

Parent Handbook

2011-2012



Harmony Grove Preschool

*An Outreach Ministry of Harmony Grove
United Methodist Church*

50 Harmony Grove Road * Lilburn, GA 30047 * 770-564-0135 * fax 770-921-1998
Renie Johnson, Director

CONTACT INFORMATION

Our telephone number is 770-564-0135. If you have an emergency, and the line is busy, please call the church office at 770-921-7747. They will reach the appropriate person. Our fax number is 770-921-1998 and our e-mail address is hgpreschool@bellsouth.net The preschool office is staffed by Renie Johnson and Stephanie Harp. You can leave messages on our voice mail at 770-564-0135. There is a great deal of information on our website. Go to www.harmonygroveumc.com and choose "preschool" on the left of the screen.

PHILOSOPHY

It is our goal to present a **success-oriented** program that provides opportunities for development in every area of a child's growth: social, emotional, physical, spiritual and intellectual. We seek to maintain a balance in each of these areas. The children need many successful experiences in the early years to develop a positive self-concept.

GOVERNING BODY

Our preschool program is governed by a Preschool Committee. Renee Baca is the Chairperson and acts as liaison between the Church and the Preschool. If you ever need to have an item brought before the Preschool Committee, contact Renee Baca at 770-923-6629.

CURRICULUM

I. Goals and Objectives

A. Social-Emotional Development

1. To experience a sense of positive self-esteem
2. To exhibit a positive attitude toward life
3. To demonstrate cooperative, pro-social behavior

B. Cognitive Development

1. To acquire learning and problem solving skills
2. To expand logical thinking skills
3. To acquire concepts and information leading to a fuller understanding of the immediate world
4. To demonstrate skills in make-believe play and creativity
5. To expand verbal communication skills
6. To develop reading skills
7. To acquire beginning writing skills

C. Physical Development

1. To enhance gross motor skills
2. To enhance and refine fine motor skills
3. To use all senses in learning

- D. Spiritual Development
 - 1. To learn to pray
 - 2. To experience Christian (as well as secular) music
 - 3. To become familiar with the Bible
 - 4. To learn about God
 - 5. To learn stewardship/charity

- E. Content Area Development
 - 1. Literacy
 - 2. Mathematics
 - 3. Science
 - 4. Social Studies
 - 5. Health and Personal Hygiene

II. Interest Areas Used to Promote Learning

- A. Blocks
- B. Dramatic Play Area
- C. Table Toys
- D. Art
- E. Sensory Table
- F. Library Corner
- G. Music and Movement
- H. Cooking
- I. Outdoors

Harmony Grove Weekday Preschool uses The Creative Curriculum from Teaching Strategies, Inc. Visit <http://www.creativecurriculum.net/> for information about the preschool learning environment, what preschool children should learn and how they learn best. Our assessments are formed predominately around the state's Early Learning Standards. Learn more about these standards on pages 4 through 7 of this handbook or at:

<http://dec.al.ga.gov/ChildCareServices/GeorgiaEarlyLearningStandards.aspx>



12 month-24 month

Skills and Concepts

COGNITIVE DOMAIN

- Points to familiar object when named
- Points to pictures in book when named
- Reacts to familiar sound by saying something
- Stands on tip toe to reach toy
- Points to 3 body parts
- Points to body parts on doll

GROSS MOTOR DOMAIN

- Walks up steps with help
- Walks up steps (using handrail)
- Bends down without falling
- Throws ball
- Carries large objects while walking
- Claps
- Runs

SELF-HELP DOMAIN

- Takes off coat with assistance
- Stays with group in halls
- Lifts and holds cup between hands
- Picks up and puts away toys (with assistance)
- Begins to understand cleanliness

FINE MOTOR DOMAIN

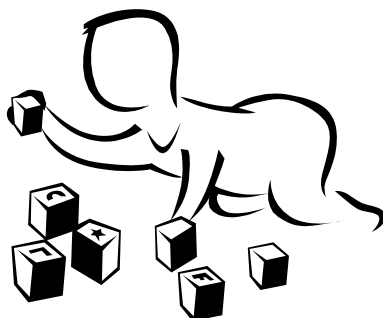
- Builds tower of 2 blocks independently
- Turns pages of book several at a time

