



**SUGARLOAF**  
**UNITED METHODIST CHURCH**



**WEEKDAY**  
**PRESCHOOL**

**PARENT HANDBOOK**

**2017-18**

**678-684-6015    [www.sugarloaf.org](http://www.sugarloaf.org)**

# Table of Contents

Welcome.....	2
Mission and Philosophy.....	3
Goals and Objectives.....	4
Curriculum.....	5
Staff.....	5
School Schedule.....	6
Early Birds Program.....	6
Inclement Weather.....	6
Tuition and Fees.....	6
Parent Involvement and Conferences.....	7
Messages.....	7
Confidentiality.....	7
Custody Issues.....	8
Safety and School dress.....	8
Snacks and Lunches.....	8
Screenings.....	8
Supply List.....	9
Afternoon Dismissal.....	9
Carpool.....	9
Health, Well Child Policy and Immunizations.....	10
Field Trips.....	10
Pet Policy.....	10
Behavioral Policy.....	11
Withdrawal Policy.....	11
Non Discrimination Policy.....	12

## Welcome...

Sugarloaf UMC Preschool welcomes you and your child to our preschool family. The information in this handbook should be helpful in familiarizing you with the policies, procedures and programs here at SUMC Preschool. Please read it carefully and feel free to ask your teacher or office personnel if you have a question.

The preschool program is a ministry of Sugarloaf United Methodist Church. We offer a developmentally appropriate education and socialization within a loving, Christian environment. Our staff embraces a partnership with families as we nurture each child on their unique journey through their early years.

We are recognized by the North Georgia Preschool Association as a *Program of Excellence for Young Children*. The teaching and administrative staff looks forward to the exciting year ahead! Blessings,

Jackie Grube

Director, Sugarloaf UMC Weekday Preschool

---

We are tremendously excited that you have chosen to partner with us. You've already figured it out! Sugarloaf UMC Preschool is one of the most wildly successful preschools in Gwinnett County. Every year we reach our maximum number of students and have a waiting list. Why? Our teachers and administrative staff love children and serve with excellence to create environments where they can thrive. We believe excellence honors God and inspires people. My hope is that your family and children will see tremendous growth and blessing this year. It is a blessing to us to partner with you towards that end!

That same spirit and excellence is happening across our campus. If you don't have a church home, I strongly encourage you to learn more about our church, and come worship with us! Sugarloaf UMC is a fantastic church with incredible people. We are a life-giving, regional church with a casual atmosphere, contemporary worship and commitment to Biblical centeredness. I love our Preschool and I love our Church...and my guess is that you would too.

Thank you again for choosing us to partner with you in the development of your child. We love that we get to invest in them and see such wonderful returns in their growth! Have a great year and call upon me if I can be of service to your family.

Dr. Steven T. Usry  
Lead Pastor, Sugarloaf United Methodist Church

## Our Mission...

The mission of Sugarloaf United Methodist Preschool is to give children their first exposure to education and social development within a Christian environment. We are committed to helping children grow and develop physically, socially, emotionally, intellectually and spiritually in a loving, safe and positive atmosphere through a blend of hands on and teacher directed learning activities. This is accomplished by providing a variety of learning experiences in an environment where learning is fun and exciting with teachers who are nurturing and responsive to your child's needs.

## Our Philosophy...

What we believe about early childhood education and development:

Each child is a child of God and should have an equal opportunity to develop emotionally, intellectually, physically, socially and spiritually to his or her fullest potential. Children need a safe nurturing environment to encourage them to learn, grow and be happy. Children are naturally curious, learning primarily through guided play. Children learn through all their senses while experiencing active involvement with concrete objects. A mixture of large group and individual activities allows children to expand their horizons and also progress at their own speed. When provided with a strong foundation and confidence in their abilities, children will become lifelong enthusiastic learners.

## Our Goals and Objectives...

The following goals are reflected within developmentally appropriate activities in the curriculum.

