



2023-2024

Parent Handbook

Dear Parent/Guardian,

Welcome to Concord Christian Preschool (CCP). CCP is governed by a school board consisting of three members who are approved by the church body of Concord Baptist Church. As members of this board, we are excited about your interest in our excellent program for your family.

At CCP, we desire to be the hands and feet of Jesus in our community by offering support and being an encouragement to families as we provide a place where children can grow. Luke 2:52 says "And Jesus increased in wisdom and in stature and in favor with God and man." We desire to foster the same growth in your child and hope to see each student grow socially, emotionally, academically, spiritually, and physically.

We are confident that your child will receive loving care by our staff. Staff are selected for their teaching ability, strong character, and desire to love children like Jesus does. At CCP, your child will be surrounded by adults who strive to see your children succeed.

We can't wait for the school year to begin and are thankful that you are part of the CCP family!

Sincerely,

The Concord Christian Preschool Board



At Concord,  
we commit to  
helping you...

## Know God

At Concord, we want to help you know God. That starts with a personal relationship with Jesus. We would love to meet you in person!

## Reach Others

True life is found in Jesus alone. At Concord, we desire to equip you to share the hope of the gospel with those God has strategically placed around you.

## Grow in Community

At Concord, we believe circles are better than rows. We want you to be involved in corporate worship with us, but spiritual growth comes from doing life in a small group alongside others.

## Serve Christ

Christ calls us to serve one another using our gifts. At Concord, we desire to help you discover where you can best use the gifts God has equipped you with.



Dear CCP family,

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 curriculums 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 both Christian living as well as helping students reach their academic potential. CCP is a Christian organization that believes 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,



Beth Looper  
Director



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Assistant Director

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## 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" 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, as well as interact with a nurturing teacher and other children. Toddlers will attend two enhancement classes during the school year.

**Child-Teacher Ratio:** 5:1 up to 6:1.

#### **Class Days Offered:**

*Monday/Wednesday*

*Tuesday/Thursday*

\*Toddlers may only attend CCP two days a week in order to follow the guidelines of our exemption status.

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

**Child-Teacher Ratio:** 7:1 up to 8:1.

#### **Class Days Offered:**

*Monday/Wednesday*

*Tuesday/Thursday*

*Monday-Thursday*

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

**Child-Teacher Ratio:** 8:1 up to 10:1.

#### **Class Days Offered:**

*Monday/Wednesday*

*Tuesday/Thursday*

*Monday-Thursday*

- **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 the *Bob Jones Bible Truths*. There is also a focus on language skills and phonics in Pre-K.

**Child-Teacher Ratio:** 10:1 up to 12:1.

#### **Class Days Offered:**

*Monday/Wednesday/Friday*

*Monday-Thursday*

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

CCP teachers will notify parents of any developmental concerns. CCP does not have the authority or capability to diagnose cognitive, behavioral, mental, &/or physical disabilities/delays of any kind. We can, however, suggest resources and early intervention strategies. Intervening early has proven to be greatly beneficial.

**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, Toddlers through Pre-K, along with their teachers, gather in the music suite. We sing songs that express our love to the Lord, say the pledges to the American & Christian flag, celebrate student and teacher birthdays, recite monthly memory Bible verses, and will read a short devotion from “The Beginners Bible”. Then we pray for our day, the children, the teachers, and any other 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 any questions regarding this important time.

**DAILY SCHEDULE.**

- 8:30 – 8:40 Morning Carpool & Classroom Time
- 8:40 – 9:00 Praise Him First
- 9:00 – 9:30 Circle Time
- 9:30 – 9:45 Bathroom Break & Wash Hands
- 9:45 – 9:55 Snack
- 9:55 – 10:15 Skills
- 10:15 – 10:45 Recess
- 10:45 – 11:15 Centers
- 11:15 – 11:45 Lesson Time
- 11:45 – 12:00 Bathroom Break & 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 times according to children’s needs and enhancement class time. A specific schedule of your child’s class may be requested.*