LANGUAGE DOMAIN

- Says own first name
- Says 2 words besides "Mama" & "Daddy"
- Imitates words
- Follows one step commands
- Tries to sing along
- Talks in 2 word phrases
- Uses correct word to ask for things

SOCIAL AND EMOTIONAL DOMAIN

- Laughs and smiles at colorful pictures
- Plays next to other children
- Talks to other children
- Shows affection
- Imitates simple actions



2 Year Olds Skills and Concepts

COGNITIVE DOMAIN

- Can rote count to 3
- Matches pictures of familiar objects
- Understands "how many" for 2
- Names 3 familiar pictures in a book
- Picks matching object from group of 4 ("show me one like this")
- Sorts 2 shapes
- Differentiates big and little

GROSS MOTOR DOMAIN

- Climbs
- Kicks ball forward
- Walks on tip toes with help
- Walks up and down stairs with both feet on step
- Throws ball
- Washes and dries hands
- Walks backwards
- Climbs ladder

FINE MOTOR DOMAIN

- Stacks large blocks, five high
- Takes simple objects apart with minimal difficulty
- Uses thumb and forefinger to pick up small object
- Turns pages of a book one at a time
- Pushes a cylinder into a round hole
- Completes 3-4 piece puzzle
- Strings 3 or 4 large beads
- Holds crayon with fist
- Scribbles

- Puts large pegs in pegboard
- Fills and dumps containers with sand, rice, etc.
- Pastes with a glue brush

LANGUAGE DOMAIN

- Follows one-step commands
- Listens to short stories (2-3 minutes)
- Uses "me" and "my"
- Says "no"
- Uses plurals (not always correctly)
- Talks in 2-3 word sentences
- Names 3-5 common objects or people

SELF-HELP DOMAIN

- Takes off jacket
- Puts book bag away
- Helps put toys away
- Pushes sleeves up for painting
- Drinks from a cup at snack time
- Throws own trash away after snack
- Able to line up in room and on playground
- Verbalizes toilet needs consistently

SOCIAL & EMOTIONAL DOMAIN

- Occupies self, initiates own play or plays following simple suggestion
- Stays with independent activity 5 minutes
- Understands the idea of waiting for someone else to go first
- Role plays, pretends

3 Year Olds Skills and Concepts

COGNITIVE DOMAIN

- Differentiates boy/girl
- Identifies long/short line
- Points to object that is different from others
- Rote counts 1-10
- Imitates 2 actions in sequence
- Understands big and little
- Understands "how many" for 3-5
- Matches object to picture of object
- Sort objects by 2 of the primary colors into 2 given categories
- Identifies circle, square & triangle
- Recognizes the colors red, yellow, blue, green, purple and orange

GROSS MOTOR DOMAIN

- Jumps up and down
- Balances on one foot with help
- Walks on tip toe
- Hops on one foot (holding on)
- Jumps forward (both feet)
- Walks on line
- Runs
- Throws ball over head
- Walks heel to toe forward

FINE MOTOR DOMAIN

- Works simple puzzles (6-8 piece)
- Uses scissors (may not follow lines)
- Holds crayon with fingers rather than a fist
- Strings at least four $\frac{1}{2}$ " beads
- Screws and unscrews lids
- Makes balls and snakes with Playdough
- Can copy circles, horizontal lines, vertical lines, crosses and diagonal lines
- Builds stack of 8 blocks
- Tears a 1"-1 $\frac{1}{2}$ " strip of paper into pieces

LANGUAGE DOMAIN

- Answers who, what, where, and why questions
- Knows up/down, in/out, over/under
- Asks who, what, where and why questions
- Sings short songs and rhymes
- Uses past tense (not always correctly)
- Tells action in pictures
- Uses 4 to 6 word sentences
- Uses pronouns I, you, me, he, and she
- Gives age

SELF-HELP DOMAIN

- Removes coat alone
- Hangs up coat and book bag
- Identifies own cubbie
- Sits quietly for a story (5 minutes)
- Begins to manage lunch box and thermos
- Toilets alone (with some assistance)
- Washes hands unassisted
- Sometimes takes turns and shares

SOCIAL & EMOTIONAL DOMAIN

- Begins cooperative play
- Begins to conform to classroom rules
- Shows some self-control
- Uses words to express feelings
- Participates in structured classroom activity; i.e., teacher directed group activity
- Sits in group time at least 5 minutes
- Shares adults with other children
- Knows teacher's name
- Knows children's names
- Leaves mother without crying

