



# CONCORD CHRISTIAN PRESCHOOL PARENT HANDBOOK

*Guiding hearts and hands to Jesus since 1996*

2021-22



CONCORD BAPTIST CHURCH  
making disciples everywhere



MARK 12:30; MATTHEW 26:39



LUKE 19:10; LUKE 5:31-32



LUKE 2:52; JOHN 1:18



MARK 10:45

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Dear Parents,

We welcome you and your child to Concord Christian Preschool (CCP). We hope you find this handbook useful as an orientation to our policies and services.

CCP is an important resource for your child during these formative years. We believe that guidance by gifted teachers allows your child's spiritual, physical, social, emotional, and intellectual development to progress smoothly and naturally. Our developmentally appropriate programs support imagination and a natural love of learning. Excellent learning materials and our loving staff combine to enhance the learning process and help each child grow and develop.

We would ask that you view us as an extension of your family as we strive to teach Christian values, morals, and lessons of virtue that are important for Christian living as well as helping students to reach their academic potential. Christians believe that the blood of Jesus Christ, shed on the cross, provides the sole basis for the forgiveness of sin. Therefore, salvation occurs only when a person places his or her faith in the death and resurrection of Christ as the sufficient payment for his or her sin.

If you have concerns or comments, please feel free to contact CCP. We are here to serve you and your child.

Sincerely,



Robin Bryson

Director

[robin@concordministries.org](mailto:robin@concordministries.org)



Beth Looper

Assistant Director

[bethlooper@concordministries.org](mailto:bethlooper@concordministries.org)

## PRAISE HIM FIRST

We believe it is an important practice to begin our day with the Lord. Therefore, CCP begins each day with a short worship time. After the children have arrived in the morning, Toddler's—Pre-K along with their teachers come to the Music Suite. There we sing songs that express our love to the Lord and read through "The Beginners Bible" during the year. Then we pray for our day, the children, the teachers, and all the requests. This is an important teaching time where the children begin to see the hand of God and how He works in our daily lives. It is also fun and interactive. We welcome questions regarding this important time.

## DAILY SCHEDULE

8:30-8:40	Morning Carpool
8:30-8:40	Classroom time
8:40-9:00	Praise Him First
9:00-9:30	Circle time
9:30-9:45	Bathroom/Wash Hands
9:45-9:55	Snack
9:55-10:15	Skills
10:15-10:45	Outside/Gym
10:45-11:15	Related Arts
11:15-11:45	Lesson Time
11:45-12:00	Bathroom/Wash Hands
12:00-12:10	Line up, go to carpool area
12:10-12:25	Afternoon carpool

*This is only meant to serve as a guide of daily activities. Teachers will adjust according to children's needs and enhancement class times. A schedule may be requested from your child's teacher.*

## 2021-2022 CCP School Calendar

August 30 - Sept 2	*Teacher Pre-Planning
August 30 & 31	*Open House for CCP
September 7	*First Day for M-Th & T/Th students
September 8	*First Day for M/W/F & M/W students
October 11-12	Student Holiday
November 2	Student Holiday
November 22- 26	Thanksgiving Holidays
December 16- Jan. 3	*Christmas Holidays
January 17	Student Holiday
February 21	Student Holiday
March 25	Student Holiday
April 4-8	Spring Break
April 15	Good Friday - No school
Date TBD	*Last Day for CCP & Graduation night
Date TBD	*Teacher post-planning

\*Differs from Hall County

## CALENDAR INFORMATION

Our holidays are coordinated with Hall County Schools with a few exceptions. The days that are different from Hall County are as follows: start day for the 2021-22 school year is the Tuesday after Labor Day; Christmas break begins on a different day; and we are out on Good Friday.

***Always refer to your CCP calendar.***

## OUR PROGRAM

### CLASSES OFFERED

Based on CCP's program description, our program meets the Bright from the Start exemption requirements and is exempt from licensure by the State of Georgia. CCP provides half-day programs for Toddlers through Pre-K from 8:30 AM until 12:25 PM, September through May. CCP follows the Hall County public school calendar. See CALENDAR INFORMATION for further explanation and exceptions.

**Toddlers.** Our goal for our youngest students is to provide a safe, secure, sanitary, and stimulating environment. Toddlers will play with developmentally appropriate toys, listen to music, story books, and interact with a nurturing teacher and other children. They will attend two enhancement classes.

- Child-teacher ratio: Toddlers 5:1 up to possible 6:1. This is a two-day a week program.