- Promote Christian attitudes, values and actions
- Promote positive self concept
- Develop Social Skills
- Encourage reasoning through first hand discovery
- Encourage language development
- Encourage creative expression through art and music
- Promote respect for other individuals
- Expand verbal communications skills
- Build on fine and large motor skills
- Develop an eagerness for learning

## **Curriculum**

The curriculum at Sugarloaf UMC Preschool is a developmentally appropriate plan of activities to encourage growth within each age group's objectives. We are committed to meeting the needs of the whole child with learning opportunities for social, emotional, physical, spiritual and intellectual development. We create these opportunities by offering an environment which includes both child and teacher guided activities, using large and small groups for instruction.

Thematic lessons are planned each month as a fun and interesting way to introduce the underlying age group objectives. These objectives based on *The Creative Curriculum*, are sequential and accomplished by offering a wide scope of integrated skills in each theme. The "process" of discovery builds on each child's knowledge and does not always end in a concrete product. This strong foundation leads them to a lifelong interest in learning new concepts.

## **Bible Curriculum**

The bible curriculum at Sugarloaf UMC Preschool presents bible stories in conjunction with songs, activities and crafts to teach basic biblical truths. Chapel attendance reinforces classroom activities in a large group atmosphere.

## **Music and Fitness**

A music class that includes singing, rhythm and instruments is experienced by all age groups once a week. A Fitness and Health class is taught once a week to the two, three, four and five year old classes. An engaging lesson plan is used as the children are encouraged to explore all kinds of movement during class. Our physical fitness curriculum incorporates movement activities designed to help preschoolers develop habits that promote lifelong health and fitness and success in all areas of learning.

## **Our Staff**

The teaching staff is highly trained and a dedicated group of Christian professionals. They are committed to creating the best preschool experience for your child. Each classroom is staffed with a lead and assistant teacher. They maintain professional standards by attending workshops and conferences each year. All staff members are trained in CPR, Fire Safety and First Aid.

## School Schedule

Our schedule follows Gwinnett County Public Schools calendar with some exceptions. School hours are from 9:30 a.m. until 1:00 p.m. (Young fives arrive at 9a.m.) On designated early release days we will dismiss at 11:30 a.m.

## Early Birds Program

Early Birds meet at the preschool at 9:00 a.m. on Monday, Tuesdays, Wednesdays, and/or Thursdays for an extra 30 minutes of music, movement, crafts and fun. Please inquire in the office for details.

## Inclement Weather

Our school follows the directive of Gwinnett County School System regarding weather related closings. Please check local news channels for school closings on questionable days. If Gwinnett County schools are delayed in opening we will be CLOSED. If Gwinnett County releases students early due to weather conditions then we will also release our students. Please be alert to changing weather conditions, especially during the winter months.

## Tuition and Fees

A registration fee is due at the time you enroll your child. This fee is equal to one month's tuition and a \$40 activity fee. Registration fees are not applied to tuition and are non refundable.

Tuition Amounts:    \$160/mo for two-day classes    \$240/ mo for four-day classes  
                                  \$205/ mo for three-day classes            \$265/ mo for five-day classes

Toddler Class tuition    : \$160 for two-day classes    Young Fives tuition: \$295/mo

Tuition is collected on the first of each month and is late after the 3<sup>rd</sup> of each month. A \$10 late fee per child will be charged after the 3<sup>rd</sup>. Tuition is payable by check, money order or online banking. We encourage you to arrange online or automatic payments to us through your banking institution. Tuition should be placed in the drop box located outside the preschool office. A \$10 service fee will be charged for returned checks. No deductions in tuition are made for absences, vacations, holidays or illnesses. Full monthly tuition is needed to meet the financial obligations of the school. A two week notice is required to withdraw your child from the program during the school year.

## **Parent Involvement**

The effectiveness of any early childhood program depends on the enthusiasm, participation and concern of parents. Our staff maintains an open door policy for parents. Parents are encouraged to share comments or suggestions with our teachers and administration.

