tell for our threes and Pre-K program.

## Class Placements and Groupings

All preschool classes are heterogeneously grouped for a more even distribution of ability and maturity levels. Due to the number of students in the early childhood education program, the office is unable to change children from one class to another.

## Curriculum

The two-year-old curriculum is developmentally appropriate and follows the guidelines of the National Association for the Education of Young Children (NAEYC). It generally focuses on socialization and subjects pertinent to the world of twos such as "My World", "My Family", "Pets", etc. Real life activities such as learning to be a part of a group, sharing and self-help

skills are major in the twos turning three-year-olds. Incidental exposure to letters and numbers through games is used. Rote memorization and drill of letters and numbers are not a part of our two's early childhood program. The academic area for twos turning three targets experiencing the world around them by physically moving, using their senses, and through social interaction.

### **THREES AND PRE-K PROGRAM**

The Dahlonaga three- and four-year-old curriculum builds upon the two-year-old program. It is also a developmentally appropriate curriculum that follows the guidelines of the National Association for the Education of Young Children (NAEYC) for three year-olds and four year-olds. These programs are not scaled down versions of school-age curriculums but are specifically formulated to address the developmental needs of these age groups.

The National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE) notes the misconception of many that children today are smarter than in previous years and can somehow skip stages of development. Lillian Katz refers to this teaching of academics too soon as "education for the next life", particularly in the area of reading. As Dr. David Elkind notes, "education is not a race." A child who learns to read at age three has not "won" over a child who learns to read at six or seven.

Research by Uphoff and Gilmore cites evidence that children who are exposed to formal instruction too early experience both short-term and long-term negative effects. When curriculum and teaching methods are "pushed down", frustrations, feelings of helplessness, and school phobias often occur. In fact, we can change the level of content and the methods we use to instruct children, but we cannot change the ways in which children learn. To say that a child can learn anything at any age ignores all that we know about the growth and development of children. According to Jean Piaget, manipulative learning is a necessary prerequisite to the abstract, formal operations that will come later at age eleven or twelve. This fact is the foundation for learning at Dahlonaga MMO/Preschool.

In the Pre-K program at DUMC, children will not be working in abstract workbooks, be taught a structured writing process or "penmanship", or learn to read through formal programs geared for school-age children. They will, however, be immersed in language and literature using concrete manipulatives to explore pre-quantitative concepts, and experiencing success in fine motor activities designed for their developmental level. Because young children do not organize their thinking and knowledge in math and science, our early childhood students will develop skills and information thematically around projects and activities.

At Dahlonaga MMO/Preschool, we recognize that when we ignore what the child has to learn and instead impose what we want to teach, we put young children at risk for no purpose. While it is certainly true that children today are exposed to much more information than ever before, that exposure does not guarantee that children will learn from it if it is not talked about, examined and experienced!

## **OPERATING PROCEDURES**

### **Our Staff**

Our staff is made up of highly qualified and trained individuals dedicated to offering an excellent early childhood program. These standards are maintained each year as staff members attend workshops, seminars and in-service training. Continuing education and current professional literature keep staff members abreast of new ideas and research in early childhood education. CPR training is required.

Each staff member is required to maintain good health. Reference and record checks are required on all staff members. Frequent classroom observations and annual staff evaluations are conducted.

### **MMO/Preschool Advisory Board**

The Advisory Board serves the program in an advisory capacity. It is responsible for setting policies and renewing them annually, making long range plans for growth and development, and assisting in financial matters (fees, salaries, scholarship and general disbursement of funds).

The Advisory Board operates in conjunction with the MMO/Preschool year from August to May. During the school year the Advisory Board meets monthly.

The Nomination Committee makes all appointments to the Advisory Board from a list of nominees from the church body. The Advisory Board shall appoint one (1) Teacher representative and one (1) Parent representative from the program for one (1) year renewable terms.

### **Parent Grievance Procedure**

The Dahlongega MMO/Preschool Advisory Board is responsible for establishing the policies that operate the school. Grievances about a particular policy should be addressed in writing to that group. After the chairperson of the Dahlongega MMO/Preschool receives the written communication, the matter will be put on the meeting agenda in a timely manner.