**Two's.** This age groups uses the Wee Learn curriculum by Lifeway. The content is designed to expand a child's knowledge of himself, others, God, and the world around him through hands-on active learning.

- Child-teacher ratios: Two's 6:1 up to possible 7:1. Two's may be enrolled in a two- or four-day program.

**Threes.** These students use the Bob Jones curriculum. This is a Bible-based curriculum that also emphasizes early language skills and phonics.

- Child-teacher ratios: Threes 8:1 up to possible 10:1. Threes may be enrolled in a two- or four-day program.

**Pre-K.** Our goal for Pre-K is to prepare each student for Kindergarten. This age group uses the "Play to Learn" curriculum as well as Bob Jones "Bible Truths". There is also a focus on language skills and phonics in Pre-K

- Child-teacher ratios: Pre-K 10:1 up to possible 12:1. Pre-K children may be enrolled in a three- or four-day program.

Depending on your child's age, progress reports will be sent home at various times throughout the year. We encourage you to contact your child's teacher if you wish to schedule a conference any time during the preschool year.



cost of your child's curriculum materials. This fee is non-refundable and non-transferable.

**Activity Fee.** A non-refundable and non-transferable Activity Fee will be due in August.

- Toddlers \$35
- 2s, 3s, and Pre-K \$55

*This fee provides for weekly enhancement classes and any other special activities for your child during the school year. Three enhancement classes are chosen each year. Toddlers will participate in two enhancement classes.*

**Annual Tuition.**

- Annual tuition is divided into 9 monthly payments.
- Tuition is due by the 1st of each month.
- Tuition will be considered late after the 10th of each month regardless of circumstances and a late fee of \$20 will be due at that time. A \$20 charge is due for any returned checks.
- Make your check payable to CCP and return it in the tuition envelope sent home in your child's bag. *If unforeseen circumstances arise and you do not receive your child's tuition envelope for payment, you are still responsible for payment.*

## ADMINISTRATION

**Registration.** A Registration Fee of \$75, which is used for preschool start-up materials, is required to enroll your child in CCP. The Registration Fee is non-refundable and non-transferable.

**Waiting List.** If all spaces are filled, your child will be placed on a waiting list. When an opening occurs, the child at the top of the list will be notified. A registration fee is required to place your child on a waiting list. If a spot does not open for your child, your registration fee will be refunded.

**Book & Curriculum Fee.**

- ✓ 3s only: A one-time \$35 book fee is due at registration. This fee is used to purchase Bob Jones books. This fee is non-refundable and non-transferable.
- ✓ Pre-K Only: A one-time \$50 curriculum fee is due at registration. This fee covers the



- If you are unable to pay your tuition on time, it is important to communicate with the CCP office, and a payment plan of action will be set up.
- If a child is excluded from attending school due to non-compliance of State of Georgia rules on immunization records, tuition is still due for the time the child was excluded from attending school. Please see the section in this handbook on pg.6 for more information on Immunization requirements.
- If a child is excluded from attending school because of exposure or quarantine due to COVID-19 or any other illness, tuition is still due for the time the child was absent from school.
- If tuition has not been paid in full within 20 days after the 10th, your child will be dismissed from the program. If your late fees have not been paid by the end of the current school year, your child will not be able to register for the upcoming year. When a family registers 3 or more

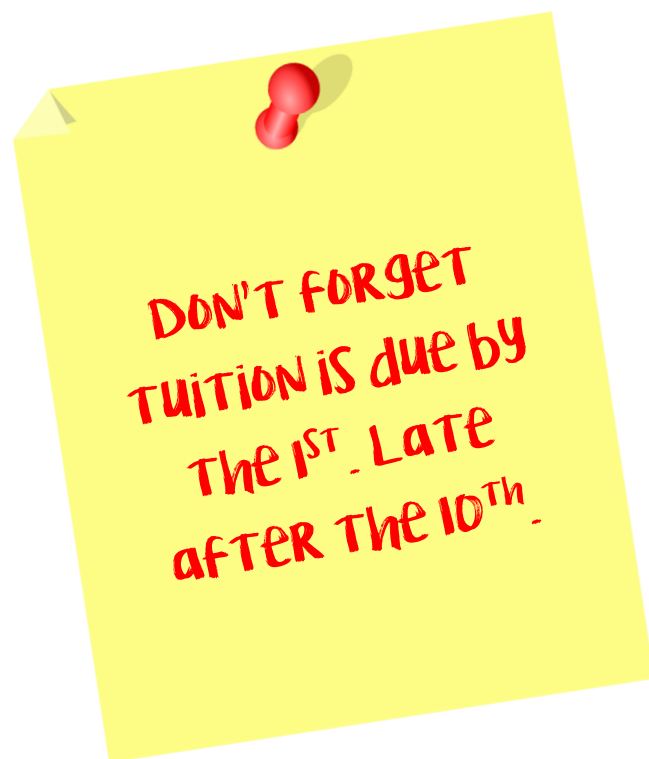
children, a \$10 discount is applied to the lesser monthly payment.