We encourage you to participate and become involved in your child's preschool experience. You are welcome to volunteer in the classroom, on a committee, go on field trips, or share a special hobby or interest with the children.

## **Communication and Conferences**

Written evaluations will be sent home twice during the school year. There will be scheduled conferences for four year olds in late fall. We encourage you to make every effort to attend this conference, as it will provide insight into your child's primary school career. A conference can be scheduled with your teacher at your request during the year.

Your family will receive calendars detailing classroom activities each month. Our website ([www.sugarloaf.org](http://www.sugarloaf.org)) and facebook page (Sugarloaf UMC Weekday Preschool) are updated frequently with announcements and newsletters.

## **Messages**

Please send all communication in writing to the teacher. Verbal messages are not always delivered. In case of an emergency or problem, please call the preschool office at 678-684-6015, we will be happy to relay your message to the classroom. Preschool office hours are Monday through Friday, 9:00 to 2:30p.m. If you call the preschool during these hours and do not reach us, please leave a message on the voice mail and we will return your call promptly.

## **Confidentiality**

All information concerning children and / or families will be kept confidential and is for the Preschool Staff use only.



## **Custody**

If there are any custody issues regarding a child, a copy of the court document verifying legal custody must be presented.

## **Safety/Security**

All exterior doors will remain locked during preschool hours except for designated drop off and pick up times. For the safety of our little ones please do not prop doors. There is a doorbell at the main preschool entrance for access during the day when the doors are locked. Please use the doors on the lower level of our building exclusively for entrance to the preschool.

## **Clothing**

Children should be comfortably dressed for a school day. Remember, life at preschool can get messy! Any clothing that can be removed, such as a coat, should be labeled with your child's name.

A complete change of clothing, including socks, is required for EVERY child. Change of clothes should be in his/her backpack every day. Please keep the clothing in a labeled sealed plastic baggie.

Children who are in diapers must provide disposable diapers and wipes for each school day.

## **Snacks and Lunches**

Every child must bring a nutritional age appropriate lunch and snack. Lunch boxes must be labeled with your child's name. Snacks and meals cannot be heated. We can provide water for snacks and meals. If you send in a drink please include a non-spill sippy cup or juice box. Do not send anything that would constitute a choking hazard such as whole grapes, peanuts, hot dogs and popcorn.

## **Screenings**

There is an opportunity each year to schedule speech screening with professional therapists for a minimal charge.

## Supply List

You will receive a list of supplies that are needed in your child's classroom. Purchasing supplies is voluntary however, they are needed and appreciated.

## Afternoon Dismissal

Children must be picked up in the afternoon at their classroom by a parent. Parents must show photo identification for the first two weeks of school to pick up their child (or until your child's teacher can comfortably identify you). Parents may designate three people (other than mom and dad) who may pick up their child. You must inform us in writing if someone other than yourself will be picking up your child. Any person who is not listed on your designated sheet will not be allowed access to your child without your written permission. Those who are designated for pick up must be prepared to show identification.

School ends at 1:00p.m. Please be prompt in picking up your child. A late fee will be assessed beginning at 1:10p.m. The fee will be \$5 for each five minute interval that you are late. If you arrive after 1:10, your child will be waiting for you in the preschool office.

## Carpool

We offer carpool for the 3 year olds and 4 year olds. We will begin carpool at 9:25 a.m. When you arrive at the campus, please enter through the entrance on Old Peachtree, follow the signs directing you to the front of our building where the teachers will unload the children. **Please refrain from cell phone usage during carpool.** When the children are unloaded safely, please exit the campus using the South Scales exit. Do not pass other cars that are unloading, please wait until the car in front of you leaves the drop off area. Following these rules will keep all the children safe as they arrive for the school day! Carpool will end at 9:40. After this time, please park and walk your child to their classroom.

Two year olds and Toddlers will be dropped off inside our building. Please enter the campus at the South Scales entrance and park in the lot directly in front of you. The gravel lot is available for overflow parking, be careful not to block the entrance. **Please drive slowly in the parking lot.** There will be many young children in the parking lot with you, let's keep them safe.

