

ESTABLISHED IN 1986

# ROSWELL PRESBYTERIAN PRESCHOOL



## Parent Handbook 2023-24 SCHOOL YEAR

A MINISTRY OF  
**ROSWELL**  
PRESBYTERIAN CHURCH

## **Roswell Presbyterian Preschool**

755 Mimosa Boulevard

Roswell, GA 30075

770-642-7942

[www.roswellpres.org/preschool](http://www.roswellpres.org/preschool)

### **Sara Hake**

Preschool Director

sara@roswellpres.org

### **Abby Doyle**

Office Assistant

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### **Hours of Operation:**

18 months & 2's

9:15 a.m. - 12:15 p.m.

3's

9:15 a.m. – 12:15 p.m., Monday, Tuesday

9:15 a.m. – 1:15 p.m., Wednesday, Thursday

### **Four day 4's**

9:15 a.m. - 1:15 p.m., Monday, Wednesday, Thursday

9:15 a.m. - 12:15 p.m. – Tuesday

### **Five day 4's & PreK+**

9:15 a.m. - 1:15 p.m., Monday, Wednesday, Thursday

9:15 a.m. - 12:15 p.m., Tuesday & Friday

### **Peanut Butter Bunch**

18 months & 2's

12:15 - 1:15 p.m., Wednesday & Thursday

Dear Parents,

I want to welcome you and your child to an exciting year at Roswell Presbyterian Preschool. The Preschool Ministry and Staff join me in thanking you for placing your trust in us to provide the care and love your child deserves. Please know that with our excellent personnel and Preschool facilities, a stimulating and Christian environment will surround your child.

The purpose of this handbook is to familiarize you with the philosophy and policies that govern Roswell Presbyterian Preschool. We are a ministry of Roswell Presbyterian Church and are governed by a Preschool Ministry, which reports to the Discipleship Council.

The staff and I wish to develop a close relationship with you and your family. Please feel free to visit the school to observe our daily activities. I encourage you to take an active role in the Parent Auxiliary.

Again, thank you for giving us the opportunity to serve you through our Preschool. I welcome any comments and help in striving to improve each child's care.

Sincerely,  
Sara Hake  
Preschool Director

## About Our School

Roswell Presbyterian Preschool was established in 1986 to provide an early childhood education program for the members of Roswell Presbyterian Church and our community. The program is committed to the total development of children 18 months to 5 years of age. We are concerned with stimulating spiritual, social, and emotional growth as well as academic, creative, and physical growth. Our staff is dedicated to providing consistent experiences of being loved, understood, and accepted as unique individuals, which build trusting and caring relationships essential for children's healthy development.

Each day will be a bright, fun new day of feeling "I'm Special" through group interaction, teacher praise, and a special emphasis on each child's unique personal abilities.

Our staff is qualified in early childhood education, and each dedicated teacher is eager to make your child's early learning experience positive and well-balanced. Our classes are limited in size with two teachers in every class.

Roswell Presbyterian Preschool is exempt from Georgia State licensure.

## Philosophy

Within the Preschool program, childhood is cherished, and children learn to live first and foremost as children, not as future adults. Yet we are forever mindful that we must also equip our children with the tools which enable them to meet the demands of a complex and changing world. Our challenge is to provide a climate for growth where children are helped to understand their world through the full use of their senses, feelings, and intellect. Providing a nurturing environment that fosters self-esteem, initiative, and cooperation is our foremost goal. Aiming for less in these early years is to sacrifice a child's potential for learning and expression.

## Policies

Snacks: Each child will bring his/her own snack and a drink bottle daily. Together, we can all practice good eating habits while teaching our children about healthy nutrition. Please alert us to any food allergies. Please send in the snack that your child enjoys.

Potty Training: Potty training is the responsibility of the parent! Our definition of potty trained: Any child that can verbally communicate to the teacher that he/she needs to use the restroom and does not need diapers changed (occasional accidents are understandable). "Rule of thumb" - the child should be "accident-free" of both movements for two weeks at home before considering them potty trained for a school setting. We prefer no pull-ups be used. The child must be potty trained to be enrolled in a three-year-old class.