#### **Annual Tuition Amount:**

Two Days/Annual (\$1575)  
Monthly Payments are \$175

Three Days (Pre-K)/Annual (\$1890)  
Monthly Payments are \$210

Four Days/Annual (\$2205)  
Monthly Payments are \$245



#### **WITHDRAWAL**

If, for any reason, you should withdraw your child, the director must be notified in writing 30 days before the date of withdrawal. Enrollment will be

cancelled 30 days from the date of written notice. If your 30 days falls into the next month, tuition will not be prorated. **If the director fails to be notified as stated above, the child will be considered absent and the parents will be responsible for the tuition.** We realize that incidents will arise when a child must be withdrawn immediately without a 30-day notice. These will be handled case by case. Our preschool operates solely on tuition and we consider each child enrolled for the entire year, unless otherwise notified in writing. Exceptions for absence due to illness, vacation, etc. cannot be made. If you withdraw your child during the preschool year, you will not be able to re-enroll your child until the next preschool year.

There are certain instances when the preschool can reserve the right to dismiss a student from the program. These situations are handled on a case to case basis and will be approved by the preschool board that governs CCP. Grounds of dismissal include but are not limited to:

- Disregard of policies and procedures listed in this parent handbook.
- Failure to pay tuition.
- Refusal to abide by Concord Baptist Church's by-laws.

**ANY CHANGES TO YOUR CHILD'S RECORDS? DO NOT FORGET TO SEND INTO THE OFFICE.**

**CELL PHONE CHANGE?**

**ADDRESS CHANGE?**

**EMAIL CHANGE?**

**MEDICAL INFORMATION, NEW ALLERGY?**

## Children's Records

It is our policy to have on file current records for each student. These forms should be received by the CCP office on or before the first day of preschool. Forms required include:

1. Completed **Child Information form**. These forms can be found at [www.concordgo/ccp](http://www.concordgo/ccp) and are listed as "Child Information Forms". These forms include the following: **Medical Information, Financial Agreement, Parent Handbook and statement of faith agreement, Website, Print Media or Digital outlet Release & Parental Notice of CCP Exemption Form**. Paper copies available upon request.
2. A current **Certificate of Immunization** signed by your doctor or the Health Department. We are required by the State of Georgia to keep updated



immunization records on file. Each student has 30 days from the beginning of school or from the expiration of the shot record to bring in the necessary forms to CCP. If we are unable to access these files on "GRITS" (GA Registry of Immunization Transactions & Services) please contact your private physician or local health department for certificate of immunization. *Legally, we cannot accept a student who, after 30 days, does not have a current immunization record on file.* If you choose not to vaccinate, you must provide a waiver. Georgia law allows two types of exemptions to vaccinations. You may provide a medical waiver that is signed by your physician or a religious waiver that must be notarized.

## PROCEDURES

### CARPOOL

#### Morning Carpool. 8:30 to 8:40AM

Stay in your car, CCP staff will unload 2's, 3's, and Pre-K. Do not let your child out of the car until the director or assistant director helps them out. Temperatures will be checked before exiting their vehicle.

Toddlers are walked to a designated area by parents/guardians. Toddlers' temperatures will be checked before entering the building.

No child should cross the parking lot or come into the building without supervision.

Children cannot be dropped off before 8:30 AM. *State regulations prohibit us from having children for more than four hours of instructional time each day. Teachers are not allowed to keep students before or after school.*

Any leftover breakfast can be eaten in carpool. PLEASE DO NOT send in with your child to finish up.