**2023-2024 CCP SCHOOL CALENDAR**

- \*August 28<sup>th</sup> - 31<sup>st</sup> .....Teacher Pre-Planning
- \*August 30<sup>th</sup> .....CCP Open House
- \*September 5<sup>th</sup> .....First Day for M-Th & T/Th Students
- \*September 6<sup>th</sup> .....First Day for M/W/F & M/W Students
- October 16<sup>th</sup> - 18<sup>th</sup> .....Fall Break
- November 20<sup>th</sup> - 24<sup>th</sup> .....Thanksgiving Holidays
- \*December 14<sup>th</sup> - January 2<sup>nd</sup> .....Christmas Holidays
- January 2<sup>nd</sup> ..... Teacher Workday
- January 3<sup>rd</sup> ....First day back for M-Th, M/W/F, & M/W
- January 4<sup>th</sup> .....First day back for T/Th
- January 15<sup>th</sup> .....Student Holiday
- February 19<sup>th</sup> - 21<sup>st</sup> .....Student Holidays
- March 22<sup>nd</sup> ..... Student Holiday
- March 29<sup>th</sup> .....CCP Closed for Good Friday
- April 1<sup>st</sup> - 5<sup>th</sup> .....Spring Break
- \*May 15<sup>th</sup> .....Last Day for M/W/F & M/W Students
- \*May 16<sup>th</sup> .....Last Day for M-Th & T/Th Students  
& CCP Graduation
- \*May 17<sup>th</sup> & 20<sup>TH</sup> .....Teacher Post-Planning
- \*Differs from Hall County

**Calendar Information.** Our holidays are coordinated with Hall County Schools with a few exceptions. The days that differ are the start date for CCP, first day of Christmas Holidays and our last day of school.

CCP has the right to adjust the school calendar to best serve the preschool. If Hall County chooses to add a student holiday, make-up day, etc. CCP will make a decision as soon as possible regarding our plan of action. Updates to the school calendar will be shared via Brightwheel, email & monthly teacher newsletter.

All dates are subject to change to comply with the Georgia Governor’s Executive Orders, decisions made by Concord Baptist Church, CCP Board or CDC recommendations.

## ADMINISTRATION:

**Registration.** A registration fee of \$75, which is used for preschool start-up materials, is required to enroll your child in CCP. Please note, the registration fee is **NON-REFUNDABLE & 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 \$75 registration fee is required to place your child on a waiting list. If a spot does not open for your child, you may request for the registration fee to be refunded.

### Annual Tuition.

- Annual tuition is divided into 9 monthly payments.
- Tuition is due by the 1<sup>st</sup> of each month.
- Tuition will be considered late after the 10<sup>th</sup> of each month regardless of circumstances and a late fee of \$20 will be due at that time.
- We accept payments via Brightwheel, Paypal, cash, or checks made payable to CCP. Please note that there is a small convenience fee if you choose to use Brightwheel or Paypal.
- There will be a \$20 charge due for any returned checks.
- Tuition is paid by returning your cash or check payment in the tuition envelope that will be sent home in your child's bag or accepted payments listed above. *If unforeseen circumstances arise and you do not receive your child's tuition envelope for payment, you are still responsible for the tuition payment.*

- If you are unable to pay your tuition on time, it is important to communicate with the CCP office. We will be glad to set up a payment plan for you.
- 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 that the child was excluded. Please see the section in this handbook titled "Children's Records" for more information on immunization requirements.
- If a child is excluded from attending school due to 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 10<sup>th</sup>, 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 school year.
- When a family registers 3 or more children, a \$10 discount is applied to the lesser monthly payment.