4 Year Olds Skills and Concepts

COGNITIVE DOMAIN

- Rote counts 1-20
- Knows many days of the week
- Knows many months of the year
- Differentiates between straight/curved lines
- Identifies circle, square, triangle, rectangle, diamond, heart, oval, & star
- Understands "how many" to 10
- Recognizes the colors red, yellow, blue, green, purple, orange, black, brown, gray, pink, and white
- Describes and use of body parts
- Repeats 4 numbers in sequence
(Example: 3, 6, 1, 8)
- Matches patterns
- Recognizes many upper case letters
- Recognizes many lower case letters
- Knows letters of first name
- Orders 5 objects by size

GROSS MOTOR DOMAIN

- Jumps over low objects
- Walks 10 steps forward and backward on a line
- Balances on one foot (alone)
- Bounces and catches large ball (3 x)
- Throws and catches a large ball (3 x)
- Walks heel to toe forward

FINE MOTOR DOMAIN

- Folds paper in half twice
- Pours water from a cup
- Uses a knife for spreading
- Connects 10 dots
- Completes 12-15 piece puzzle
- Cuts on a curve, straight and zigzag
- Builds a tower of 10 cubes
- Draws a simple house
- Buttons/unbuttons
- Snaps/unsnaps
- Zips coat with help
- Copies square, rectangle and triangle
- Glues and pastes neatly

- Strings 10 small beads
- Uses crayon or pencil with control within a defined area
- Laces up to 15 holes
- Tears paper into shapes
- Traces simple patterns

LANGUAGE DOMAIN

- Understands beside, behind, in front of
- Understands near and far
- Tells use of 3 objects
- Tells short story in sequence
- Memorizes long nursery rhymes
- Gives birthday
- Uses appropriate words for feelings
- Uses 6-10 word sentences
- Supplies rhyming word
- Follows two-step directions
- Identifies first and last

SELF-HELP DOMAIN

- Removes and puts on coat
- Hangs up coat and book bag
- Prints first name on papers
- Usually follows rules of games
- Manages bathroom unassisted
- Removes "work" from cubbie
- Places "work" in a book bag
- Puts on own shoes and socks
- Selects own learning centers and activities centers
- Completes activities
- Cleans spills

SOCIAL & EMOTIONAL DOMAIN

- Shares and takes turns
- Helps with simple tasks
- Completes activities
- Works and plays well in a group
- Listens to a story 5 to 10 minutes
- Shows sympathy toward others
- Works cooperatively with:
Children, Adults

Themes Used to Promote Learning Goals

Toddlers and Twos	Threes	Pre-K
Me Holidays Seasons Love Transportation Animals <i>Farm Animals</i> <i>Pets</i> Nursery Rhymes	Me Holidays <i>Thanksgiving</i> <i>Christmas</i> <i>Valentine's Day</i> <i>St. Patrick's Day</i> <i>Easter</i> <i>Mother's Day</i> Seasons Five Senses Community Workers Animals <i>African Animals</i> <i>Bugs</i> Health and Safety Clifford Books Dr. Seuss Books Eric Carle Books Nature/Gardens	Me Holidays <i>Thanksgiving</i> <i>Christmas</i> <i>Valentine's Day</i> <i>St. Patrick's Day</i> <i>Easter</i> <i>Mother's Day</i> Seasons Five Senses Animals <i>Winter Animals</i> <i>Birds</i> <i>Insects</i> <i>Forest Animals</i> Food Groups What's In the Sky Community Workers <i>Fire Safety Workers</i> <i>Police Workers</i> Transportation

POLICIES AND PROCEDURES (IN ALPHABETICAL ORDER)

ABSENTEEISM AND SICKNESS: PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE HAS A CONTAGIOUS ILLNESS AND/OR HAS HAD FEVER WITHIN THE PAST 24 HOURS.

Please call the office when your child is absent for more than 2 consecutive days.

If your child contracts a communicable disease, please let the teacher or the director know immediately so we may alert other parents of the illness. Following any type of contagious illness, please follow the guidelines found in Appendix A at the back of this book before returning your child to school.