While both the teaching and administrative staff are always happy to speak with parents about concerns, they only implement the operating policies established by the Dahlongega MMO/Preschool Advisory Board and are not at liberty to change them.

## **Communication**

Parents will receive a monthly newsletter of upcoming classroom activities and projects. If parents wish to speak with a faculty or administrative staff member, and they are unavailable when you call the school, please leave the following information with the office personnel: Your name, phone number or numbers where you can be reached, and when you can be reached at those numbers. Every effort will be made to return your call. If the call is about an emergency situation, please indicate this to the office personnel.

## **Conferences**

Parents are welcome to request a conference with a teacher or the Director. Due to time limitations, please make an appointment to discuss specific situations or problems. If there is a question concerning payment of tuition, please call our office at 864-8521.

## **Emergency Procedures**

In the event of severe weather, close monitoring throughout the school will remain in effect. Staff members are trained in appropriate emergency and evacuation procedures and CPR. Evacuation and emergency plans are reviewed and updated periodically. Fire and tornado drills are held periodically throughout the year.

## **Field Trips**

Field trips serve as an extension of the classroom instruction process. Children in the Pre-K program take part in various field trips throughout the year. Children three and under will not leave the campus. You will always be notified when your child is leaving campus for a field trip. A field trip permission slip will be sent home ahead of time for your signature.

## **Immunization Records**

All students in the early childhood program are required to have a current Certificate of Immunization on file prior to or concurrent with the start of school. **An updated immunization record MUST be on file within 30 days of the start of school.** The Certificate of Immunization form may be obtained from your child's doctor or the health department. Periodic updates for immunizations are required, and it is the responsibility of the parent to see that the school has the most recent form. Students must have immunization records on file in the school office to start and remain in school.

## **Incident Report Form**

Minor accidents sometimes occur. Parents will be notified of minor scrapes, bumps and bites on an Incident Form which will be sent home with your child.

## **Lost and Found**

Lost and Found is located in the school office. All unclaimed articles will periodically be donated to charity.



## **Lunch**

All Pre-K children and Lunch Bunch participants will provide their own lunch, including a drink. Forgotten lunches should be brought to the school office.

## **Peanut Allergies**

Food allergies among school children across the U.S. have been getting a lot of attention from the news media. One of the most health threatening allergies is to peanuts. It is estimated that 1.5 million Americans are allergic to peanuts, and about 1 in 5 have such severe allergies that contact with tiny amount or even breathing in peanut dust could be life threatening. Of the 125 deaths of Americans each year from allergic reactions to foods, about half are due to peanuts.

If there is a peanut allergy in your child's classroom you will need to choose foods for your child's lunch that do not contain peanut butter or any other type of nuts. We realize this may be an inconvenience for you, but this could be a life-threatening issue. We are committed to the safety and well being of all of our students. We will also be working closely the Room Mom(s) to make sure that all baked goods for our class parties contain a food label for us to monitor. This policy will also extend to treats brought in for birthday celebrations.

## **Medications**

Staff will not be responsible for administering medications for treatment of illnesses at school.

## **Epi-Pens Process/Policy and Procedure**

Dahlonaga MMO/Preschool cannot be responsible for administering emergency treatment in the event of a life-threatening emergency or any invasive procedure such as the removal of splinters or the administering of epi-pens unless a liability waiver has been submitted, signed and notarized to the school office.

## **Parking Procedures**

Parents are asked to park only in designated parking spaces. The use of handicap parking spaces is for those persons with a handicap-parking sticker. When parking, please use only one parking space. CHILDREN SHOULD NEVER BE LEFT UNATTENDED FOR ANY REASON IN PARKED CARS!

Parents are asked to be mindful of all children as they come and go, observing speed limits and being watchful of persons crossing into the building. Please use exit and entrance driveways as marked.

## **Playground**

During school hours, students are under direct supervision of school staff personnel. After school hours, students are not permitted to play on the playground without a parent or supervising adult present. Pets are never permitted on the playground for hygiene reasons.

