

# Kennesaw Methodist Children's Academy

1801 Ben King Road  
Kennesaw, Georgia 30144  
770-425-9277

Dear Families,

Welcome to Kennesaw Methodist Children's Academy: A certified North Georgia Preschool Association School of Excellence. We are excited for this school year & grateful that you have chosen to trust us with your amazing children.

Our school has a culture of play and discovery, providing each child opportunities to grow, explore and learn at his or her own pace. It is a joy to watch children discover the world around them and how they fit into it.

This year is unlike any we have encountered in our lifetime and we will thrive despite the obstacles thrown at us. We will be in continued prayer for your children, your family and this school. Pray with and for us, and feel free to reach out to me if there is anything we can do to support your child this year.

In His love,

Jackie Lumpkin, *Director*

770-425-9277

[preschooldirector@kennesawumc.org](mailto:preschooldirector@kennesawumc.org)

## *Mission Statement*

- We believe that every child should experience the unconditional love of Jesus Christ through actions and words.
- We believe that every child should be provided with age appropriate learning experiences that will help them develop to their fullest potential spiritually, physically, mentally, emotionally, socially, and academically.
- We believe that our church, our school staff, school board and program, and our parents should work as a team to ensure the success of every student.

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# Kennesaw Methodist Children's Academy

## School Calendar

### Spring 2021

January 11	Parent Meeting via Zoom, 12 pm
January 12	Modified Meet & Greet (½ class at 10 a.m., ½ class 10:45 am, one adult per child)
January 13	1st Day of School for Students
January 18	No School, MLK Holiday, Cobb County schools closed
February 1	Registration opens for all students
February 13-21	Virtual Frozen Family Fun Run, School Fundraiser: Log A 1K over Winter Break
February 15-19	No School, Winter Break, Cobb County schools closed
March 21	Preschool Performance, Sunday, 11 am service + luncheon at KUMC, <b>tentative</b>
April 5-9	No School, Spring Break, Cobb County schools closed
April 19-23	KMCA Spring In Person Conferences <b>tentative</b>
May 18	4K Graduation Ceremony, <b>tentative</b> 6:00 p.m. in the CAC, <b>tentative</b>
May 19	Last Day of School – End-of-Year Celebration and Picnic <b>tentative, parents attend</b> at 11:30 a.m

This calendar does not represent all special school events, class parties, or special guests. These dates will be sent home in the monthly calendar and parent newsletter each month. View information online at: <https://tinyurl.com/kmcapublic>.

\*The Parent Meeting is a very important time for parents, teachers, and administration to focus on the year ahead. Meet & Greet is a special time set aside for your child to meet their teachers and classmates before the school year begins. This is their opportunity to become comfortable in their new class environment before the first day of school. It is highly encouraged that all families attend this day.

\*We follow the Cobb County school system schedule for inclement weather closings. We also follow the Cobb County system schedule closely concerning holiday closings, teacher workday closings, and early release days. If Cobb County school system is closed, our school may be closed as well. We do make certain changes within our own schedule to accommodate the needs of a private, Christian preschool.

# Kennesaw Methodist Children's Academy Staff

## 3/4K Staff:

Amanda Scherer  
Nataline O'Brien                      Karina Morales

## 2-year Staff:

Jessica Falcone                      Laura Hall

## Movement & S.T.E.M. Teacher:

Katy Swab

<b>Contact Information:</b>	
School Office Phone#.....	770-425-9277
School E-mail Address.....	<a href="mailto:academy@kennesawumc.org">academy@kennesawumc.org</a>
School Fax #.....	770-428-3325
School Website.....	<a href="http://kennesawumc.org/preschool">kennesawumc.org/preschool</a>
Church Office Phone #.....	770-428-1543

## **Administrative Staff:**

Director	Jackie Lumpkin
Office Administrator	Jessica Falcone
Financial Administrator	Lange Duby
Preschool Board Chair	Diana Bassett

## **Church Staff:**

Senior Pastor	Rev. Alex Stroud
Associate Pastor	Rev. Laurie Klingenberg
Executive Administrative Assistant	Beth Serio
Financial Administrator	Lange Duby
Minister of Children & Families	Lin Cason
Ministers of Music & Other Arts	April O'Keefe & Lindsay Peterson
Digital Platforms Coordinator	Dimitrios Kasarhis
Maintenance Director	Dennis Friese

## Entrance Requirements

**Age:** Toddler class.....12 months by September 1  
 Two-year classes .....2 by September 1  
 3K classes.....3 by September 1  
 4K classes.....4 by September 1

**Health Certificate:** Every student must have a Georgia immunization form 3231 on file no later than August 15. No student may attend school without this form on file. If you need assistance in this matter, please contact your pediatrician or local health facility.

### Classes Offered

<u>Classes</u>	<u>Days</u>		<u>Times</u>	<u>Ratio</u>	<u>Yearly</u>	<u>Installment Plan</u>
Toddlers	2	M/W	9-12	4:1	\$1906.00	\$191.00
Twos	2	M/W	9-12	5:1	\$1916.00	\$192.00
Twos	3	M/W/F	9-1	5:1	\$2256.00	\$226.00
3K	3	T/W/Th	9-1	6:1	\$2323.00	\$232.00
3K	4	M-Th	9-1	6:1	\$2529.00	\$253.00
3K	5	M-F	9-1	6:1	\$2683.00	\$268.00
4K	4	M-Th	9-1	7:1	\$2652.00	\$265.00
4K	5	M-F	9-1	7:1	\$2838.00	\$284.00

\*Ratios reflect maximum.

\*Each family pays a non-refundable, non-transferable registration fee of \$250. All registration fees are due at time of registration. Registration fees are separate from tuition installments.