*We ask that each student (excluding Toddlers) utilize carpool for morning drop off and afternoon pick-up. Due to circumstances regarding the health and safety of our students and staff, parents/guardians will not be allowed to walk students into the building. If you need to speak to your child's teacher, she will be happy to set up an appointment with you to meet via Zoom or by phone outside of school hours.*

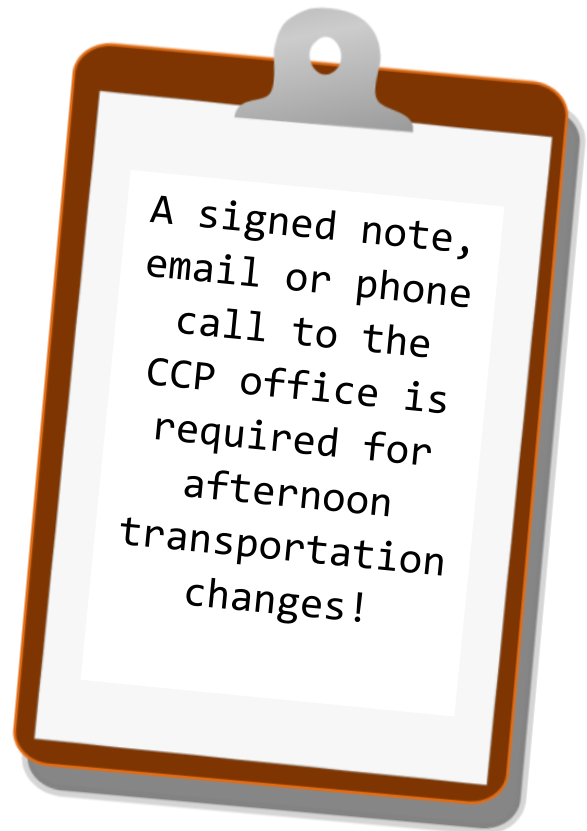
**Early Pick-up.** If your child needs to be picked up before classes dismiss, please send a note or call. Please **DO NOT** send text messages to your child's teacher while she is in class. Our doors are locked after morning carpool. Please call when you arrive at the school or let CCP know when you will be arriving, and we will bring your child out to you.

**Afternoon Pickup.** From 12:10 to 12:25PM

- Display your carpool ID card during pick up.
- Stay in your car as CCP staff load 2s, 3s, and Pre-K.
- Pull in a parking space to buckle your child.
- You **must send a signed note/email** if anyone other than yourself will pick up your child or call the CCP office before afternoon pick up
- Toddler parents/guardians walk to the designated area to pick up their child.

If you choose not to utilize our carpool service but "walk up" to get your child. **PLEASE** stay back at the designated sign within the carpool area to wait for your child to be released to you. Please refrain from walking up to the door. Children will dismiss from the front of the church during **afternoon** carpool.

Please note the map printed on the back of your carpool tag.



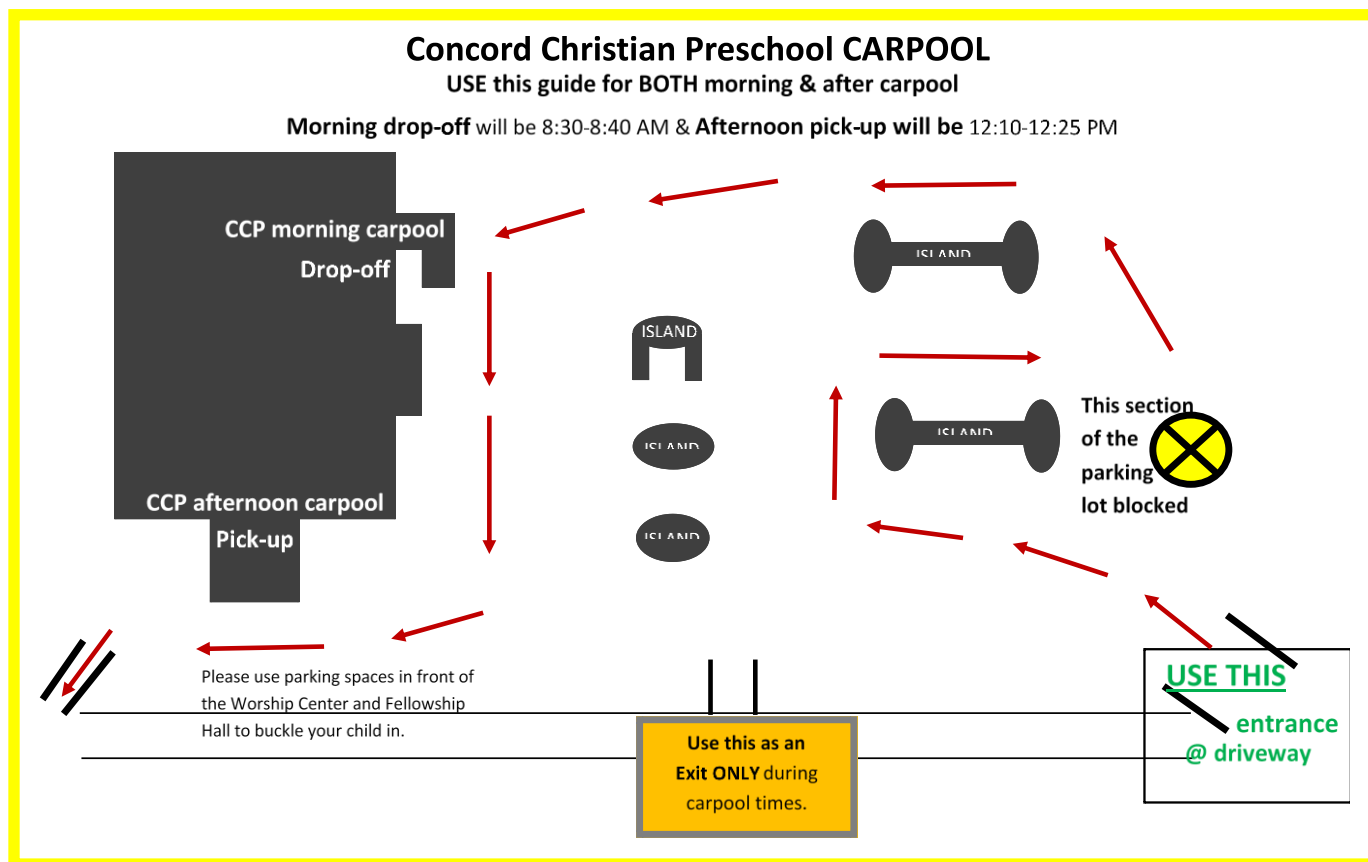
**Late Pick-up.** Please help us abide by state law by picking up your child **promptly** by 12:25 PM. If your child has not been picked up at 12:30 PM, there is a **late charge of \$5, then \$1 per minute thereafter**, up to a maximum of \$50.

