

# **Level Creek Preschool Handbook 2010-2011**



**4844 Suwanee Dam Road  
Suwanee, GA 30024**

**Preschool  
770-945-7403**

**Church Office  
770-945-0205**

## **Purpose and Statement of Philosophy**

Level Creek Preschool is a self-supporting, non-profit school, responsible to the Preschool Committee of Level Creek United Methodist Church.

The purpose of the preschool is to minister to families with preschool children. The preschool provides learning experiences in a secure and stimulating environment where every child can develop to his or her highest potential.

*Level Creek Preschool participates in the Safe Sanctuary and Fingerprint programs. All teachers are CPR and First Aid certified.*

## **Curriculum**

Our curriculum is comprised of several different resources that are age appropriate. Our concern is the development of the whole child, socially, emotionally, physically, intellectually and spiritually. Our curriculum is designed to meet the needs of each child and allow them to progress at their own pace. Every day each child will also have the opportunity to learn through creative play, manipulatives, crafts, sciences, computer games, and music. Our four year program offers Spanish once a week.

Learning is a life-long process which for children begins in play and flourishes in wonder, discovery and first hand experiences. We are blessed for the opportunity to share this journey with your child!

## **Chapel**

All classes participate in a weekly chapel service with our pastor at Level Creek UMC. The service includes a children's bible lesson and corresponding music.

## Classes and Enrollment Requirements

<u>AGE*</u>	<u>CLASS DAYS</u>	<u>CLASS SIZE</u>
2 years	Tues & Thurs	12
3 years**	Mon-Wed-Fri	16
4 years**	Mon-Tues-Wed-Thurs	16

\*Children must be the age of the class by September 1<sup>st</sup>.

\*\*Children must be potty trained to enter these classes.

## Conferences

Generally our two year and three classes do not conduct conferences. Although, at any time a parent wishes to discuss social, emotional and/or academic progress please contact your child's teacher. Our four year class conducts a detailed Kindergarten Readiness Test in the Spring based on the Gwinnett County AKS requirements. Individual Spring conferences will then be scheduled to discuss the results. Although, if any issues arise throughout the year that the teacher feels your child should focus on a conference will be recommended.

## **Fees and Tuition**

A registration fee of one month's tuition per child is required at the time a child is enrolled. This is used for the purchase and upkeep of permanent equipment and additional supplies throughout the school year. **All registration fees are non-refundable.**

Tuition is \$120.00 a month for the two year class (Tuesday and Thursday), \$135.00 a month for the three year class\* (Monday, Wednesday, Friday) and \$150.00 a month for the four year class\* (Monday through Thursday). **Tuition is due the first day of each month. A 5% late fee will be assessed after the 5<sup>th</sup> day of the month and an additional \$1 per day thereafter until paid.** Checks should be made payable to Level Creek Preschool. Cash must be handed directly to the Director or teacher.

\*Extended days available for these classes until 2:00. A \$5.00 charge for each day applies.

## **Withdrawals**

The preschool plans for your child to be enrolled for the entire school year. Our teachers are hired and our budget is planned on a nine month basis, therefore we need to maintain full enrollment to fulfill the school's financial obligations. If it should be necessary for you to withdraw your child before the school year is over there will be an early withdraw fee equal to one month's tuition.

## **Arrival and Dismissal**

Children should arrive at school at 9:30. A teacher will be outside the preschool to open the car doors and escort the children inside the building. If you arrive after morning carpool is completed please walk your child in for their safety. Children are dismissed at 12:30 (2:00 if child stays for Lunch Bunch). Carpool numbers will be assigned. This number should be displayed where it can be easily seen. For your child's protection, he/she will not be released to anyone who was not assigned a number. If alternate arrangements for pickup are necessary, please notify the teacher in writing. The person picking up your child will be required to present picture identification.

*Effective July 1, 2004, the state of Georgia passed a law requiring all children under the age of six to be in a car seat or booster seat and to be riding in the rear seat of the vehicle.*

## **Notify Teacher**

Please notify the Director and/or your child's teacher immediately if your address or home/cell phone number changes or if your child experiences a traumatic event that may affect their behavior, such as the death of a pet, divorce, etc.

## **Health**

The preschool makes every effort to protect the health and safety of the children. For your child's protection and that of the other children in the class, please keep your child home when they show symptoms of excessive runny nose, inflamed/irritated eyes, skin rashes, diarrhea and/or vomiting, or fever. Child should be free of fever for 24 hours before returning to school. If your child displays any of these symptoms during school, you will be notified and asked to pick your child up.

## Clothing and Outside Play

Children should be dressed in comfortable play clothes that cannot be ruined by outside play or artwork. Please do not send children to school in flip-flops or cowboy boots. It is difficult for children to play and climb outside in this type of footwear. Dress your child appropriately as outside play is a part of our daily schedule. If your child cannot play outside due to an illness he/she should be kept home.

## Discipline Policy

We will provide positive reinforcement, guidance and correction if a child becomes disruptive or is not following classroom rules. Each class has a system for rewarding good behavior. In the event of a child becoming physically aggressive (excessive hitting, biting, etc.) a parent will be contacted to immediately pick the child up for the remainder of the school day. If the behavior continues the preschool reserves the right to expel the child for their safety and the safety of the other children in the class.

## Snacks

Parents furnish snacks for the class. The assigned dates will be posted in the monthly calendars. Please keep snacks simple and healthy. We suggest fresh fruit, cheese, crackers, mini-muffins, etc. We would rather not have Oreos, cupcakes, doughnuts, etc. The preschool will furnish either lemonade or water to drink.

## Birthdays

We will assign your child snack on their birthday. You may celebrate your child's birthday by bringing in a special snack. Summer birthdays may be celebrated on their "half-birthday" or at the end of the school year. Presents will not be exchanged. We will send party invitations home with children **only** when the **entire** class is invited.

## **School Calendar 2010-11**

Sept. 7	First Day of School (2's and 4's)
Sept. 8	First Day of School (3's)
Oct. 11	Gwinnett Holiday
Nov. 2	Election Day/Gwinnett Holiday
Nov. 22-26	Thanksgiving Break
Dec. 20-Jan. 3	Christmas Break
Jan. 17	MLK Holiday
Feb. 21	President's Day/Gwinnett Holiday
Mar. 14	Gwinnett Holiday
Apr. 4-8	Spring Break
Apr. 22	Good Friday/Gwinnett Holiday
May 17	Last Day of School (2's)
May 18	Last Day of School (3's)
May 19	Last Day of School (4's)

We follow Gwinnett County school closings due to inclement weather conditions. Full day cancellations usually are announced on local television and radio stations by 6:00am.