### Tuition Payments

- Tuition is paid in a total **semester** amount based on the days of service per age group/class. Parents may choose to pay the **semester** tuition amount by **January 1** with a 5% discount or at time of registration -OR- in **five**, equal, consecutive payments from **December 1** – April 1. Installment payments are due on the first of each month.
- Installment payments paid after the 10th of the month are charged a \$10.00 late fee and will be noted on your monthly statement for your account review and added to the total installment payments.
- Installment payments that are 30 days late cause the enrolled student to be subject to suspension until the account becomes current and will be charged an additional \$10.00 late fee.
- Installment payments that are 60 days late cause the enrolled student to be dropped from enrollment and the school to seek those waiting on the waiting list to fill the empty position on the 61st day. These accounts will be filed with a collections agency until the balance is paid in full. All collection and legal fees will be added to the total amount due.
- If financial hardships are experienced by one of our families, the director and/or pastoral staff should be notified so that arrangements can be made to keep the student enrolled and assist the family as needed.
- A processing fee of \$30.00 is charged on all returned checks due to insufficient funds.
- No deductions are made for student absences. The program operates on a straight ten month basis per yearly budget. Yearly tuition is based on actual days of service the school will provide and the budget is balanced accordingly. Holidays are not included as a day of service and are not charged as a day of service in the yearly tuition amount. Families are responsible for making their installment plan payment by the first of each month whether the school is on holiday or not. If the school is closed on the first of the month for a school holiday, installment payments should be mailed to the school so payment is received by the first of that month.
- There are five inclement weather days or "emergency" days built into the school calendar. School closings beyond the fifth day will be made up and designated by the administrative staff and school board. We will make every effort to follow the Cobb County School System make-up days for and if the need arises for inclement weather or "emergency" days.
- The school honors a 5% discount for multiple birth families on the second and/or third child's tuition total. This discount does not apply to families with siblings in different age levels (multiple children enrolled in the program).

### Withdrawal from Program

When our families need to withdraw from the school year, the following must occur:

- Written notification must be made to the director 30 days **before** the student's last day.
- Families are responsible for tuition for the entire current month when notification is made.
- A withdrawal fee of one month's tuition is required after your child's last day of attendance. The program runs on a ten month basis and the school must have ample time to fill your families' vacancy to meet budget requirements.
- If a withdrawing student's account has been paid in full at the onset of the school term, a refund will be given excluding prior months of attendance, the current month when notification is given, and any withdrawal fee.
- The registration fee is non-refundable, non-negotiable, and non-transferable fees per the financial agreement.

## Potty Training

It is the policy of KMCA that all students enrolled in the 3K, 4K, and 5K programs be fully potty trained. Fully potty trained includes the ability to recognize when the need arises to use the restroom, getting to the restroom on time, undressing and redressing (some may need help with button and snap type closures), and cleansing yourself after restroom use.

Classroom restroom breaks are included in each daily class schedule to help children prepare for their elementary school years. However, as a preschool, restroom reminders are given continually throughout the school day so that each child may go as quickly and as many times as they need to (we spend a lot of time at the restrooms! ☺). The teaching assistants and the teachers will supervise class and individual restroom visits. For the protection and safety of your child and the staff, **staff do not** enter the restrooms with students except in an emergency where the child is ill where upon they will request another adult be present during the emergency.

If you have a child enrolled in a 2-yr. class and the child is potty training, the staff will assist you and your family in the process as much as is possible. Continual reminders are given concerning potty needs, children are encouraged to try the restroom facility frequently, and adult assistance and supervision are provided at the doorway of the toddler potty training restroom. The school does not provide or use potty training chairs, but the facility does have a toddler training restroom, which we use with our 2-yr. class students.

### **To all 3K, 4K, and 5K class families:**

If during the course of the school year your 3K, 4K, or 5K class student has an accident, we will work with your child to help "walk" them through removing wet clothing and changing into dry clothing. Bowel movement accidents require specific personal assistance and therefore a parent or guardian will be required to come to the school to change their child. Our 3K, 4K, and 5K staff are not hired, trained, or licensed to physically change our older students. Our potty training policy is in place to protect your child and our staff: The United Methodist Church has a policy in place to provide against any threat of physical / sexual abuse. As per the potty training agreement you signed in your registration packet, if several accidents occur close together during the school year, you may be asked to withdraw your student temporarily until potty training can be successfully attained.

## Diaper Changing Policy

Diaper changes are given as needed throughout the school day for our toddler and 2-yr. class students. Each toddler and 2-yr. class has a class diaper changing time as well included in their daily schedule. Strict state guidelines are followed during diaper changes. Teachers and assistants wear rubber gloves when diaper changes occur. A new, disposable changing pad is used with each change. Changing mats are disinfected between each use.

Parents are to provide diapers in their child's school bag each day. Please label these diapers with your child's name. Rubber gloves, disinfectant, and diaper wipes are provided by the school.

Because carpool requires all staff to supervise and due to the time constraints to dismiss all students in a timely manner, we will not return to the classroom for diaper changes during carpool. If your child has a bowel movement during our carpool dismissal, we will be glad to have you pull around and park and use our supplies to change your child before you leave for home. We will be happy to assist you if you need us when carpool is complete for your child's class and specific staff responsibilities pertaining to carpool are complete.

**No child may enroll in the 3K, 4K, or 5K program wearing diapers. Special circumstances may be assessed by the director where a few weeks in a pull-up may be allowed specific to particular medical situations only with doctor notification. The need for diapers and pull-ups are indicators a child is not fully potty trained.**

## Special Needs Policy

Kennesaw Methodist Children's Academy may not have the staff, program, or facility to provide services for certain needs such as:

- a. a child who requires special supervision due to behavioral, emotional, social, or physical needs.
- b. a child that requires special facilities.
- c. a child who interrupts the instructional environment for the other children.
- d. a child who poses a risk to the other children and/or staff through aggressive behavior or verbal threats.
- e. a child who may pose a risk of infection to other children and/or staff.
- f. a child who does not successfully fulfill the fully potty trained requirements stated and defined in the fully potty training agreement.

The church, the school board, and the school director reserve the right to accept or decline the application of, or suspend the enrollment of any child whose condition, in the above name's opinion, falls into any of the categories stated in the best interest of the student, the class, the staff, the parents, or the school and church.

### School Hours

School hours are 9:00 a.m. to 12:00 noon for all toddler and all 2 day, 2-year classes. All 3 day, 2-year classes, all 3K, 4K, and 5K student hours are 9:00 a.m. – 1:00 p.m. on their specific school days. Students should be dropped off in carpool or escorted in (for toddler parents) between 8:50 a.m. and 9:10 a.m. **Please do not arrive at your child's classroom before 8:50 a.m.** Staff members have a small amount of time to prepare for a busy day. It is very important that they have full use of this preparation time. Students will not be allowed in the classrooms before 8:50 a.m. Morning carpool will begin at 8:50 a.m.

#### Afternoon Dismissal times are as follows:

Toddlers	12:00 noon
2 day, 2 year classes	12:00 noon
3 day, 2 year classes	12:55 p.m.
All 3K and 4K classes	1:05 p.m.

\*All **Little Bunch** students will be dismissed through 1:00 carpool unless staying for Noah's Neighborhood.