Birthdays: Children consider their birthday to be the most important day of the year! You are welcome to send in a special treat for the class to celebrate this occasion. Birthday celebrations will be limited to snack only. Please no presents, favors, plates, or cups. Please do not send in invitations to home parties to be pinned on school bags unless the entire class or all of one gender is invited. Children with summer birthdays will celebrate one special "un-birthday" day to be arranged with the teacher.

## Policies

**Visitors:** Visitors are always welcome at Roswell Presbyterian Preschool. All visitors must sign in at the Preschool Office and obtain a nametag. Please respect the balance among the children and the teachers and make your presence as inconspicuous as possible. When visiting your child's Preschool classroom, you must park in a designated parking space. Do not park along the side of the building or leave your car unattended.

**Tote Bags:** We ask that you send your child to RPP with a tote bag that has two handles at the top, DOES NOT ZIP OPEN AND CLOSED, and is deep enough to carry lots of treasures home to show the family. Backpacks are not acceptable for the Preschool classes. RPP sells tote bags; however, these specific bags are not a required purchase.

**Code of Student Conduct:** Children attending RPP are expected to show personal respect for other students and RPP personnel. Students are expected to show respect and help protect RPP facilities, properties, and materials. RPP personnel will handle any discipline problems through the use of "redirecting", "time-out", student counseling, loss of privileges, parent conferences, or dismissal from the weekday program.

**Biting:** From time to time, it is characteristic for an 18-month to 2-year-old child to bite another child because of their inability to verbalize their feelings. A note will be sent home to the parents of the child that did the biting as well as the child who was bitten to report the incident. If the bite breaks the skin, leaves a mark, or it becomes the child's way of communicating, the following procedures will take place:

- One-time biting: Discuss with the child that we use our teeth for eating, etc. and a note will be sent home.
- Two times: Parents will be contacted to pick up their child early from school.
- Three times: Will necessitate removal from the Preschool program.

This is all done on a case-by-case basis. All efforts are made to help the biter and protect the other children.

## Policies

Registration Fees: A non-refundable registration fee must accompany the registration form before a child may be enrolled.

Activity Fees: Activity fees are paid at time of registration to cover minor expenses during the school year, such as extra special craft projects, all field trips, supplies, and a class picture.

Age Requirements: A child must be the age of his/her class assignment by September 1. Age requirements are set in conjunction with the Kindergarten entrance age.

Tuition: Tuition is due on the first day of each month and is considered late after the 10th. Tuition is paid online by going to: [rpp.ourschoolhangout.com](http://rpp.ourschoolhangout.com). A \$5 late fee will be assessed on the 11th day of the month if tuition is not received.

Withdrawals: Should you withdraw your child in April or May of the school year, you will be responsible for the tuition for those two months. If you must withdraw during any other month, please give two (2) weeks' notice before leaving the program, otherwise, you will be charged for the full month.

Supplies: Parents will supply all diapers and wipes. Different classes may request a few other minor supplies.

## Policies

School Closings: With a few exceptions noted on our monthly calendar, Roswell Presbyterian Preschool follows the Fulton County public school calendar. RPP operates from August to May. We will close if Fulton County schools are closed for inclement weather. If Fulton County schools call a delayed start due to weather, then RPP is delayed until 10:00 a.m. If Fulton County schools call for an early release, RPP will also have an early release (i.e. Fulton County schools release at 12:15 p.m., RPP releases at 11:15 a.m.). Parents will be notified via Remind text messaging and/or by email from their child's teacher.

Clothing: Please send to RPP a complete change of clothes labeled with your child's name. Exchange this outfit with a different one as the weather changes. Make sure to include socks! Play clothes suitable for outdoor play, art activities, and creative movement should be worn. Except in the worst weather, children will go outside for play. Send your child in tennis shoes for running and climbing; no sandals, slippery shoes, or boots. PLEASE mark outerwear with your child's name.