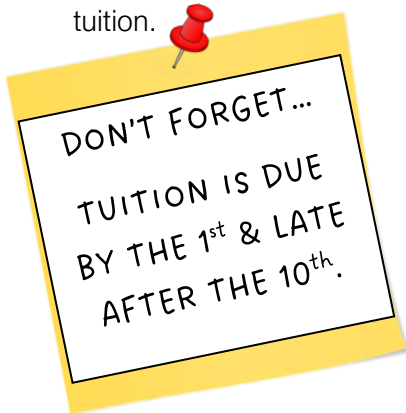
### Summary of Annual Tuition Amount(s):

Two Days/Annual (\$1,710)  
Monthly Payments are \$190

Three Days (Pre-K)/Annual (\$2,025)  
Monthly Payments are \$225

Four Days/Annual (\$2,340)  
Monthly Payments are \$260

→ All classroom and consumable supplies, curriculum costs, and enhancement classes are included in tuition.



**WITHDRAWAL.** If, for any reason, you should withdraw your child from the program, the director must be notified *in writing* 30 days before the date of withdrawal. Enrollment will be cancelled 30 days from the date of the 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 person responsible for paying tuition will still be expected to make the tuition payment.

We realize that incidents will arise, and a child will need to be withdrawn immediately without a 30-day notice. These situations will be handled on a case-by-case basis. 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. These are included in the "Child Information Forms" Google form that each child must have completed by the start of the school year.

## CHILDREN'S RECORDS:

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

1. Completed **Child Information Forms.** These forms can be found on your child's Brightwheel account. These forms include the following:
  - a. **Medical Information**
  - b. **Financial Agreement**
  - c. **Parent Handbook & Statement Of Faith Agreement**
  - d. **Website, Print Media or Digital Outlet Release**
  - e. **Parental Notice of CCP Exemption**

Paper copies of these forms are available upon request.

2. A current **Certificate Of Immunization** signed by your child's pediatrician or the Health Department. We are required by the law in the state of Georgia to keep updated immunization records on file. We can

access up-to-date immunization records on "GRITS" (Georgia Registry of Immunization Transactions & Services). If we are unable to access these records, each student has 30 days from the beginning of school or from the expiration of the immunization record to bring the necessary forms to CCP.

***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 either waiver in lieu of the immunization record. These exemptions include a medical waiver that must be signed by your child's physician or a religious waiver that must be notarized.

Any changes to your child's records? DON'T FORGET to notify the CCP office.

Cell phone change?

Address change?

Email change?

Medical information, new allergy?

## PROCEDURES:

**BRIGHTWHEEL.** This is an included service that CCP utilizes to communicate important dates/school information, send tuition reminders, accept payments, notify of inclement weather school closings/delays, update any carpool pick-up or dismissal changes, etc. Instructions on how to sign up will be available after registration.

## CARPOOL.

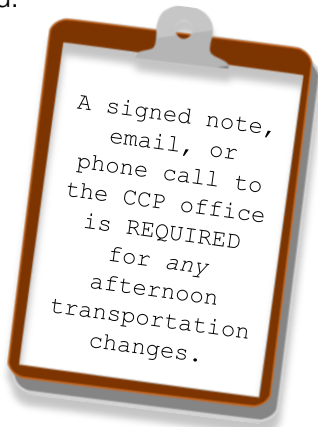
### Morning Carpool. 8:30 AM to 8:40 AM

- Twos, Threes & Pre-K are dropped off at the preschool door each morning. Please stay in your car & a CCP staff member will unload your child. Do not let your child out of the car without the presence of a CCP staff member. If your child has anything they need help with carrying, (snack, class project, etc.) we will gladly assist them.
- Toddlers are walked to a designated area/classroom by parents/guardians.
- No child should cross the parking lot or come into the building without proper 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 food 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 safety precautions, parents/guardians will not be allowed to walk students to their classrooms. If you choose to walk your student up, you may walk them to a CCP staff member on the sidewalk.
- If you need to speak with your child's teacher before the day begins, please call the CCP office before morning carpool begins to speak with her. We understand that circumstances may arise, and you need to share information with your child's teacher. Teachers may be reached after



school from 12:30 to 1:00 PM by calling the CCP office. Arrangements for in-person conferences may also be made.