If your child is in the "recuperating" stage of an illness and comes to school, he will be expected to participate in **all** activities, including outdoor play. As stated in our curriculum, it is important that a child use large muscles to further develop his/her large motor skills and to promote physical growth. Your child's teacher will use her best judgment in deciding about the use of the playground. If your child is not well, please keep him at home as we have no provision for keeping him indoors.

MEDICATION WILL NOT BE ADMINISTERED BY YOUR CHILD'S TEACHERS.

ACTIVITIES

Some activities will be offered for our students after school hours. These activities will be provided by professionals and currently include Pre-ballet, Science, and Art. You will be able to begin signing up for these classes at Open House on September 1.

ANIMALS

No animals other than fish may live at the school. A pet may be brought into the school for the children to observe for a short period of time during the school day. The director must be notified in advance, so that a note can go home to all the parents to determine if there are any allergy problems. The animals should have been inoculated and should be contained or secured at all times. Children should be supervised in the presence of the animal at all times. **PLEASE INCLUDE ANY ALLERGIES YOUR CHILD HAS TO ANIMALS ON THE ENROLLMENT FORMS SO THAT WE WILL KNOW TO KEEP HIM AWAY FROM ANY ANIMAL TO WHICH HE MIGHT BE ALLERGIC.**

ARRIVAL AND DEPARTURE

The Preschool day will begin at 9:30 a.m. Three-hour classes will end at 12:30 and four-hour classes will end at 1:30. Exceptions will be the two early release days each year when we dismiss at 11:45 and staff meeting days when all classes dismiss at 12:30.

PLEASE do not bring your child to school before 9:30 a.m., and please pick him/her up before 12:40 p.m. or 1:40 p.m.

After the second late pick up, a late fee of \$1.00 per minute will be imposed. Late fee will not exceed \$10.00 and will be due upon parent's arrival. If you know that you will arrive after 12:40 p.m. or 1:40 p.m., please call the preschool office so we will be able to reassure your child that we have been in contact with you.

Parents of children younger than two should bring their children to the classroom and pick them up from the classroom.

Please advise the teacher and/or the director in writing any time that a different person is to pick up your child. ***No child will be allowed to go home with anyone not listed on the child's emergency form unless a note is received.*** Parking is available in the rear of the building between the two building wings. You may enter through the double glass door entrance located in the corner of these two wings.

The Preschool operates a morning and afternoon carpool. All children two or older should be dropped off in morning carpool after the first two weeks of school. **When walking your child into class, please use the doors nearest the elevators to avoid the cars in the car pool line.**

After your child is in the car, please pull forward before buckling seat belts. This helps carpool move smoothly. After picking up your child, please yield to cars coming into the parking area at the front of the school. ***If you are getting out of your car, please park in one of our parking spaces.***

IF CHILDREN ARE WALKING TO AND FROM THE PLAYGROUND, PLEASE COME TO A COMPLETE STOP UNTIL THEY REACH THE PLAYGROUND. THEN PROCEED WITH CAUTION.

CALENDAR INFORMATION

(The school calendar may be found at the end of the handbook.)

The Pre-school year will begin on Tuesday, September 6, 2011, and will end on Wednesday, May 16, 2012. We will follow the Gwinnett County School schedule for holidays. If inclement weather should occur, we will follow the announcement for Gwinnett County schools for school closures. If school days are missed because of inclement weather, every effort will be made to make up these days, however at times this is not possible. **All classes will be dismissed at 12:30 on the last Monday of each month for staff meetings. If the last Monday is a holiday, an alternate Monday will be chosen.**

CLOTHING

Please dress your child in comfortable "school clothes." PLEASE DO NOT let your child wear his best clothes to school. He needs to feel free to participate in activities without fear of ruining good clothes. **Please have your child wear closed toed, rubber-soled shoes without wheels.** It is much safer for them to play outside in a shoe of this kind rather than a sandal or a dress shoe. The cypress mulch on the playground sometimes gets inside a sandal and scrapes or pokes little feet and dress shoes with leather bottoms can be slippery on running feet.

Please put your child's name on any clothing that your child will be taking off in school. While our littlest students still need help with sweaters/jackets and the like, our older students should not wear clothing that is too difficult for him/her to manage by himself/herself. Teachers of our students still in diapers or those potty training will contact parents to let them know about their clothing preferences. Check our Lost and Found box frequently for any missing articles.

In case of accidents, every child should keep a complete change of clothing (including underwear & socks) in a Ziploc bag in his book bag at all times.