Things Brought to School: We welcome books (clearly labeled with your child's name), flowers, shells, bugs (in plastic jars), and assorted treasures from nature that correspond with what the class is learning and is able to fit in their book bag. We ask that all toys be left at home. Never allow your child to bring candy, gum, balloons, or money to school.

Pacifiers: In an effort to stimulate proper speech development and verbal communication between the children and their teachers, we ask that pacifiers be kept at home. If you have a child in the 18-month-old or two-year-old class, pacifiers may be used to help make the transition between home and school during the first month of school only.



## Health

Children admitted to Roswell Presbyterian Preschool must provide a current health certificate and immunization record. No child will be admitted that is not immunized unless a religious exemption has been submitted. Also, RPP must be aware of past major health problems.

## Sickness

In order to maintain a happy, healthy atmosphere for all children and staff, we ask that children who are ill be kept home until they have fully recovered. Please keep your child home if he/she has a fever, vomiting, or diarrhea, or has had any of these symptoms in the past 24 hours. If your child is overtired, fussy, or has the symptoms of a communicable disease (excessive runny nose; harsh, congested cough; etc.), don't take a chance of spreading unnecessary germs. Keep your child at home until the symptoms of illness have subsided. Please abide by the 24-hour rule for antibiotics: Your child should be on the antibiotics for 24 hours before returning to school.

If a child develops symptoms of illness at school, parents, relatives, or emergency contacts will be called to come and pick up the child. It is imperative that accurate emergency telephone numbers be provided.

Please remember that **NO MEDICATION IS ALLOWED IN THE PRESCHOOL** (the exception is Epi-Pens and inhalers). It is assumed that if a child is well enough to attend school, then he/she is well enough to play outdoors and to engage in a full schedule of activities. A complete copy of our infectious disease policy is on file in the Preschool Office.

Medical forms and emergency consent forms must be on file before a child may be admitted to class.

## Carpool

All children will be allowed and encouraged to use the carpool line at Roswell Presbyterian Preschool. There are some specific requirements to ensure the safety of the children.

Children should be brought to school between 9:10-9:25 a.m. and picked up between 12:10-12:25 p.m. No child may be dropped off before 9:10 a.m. Parents who pick up a child after 12:25 p.m. will be charged a late fee of \$5 for each child for every 10 minutes thereafter.

If your child arrives late, park your car in a designated parking space and walk your child to his/her classroom. **DO NOT LEAVE SIBLINGS UNATTENDED IN YOUR CAR.**

Teachers are always present to help children into and out of the building. After your child is inside your car, please pull forward to secure car seats and seatbelts. The teachers loading the cars will not be “buckling up” your child(ren).

The carpool line is a **NO CELLPHONE ZONE** area and will be strictly enforced by the RPP staff. If you need to take or make an important phone call while you are in the carpool line, please pull out of the line and park in a parking space. We appreciate your cooperation.

We give out two (2) carpool number signs per family. They need to be properly displayed in the window for afternoon carpool. No homemade signs will be permitted. If someone other than yourself is picking up your child from RPP, we need a note from you to that effect. A small processing fee will be assessed if you require a third number.

### Those First Few Days

Beginning a new school experience will be a challenging and exciting time for some young children, but a frightening or difficult adjustment period for others. All children will experience a degree of normal apprehension. With patience and reassurance, we can work together to ease any anxiety and make the transition from home to school as pleasant as possible.

Younger children may tend to cling those first days at school. Be sure to leave and give your child gently and firmly into the care of his/her teachers. Please never sneak away without saying goodbye. This is often interpreted by the child as a betrayal of trust. Even when children cry at the moment of separation, they seldom continue for more than a few minutes after the parent is out of sight. It is important, too, to stay out of sight once you have said goodbye. Resist the temptation to come back for a peek. Seeing you again may trigger fears and promote some confusion.