We ask all parents to use carpool to pick up and drop off their child whenever possible to avoid unnecessary adult activity in the school hallway. If a need arises for you to walk in and pick up your child for afternoon carpool, you will be required to wait in the seating area outside the school office until the administrative staff escorts you down the hall at the appropriate afternoon pick-up time (for early pick-up please see the information below). Parents may not wait outside their child's classroom before the appropriate afternoon carpool dismissal time. We must be able to maintain a safe hallway for our children. Please read the carpool section of the handbook very carefully. If you have questions, we will be happy to assist you with carpool procedures and clarify any questions you may have.

**No staff will be available to answer the phone during morning and afternoon carpool this semester. If you need to reach the office, please leave a message or message Jackie through the Remind app. We are able to view messages remotely and will respond as quickly as we are able.**

There are several early dismissal days throughout the school year due to the Cobb County school system's early dismissal days. Note that on these days, early dismissal for **all** students will occur. Early dismissal times begin at 11:30.

### Attendance

All students should be in attendance on each respective class day. However, if a child shows any indication of illness (please refer to page 8) please keep your child at home. When your child returns to school, please send a note explaining the absence so we may be aware of any health concerns. If you anticipate an absence for vacation or family scheduling, please send your child's teacher a note explaining the upcoming absence in advance so the teacher is aware and can plan ahead for class activities and any special arrangements that need to be made.

With a hands-on curriculum, learning is a process and must be experienced. Take home products are few and therefore it is difficult to make up missed activities. It is very difficult for a student to experience optimal learning without the continuity of being in class each class day.

We thank you in advance for using wisdom when your child may possibly be ill and for also sending them to class each day they are healthy and can participate.

### Late Arrival and Early Pick-up

When arriving at school after 9:20 a.m. (after carpool) **parents must call from the parking lot and an administrative staff will retrieve them.** For the safety of our students, parents are not allowed to walk their child to their classroom once school begins so that we may alleviate all non-staff adult activity on the school hallway. Late arrival can be very emotional for young children because it takes them out of their routine and makes separation from the parent difficult. If appointments must be made during the school day, we recommend checking your child out early, rather than bringing them late to avoid any emotional transitions.

**When picking your child up before dismissal time parents must call from the parking lot and an administrative staff will bring the student out to them. Students must be signed in late and signed out early.**

### Parent Volunteers

**At this time, no visitors are allowed in the KMCA hall until date indicates a safe way to do so. In the future, if you are volunteering in your child's classroom you need to sign in at the office and wear a visitor badge before proceeding down the hallway.** Because the safety of our children is so important, staff members expect staff I.D. badges or a visitor badge on all adults in our hallway. Anyone not wearing some sort of identification will be directed back to the office. Teachers will have school name tags for those special holiday parties for the designated parent volunteers.

When volunteering for an in-class activity, please do not bring siblings during your allotted volunteer time. This will assist with safety concerns, fire marshal requirements, and provide for minimal disruption to the classroom environment.

## Health Awareness

In addition to the Covid regulations signed off on in student registration packets, for the safety of our students, we ask that you keep your child at home if you observe one or more of the following:

- Fever or fever in the last 24 hours
- Excessive runny nose or runny nose with any color. For students with allergies, please send a doctor's note indicating that your child is free of viral or bacterial infection with their runny nose. When a student is being treated for allergies, they frequently do not feel well and are affected by medications. We will contact you and have you pick up your child if they are showing signs of discomfort, drowsiness, continual cough, irritability, or changes from their normal personality.
- Frequent cough, productive or dry
- Flushed skin, rash, or skin eruptions
- If your child has contracted lice, scabies, or chickenpox, they must be lice/nit free or scabies free for at least 24 hours before returning to school. All chickenpox sores or places must be completely scabbed and dried up before returning to school.
- If your child has contracted lice, scabies, fifth's disease, foot-hand-mouth disease, or chicken pox, please notify the school promptly so we may take specific precautions to ensure other students are protected and their families notified of their child having been exposed.
- Earache or diagnosed ear infection for the first 24 hours, or signs of ear discomfort
- Pink or reddish, watery eyes or eyes with any type mucus or discharge
- Runny bowel movements within the last 24 hours or complaint of abdominal cramping or stomach ache
- Vomiting within the last 24 hours
- Lethargy (due to medication you have administered or symptom of possible illness)

Because the safety and well-being of our children is a priority, if the staff observes any of the above, parents will be called to come and pick up their child. Please help us maintain a healthy environment by watching your child closely and making arrangements for them to stay home on the occasion they show any of the above symptoms. Students who are sent to school should be able to participate in all class activities, including outdoor/playground time, as typical for him/her. If they are not able to participate as typical, consider keeping the child at home.

**The school staff cannot administer any type of medication to the students except in a life threatening emergency.** We will clean and bandage minor scrapes and cuts. We will also take your child's temperature if it is suspected that they might have an elevated temperature. Parents will be notified with a "Health Note" when their child has gotten a scrape, cut, bump, or has had their temperature checked during the school day. If your child gets a splinter while at school, we will not remove the splinter, but will notify you by phone. We will bandage the area to protect the skin from further damage until the end of the day or the parent may choose to come remove the splinter themselves during school hours.

If your child has any mild allergy conditions, please make sure the teachers and office staff have a written explanation of the allergy and any related emergencies that might occur due to the allergy. **\* Life threatening allergies or conditions should have a full written explanation on file in the school office and an Emergency Medication Release Form on file per condition and an allergy alert plan for EPI pens and inhalers.**

## Biting

Biting is an unfortunate, but normal part of early childhood development. Biting is most common among toddler and two-year class students. During these times of a baby or young child's development they sometimes use their hands, mouth, and feet to show anger, boredom, and even affection for another person. While we understand that some biting can be a normal childhood event at times, it is our purpose to protect the bitee and redirect the biter. We therefore observe the following policy concerning instances of biting:

- First occurrence – biter is verbally spoken to about incident and placed in time out. The bitee is comforted and the area washed and treated with cold compress as needed. Parents of both students are notified. No names are given in a biting incident.
- Second occurrence – biter is brought to the director for time out and once again verbally reminded of inappropriate behavior. Bitee is comforted and the area washed and treated with a cold compress as needed. Both students' parents will be notified. No names are given in a biting incident.
- Third occurrence – Biter is placed in the director's office and parent required to come and pick-up student. The director, teacher, and parent will conference to discuss specific behavior modification and disciplinary plan. The biter will be "shadowed" by an adult for two weeks to help monitor the biting behavior and help avoid it. The parents of the biter are responsible for paying the shadowing adult during this two-week period. Bitee will be comforted, treated, and parent notified. No names are given in a biting incident.
- Fourth occurrence – school will request withdrawal of biter temporarily until the biting behavior can be changed according to board and school policies. Parents are responsible for maintaining tuition during this temporary absence.
- Any 4K or 5K student displaying a biting behavior will move to fourth occurrence protocol on the second incident.