Late pick-up charges are due when picking up your child. If the doors are closed, please go to the CCP office to pick up your child.

**Safety, Safety.** Place your car in PARK while children are being loaded and unloaded. Pull into a parking space so you may securely fasten your child's car seat before leaving CCP.

procedures carefully and PLEASE BE PATIENT.

In the event of heavy rain, morning carpool will be moved to the front of the worship center.



**IT IS GEORGIA LAW ALL CHILDREN RIDE IN THE AGE AND WEIGHT APPROPRIATE CARSEAT WHEN A CHILD IS BEING TRANSPORTED IN A MOVING VEHICLE.**

Please drive slowly around the buildings and refrain from talking on your cell phone while in carpool. Carpool goes quickly and smoothly if everyone cooperates. Please follow the

## BAD WEATHER

In case of severe weather, our preschool will be closed any time Hall County Schools are closed. In the event Hall County chooses to have a one-hour delay, CCP **will also open one hour later, opening at 9:30 AM** instead of 8:30 AM. **In the event Hall county chooses to have a two hour delay, CCP will open at 10:30 and dismiss at regular time.** If Hall county dismisses early-CCP will close at its

normal time of 12:10 pm unless weather conditions warrant closing sooner than 12:10 pm. Inclement weather or emergency closings will not be made up after CCP's graduation in May. If Hall County chooses to make up a day(s) during the CCP school calendar, CCP will follow. Please listen to your radio or television for Hall County School information and closings.

### **SPECIAL CIRCUMSTANCE CLOSINGS**

Should the Governor or Hall County School Board officials announce or request closings of schools that deviate from the current school year calendar throughout the state or county, CCP will follow suit.

Check your local listings as well as  
[accesswdun.com](http://accesswdun.com) or  
[gainesvilletimes.com](http://gainesvilletimes.com)

### **CHILD ABUSE**

Georgia Law requires teachers and administrators report all suspected child abuse to the proper authorities.

### **EMERGENCY DRILLS**

CCP will practice fire, lock down, and tornado drills periodically. In the event of a fire, tornado, other severe weather, or emergencies, children will be taken to the appropriate designated areas. There are written evacuation

plans posted in each classroom. The CCP staff will safely evacuate children to designated areas or from the building in the event of an emergency.