## **Program Evaluation**

Parent feedback is vital to maintaining quality standards and improving programming. Each year parents have an opportunity to provide the administration with a program evaluation. Please take the time to share your perspective with us.

## **School Calendar and Closings**

Dahlonega MMO/Preschool generally follows the Lumpkin County school holiday schedule as well as the Dahlonega MMO/Preschool Independent calendar. Dahlonega MMO/Preschool reserves the right to adjust the school calendar as needed throughout the year.

In the event of inclement weather, which warrants Dahlonega MMO/Preschool closing, information regarding school closing can be obtained by watching WSB-TV Channel 2 News. Please look for the info for Lumpkin County School Closings. If Lumpkin County Schools are closed the preschool will close also. If Lumpkin County School System decides to delay opening till 10:00 am, the preschool will also delay opening till 10:00am. Information can also be obtained by checking the MMO/Preschool answering machine at 706-864-8521.

## **School Pictures**

School pictures will be taken in the Fall and Spring each year. Class pictures are made in the Spring along with individual. You will be given notice before pictures are made. Parents are responsible for payment of pictures. The purchase of school pictures is not required.

## **Show and Tell**

Classes may have Show and Tell on an individual basis. Teachers will notify you of dates and times. Please be aware that this is an activity specifically designed to further develop oral language skills. We encourage you to send items that relate to the monthly theme, as suggested by the teacher, and that are relevant to a current event, etc. **NO WAR TOYS ARE ALLOWED. GUNS, KNIVES OR OTHER VIOLENT WEAPONS OR FIGURINES ARE NOT PERMITTED FOR SHOW AND TELL.** Items must be small enough to fit into the child's school bag to facilitate ease of transportation. We appreciate in advance your cooperation in this matter.

## **Snacks**

A simple snack of crackers, cookies, or fruit with apple juice is provided during the day for each child.

## **Toilet Training**

The goal of Dahlonega MMO/Preschool is to meet the needs of each child. Teachers in the two-year old classes will work with each child on an individual basis to assist efforts at home toward toileting success. (See specific guidelines in Twos program information.)

Typical toileting development of threes and fours assumes that children of this age are no longer in diapers. Threes and fours classrooms are not equipped with diaper changing facilities. In the event a young threes student is in toileting transition, teachers will work with a child and parent in this area for a period of four weeks as school begins. At the end of four weeks, the

child's progress will be assessed. Children who are not completely potty trained may not remain in three's and Pre-K classes.

### **Visitors**

The staff at Dahlonga MMO/Preschool continually monitors the school environment to insure the safety and security of all our students. Visitors and guests must sign in at the school office and receive a nametag to help eliminate confusion as to "strangers" in the building. Classroom observations by parent and/or visitors should be scheduled through the school office and teacher.

## **SPECIAL EVENTS**

### **Birthday Snacks**

If your child wishes to share a birthday snack with classmates, please make arrangements with the teacher to coordinate the date. Please do not send party invitations to the school for delivery as they are often lost or misplaced on their way home! Muffins and cookies are preferable to frosted cupcakes and cakes; your child's individual teacher will guide you in making choices the children will enjoy and eat!

### **Gift Giving**

Children do not exchange individual gifts at Christmas.

### **Parties**

Classroom party occasions will be initiated by the teachers and the school. Parties will be held for Christmas, Harvest Days, Valentine's, Easter and at the end of the year. Room parents will coordinate party activities with the individual teachers. Party attendees will actively participate in set-up, implementation and clean-up. (See party guideline section in Appendix 1.)

## **CLASSROOM PARTY GUIDELINES**

### Party Occasions

Harvest - October (Focus: Fall and non-scary activities. No witches or ghosts.)

Christmas - December

Valentines - February

Easter - April

End-of-Year - Fun in the Sun

### Party Time

11:15 a.m. to 12:00 p.m.

12:00 p.m. to 12:45 p.m. for Pre-K classes unless otherwise specified

### Party Attendees

Parents are invited, unless otherwise stated. When attending a party, bring your "helping hands." Party attendees will actively assist in the set-up, implementation and clean-up of the class party. School parties are planned for school children.