## Plants

All classrooms shall be free of plants that are poisonous or hazardous.

## Insurance

Kennesaw Methodist Children's Academy carries accident insurance. The office has claim forms in the case an accident occurs on the school property during school hours. Claims should be made through the school office and the church office notified of any and all claims.

## Clothing

Students should dress in clothing that is comfortable and safe each school day. Students should be able to move freely, run, play, and fully participate in all class art projects, experiments, and activities. Cowboy boots, dress shoes, sandals, flip flops, pool shoes, and slip-on type shoes are not appropriate school footwear. Tennis shoes and rubber sole, closed in toe shoes should be worn each school day. Please make sure your child wears appropriate footwear each day so they can play safely. It is difficult for children to feel comfortable, enjoy participating, and enjoy experiencing developmentally appropriate learning if they are overly concerned with their clothing or slipping and falling because of their shoes. Thank you for helping us to enable your child to be an active, involved learner.

We go outside every school day the weather permits. Please watch the weather for temperature readings before dressing your child for school. If you send a hat and coat during the cold months, we will make sure they have it on before going outside. If you do not send a hat and coat, we will assume you do not think your child needs one that day and we will go out without them.

**Please label all your child's belongings (hats, coats, mittens, etc...) with their name.** Many of these type items are similar among our students. If these items get misplaced, it will be very simple to get them back to their owner, once found, if they are labeled.

## Items for School

Things to bring:

- Back pack (provided by the school for each child)
- Change of clothes in case of wet spills
- Diapers and sip cups for toddlers and 2-year students
- Water (sport) bottles for all 3K, 4K, and 5K students
- Communications to the teacher via their school folder (in an envelope, labeled, please)
- Healthy snack for each school day
- Special snacks for party days or birthday days (see party policy, p.13)
- Lunch for all Little Bunch students, 3 day-2 year students, and all 3K, 4K, and 5K students
- Cups and disposable silverware as needed for lunches or snacks
- Lots of smiles

Things not to bring:

- Toys, dolls, or figurines
- Pretend weapons or anything perceived as a weapon
- Balloons
- Distracting jewelry or watches
- Money or items in pockets
- Baseball caps or hats should not be worn in the classroom except on designated "hat" days.
- Fast food or soda
- Candy

## Pets from Home

If your child would like to share their family pet with their class, you must check with your child's teacher and get permission due to class allergies, fears, and so on. With teacher's permission, the parent may bring the pet to the school at the designated time given, stay for the appropriate allotted time, and then take the pet from the school premises. Pets must be secured in the parent's arms on a leash or in a pet carrier while on the school premises.

## **Carpool Procedures (Morning Drop-off and Afternoon Dismissal)**

All students should use carpool when dropping off or picking up their child. Contrary to how it seems, carpool provides for a much quicker and easier transition for young children. Toddler students must be dropped off and picked up by their parent or caregiver at the classroom door. Because our toddler parents must be on the school hallway to pick up their children, we request all other students be picked up through carpool to eliminate heavy adult traffic in the school hallway which compromises student safety. Please use afternoon carpool to catch up on your reading, prayer time, relaxation, and meditation while you wait patiently for us to load your child who will need a warm hug and kiss from you after an exciting day at school. Once the afternoon carpool line begins to move, cell phone use is prohibited. A staff member will flag you to the side and delay your picking up your child if you are seen using your cell phone once the carpool lane begins to move. Hang-up your cell phone and be ready to ask your child about their exciting day!

All students are assigned a school carpool tag. During afternoon pick up, the carpool tag must be displayed in the front car windshield. Please note on the carpool map the carpool route and drop-off / pick-up carpool area. **All parents should use extreme caution moving through the parking lot. This is a very busy and congested time around the facility. All cars should move extremely slowly through every part of the parking lot. We will confront you if we feel you are going too fast and are jeopardizing the safety of our students and other families. Please do not be offended if a staff person asks you to slow down. They are responsible for providing a safe carpool experience for all the children and parents. PLEASE USE CAUTION!**

**PLEASE do not use the car restraint areas to visit with others or ever allow your child to get out of the vehicle in this area. This can be a very dangerous situation for your child and very disconcerting for the parents who are pulling by you. Always pull around to the main parking lot of the property to visit while your children remain in your vehicle. Remember this is still a parking area and dangerous. Please do not allow your children out of your vehicle.**

All toddler and 2 day, 2-year class students will be loaded at 12:00 noon. 3 day, 2-year class students **will be loaded at 12:55 pm** and 3K and 4K students will be loaded at **1:05 p.m.** Please be patient the first few weeks of school and during special occasions such as our fundraisers which do cause delays in our loading as quickly as we would like. Little Bunch students will be dismissed through 1:00 p.m. carpool unless they are staying for Noah's Neighborhood.

Carpool dismissal forms are sent home in the summer parent packet. All authorized relatives, friends, and neighbors who are allowed to pick-up your child in the event of an emergency should be listed on this form. Every enrolled student must have a carpool/dismissal form on file. Parents should return all completed forms to their child's teacher.

If the parent or regular designated carpool person cannot pick up your child and you must use one of the alternate names you listed on your carpool form, please send a note with your child before school to their teacher or the office. Any changes in carpool need to be addressed in writing except during emergencies only. In the event you have an emergency and written notice is not possible, only those listed on your carpool dismissal form may pick up your child with a screened phone call from you to the school office. It is very helpful when the alternate person has one of the copies of your carpool number that we provide so the carpool line can move efficiently. In the event of an extreme emergency, the people listed on your carpool dismissal form may pick up your child without notification from you with proper I.D. If you need to make any changes on this form during the school year, please come to the school office in person and speak to the office staff.

**During morning drop off, please do not allow your child to get out of the car until a staff member opens the door.** Staff members will walk students into the building while holding their hand. For everyone's safety, **parents should never get out of the car during carpool.** We will assist your child from the side of the vehicle facing the building only. All students will be escorted to their classroom by a staff member. Teachers will be standing in their classroom doorways as well to greet your child as they come down the hall.