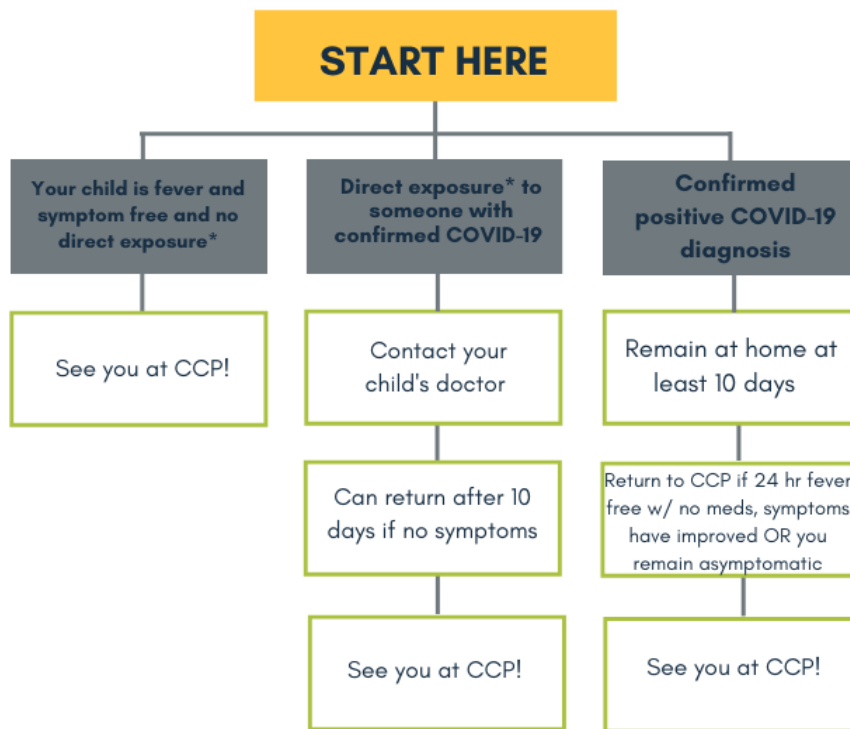
In the event of an emergency (i.e. tornado, fire, lock-down) CCP will immediately initiate safety protocols. We ask that you do not come to the school to pick up your child. We will take the proper steps to ensure your child's safety while at school.

We encourage you to sign up for CCP's "Remind 101" service. This is a quick and easy way to receive urgent and important information regarding such emergencies.

### **CUSTODY ISSUES**

If parents are legally separated or divorced OR someone other than the parents have legal custody, we must have a **copy** of the official Court Order regarding custody arrangements in the preschool office by the **first day of preschool**. It is the policy of CCP to discuss information relevant to the child with only those named on the court order. In the event custody papers change your child's CCP records will need to be updated.

## CCP COVID-19 SCHOOL GUIDE



\*Direct exposure is contact with a person with a known or suspected COVID-19 diagnosis w/out appropriate PPE for longer than 15 minutes and less than 6 ft apart.

Information received from: [dph.ga.gov](https://dph.ga.gov)



Always refer to your CCP Parent Handbook for guidelines in regards to childhood illnesses.

Any confirmed cases of COVID-19 at CCP will be reported to our local health department.

CCP continues to monitor guidelines as they are updated from DPH as well as Bright from the Start.

We believe in providing a physical environment that is safe, clean, healthy, and oriented to children. For the benefit of all preschoolers, **a child who has experienced the following symptoms in the previous 24 hours should be kept home:**

1. Fever, Flu or COVID-19 like symptoms
2. Vomiting and/or diarrhea
3. Any symptoms of childhood diseases (i.e., Scarlet Fever, Measles, Mumps, Chicken Pox, Whooping Cough, etc.). If your child contracts any of these while attending preschool, please notify the Director or Assist. Director.
4. Green or Cloudy runny nose
5. Sore throat
6. Croup, coughing
7. Any skin infections such as boils, ringworm, impetigo, staph, and any unexplained rash



8. Pink eye or any other eye infection
9. Head Lice (Child may not return until he/she has been properly treated & does not have any evidence of live bugs or nits)

If any of the above symptoms occur while at CCP, a parent will be notified. If we suspect a child to have a fever, the child's temperature will be taken. If he or she has a fever of 100.4° or above a parent will be notified. No teacher or volunteer is to administer any medication of any kind except for Neosporin for minor cuts and scrapes.

**In case of life-threatening** conditions such as allergic reactions, diabetes attack, etc. a child's Epi-pen, Benadryl or emergency medication will be administered. If a child requires (prescription) medication such as an antibiotic, the parent should plan to come to the preschool to administer that treatment.