For younger children, include an adequate supply of disposable diapers or pull-ups. Please remember to **LABEL ALL ITEMS.**



CONFERENCES WITH TEACHERS

Two formal conferences will be offered for your child each school year:

- Late October - early November, a conference designed to let you know about your child's social and emotional adjustment to school and give you some idea of what your child will be working on in the coming months.
- Late March - early April, a conference designed to give you an idea of your child's total growth during the school year.

The first conference can be scheduled by returning a request form that will be included in the October newsletter. The late March conference can be scheduled by returning a request form that will be included in the March newsletter. These conferences should be done at school but if there are special circumstances, may be done through a telephone call.

Other conferences may be arranged anytime that the parent, teacher or director feel it would be beneficial. Please call the Preschool office, 770-564-0135, if you would like to set up a conference.

All personal information or data regarding your child will be kept in confidence at all times.

DISCIPLINE

It is important that a child feel good about himself at all times. A child grows through learning to handle situations on his own. In handling these situations he learns self-control, how to make choices, and to assume responsibility for those choices.

The teacher and teacher's aide want to offer a nurturing learning environment for each child. If behavior problems arise the teacher or aide will handle the situation as positively as possible by using positive statements to give directions.

If the misbehavior continues the teacher may:

- call the parents at home and discuss the problem, or
- request a conference with the parents at school, or
- request a conference with the parents and the director.

If injurious misbehavior and continued classroom disruption continues, the parents will be asked to remove the child from the program at Harmony Grove.

At no time will corporal punishment be used at Harmony Grove, as we feel this only decreases a child's self-esteem and leaves all responsibility for changed behavior with the adult in charge.

ENROLLMENT INFORMATION

The Harmony Grove Preschool program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the administration of its educational policies, admissions policies, and other school administered programs.

When there is a custody issue in a family situation, we require a copy of the custody papers on file with our emergency form.

Before the first day of school we must have these forms on file:

- Registration form
- Emergency form
- **Georgia Immunization form #3231**

NO CHILD will be allowed to attend school without verification of immunization. Children who register after the beginning of school will have 30 days to get this form to the office. Immunizations must be kept up to date in accordance with state health department policies. Your pediatrician can fax the forms to us at 770-921-1998.

Age requirements for registration are as follows:

Under 2	Child must be 12 months old to enroll
2-year old classes	Child must be 2 on or before September 1, 2011
3-year old classes	Child must be 3 on or before September 1, 2011
4-year old classes	Child must be 4 on or before September 1, 2011

We occasionally have classes having birth date requirements running from February through February instead of September through September. We make every effort to keep the age range within one year.

FEES/FINANCIAL NOTES

All children will pay a registration/activity fee at the time of registration.

- Fees are non-refundable.
- Registration fees will be paid in full through December. If a child enrolls in January through May, the family will pay a pro-rated portion of the registration fee.
- Fees can be paid with cash, checks or with a debit card.

The first month's tuition is due the first day of school, September 6, 2011. Thereafter, tuition is due on the first day of each month. We cannot make deductions for absences, holidays, or shortened months. *The program operates on a nine-month basis, and tuition is paid accordingly.*

PLEASE NOTE

Before a child is removed from the program, the parents must inform the Director and must give a one-month notice of their intention to withdraw. The parents are obligated to pay all tuition up to and through one month from the date of notification of withdrawal. If withdrawal is in May, tuition must be paid regardless of notice.

<u>Class</u>	<u>Registration Fee and Tuition</u>	<u>Class</u>	<u>Registration Fee and Tuition</u>
Toddlers & Young 2s (3 days)	\$150	5 day 3s (9:30-12:30)	\$190
3 day 2s	\$150	5 day 3s (9:30-1:30)	\$215
5 day 2s	\$200	5 day 4s	\$215
3 day 3s	\$140		

Fees received after the 5th of the month will be subject to a late charge of 10% of the monthly tuition. If a check is returned for non-sufficient funds there will be an additional charge to cover the bank's charge to our account. Tuition can be mailed, handed to an adult in the carpool line, or placed in the black mailbox outside of the office. * *Please make checks payable to HARMONY GROVE PRESCHOOL and PLEASE write your child's name in the memo area at the bottom.*

The mailing address is: Harmony Grove Preschool
50 HARMONY GROVE ROAD
LILBURN, GEORGIA 30047

FUNDRAISERS: You can see that many of our fundraisers are also recycling projects. We believe that recycling is something all children should know about. The knowledge enables them to become responsible citizens. We hope that you will support our recycling efforts both by talking to your child about recycling and by giving us the items you would otherwise be throwing away. Let's keep as much trash out of land fills as we can.