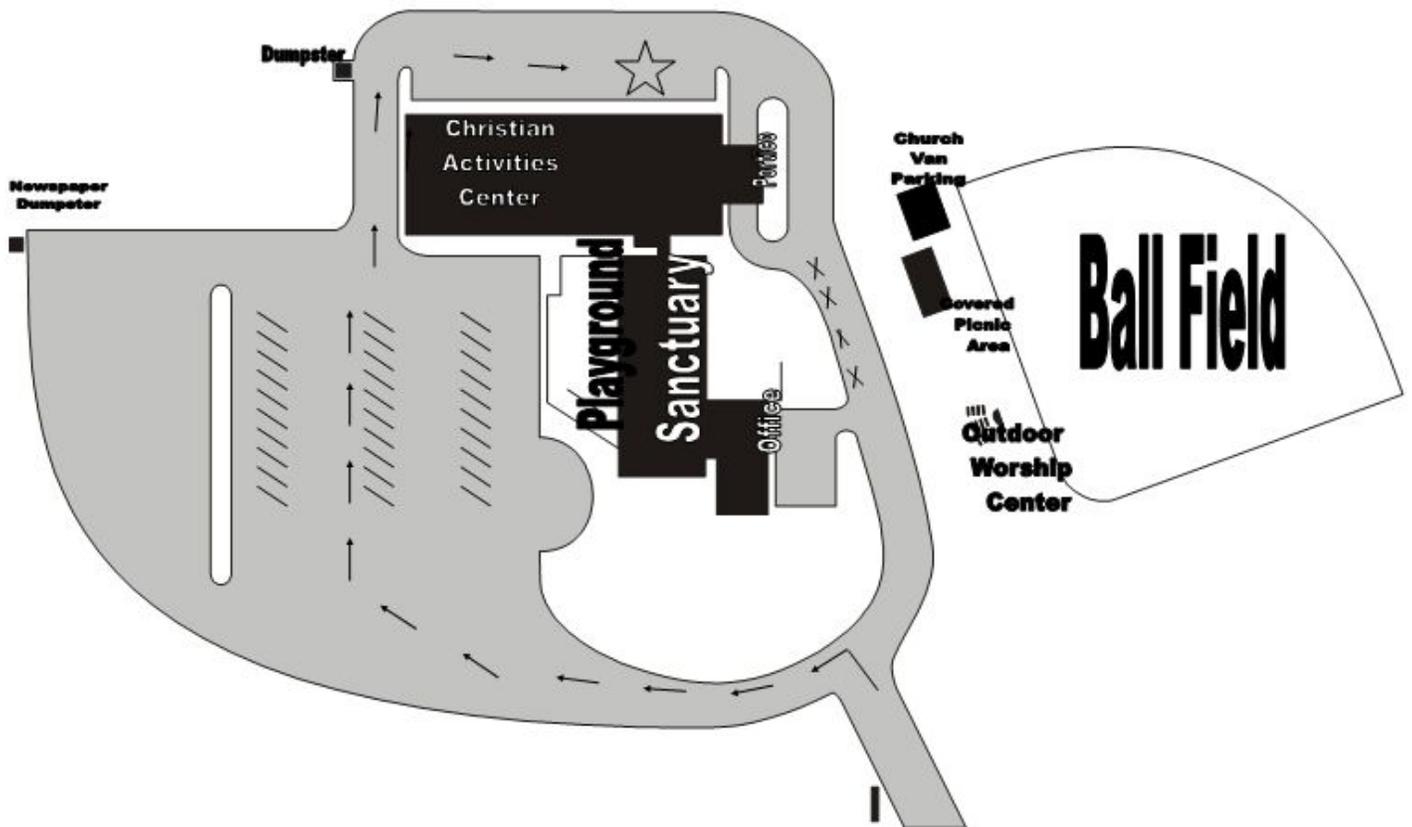
During afternoon dismissal students will be loaded in your car by a staff member. Students will be required to hold the staff member's hand for safety purposes until they are loaded. All students will be loaded from the side of the car that faces the building: **No student, parent, or staff member will be allowed to walk around the back or front of the car to the other side. Parents should not get out of the car in the carpool loading area at any time. If you have a grandparent or someone different picking up your child through carpool, please make them aware of the carpool guidelines so that everyone can continue in a safe carpool environment.**

Staff members will assist your child into the car and shut the door. Once your child is safely in the car, please pull forward to a safe area where you may park to properly fasten your child in their car restraint system before leaving the church property. Please remember it is Georgia law that your child be secured in a car restraint system. Due to liability, if a school staff member observes that there is no car restraint system for a child they are about to load into a car, the child will not be released. The car will need to pull around to the school office to speak with the school director and /or attain an appropriate car restraint system for the release of the child.

Any student not picked up by 1:10 p.m. or the completion of afternoon carpool, will be taken to the Noah's Neighborhood program. If your child is left at Noah's Neighborhood, you will need to walk in to pick-up your child and pay the fees incurred and designated by the Noah's Neighborhood program for the time your child was in attendance. If Noah's Neighborhood is not in session on a day that a student is picked up late, there is a \$5 late fee for every five-minute increment that the child is left at school. If after one hour a child has not been picked, DFCS will be notified to come pick up the student (custodial parent will be responsible for all legal fees involved with DFCS and/or the local authorities).

*\*All enrolled students must have a Noah's Neighborhood Registration Form on file in case emergencies occur where the Noah's Neighborhood program must assume responsibility for a student until the parent, guardian, or designated adult arrives to pick-up the student.*

## KMCA Carpool Map



- Dismissal- All cars pull forward to the back of the lower lobby area.
- X—indicates area to fasten children in cars before leaving the property.
- ☆ Indicates carpool area

## Snacks

Students should bring a small snack from home each school day for themselves only. Please send your child's snack in their school bag each morning (in a separate container from their lunch if they are staying through the lunch hour so students will not be confused between their snack and their lunch items). Please do not send cookies, cupcakes, candy, or soda for snack. Appropriate snack items include water or fruit juice, small cut up pieces of fruits or vegetables, small cheese pieces, crackers, cheez-its, pretzels, goldfish, and similar foods. Inappropriate snacks that are safety hazards in large group situations for young children are popcorn, nuts, and fruits or vegetables in too large portions. (We prefer toddlers not have gummy type snacks as these have been choking hazards in the past for these very young children.)

Our goal is to teach our students to focus on healthy eating habits. Please keep this in mind when packing your child's snack.

Some of our children do have food allergies. Your teacher will advise you of any special food allergy items that should be avoided in the classroom. Please always call the school office if you need to ask questions concerning food allergies.

Please note that the school will make every effort to assist with snack on the occasion you have a very busy morning and forget to pack one for your child. When the school must provide a snack for your child, there is a \$5.00 charge that will be assessed to your child's school account statement.