### **FIRST AID**

If your child is injured while at preschool, first aid will be administered. All members of our staff are trained in CPR and certified in First-Aid procedures. Minor injuries such as bumps, and scrapes will be taken care of by the teacher, director, or assistant director. Neosporin, Band-Aids, and ice packs and the like are kept on hand for injuries such as these. A

"boo-boo" report will be filled out and sent home with the student.

If treatment by a doctor is needed, we will make every effort to contact you first. If you cannot be reached, we will contact persons designated on your child's information form. Our last step, if no one can be reached, is to contact the doctor you have designated in your child's file to treat your child.

In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. Authorization for emergency treatment is completed on the medical form at the beginning of each preschool year and is kept on file in the CCP office. In case of injury or illness, the forms are used to notify and advise you, or the person(s) designated by you, of the child's status. It is extremely important that the information be kept current with correct phone numbers. We ask that you provide us with a copy of your medical insurance card in case of emergency and any information that may change throughout the preschool year.

### **BEHAVIOR MANAGEMENT POLICY**

Our staff makes it a priority to focus on the positive behaviors exhibited in class rather than the negative. Verbal praise, hugs, and high fives are just a



few of the techniques used for encouraging correct behavior. Our teachers use the "redirect" approach to help their students learn to choose appropriate behavior. If redirecting is not effective, the teacher may incorporate TIME OUT. This would be administered for minutes equivalent to a child's age. Children are given the opportunity to acknowledge the inappropriate behavior, and with the teacher's guidance encouraged to make better choices. If an inappropriate behavior compromises the safety of classmates and/or the learning environment, the child may be placed in the temporary care of the Director/Assistant Director for a quiet time. If necessary, a parent will be notified. Extreme or recurring situations may result in suspension or expulsion (after a parent, teacher, assist. director, and director conference). \*Children (ages 2 and up) who bite are removed from the classroom and placed with the Director/Assistant Director. A parent will be notified.

## **PARTIES**

**Classroom Parties.** Children will participate in two parties throughout the school year. These parties include: A Happy Birthday Jesus Party & End of the Year Party. More information will

be sent out closer to the time of each event. ***We ask that NO latex balloons be brought to or distributed at CCP.***

**Student Birthday Snack.** This is a special day for your child. Please contact your teacher if you wish to have a birthday snack at the preschool during the scheduled class snack time. As with snack, we ask that all food sent in be in the original packaging that displays ingredients and nutrition information.

Birthday invitations outside of CCP will only be distributed to the whole class. If you wish to invite an individual child, you need to do this away from the preschool grounds. As previously stated, we ask that **NO** latex balloons be distributed at CCP. Please understand that we are putting your child's safety first. ***We ask that all food and drinks come prepackaged or direct from a bakery for health and basic sanitary reasons.***

**Videos & Pictures.** CCP has a policy regarding receiving permission from parents and guardians to photograph and video their children.

## **HOLIDAY POLICIES**

**Halloween.** CCP does not celebrate Halloween. We emphasize harvest time and fall during the month of October.

**Christmas.** The birth of Christ will be the main emphasis. There is no agreement among parents as how to handle Santa. We believe each family should handle this issue as the Lord leads them.

**Easter.** Our emphasis will be Jesus' resurrection.

## **PRIVACY/SOCIAL NETWORK STATEMENT**

- To protect the privacy of our students, **CCP requests that teachers, parents, and family members only post your own child on any type of social network when/if posting pictures taken at CCP.**
- In addition, it is suggested that CCP employees refrain from personally befriending parent and family members of CCP students through various social networks.
- We do occasionally post on CCP's Facebook & Instagram pages. Please note only students with a signed photo release will appear on our social media. We encourage you to "like" and follow us!

## **TEXTING TEACHERS**

Parents, we ask that if an emergency arises, carpool changes, any concerns

about your child arise, etc. during your child's school day we ask that you contact the CCP office 770-983-7272, ext. 251 or 252 or send an email to [robin@concordministries.org](mailto:robin@concordministries.org)

or [bethlooper@concordministries.org](mailto:bethlooper@concordministries.org)

The safety of our students while they are in our care is of the utmost importance. Teachers are asked to silence cell phones during classroom hours. Teachers **CAN NOT** send pictures of your child via their cell phones. Thank you for your understanding.

## **NO SOLICITING**

We do not allow the distribution of any materials involving sales promotions, outside businesses or products in the children's bags. Any fundraisers or free activities can be distributed with the permission of the director/assist. director.