## Health and Immunizations

All children who attend SUMC Preschool must be current on all immunizations. A CURRENT certificate of immunization must be on file in the preschool office BEFORE the first day of school. Your Doctor's office may fax the certificate to the preschool office at 678-684-6090.

Every effort is made to protect the health and safety of each child. We follow accepted guidelines for disease prevention including regular disinfecting of surfaces and toys, hand washing and gloves for diaper changing. A child who arrives noticeably ill will not be admitted for that school day. Please keep your child home if he/she has any symptoms of a contagious illness.

### **A well child has:**

- No fever (100 degrees or higher) for the last 24 hours
- No vomiting currently or for the last 24 hours
- No diarrhea (two or more loose stools) for the last 24 hours
- No skin infections
- No unexplained rash or skin eruptions
- No eye infections
- No childhood diseases such as chicken pox, mumps, measles, fifth disease, hand foot and mouth disease etc.
- No green or excessive discharge from the nose
- No excessive cough or wheezing

Children should not return to school until 24 hours fever/symptom free without medication or until the period of contagion has passed. If your child exhibits any contagious condition you will be asked to take them home. Please notify us if your child contracts a communicable disease such as head lice, hand-foot and mouth disease, chicken pox, RSV or rotavirus. The staff will notify other parents regarding possible exposure. Teachers are trained in First Aid and CPR in cases of emergency. Minor bumps, bruises and ouchies will be treated with lots of TLC, soap and band-aids. Parents will be notified of any incidences occurring at school with an "ouchie report".

## Field Trips

Due to safety concerns, SUMC Preschool will not provide transportation to a scheduled field trip. Parents must provide transportation for their children.

## Pets

All visits by pets must be prearranged with the classroom teacher. Dates and times must be specific. An adult must accompany any pet that comes into the school the entire time the pet is at the school. Pets must be healthy, up to date with their shots and contained in some manner.

## Behavioral Policy

Positive behavior is encouraged by:

- Redirection and Substitution - Channel the child's attention elsewhere and offer something else to do when applicable.
- Model and Problem Solve - Praise examples of expected behavior and offer suggestions.
- Logical Consequences - Match the consequence to the behavior being corrected. (i.e. If a child is throwing blocks instead of building he may be asked to play in another center.)
- Isolate - Time apart from the group helps get feelings under control.
- Office Visit - If negative behavior continues, a visit with the Director and parent notification may be necessary.

## Withdrawal Policy

The following are conditions that will cause your child's participation in the program to be terminated:

- Behavior problems that cannot be resolved within a designated time frame. We reserve the right to terminate participation immediately if we consider the behavior case to be severe or to represent a safety issue.
- Unresolved disagreements with parents over policies.

## **Non Discrimination**

This program will not discriminate in any of its policies or practices dealing with children and /or families on the basis of race, religion, sex, color, national origin, handicap, or status with regard to public assistance. Our preschool is open to all children who may benefit from our type of program. However, we are not equipped in staff or resources to educate students with significant learning, emotional and physical disabilities or severe visual or auditory impairments.

## Sugarloaf Weekday Preschool

### 2017-18 Calendar

August 29	Parent Night 7 p.m. (New parents 6:30)
August 30	Meet the Teacher 10:00 and 10:30
September 5	First Day of School
September 27/28	Early Release 11:30 Dismissal
October 9	No School
November 20-24	No School
December 19	Christmas Program
December 20-January 3	No School
January 15	No School/MLK Holiday
February 9	No School
February 19	No School/President's Day
February 21/22	Early Release 11:30 Dismissal
February 23	No School/Snow Make Up Day #1
March 9	No School/Snow Make Up Day #2
March 23	No School/Snow Make Up Day #3
March 30	No School/Good Friday
April 2-6	Spring Break
April 21	Spring Fling
May 17	Last day and Graduation