The purpose of the party is to have a special social time and lots of fun! Lasting Dahlonga friendships often begin in the preschool program.

### Party Decorations, Etc.

Party decorations and tablecloths are unnecessary for preschoolers. They typically get so excited, they bump them off the tables. Simple festive paper plates, cups and napkins are decorative for twos. By using the suggested party activities, no favors are needed. (Please save favors for parties at home.) Stickers are always fun! No balloons for individual children -- they pop and tears result! For safety reasons, unblown balloons are never appropriate.

### Party Activities

Parties and party materials are planned and provided by designated party moms (parents).

Parents must always check with classroom teachers to confirm the appropriateness of all party plans.

Parties are most successful when:

The party focus is EATING!

## Party Food

The key to successful party foods for preschoolers is to keep food in small portions and have one simple food treat. (Big frosted cupcakes are not easily eaten)

Some acceptable party foods are:

Small wedges of pizza  
Simple cookies  
Jell-O Jigglers in seasonal shapes  
Mini-muffins, fruit slices and cheese cubes  
Simple no-crust sandwiches cut into shapes  
Chicken Fingers or nuggets  
100% fruit juice in individual boxes

Candy is not acceptable as a party food.

## Some Suggested Activities for Two Year-olds

*Story Fun.* Read a story to the children and make it special by using a puppet with it.

*Music Fun.* Give each child a holiday shape (approximately 8" x 11") made out of construction or heavy paper and have children decorate with festive stickers. Play music and help each child to make sure he/she is standing on a shape when the music stops.

*Face Painting.* Paint holiday shapes on children's cheeks during party time. (You can purchase small bottles of paint and very fine glitter to add to this activity at Michael's craft store.)

*At Year End.* Party parents can trace children's bodies on a large sheet of paper. Children can decorate with an assortment of stickers. Date them, write child's name and roll up and tie with ribbon to send home.

## Games

*Beanbag toss.* Decorate a cardboard form and have lots of beanbags to toss.

*Go Fish.* You will need several short dowel rods with a string and magnet attached. (You can buy circular magnets at the hardware store.) Cut fish from construction paper and attach a metal brad to each fish for the magnet to attach to. Put scratch and sniff stickers on (or let children decorate with scratch and sniff stickers), and put child's name on fish to take home.

## Some suggested Activities for Three Year-olds

*Simple relays*

*Face painting*

*Pin the tail (using seasonal theme)*

*Beanbag toss*

*Color bingo games*

*Simple craft (i.e., jingle bracelet, candy cane reindeer, spiders)*

*Duck, duck, goose!*

*Story Fun.*

*Read a special holiday story to children using puppet, flannel board, etc. This is a great way to come together as a group at the end of party activities.*

Parties are most successful for threes when children are divided into small groups for party games and crafts and one or two adults are with each group.

### Some Suggested Activities for Four year-olds

*Story Fun.* Read a story to children using a flannel board, cutting paper or dressing up as a special character.

*Simple Seasonal Craft Activities.* Example: decorate small sugar pumpkins with yam, acrylic paints, fabric, etc.

*Musical Fun.* Musical chairs to holiday music is always a favorite. Rather than using chairs, seasonal cut-outs (pumpkins, Christmas trees, Valentine hearts, bunnies) can be placed randomly on the floor, removing one each time. Movement activity tapes are always fun too.

*Face Paint.* Painting holiday shapes on children's faces.

### Games

*Beanbag Toss.* Use seasonal shaped poster board cut-out through which beanbags are tossed.

*Relay Games.* Use spoons with seasonal objects such as plastic eggs, unbreakable Christmas ornaments, etc.

*Holiday "What's Missing" Tray.* Fill tray with seasonal objects. Children cover eyes and guess which object was moved or taken away.

*Musical Surprise Box.* Wrap several boxes with seasonal paper and place one within the other. Pass to music. When music stops, child holding box unwraps it until the last and smallest box is opened containing seasonal surprises (enough for each child) such as spider rings, candy canes, etc.)