## **SNACK**

Parents will provide healthy snacks and juice on a rotating basis for your child's classroom for the week. You will receive a snack rotation schedule with dates and the number of children in your child's class **including any food allergies**. Snack bags will be sent home the week prior to your child's turn. Please send snacks in the factory sealed packaging with ingredient and

allergy information. Be sure to check for expiration date when purchasing snacks. Water is provided with snack if you choose not to send in juice. On several occasions CCP will provide snacks, this will be noted on your snack schedule.

## CLOTHING

Children should be dressed for action! We recommend washable, comfortable play clothes that are easy for the child to manage. There are times when we use paint, glue, scissors, etc. We will take every precaution we can to ensure clothes are protected, but there will be times accidents will happen that are out of our control.

- If your child's change of clothing is used, the dirty ones will be sent home in a sealed plastic bag. We ask that a new change of clothes be returned the next day your child attends CCP.
- If your child is in diapers, we ask they be dressed in clothes that slip off and on easily.
- If you dress your child in pull-ups, please use pull-ups with Velcro sides or those that can be refastened.

Tennis shoes or other soft-soled shoes are the safest. Flip-flops, sandals, and crocs can lead to foot injuries.

Weather permitting, students will receive 30 minutes of recess per day. If the temperature outside is less than 45 degrees or the playground is unusable due to rain or other circumstances, students will have indoor recess in the gym.



## WHAT TO BRING TO PRESCHOOL EACH DAY

1. Toddlers-2 years only will need to bring a labeled, spill-proof sippy cup each day.
2. Toddlers, send extra diapers daily.
3. Twos who are potty training, send extra pull-ups daily.
4. Toddlers-Threes CCP preschool bag **with** communication folder inside.
5. Pre-K- backpack with communication folder inside.
6. A labeled coat should be sent daily in the winter. We go outside if the temperature is 45° or higher.

## WHAT NOT TO BRING TO PRESCHOOL

*Please be sure your child does not bring candy, gum, money (coins), or toys to preschool.* If your child's teacher designates a special day for "Show & Tell," toys may be sent for the occasion. We ask that students not bring violent or scary toys, clothing, etc., at any time. The preschool will not be responsible for personal items brought from home.

## WHAT TO BRING TO PRESCHOOL EACH SEASON

We ask that each child have a change of clothes to be left at the preschool in case of accidents. (Do not forget socks, underpants and if you have a pair of old shoes because sometimes shoes get wet with accidents, too.) These clothes should be in a sealed plastic bag clearly labeled with your child's name. The teacher will keep the clothes until the season changes. When you bring the clothes for the next season the others will be returned to you.

## POTTY TRAINING

- The preschool will work with you to help accomplish the task of potty training. When your child is potty training, please assist the teacher by dressing him or her in clothes that are easy for them to manage by

themselves. Buttons, snaps, overalls, and belts are difficult for little hands to master. **If you dress your child in pull-ups, please use pull-ups with Velcro sides or those that can be refastened.**

- Do not forget extra pull-ups should be sent to the preschool daily.

**NOTE: Threes and Pre-K must be potty trained and be able to independently attend to their potty needs.** For example, pulling up and down clothing, wiping, flushing, handwashing and cleanliness of bathroom.

## HELPFUL TIPS FOR A SUCCESSFUL PRESCHOOLER

We believe parents are the most significant adults in a child's life.

To ensure that your child has a successful preschool experience, we ask that you encourage the following:

1. See that your child has adequate sleep. Have a set bedtime.
2. Get your child up early enough so that they are not rushed.
3. Attend preschool regularly and on time.
4. Do not send your child to school if they are ill.

5. If your child has an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work through difficulties.
6. To pick up after themselves.
7. To dress themselves.
8. To listen and follow directions with promptness.
9. Manners such as please, thank you, looking at the person who is speaking to them and not interrupting.
10. To be reverent at prayer time.
11. Let them share with you what they did at school.
11. If you need to send a message to the teacher, please put the note in your child's **communication folder** in his or her school bag or backpack so it will be seen right away. A reply will be returned the same way.
12. Any negative comments or concerns regarding the preschool should be addressed to the Director and/or Assistant Director rather than teachers, students, or other CCP parents.
13. The best way to serve you and your child is to notify your child's teacher immediately if reoccurring incidents occur in the classroom or if at any point you have concerns.





# CONCORD BAPTIST CHURCH

making disciples everywhere

WE INVITE YOU TO CHECK OUT

[concordgo.com](http://concordgo.com)

FOR SERVICE AND TIMES AT OUR  
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