Expect some fussiness or irritability during the adjustment period, and don't despair if your child seems shy or shows little interest in participating in organized activities. In time and in their own way, children adjust to new surroundings and will approach new activities and new friends with growing confidence and ease.

Working together, we will provide an understanding atmosphere.

### Security

Safety of the children is of the utmost importance. The preschool doors are always locked. There is a doorbell security door that all enter if arriving after 9:30 a.m. or before 12:15 p.m you will be buzzed in.

Each classroom has an evacuation plan for fire and weather-related emergencies which all teachers are proficient in. There are two teachers in every class at all times.

## Curriculum

The curriculum is based on our knowledge that children learn best through their first-hand sensory experiences of feeling, listening, testing, smelling, and observing. Children need to handle, manipulate, experiment, and explore, while they also need and expect certain guidelines, rules, and routines in order to feel safe and secure. It is our task to provide varied materials and learning opportunities, as well as the protective controls that each child needs for optimal learning. Activities are planned around age-appropriate objectives and monthly units. A different Christian theme is incorporated into the curriculum each month. The teachers produce weekly lesson plans and send home monthly calendars of planned classroom activities. In addition, the children will attend art, movement, and music classes taught by additional staff teachers.

## Field Trips

The 4 year old and PreK+ classes will take at least one off campus field trip. The parents will take and pick up from that site. We have in house field trip visits for all ages throughout the year. Some examples include: Fire Engine, dentist, story tellers, etc.

### **Peanut Butter Bunch (PBB)**

Peanut Butter Bunch is an optional lunch program for the 18 months and 2-year-old classes. Our 2-year-old classes can begin in October. In January, the 18-month-olds have the option of joining PBB with a teacher recommendation. Once a child is enrolled into PBB, he/she may continue monthly throughout the year.

If you wish to enroll your child, add an additional day of PBB, or withdraw your child from PBB, a form must be sent to the Preschool Office by the 20th of the month (unless otherwise specified). Payment for the entire month will apply if you do not withdraw your child by the 20th. Bookkeeping and staffing depend upon this rule.

Children bring a complete lunch to school with them on PBB days (remember to pack plastic silverware when needed). There is no carpool pick-up after PBB. PLEASE RESPECT THE CHURCH STAFF PARKING AREAS WHEN PICKING UP YOUR CHILD. Late fees apply for late pick-up.

### **Conferences**

A Parent/Teacher Conference day is scheduled each year. Please feel free to request any additional conferences you feel are necessary. Teachers are unavailable for conferences during school hours, which includes carpool.

### **Parent Auxiliary**

The Parent Auxiliary is an organization for parents who wish to support and promote Roswell Presbyterian Preschool. The Auxiliary encourages parents to become more involved in their child's weekday education by providing opportunities for service, which enhance the school's program. Parents may participate by contacting the Auxiliary Chairperson.

**PLEASE VOLUNTEER YOUR TIME AND TALENTS!**

### **Donations**

Roswell Presbyterian Preschool is a not-for-profit school. All contributions, either cash donations or materials and equipment, are tax deductible. Educational toys, games, and books that are suitable for young children are always appreciated.

### **Staff**

We recognize that in any schooling, the relationship between the children and their teacher is primary to learning. The staff of Roswell Presbyterian Preschool includes teachers trained in early childhood education and diversified in age, experience, and interests, who provide a rich collection of talent, care, expertise, and love.

RPP maintains an excellent teacher/child ratio, plus additional resource staff in music, movement, and art. Providing two teachers in every classroom supports children's needs for security and familiar relationships without disruption and allows a greater variety of activities and insights for evaluation.

### **Show Your Spirit**

One way we show our school spirit at Roswell Presbyterian Preschool is by wearing our RPP t-shirts. Monthly Spirit Days help add to the FUN!

**We look forward to a wonderful year  
at Roswell Presbyterian Preschool!**



RPP accepts students without regard to race, creed, gender, religion, or national origin.



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PO Box 988  
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