- Newspaper bin - The bin by the gym belongs to the Preschool and is used for recycling newspaper, junk mail, magazines or phone books. NO CARDBOARD, PLEASE!
- We collect fruit drink pouches (cut and rinsed) and get 2¢ per pouch
- We collect Campbell's Soup labels and turn them in for school supplies
- We recycle printer cartridges/telephones/mp3 players/digital cameras. *We do not do recycle electronics at present.*
- Clothing Recycle Bin-Used clothing (or other fabric, curtains, bedspreads, etc.) can be placed in the recycle bin near the gym. The preschool will be paid a "per pound" price for any used clothing that is donated. The clothes will be repaired and will go to people in need. Clothing that is badly damaged is sent to an alternative location where the material is cut apart and used to make new clothes. What a great idea!
- School pictures - The preschool receives 10% of total sales for individual pictures in both spring and fall. Class pictures are taken in the spring and the preschool receives 100% of the sales of those.
- Book orders - Each month you will receive a book order form. The school receives books, software, CDs, etc., for points earned by your purchases.
- T-shirt and book bag sales
- Bruster's coupon books and Chick-fil-A coupon calendars

LUNCH BUNCH

An optional extended day program call "Lunch Bunch" is offered daily for the 2011-2012 school year. It will consist of lunchtime and some combination of outside activities, free play and story time. It will not be as structured as the morning classes. The children will need to bring a lunch and a drink. Lunch Bunch begins this year on September 19 and will be available every day. The time for Lunch Bunch will be 12:30 p.m. until 1:30 p.m. (September's fee will be prorated.) ***We must have a minimum of four children each day for lunch bunch payroll expenses. If we fail to sign up the needed amount of students, we may have to cancel lunchbunch this year.**

Please pack a lunch and a drink in a separate container from the snack. The monthly charge for Lunch Bunch depends upon the number of days per week your child attends preschool. Students staying for Lunch Bunch:

one day per week	= \$12.50 per month
two days per week	= \$25 per month
three days per week	= \$37.50 per month
four days per week	= \$50 per month
five days per week	= \$62.50 per month

If you schedule Lunch Bunch on a regular basis, you will receive a statement at the beginning of each month for the days you have scheduled. We ask that you pay in advance just as you do tuition. We will have teachers scheduled to work each day. You will be asked to pay for all of your scheduled days even if your child is absent. We will not provide make-up days or credit your statement for absences unless school has been cancelled due to inclement weather. In this case, you will receive credit for those days on your next statement.

If you decide to make a change in Lunch Bunch, we ask that you make all changes by the third week of the month, so that the changes are effective at the beginning of the next month and adjustments can be made to your Lunch Bunch fees. If you decide to withdraw from Lunch Bunch, we need for you to let us know by the third week of the month, in order to adjust the teachers' schedules and your fees for the next month. The charge will be \$4.50 per day for those who use Lunch Bunch on a drop-in basis, and the payment should be sent in a labeled envelope on the day that your child stays. Parents will need to call or email the office 24 hours in advance to make sure that there will be room in the class.

All classes will be dismissed at 12:30 on the last Monday of each month for staff meetings. If the last Monday is a holiday, an alternate Monday will be chosen. There will be no Lunch Bunch on these days.

NEWSLETTERS AND OTHER COMMUNICATIONS

You will receive at least two newsletters each month. One newsletter will be from the Director with general information and one from the teacher with information about your child's class. You will also receive communications by email. Please read all communications carefully. They contain such things as information about coming events, requests for volunteers to help with specific events or emergency information such as news about contagious illness or school closings.

OTHER PARENT INFORMATION

Parents will be sent an annual checklist to evaluate our program. Feedback from parents will be used to identify strengths as well as weaknesses of the total school program. The ultimate goal of this evaluation is to improve communication and to make continual improvement.

If, at any time, you have a suggestion that would help the school operate more effectively, please contact the Director.