## Lunch

Students enrolled in the 3 day 2-year class, 3K and 4K classes and students enrolled in Little Bunch will bring a lunch from home each school day. Please provide a healthy lunch for your child. Lunches should not include soda, fast food items, or candy. Again, we want to instill in our students the importance of healthy food choices.

Please make sure lunches needing to be kept cool are packed with a cold pack. We do not have refrigeration available for lunches. Please do not send lunch items requiring heating. We do not have the staff or facilities to heat lunches.

If your child's lunch requires utensils, we suggest plastic ware. Students will be cleaning up their own areas and silverware from home may be accidentally thrown out with the trash as your child is cleaning up.

Please label your child's lunch box and items needing to be returned home. Many of our students will bring similar lunch containers and lunch boxes and we want to try and make sure everyone ends up taking home their own items.

Please note is our goal to encourage your child to eat all of their lunch, but we cannot assure you that they will nor will we force your child to eat. Please know that we will try to make sure your child eats their healthy food choices first before eating a dessert type item, but again, these decisions will be made by your child and we will not force any child to eat specific items. Parent and child discussions before they leave for school about what they desire their child to eat during school lunch is very helpful! ☺

Your child's teacher will inform you of any food allergies specific to your child's classroom so that you may avoid these items in your child's lunch so as not to jeopardize another student. In extreme cases, a specific classroom may need to be a "peanut/tree nut/nut free" zone to protect a student.

## Birthdays

On your child's birthday you may send in a special **store bought only** sweet treat for their classmates. Items such as cookies, munchkins or small cupcakes are best for the ease of young children enjoying these fun and special days.

If you would like your child to send a special snack to share on their special day, please notify your child's teacher ahead of time and send the special snack through morning carpool on your child's special day.

Your child will be given a special birthday sticker, a special crown, sing happy birthday to at snack time, and may choose a gift out of the special birthday box. We want your child to know how happy we are God created them and gave them to their families on this special day.

**Birthday snacks are not parties. No visitors, goody or treat bags, birthday hats, horns, or balloons** are permitted on birthday days at school for safety reasons and time constraints. While this is a special day for your child, we must continue our short amount of time on a school day as usual with as little disruption as possible.

Birthday invitations may only be sent home in fellow student bags if all students in the class are included. Each family will be given a copy of their child's class list the first few weeks of school. You may use these addresses to mail your party invitations. Young children **love** to receive mail!

## Parties

Fall Harvest, Christmas, Valentines and Easter are days we celebrate with classroom parties. On Parent Night, there will be a sign up list for anyone wishing to volunteer for a classroom party. If you volunteer to assist with a party, your teacher will send a party reminder home a week or so before the designated party date and also let you know what lunch/party food items you will need to provide. Parents assisting with the classroom party **may not be in attendance during the party at this time**. Party items may also be brought in the morning of the party so that volunteer party parents do not have to be in attendance. Please see the parent volunteer section on p. 7 for policy information.

**When in person attendance resumes**, due to fire codes, only the students, teachers, and volunteer party parents may participate in a classroom party. If you are a party volunteer, you will need to make arrangements for siblings to stay with a sitter, friend, or relative during the party. Siblings are not allowed to attend classroom parties. Please remain with the specific class you are volunteering for throughout the party. Please do not disrupt another classroom by wandering in the hallway during your volunteer time.

Party parents will be given options and guidelines from their class teacher to make sure the party is a great success and that any food allergies within the classroom are provided for.

**Please note during parties that treat or goody bags and latex balloons are not permitted for the safety of our students.**

A fun and successful party includes:

- Fun party snacks and or lunch items that are easy to handle, serve, and eat and yet special and fun for the students.
- An appropriate holiday story is fun for the students. Crafts should be cleared by the classroom teacher or will be provided by the classroom teacher. Please communicate with your child's teacher as to what is "age appropriate" and "time appropriate".
- A prepared volunteer who shows up at the designated time chosen by the teacher.

Because we are a Christ-centered school, please note the following when assisting your child's teacher with a party:

- Since we celebrate Fall Harvest and not Halloween, we do not use Jack-o-lanterns, monsters, vampires, witches, or ghosts. We celebrate all the aspects of fall at this party such as pumpkins, harvest, apples, farmer's scarecrows, animals (including black cats, owls, squirrels, and all the other animals God created), hibernation of certain animals, falling leaves, cool weather, popcorn, campfires, hot chocolate, and other appropriate fall topics.

**When choosing paper products for the Fall Harvest party, please follow the above guidelines for appropriate decorations on napkins, plates, and cups.**

- At Christmas we focus on the birth of Christ and giving to others.
- At Valentines we celebrate loving one another as Christ loved us.
- At Easter we celebrate the resurrection of Christ and God's great love for us.

If you need help in choosing an appropriate paper product theme, please ask our teaching staff.

## Messages

Notices, newsletters, and messages will be sent to you frequently in your child's school bag provided by the school. Inside the school bag you will find a "take home" folder. All communications should be in this folder. Please check your child's folder and bag each school day for these important items. These communications are to help you stay up to date on classroom and school activities as well as helping your child to be prepared each school day.

Parents may also send communications in a labeled envelope to the teacher and school office in their child's school bag using their school. **Please do not pin communications to your child's clothing, do not let them carry it in their hands, or hand it to a staff member in carpool – especially any school payments.** There is always a possibility the items could get lost between carpool and the classroom!

If you need to speak to your child's teacher, you may send in a note requesting a phone call or you may call the school office and we will relay the message that you need to speak with the teacher as soon as they can return your call.

## Conferences

All 2-year, 3K, 4K, and 5K class students will have two parent / teacher conferences throughout the school year. **This in person conference may be replaced with a video-conference if 2021 health and safety requires.** The fall conference is to discuss your child's adjustment and progress since school's beginning and discuss any concerns or questions you or your child's teacher may have. Fall conferences are usually held by phone unless parent or teacher concerns arise requiring a one-on-one conference time. The spring conference is held in late April to discuss how your child has progressed throughout the school year and to review the Student Assessment and Diagnostic Instruments and any other testing. Spring conferences are held in a one-on-one setting at the school.

Parents who attend the spring conference will be given a copy of their child's Student Assessment, by request, for their records. Because of the need for teacher interpretation of the assessment no copies will be given outside of the one-on-one parent / teacher spring conference.

Toddler parents may request a parent / teacher conference throughout the school year as needed.