**Early Pick-Up.** If your child needs to be picked up before classes dismiss, please send a note in their communication folder or call the CCP office. Our doors are locked after morning carpool so please call when you arrive at the school or let us know when you will be arriving. When you arrive for early pick-up, pull up to the sidewalk in front of the preschool door and we will bring your child out to you.



**Afternoon Pick-Up. 12:10 PM – 12:25 PM**

- Display your carpool ID tag from your rearview mirror during pick-up.
- Stay in your car as CCP staff load Twos, Threes & Pre-K.
- After your child has been loaded, pull into a parking space to buckle them.
- You must send a signed note, email or call the CCP office EACH TIME someone other than yourself will pick-up your child.
- Toddler parents/guardians will walk to the designated area/classroom to pick up their child.
- If you choose not to utilize our carpool service and walk up to get your child,

please wait at the designated area for your child to be released to you. Please refrain from walking up to the door or coming inside the building.

- Children will dismiss from the preschool entrance during afternoon carpool.
- Please pay close attention to the map on the back of your carpool ID 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 an initial **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. Please come to the preschool door when you arrive to pick up your child if it is after 12:30 PM.

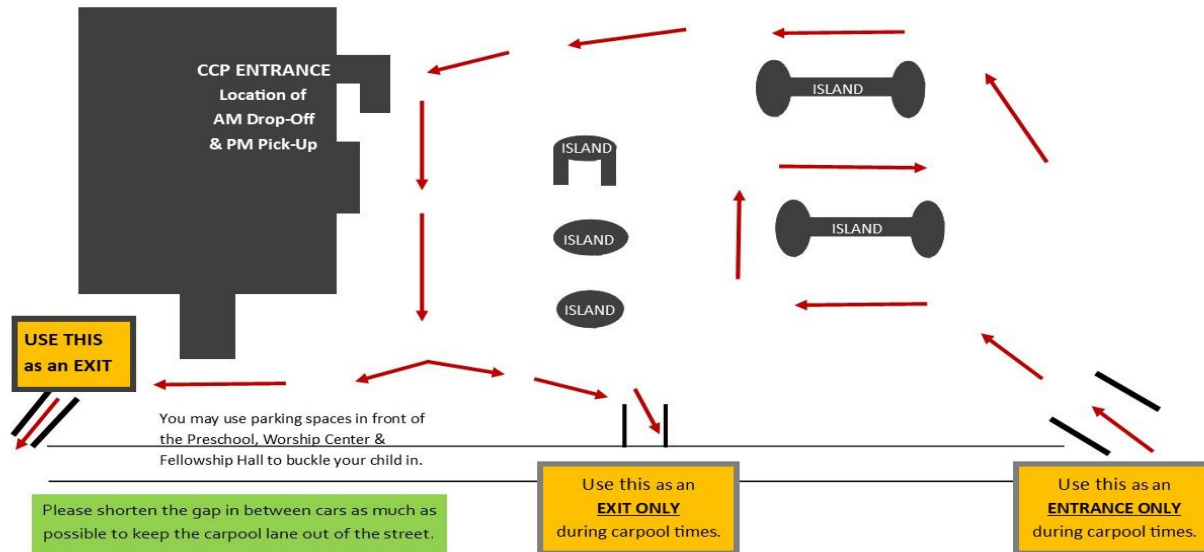


**SAFETY, SAFETY, SAFETY.** Place your car in PARK while your child is being loaded and unloaded.

**IT IS GEORGIA LAW THAT ALL CHILDREN RIDE IN AN AGE & WEIGHT APPROPRIATE CARSEAT WHEN BEING TRANSPORTED IN A MOVING VEHICLE.**

## Concord Christian Preschool CARPOOL MAP

Morning drop-off will be 8:30-8:40 AM & Afternoon pick-up will be 12:10-12:25 PM



Please drive slowly around the buildings and refrain from being distracted with your cell phone while in carpool. Carpool goes quickly and smoothly if everyone cooperates. Please follow the procedures carefully and PLEASE BE PATIENT.