Grievances should be handled in the following manner:

- Call or write the Program Director, Renie Johnson.
- Call or write Renee Baca, the Preschool Committee Chairperson, at 770-923-6629.

Parents are invited to observe and participate in our classrooms at any time. Many parents enjoy reading stories, helping with art activities, cooking, etc. Please notify your child's teacher if you would like to help out in her classroom.

NOTE: If you are visiting, please remember that the teacher needs to give her undivided attention to the children. All other conversations should wait until class is dismissed. IF YOU NEED TO TALK TO THE TEACHER, PLEASE COME EITHER BEFORE OR AFTER CLASS.

PARTIES

We have several low-key parties throughout the school year: Christmas, Valentine's, and End-of-the-year. Each pre-school teacher will have a sign-up sheet in her room at open house so that you can sign up to help with these parties.

We do not allow birthday parties. You may celebrate your child's birthday with cookies/cupcakes, etc. and drinks during snack time (no candy please). Please consult with the teacher about children with allergies or special dietary needs and **do not send balloons**. Notify the teacher at least one school day in advance so that she can plan appropriately for your child. Any birthday celebrations must take place during the class' scheduled snack time.

Invitations for parties away from school will not be handed out at school unless every child in the classroom is invited.

PERSONAL HABITS

Children enrolled in the 12-month class through the 2-year old classes do not have to be potty trained. All other children should be independent in their toilet habits.

PLANTS

Plants deemed safe or non-poisonous may be brought into the school. They must be kept out-of-reach of the children at all times. The person bringing the plant into the school must have made the necessary inquiries to determine the safety of the plant.

SNACKS

All parents are asked to send a nutritious daily snack and drink for your child. Children who stay until 1:30 will need a lunch. No candy or carbonated drinks should be sent. Whatever food you elect to send, please be sure your child is able to eat it by himself/herself. Grapes and hot dogs should be cut in half to avoid choking. It may be necessary to ban foods containing nuts in classes where there is a very young child with a life-threatening nut allergy.

CHILDREN WITH SPECIAL NEEDS

The Harmony Grove Preschool does not have the facilities/resources to accommodate a child who:

- requires special supervision by the teacher
- requires the dedication of special facilities for the child
- interrupts the instructional environment for the remaining students in the class
- may pose a risk of infection to the other students

The Preschool Board reserves the right to accept or decline application of, or suspend enrollment of, any child whose condition poses a possible threat to the health, welfare or safety of himself or to other students. The preschool has served physically handicapped, as well as emotionally and behaviorally disordered children in the past. However, we are not trained to write Individual Education Plans (IEP) and can only implement those goals as set forth by a professional in this field.

If needs of a child require a great deal of one-on-one from the teacher, we may determine that we will not be able to serve the child in our program because of the time taken from other children.

SUBSTITUTE TEACHERS

At the beginning of each school year the program director will send home a form for parents to complete if they are interested in substituting in our classrooms. On the form the parent is asked to designate the day(s) she will be available.

A substitute should be at school by 9:15 a.m. Substitutes will be expected to support other staff members in managing the students, carrying out the teacher's lesson plans and leaving the room neat and orderly. You may be responsible for helping with carpool.

A substitute who is not a staff member will not be left alone with the children. Any substitutes must have a criminal records check on file with us.

TOYS AT SCHOOL

Show-and-tell is included in the classroom activities for all age levels. Parents are asked to monitor what toys are coming to school, PLEASE limit the number of toys sent and toy's size. TOYS SHOULD NOT COME TO SCHOOL unless it is a show-and-tell day or if the child has a special comfort item, which he/she needs to help him make it through the morning. Please check your child's bag carefully to be sure he or she has not packed anything inappropriate to bring to school. Be especially careful of items that are small enough to cause choking.

VOLUNTEER OPPORTUNITIES FOR PARENTS

You make the difference in our school. Registration pays for basic supplies and special programs. Monthly tuition covers operational costs of the schools. Parent volunteers and donations allow us to provide an enriched learning environment, teaching aids, and materials. Please review your volunteer packet at Open House and fill it out at that time.



COMMON COMMUNICABLE DISEASES OF CHILDHOOD

AIDS - **Exclude** infected child if he exhibits biting behavior, is not in control of his body fluids, or has open skin sores, which cannot be covered.

CHICKEN POX - **Exclude until all blisters have dried into scabs**, about 6 days after rash onset.