## Field Trips

Throughout the school year we have scheduled many "on campus" field trips. The number of events your child participates in depends on their age group. Because any off campus field trips require one parent per child to participate due to Georgia car restraint laws we no longer take off-campus field trips.

There are times when the 5K class teacher may schedule a field trip after school hours for the convenience of the parents. To participate your child must have a signed permission form on file with their teacher before they may participate in the off campus field trip even though the parent will be accompanying and transporting their child. Permission forms will be sent home with a deadline return date two weeks before the field trip date. These after hours off-campus field trips are so much fun for the children but are not required. They are incorporated into the school curriculum to enhance the kindergarten program.

## Little Bunch

Little Bunch is offered each school day for any toddler or 2-year class student whom have older siblings enrolled in the classes dismissing at 1:00 p.m. or are enrolled in the Noah's Neighborhood program. Little Bunch is held from 12:00 noon to 1:00 p.m. until parents arrive to pick up their older child or until the Little Bunch staff escorts them to their afternoon activity area.

Parents will be given a Little Bunch registration form at the end of each month for the upcoming month so they may register in advance. The cost for each Little Bunch session is \$8.00. Payment for Little Bunch is due at the time you register (payments will be made monthly with the monthly calendar registration form).

All lunch policies may be found on page 12 of the parent handbook and will be followed during Little Bunch.

Students participating in Little Bunch should be picked up through the 1:00 p.m. afternoon carpool line. Parents may also walk in to pick-up their Little Bunch students but will need to arrive before the 1:00 p.m. dismissal time to pick-up their child before the class goes to the carpool area. All Little Bunch students should be picked up before the end of the 1:00 p.m. dismissal time unless they are staying for the Noah's Neighborhood program. Please note all dismissal procedures in the carpool procedures portion of the handbook on page 10.

If your child is absent, Little Bunch fees are not refundable or transferable due to the staff requirements for enrollment.

Last minute additions to a daily little bunch will be permitted if there is enough staffing to maintain appropriate student/teacher ratios and may incur an additional \$2.00 fee.

In the event you have paid your monthly little bunch fees and the school is closed for inclement or emergency weather conditions, those paid days will be applied to the following month as a "credit" toward your next month's Little Bunch fees.

For any questions concerning Little Bunch please call the school office.

### **End-of-Year Celebration**

A special end of year celebration for all our families will be held the last day of school, **provided we can do so safely**. The end-of-year picnic and celebration is held on the last day of classes for the current school year. Parents are asked to bring a picnic lunch for their family and meet their child's class on the front lawn of the church property at a designated time that will be set the last month of school (time depends on the age of the student). Parents should bring a lawn chair, blanket, camera, sunscreen, and a picnic lunch for their family.

This is a special day for your child and an opportunity for you to share their successful school year! We hope all our parents, grandparents, and special relatives will join us for some wonderful fellowship before the summer begins!

### **School Bags**

**Please send a full sized backpack, large enough to hold a folder, change of clothing and other school items, to school with your child each class day.** Remember to check your child's bag for their class folder when they get home for teacher and school communications. Please return the school folder each with their school bag.

### **Early Release Days**

Early release days are scheduled throughout the school year. These days require our students to be picked up before the regular, designated release time. These early release days are the result of the Cobb County public school system's staff training events and/or some special events scheduled for KMCA. Parents will be reminded via email, paper notes in student folders, texts and/or social media posts.

### **Child Custody**

It is a primary goal of the school to keep our students safe. Please note that the school cannot prevent a parent of a child from seeing or picking up the child unless proper legal custody papers have been submitted to the school office. If you have a special family situation and are concerned for the safety of your child, please make all necessary copies of all legal custodial documents and submit them to the school office when custodial situations arise within your family.

### **Child Abuse**

It is the legal obligation of the school and church and all its employees to report any concerns or suspicions of physical, sexual, or verbal abuse of a child to state authorities. If an employee or parent has a concern about the welfare of a specific child, they should voice their concern to the school and / or pastoral staff and proper state authorities will be notified.

### **Inclement Weather**

The school follows the Cobb County School System for closings. If Cobb County schools are closed, our school will be closed as well. If specific circumstances occur which require the school to close outside of the Cobb School System or pre-set calendar dates, we will notify you via email, text, FaceBook &/or paper note in student folder.

Parents should sign up for "Remind" texts that will keep parents alert to school closings that might occur during a planned school day due to a weather or threat emergency. KMCA will to notify parents of last minute school closings, when they occur outside of school hours, via email, text, &/or FaceBook.

There are five inclement weather dates built into the school calendar. Anything beyond those dates will be made up. Every effort will be made to schedule dates that coincide with Cobb County School System make-up dates.

*\*Please note school emergency procedures and evacuation plans are listed in the back of this parent handbook.*

### **Cell Phones**

Because our students need and deserve our full attention while they are here at school, all cell phones are silenced during school hours. We request that you show the same dedication to your child when picking them up as well as for safety. They are very excited about their day and very excited to share their excitement with you. Please set aside this special time with your child when picking them up. Cell phone use during carpool can jeopardize the safety of you, and the cars and people in the carpool areas therefore cell phone use is prohibited once the carpool line begins to move.

- All students participate in music class once a week.
- All students participate in physical education with the movement specialist once a week.
- All classes have a scheduled unstructured, playground time each day.
- All students will learn Bible lessons and stories, and monthly Bible scripture memory verses.
- All students pray before snack and lunch each class day.
- All 2-year and 3K class students are exposed to phonemic awareness, math readiness skills, science and/or social experiences through unit study and centers.
- All 4K and 5K students participate in a specified phonics program, Georgia state standard math skills. Science, health, and social studies are incorporated through unit studies for 4K students. 5K students participate in Georgia state standards for science, health, and social studies units and beginning Spanish.
- All students experience a literary focus activity once a month through a professional storyteller.
- All students participate in chapel once a month.
- All students participate in a developmentally appropriate S.T.E.M. class once a month.
- All students are exposed to a foreign language during the year in class and/or as a quarterly special activity.
- Toddler students are exposed to rote counting to ten, numbers 1-5, colors, shapes, bible stories, and lots of play and interaction with each other and their teachers and experiences to expand fine and gross motor development.