**Inclement Weather.** In case of severe/inclement 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 at 9:30 AM.** In the event Hall County chooses to have a two-hour delay, CCP will **open at 10:30 & 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. We will schedule any make-up days on a case-by-case basis if there is a need for more instructional time.

All closings/delays will be announced through Brightwheel. You can also listen to your radio or television for Hall County School information and closings

### SPECIAL CIRCUMSTANCE CLOSINGS.

Should the Governor of Georgia or Hall County School Board officials announce or request closings of schools that deviates from the current school year calendar, CCP will follow suit. In the event that the closing of Hall County schools should not affect CCP, we will make the decision, with the CCP board's approval, to remain open.

**CHILD ABUSE.** Georgia law requires teachers and administrators to report **ALL suspected** child abuse to the proper authorities.

**EMERGENCY DRILLS.** CCP will practice fire, tornado, and lockdown drills periodically. In the event of a fire, tornado, other severe weather, or emergencies, children will be safely evacuated by CCP staff to the designated areas or from the building. There are written evacuation plans posted in each classroom.

In the event of an emergency (i.e., tornado, fire, lock-down) CCP will immediately initiate safety protocol. 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. You will be contacted as soon as possible via Brightwheel, phone call or email with pick-up instructions.

Remember that signing up for the Brightwheel service is vital to receiving urgent and important information regarding such emergencies.

**CUSTODY ISSUES.** If there are *any* custody arrangements, 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 that custody arrangements legally change, your child's CCP records will need to be updated immediately.

**ILLNESS.** 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 symptoms
2. Vomiting and/or diarrhea
3. Any symptoms of childhood diseases (chicken pox, strep throat, hand, foot & mouth, etc.). If your child contracts any of these while attending CCP, please notify the director or assistant director.
4. Green or cloudy runny nose
5. Sore throat
6. Croup or disruptive 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)

\*CCP will follow guidelines (available upon request) set forth by Concord Baptist Church as well as the CDC when handling exposures and diagnosed cases of Covid.

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 to come pick-up their child. 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. A form for these types of medications **must be filled out** in order for CCP to legally administer them. 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 and certified in CPR, First-Aid and in the use of an AED. Minor injuries such as bumps, and scrapes will be taken care of by the teacher, director, or assistant director. Neosporin, Band-Aids, 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 begin contacting persons designated on your child's information form. Our last step, if no one can be reached, is to contact the doctor designated in your child's file.

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 section of the “Child Information Forms” Google form before the first day of school. In case of injury or illness, the medical 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 on these forms is kept current with correct phone numbers. We ask that you provide us with a copy of your medical insurance card in case of emergency.

**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 the 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. These behaviors include but are not limited to:

- Excessive biting
- Any physical altercations
- Inappropriate touching
- Inappropriate language, teasing, etc.

If necessary, a parent will be notified immediately. If children begin exhibiting a reoccurring pattern with these behaviors, a conference will be scheduled with the parent, teacher, director, or assistant director. During

this conference a plan of action for moving forward will be established. If the behavior remains extreme or continues to reoccur, suspension or expulsion from the program can subsequently result.

**PARENT INVOLVEMENT.** There are several ways a parent/guardian can be involved in our school while their child is enrolled at CCP. Safety of our students and staff is a top priority. Therefore, any adult that volunteers during preschool hours is **required** to submit a background check. Once the background check comes back clear, that adult is approved to be on campus. Various ways we encourage you to be involved include:

- Volunteering monthly to assist teachers with classroom projects. (making copies, cutting out materials, die-cutting, laminating, etc.)
- Leading a weekly walking group. It is our desire for parents to gather together while their children are at school to have a time of fellowship. If you are interested in leading a walking group that can meet during preschool hours to meet and walk through Clermont, please let the director or assistant director know.
- Volunteer as “Room Parent” for your child’s class. Duties asked of the “Room Parent” include planning the Happy Birthday Jesus & End of Year parties & coordinating with the class parents for treats for teacher appreciation week.
- Birthday Sub. Each teacher has the benefit of using a birthday sub. This is a day off for the teacher that doesn’t necessarily have to be used on her birthday. This is a **volunteer position** that will be scheduled ahead of time and is *NOT* a paid day of work for the sub.

