



COVENANT
PRESBYTERIAN
PRESCHOOL

Preschool Handbook 2023-2024

Cindy Garcia
Director

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Covenant Presbyterian Preschool is exempt from licensing by the State of Georgia.

Your child's well-being is of the utmost importance to us here at Covenant Presbyterian Preschool. We strive to provide quality, loving care and education in an environment in which your child will grow spiritually, physically, socially, cognitively, and emotionally.

Covenant Presbyterian Preschool is not licensed and is exempt from licensing by the State of Georgia. We do carry liability insurance.

SCHOOL HOURS

Two School Sessions are available:

8:00am – 12:00pm Early Session

9:00am – 1:00pm Lunch Bunch

12:00pm – Pick up from early session from classrooms.

1:00pm – Car pick up begins for Lunch Bunch

If you would like to walk up to drop off/pick up your child please use the back parking lot.

DROP OFF AND PICK UP LINE

The circular drive off of Robinhood Road is available for drop off and pick up of your child.

We ask that you exercise caution at all times in the area of the circular drive, as it will be congested during drop off and pick up times. Please make sure your child's name sign is on your dashboard on the passenger side and remains there until your child is loaded. Cars in the line will be loaded and unloaded as efficiently as possible. Your cooperation with the following guidelines is required to insure the safety of your child:

- **Please complete cell phone calls prior to entering the line.**
- **If you do not have a car seat we are unable to put your child in your car.**
- **Please remain in your car. Preschool staff will load and unload the children.**
- **Under NO circumstances should a child be let out of a car unless a preschool staff receives him or her.**
- **Please put your car in PARK while your child is being loaded or unloaded.**
- **For the safety of your child and teachers, PLEASE DO NOT PULL AROUND OTHER CARS unless instructed.**

For your child's safety, only those individuals named on the registration form will be allowed to pick up your child. We reserve the right to request identification from any individual who is picking up your child. An individual who is not listed on the registration form must have his/her name submitted to the Director prior to picking up the child. Oral messages from a child are not acceptable. **THIS POLICY WILL BE STRICTLY ENFORCED.**

EMERGENCY NUMBERS

Home, work and emergency numbers will be on file with the director. Please inform your child's teacher if someone will not be available at any of these numbers during school hours.

COMMUNICATION

Communication is very important to us. Please feel free to contact your teacher before or after preschool. You may also call the office, 436-6283 anytime.

IMMUNIZATIONS

We must have an official, up to date Immunization form on file for every child issued by the health dept. or your private physician.

DISCIPLINE

Discipline is handled positively and with respect and is appropriate to the situation and age of the child. Every effort is made to handle discipline in the classroom. The thinking chair is usually effective. A visit to the director may be necessary when the thinking chair is not working.

ILLNESS

Please do not send your child to preschool until he/she has been free of fever, diarrhea or vomiting, without medication, for at least 24 hours. Should your child seem ill during the preschool day, you will be contacted immediately to pick up your child. We cannot administer medications at preschool.

POTTY TRAINING

Children should be potty trained by age four except in the case of a physical impairment. We will be glad to work together with you during training to make this a positive experience. Please dress your child appropriate for potty training. (please no snaps, buttons, etc.)

DRESS POLICY

Children should be sent to preschool in comfortable play clothes. Children should not wear sandals, clogs or cowboy boots. Tennis shoes are recommended. Also make sure clothing is appropriate for diaper changing and potty training.

ALLERGIES

Please make your teacher aware of any allergies your child has. We will work together to screen snacks your child is served at preschool or you may provide your own.

SNACKS

A light snack will be served each day. Snacks consist of water and cookies, goldfish, pretzels or graham crackers. Special snacks are always welcomed!
Just contact your child's teacher.

LUNCH

Children need to bring a lunch to preschool every day including a drink unless your child's teacher tells you otherwise. Please make sure your child's name is on their lunchbox and sippie cup. Have all food ready to eat and age appropriate.
Please do not send soft drinks or breakable containers.

CHAPEL

Children in the 2's, 3's and 4's will attend a weekly chapel service on Wednesday mornings at 9:30 A.M. This service will include singing and a Bible lesson. As a Christian school, we openly celebrate Christian holidays emphasizing Jesus Christ.

BIRTHDAYS

As birthday celebrations help to create a positive self-image, we encourage those parents who wish to bring a special snack on their child's birthday to do so. We ask that you check with your child's teacher for the most convenient time to bring your snack. We encourage that birthday invitations be given to all children or to specified groups, such as all girls or all boys.

TOY POLICY

Toy weapons are not allowed at preschool. This includes toy guns, swords, and rocket launchers. Please do not let your child bring inappropriate toys for show and tell.

TUITION and FEES

Tuition is divided into 10 equal payments due on the 10th of each month. The first payment will be due August 10th and final payment May 10th. A late fee of \$10 will be charged for tuition that has not been paid by the 10th of each month. When any account is 10 days overdue (i.e. on the 10th of the month) the CPP director will contact you to remind you that tuition is due, and ask if there is a problem or if the school can help. When any account is 30 days overdue the CPP director will contact you to set up a meeting to discuss the problem, and to see how the school can help. Should an account become 60 days overdue, you will be reminded by letter that if the balance is not paid in full prior to the end of the current month, your child will not be allowed to attend CPP in the upcoming month. Your child's teacher will send home an envelope each month in your child's book bag. Please use this envelope to return your child's tuition. All checks should be made payable to Covenant Presbyterian Preschool.

Tuition is divided into 10 equal payments:

2 days a week \$170 per month

3 days a week \$200 per month

5 days a week \$225 per month

Pre-K \$240 per month

WITHDRAWALS

Parents are required to submit a written notice of withdrawal one month in advance. You will be REQUIRED to pay for those four weeks.

REGISTRATION FEES

Covenant Members \$85

Non-Members \$90

SUPPLY FEES

Infants \$75

1's – PreK \$100