CONJUNCTIVITIS (PINKEYE) - **Exclusion necessary** until active infection, discharge and redness no longer present.

COXSACKIEVIRUS (HAND, FOOT, and MOUTH DISEASE) - **Exclude until fever is gone** and child is well enough to participate in normal daily activities (sores may still be present).

DIARRHEA (INFECTIOUS) - Generally, **exclude until stool returns to normal form**. Each specific disease situation needs to be evaluated on an individual basis.

FIFTH DISEASE - No exclusion necessary. Please notify the Preschool because of the potential danger to an unborn child.

GIARDIASIS - For those with diarrhea only, **exclude until the child has started treatment** and diarrhea is no longer present.

HEPATITIS A - **Exclude until 1 week after onset of illness** or until all children and teachers in same class receive gamma-globulin injections.

HEPATITIS B/C - No exclusion necessary **unless infected child exhibits biting behavior** or has open sores that cannot be covered.

IMPETIGO - **Exclude until sores are healed** or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

LICE (HEAD) - **Exclude until first treatment has been completed and no live lice can be seen**. A member of the Office Staff must screen the child before returning to the classroom.

MEASLES - **Exclude until 4 days after the rash appears**.

MENINGITIS - Viral: **Exclude until child is free of fever for 24 hours**.

Bacterial: Return on advice of doctor.

ORAL HERPES (COLD SORES) - No exclusion necessary.

PERTUSSIS (WHOOPIING COUGH) - **Exclude until 5 to 7 days after antibiotic treatment begins**.

PINWORMS - *Exclude until* after treatment has been started.

RESPIRATORY ILLNESS (FEBRILE) - *Exclude until child is without fever for 24 hours* and is well enough to participate in normal daily activities.

RINGWORM - *Exclude until treatment has been started.*

ROSEOLA - No exclusion necessary.

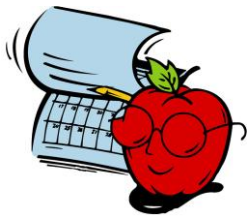
RUBELLA (GERMAN MEASLES) - *Exclude until 5 days after rash appears.*

SCABIES - *Exclude* until at least 24 hours after treatment begins and *child is without fever for 24 hours.*

STREPTOCOCCAL SORE THROAT, SCARLET FEVER - Exclude until at least 24 hours after treatment begins *and child is without fever for 24 hours.*

YEAST INFECTION (THRUSH) - No exclusion necessary unless an unusual number of infants are infected.





Harmony Grove Preschool and Kindergarten

Proposed 2011-2012 School Calendar

August 29	M	New Parent Orientation 6:30 PM
September 1	Th	Open House 10:00-11:30 AM
September 6	T	First day of Preschool
September 26	M	Staff Meeting 12:30 Release
October 3	M	Early Release (11:45)
October 4	T	Student Holiday/Professional Learning
October 10	M	School Holiday, GCPS
October 31	M	Staff Meeting 12:30 Release
November 21-25	M-F	Thanksgiving Break
November 28	M	Staff Meeting 12:30 Release
December 12	M	12:30 Release (Christmas Luncheon)
December 14	W	Christmas Music Program
December 16	F	Last day of School before Winter Holidays
January 3	T	First day of School after Winter Holidays
January 16	M	Student Holiday/Martin Luther King Holiday
January 30	M	Staff Meeting 12:30 Release
February 8	W	Donuts with Dad
February 17	F	School Holiday, GPSC Snow Make-Up Day
February 20	M	Student Holiday, President's Day
February 27	M	School Holiday/Professional Learning
February 28	T	Early Release (11:45)
March 12	M	School Holiday (GCPS)
March 26	M	Staff Meeting, 12:30 Release
March 30	F	School Holiday, GCPS Snow Make-Up Day
April 2-6	M-F	Spring Break
April 30	M	Staff Meeting, 12:30 Release
May 2	W	Spring Musical
May 4	F	Muffins with Mom
May 11	F	Carnival
May 16	W	Last day of Preschool

*During the school year, Harmony Grove Preschool follows the Gwinnett County Public Schools (GCPS) calendar. (Note different starting and ending dates for the preschool.) When schools are out for Teacher Work Days or holidays, we are out. If school is cancelled in the county due to inclement weather, our preschool will be closed as well. We will do our best to make up each day missed.