- Substitute. CCP is always looking for dependable, responsible subs for our sub list. A clear background check is required to sub.
- CCP Event Prep. Extra hands are always needed and helpful for preparation for our Easter event and graduation. This would include helping with props, gathering needed supplies, putting together materials to be sent home, etc.
- Storyteller. Do you have a knack for storytelling? We would love to have you come read to the children.

## PARTIES & CELEBRATIONS.

**Classroom Parties.** Children will participate in two parties throughout the school year. These parties include Happy Birthday Jesus in December & End of the Year in May. More information for each party will be sent out closer to the time of the event. **We ask that NO latex balloons be brought to or distributed at CCP.** Due to class size and safety reasons, visitors will be limited to **TWO** adults per child.

**Student Birthday Snack.** This is a special day for your child. Please contact your child's teacher or the CCP office if you wish to send a birthday snack to the preschool during your child's scheduled snack time. As with snack, we ask that **all food sent in be in the original packaging that displays ingredients, expiration date and nutrition information for healthy and basic sanitary reasons.** Due to class size and safety reasons, visitors will be limited to **TWO** adults per child.

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.

**Videos & Pictures.** We understand that you want to capture your child making memories at school. CCP has a policy regarding receiving permission from parents/guardians to video/photograph students. We kindly ask that you are mindful of this when taking pictures of your child that include other students. Please refrain from posting videos/photos publicly on social media.

## HOLIDAY POLICIES.

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

**Christmas.** The birth of Jesus 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' death, burial, and resurrection.

**Graduation.** Twos, Threes and Pre-K will participate in graduation. This is a fun, special evening to celebrate the school year. Due to limited seating and security precautions, each family will receive a certain number of tickets for admission. Ticket allotment is based on space and the number of students attending graduation. This number will be determined closer to the time of the event.

## 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 taking pictures/videos at CCP.**

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 outlets. We encourage you to "like" and follow us!

## COMMUNICATION WITH TEACHERS.

Parents, we ask that if an emergency arises, carpool transportation changes occur, you have any concerns about your child, etc. during your child's school day that you contact the CCP office 770.983.7272, ext. 251 or 252 or send an email to [bethlooper@concordministries.org](mailto:bethlooper@concordministries.org) or [crystal@concordministries.org](mailto:crystal@concordministries.org)

Teachers are not allowed to send pictures of your child via their personal cell phones.

You may call the school to speak with your child's teacher before school begins (8:00 AM – 8:15 AM) or after carpool has dismissed (12:30 PM – 1:00 PM). If you must reach a teacher *after* school hours, please email her using the email she provides to you. We ask that you respect our teachers' personal time when they are not at CCP. Any communication regarding transportation, absences, etc. should be handled through the office. If you would like to meet in person with your child's teacher, please call the office to schedule an appointment. Thank you for your understanding.

Teachers utilize Brightwheel to share pictures, classroom events, etc. with parents/guardians. This is a fantastic way to sneak a peek into your child's day at school.

## 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 CCP Board.

## 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 the 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 and these dates will be noted on your snack rotation schedule.

CCP does NOT provide lunch time for students. Each class will have a morning snack.

## 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 that 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 that they be dressed in clothes that slip off and on easily.
- ✚ If you dress your child in pull-ups, please use the type 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 outdoor recess per day. If the

temperature outside is less than 45° or the playground is unusable due to rain or other circumstances, students will have indoor recess in the gym.