*Further information may be found on our website, [kennesawumc.org/preschool](http://kennesawumc.org/preschool), or through the school office.*

# Kennesaw Methodist Children's Academy

## Master Emergency Plan

### Terroristic or Physical Threat Safety Plan

1. Listen for administrative staff call "lockdown" (Lockdown procedure used for suspicious people on the church property who may pose a threat to the safety or well-being of the students or staff or if a staff member hears an active shooter or unusual commotion that causes the staff member to feel threatened or to perceive impending harm to a students or themselves.
2. Respond immediately and calmly to carry out set procedure
3. Gather students into their classroom
4. Lock (secure) classroom door and lower door blinds
5. Teachers will keep emergency backpack with them.
6. Turn out lights
7. Gather students to one area away from windows or doors
8. Teacher will try to read a book to the students or play a quiet game to keep them as quiet as possible. Older student classrooms should remain silent.
9. 911 and/or emergency personnel will be called as deemed necessary by the administrative or church staff if they are able. Another person should call 911 if it is obvious that administrative and/or church staff cannot make the call.
10. Teachers, students, and any parents remain in their classroom until administrative staff or emergency personnel come and unlock each door. No student or staff will leave the classroom for any reason until administration or emergency personnel arrive and secure the sight or mandate evacuation.

### Tornado Safety Plan

1. Listen for Tornado sirens
2. Listen for administrative staff to notify each classroom that tornado warning is in effect.
3. Quietly and calmly gather students to you. Explain that we are going to sit together in our hallway as a class. Explain to students we need to remain seated together until time to return back to our classroom.
4. Attendance notebook will be in the hallway with staff.
5. Quietly and calmly move students to the interior hall wall outside your classroom.
6. Close the classroom door tightly and turn out the light.
7. Students should sit with their back against the wall, side-by-side.
8. We will sing, read a book and keep students together until staff are notified by the administrative staff that the warning has passed and it is safe to return to the classroom.

### Fire Safety Plan

1. Listen for the school (building) fire alarm.
2. Once the alarm has been sounded, the first route evacuation plan (displayed on the classroom wall at the hallway door) should proceed. (The evacuation map displays a first and secondary evacuation plan).
3. Teachers will take attendance roster and class roster with them as they leave the building.
4. Teachers and parents should calmly and softly take the students by the hand and lead them out as quickly as possible following the first evacuation route. If the first evacuation route is blocked by fire, the secondary route should be taken.
5. Once the students are outside, proceed to the furthest portion of the parking lot or field away from the building.
6. Teachers should count and take attendance immediately upon arriving at the safe area.
7. Remain calm and keep students together in the safe area until you are notified by the administrative staff that it is safe to return to the building. (the fire alarm being disarmed or going silent does not indicate that it is safe to return to the building).
8. Once you are notified by the administrative staff that you have an "all clear" and it is safe to return to the classroom, please proceed calmly to the classroom, take attendance before you leave the safe area.

### Emergency Property Evacuation Plan

1. Administrative staff will verbally notify each teacher that there has been a chemical spill or other safety concern that requires we leave the church property immediately.
2. Administrative staff will set in motion the Mass Text System notifying parents that the school has had to be evacuated and where the designated site is where they need to immediately come to pick-up their child.
3. Staff members will immediately take students bags, class roster, class attendance, coats as needed, and driver's license. Because this would be a life-threatening emergency, students need to be removed from the premises as quickly as possible. Car seats and car restraints will not be used in this extreme emergency.
4. Teachers must take attendance – not just a head count! – before leaving the property.
5. Depending on the determined, appropriate evacuation site, teachers will walk students or the school will transport students to the designated site.
6. Once at the evacuation site, the school will gather together in a large designated holding area. Teachers remain with their students at all times and stay together in one section of the holding area until parents arrive to pick-up their child. Students will remain seated with their teacher and class.
7. Teachers should take attendance again and verify all students accounted for once students are seated and secured.
8. Teachers will monitor students. Teachers will not visit with other adults – only their students.
9. Teachers will keep their eyes on students at all times.
10. Administrative staff will set-up a dismissal and check-out area for receiving parents and dismissing their students to them. We will come and get each student from their area as parents arrive to pick them up. Students will be dismissed one at a time from administrator directly to parent.
11. All staff will remain at the evacuation site until every student has been dismissed. The administrative staff will notify all staff when it is appropriate to leave.

# [Covid-19 Special Policies & Procedures]

- KMCA will delay until January. Teachers will report January 7; students will begin January 13.
  - The school calendar is now a 5-month calendar with the same end date, May 19
  - KMCA plans to remain open unless a government mandated stay at home order is issued; at which point we will close until the order is lifted.
- Masks
  - Toddlers and 2s students are not encouraged to wear masks, per AAP and CDC recommendations.
  - 3s & 4s students may wear a mask but are not required to do so.
  - Parents who choose to have their child wear a mask must send multiple masks each day in case of an incident that requires a spare. Staff members will NOT adjust masks and will not touch them in order to limit contact and exposures for both the student and staff member. Staff can remind and model to students how to properly wear a mask but are not ultimately responsible.
- Carpool
  - All students will enter and exit through carpool, even toddlers (at least thru Jan then KMCA will reassess)
    - Toddlers will use the red/blue buggy to transport students safely
    - Assistant teachers will take their own students out of cars. If unavailable, Jackie or Jessica will assist the student.
    - 2s assistants must assist in carpool daily
  - Temperatures will be taken before students exit the car in the morning and health screening questions will be asked each day (by Jackie or Jessica). Temperatures 100.4° or higher are considered elevated as per BFTS guidelines. Students with a temperature or who answer yes to contact questions will not be allowed to enter the building.
  - A sanitation station will be placed at carpool for use as students enter and as they leave the building.
  - Afternoon carpool will be dismissed one class at a time so that students do not congregate in the carpool area together. *This may stagger dismissal times by 10-20 minutes.*
- No parents or visitors will be allowed into the building/onto the preschool hall.
- All large group activities are postponed indefinitely (pizza night, happy harvest, etc).
- 4s class size has been capped at 12; all other classes remain the same.
- One class at a time will visit the restroom, it will be sanitized between classes by KMCA staff.
- Classes will remain encapsulated as much as possible, including playground time/etc.
- Classes will travel to music and movement outside if at all possible so that less students are in the hall.
- KMCA classes will spend more time outside, even for certain instruction to minimize the spread of germs.
  - Families are expected to send students in weather appropriate clothing, outerwear, shoes and sunscreen as needed. Students not dressed for the weather will be sent home or not allowed to attend.
  - Families are expected to send a change of clothing in case of need for changing.
  - Families are expected to send a labeled towel to use to sit on outside, as needed.
  - Families are expected to send a labeled child sized outdoor chair to keep at school.
- The church is installing upgraded ventilation to increase air filtration.
- Staff and the professional cleaning company will increase sanitation practices, using Lysol or other EPA approved cleaners to sanitize surfaces.