### WHAT TO BRING TO PRESCHOOL.

1. Toddlers & Twos need to bring a **labeled & spill proof** sippy cup
2. Threes & Pre-K need to bring a **labeled & spill proof** water bottle.
3. All students will provide their own backpack. Please make sure it is large enough to accommodate a 9.5" X 11.5" communication folder.
4. Toddlers & Twos that are not potty training will need to bring in extra diapers daily.
5. Twos that are potty training will need to bring extra pull-ups daily.
6. During colder weather months, a **labeled** coat should be sent daily. We will be going outside if the temperature is 45° or higher.
7. Each child should have a change of clothes to be left at school that is season appropriate in case of accidents. Don't forget socks, underpants, and an old pair of shoes! These clothes should be in a sealed bag 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.

### WHAT NOT TO BRING TO PRESCHOOL.

**Please make sure that 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 that meet the requirements of the teacher may be sent for that 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.

### 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 your child 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 a pull-up, please use the kind with Velcro sides or those that can be refastened. Don't forget to send extra pull-ups daily!

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

### HELPFUL TIPS FOR A SUCCESSFUL SCHOOL YEAR.

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 family member or 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 independently dress themselves.
8. To listen and follow directions with quick obedience.
9. Manners such as please, thank you, looking at the person who is speaking to them and not interrupting.
10. To be reverent during prayer time.
11. Let them share with you what they did at school.
12. Communicating with your child's teacher via your child's communication folder. You may send a note in their folder so it will be seen right away. A reply will be returned in the same manner.
13. Address any negative comments or concerns regarding the preschool **DIRECTLY** to the Director or Assistant Director rather than teachers, students or other CCP parents.
14. Notifying your child's teacher or the CCP office immediately if reoccurring incidents are happening at school or if at any point you have concerns.

#### **Program & Procedure Disclosure.**

CCP is governed by a board, Concord Baptist Church leadership and Bright From The Start. In addition, we follow the guidelines of the CDC, DPH and any Executive Orders from the Governor of Georgia. We have the right to make changes to policies including in this

handbook and our program to best serve our students and staff members. If, at any time, any of the entities listed above requires or requests changes to be made to our program, we will comply. This could include but is not limited to:

- Guidelines of a health pandemic that would prevent visitors or unnecessary guests from entering our school
- Events in our community that have the potential of being a safety or health concern in our school.
- Changes to the Hall County school calendar. We have the right to choose not to utilize certain student holidays.
- Change in church by-laws.

#### **FAQs**

1. Will my child have assistance bringing in heavy/bulky items like snack? **Yes! A CCP staff member will always be available to assist your child with anything they need help bringing into school.**
2. Do I need to send a note *every time* there is a pick-up change? **Yes. Even if that person is on the approved pick-up list. If a transportation change occurs, a note or email MUST be sent. If you have a schedule of people that will be picking up your child, feel free to send in a copy for us to keep on file. However, if anything ever deviates from that schedule & we are not notified, we will NOT release your child until we have consent from you.**
3. My child had a fever, when can they return? **Children may return to school once they have been *fever free* WITHOUT medication for 24 hours.**



4. I am running late, what do I do? **Call the CCP office and leave a voicemail if we do not answer. Let us know what time you will be arriving. When you arrive, walk your child up to the preschool. DO NOT leave until your child is in the care of a CCP staff member.**
  
5. I need to pick-up my child early, what do I need to do? **Send a note in your child's communication folder or call the CCP office. Make sure you leave a voicemail with the time you will be arriving if we do not answer. We keep our doors locked at ALL times and may not always see you arrive. When you arrive, pull next to the sidewalk at the preschool door and we will walk your child out to you.**
  
6. How do I make sure not to miss out on anything important? **Sign up for Brightwheel. We use this service for event reminders, carpool changes, tuition reminders, school closings and much more. This is an included service and the best way to stay up-to-date with CCP happenings.**
  
7. Will my child have lunch at school? **No. Your child will however have a snack each morning.**



FOR MORE INFORMATION ABOUT  
CONCORD INCLUDING SERVICE TIMES,

WE INVITE YOU TO CHECK OUT

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

PO Box 190  
640 Main Street  
Clermont, GA 30527

770.983.7272  
Ext. 251 or 252