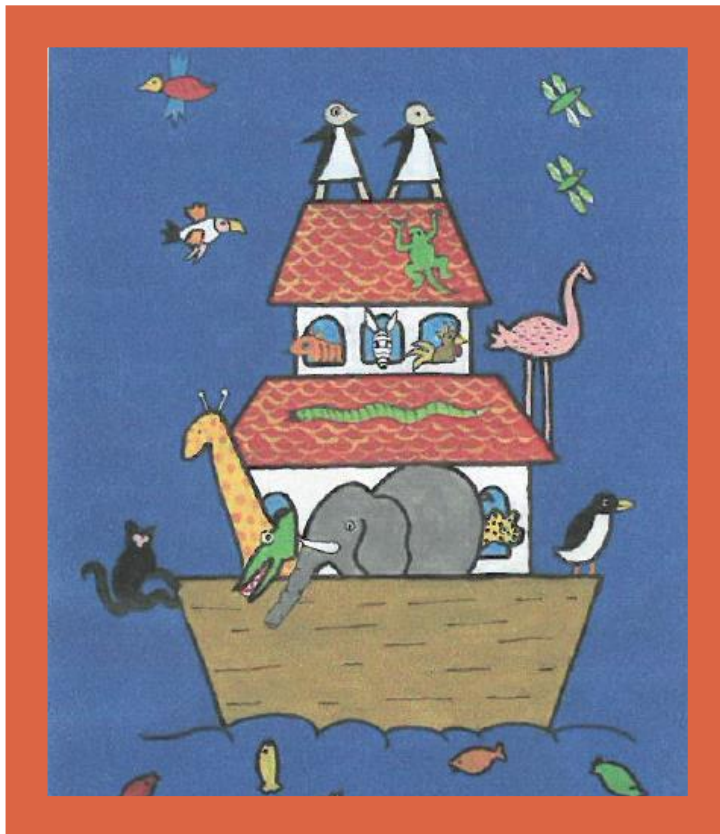


COVENANT PRESCHOOL & CHILDREN'S DAY OUT



Parent Information Handbook

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Welcome to Covenant Preschool and Children's Day Out!

We are a non-profit ministry of Covenant Presbyterian Church USA and are supervised by the Preschool Ministry of Covenant Presbyterian Church.

Covenant Preschool & CDO is a morning program providing childcare and education for young children in a caring Christian environment. Admission is open to all families based on space availability without regard to race, religion, and national or ethnic origin. Age requirements for preschool classes are enforced and we try to accommodate special needs children that are able to function within a classroom setting without a shadow.

Covenant Preschool has an exemption status from the state agency Bright from the Start which governs programs involving young children. We are a Mother's Day Out and Preschool Program and not a licensed child care facility and do not provide all day child care or before and after school care.

The **Preschool** is open daily during the school year, Monday through Friday, 9 am to 1 pm. Students bring their lunch and eat in the classroom. A variety of "days to attend" options are offered in PK-3 and PK-4. Kindergarten is held Monday through Friday. All students in the preschool program must be potty trained.

In addition to our regular curriculum, students attend a weekly music class, Wednesday morning chapel service, preschool library, Spanish class (K & PK-4 only) & daily playground time).

The **Children's Day Out Program (CDO)** is open 9 am to 1 pm to provide morning childcare for babies and toddlers, 3 months through 2 years old. Parents may choose up to two days/weekly for children under two years of age, and up to five days for those over 2 years old.

Our **Summer Fun Program** is held during the summer months of June and July from 9:00am -1:00pm on Tuesdays, Wednesdays, & Thursdays. We accept children ages 3 months through 6 years of age. Children under 2 years of age attend on Tuesdays & Thursdays. Registration for the summer program begins in the spring. Each summer centers on a theme with activities of art, music, and outdoor time.

History

During the early 1960's, members of Covenant Presbyterian Church saw a need in the Augusta area for a preschool program that could serve the growing community. After much planning, Covenant began its first Kindergarten in the fall of 1961 with 25 students. The program was later expanded to include preschool and shortly thereafter, a Children's Day Out program to provide morning childcare for mothers with infants and toddlers. Covenant Preschool is now more than 50 years old.

Registration

Registration begins each year at the end of January for the upcoming school year. Registration is ongoing until all classes are filled.

Parent Involvement

We encourage our parents to become involved through helping with classroom activities, parties, field trips, special school-wide events, substituting, fund raisers, and our Parent's Organization.

Substitutes

Covenant is always looking for good substitutes. Substitute teachers are employed and paid by the school when a staff member is absent. Most of our substitutes are parents of children in our school. If you are interested in being placed on our substitute list, please apply in the school office or speak with the Director. All substitutes must agree to a background check.

Inclement Weather

*****SCHOOL WILL BE CANCELED IF RICHMOND COUNTY SCHOOLS ARE CLOSED OR DELAYED DUE TO INCLEMENT WEATHER. ****

We will also make every attempt to notify parents of school closings via e-mail and through local television stations. Should a rapid weather change occur during the school day, we ask that you contact the school to see if we are closing early and we will also try to inform you via e-mail.

Health and Safety

Each staff members must be trained in basic first aid and infant and child CPR. All students must have a current GA Dept. of Human Resources Certificate of Immunization (Form 3231) on file in the school office. Contact your physician or the Health Dept. to receive your copy.

In order to protect our students from spreading illnesses within the classrooms, your cooperation is vital. Children should be symptom free for 24 hrs before returning to school.

We will call you if your child becomes ill at school. Please make certain the office has current phone numbers at all times! Sick children should never be brought to school for any reason. Medications cannot be administered by teachers or caregivers.

We ask that you keep your child home if he/she exhibits any of the following symptoms:

Fever	Sore throat
Rash	Open sores
Diarrhea	Nausea
Vomiting ear ache	Eye discharge
Productive cough	Enlarged glands
Cloudy or discolored nasal discharge	

Before the first day of school the office must receive a copy of your child's immunization record (Form 3231). This can be picked up from your doctor's office or health dept. Forms may be mailed or faxed to the school at 706/738-8938. In addition for Kindergarten, we must receive a birth certificate, and proof of a dental, hearing and vision screening (Form 3300).

Fund Raising

Covenant's Preschool has several fund raisers throughout the school year. Any funds raised allow us to maintain and improve our program for our students while keeping our tuition cost down. All fund raising activities are selected to be fun and/or useful for our families. Participation is strictly voluntary and not required of any family.

Transportation

Transportation to and from school is the responsibility of the parents. Children enrolled in PK-3, PK-4, and Kindergarten may participate in morning drop off and end-of-the-school-day pick up. We also encourage carpooling among our school families to ease traffic congestion. All children in CDO must be walked to the classroom by an adult and signed in. Big Tot classes participate in end-of-the-day pick up with the preschool classes.

Morning drop-off time is 8:50am til 9:00am and pick-up time is 12:50pm – 1:00pm.

Playground

Big Tots through Kindergarten have a daily playground time. Tiny Tots will have playground time as the year progresses (determined by their mobility). Children should be sent in weather appropriate clothing and tennis shoes in order to have a fun playground experience. Indoor activities in the gym will be arranged during inclement weather.

The playground is open to the general public whenever school is not in session. For safety reasons, please do not use the playground during school hours (Mon. – Fri.), even if it your child is enrolled in our school.

We ask for your help in keeping our playground orderly. Sand should be confined to the sand boxes and mulch should be retained in the mulched areas. If you see a child being destructive to our play area, please ask him to stop and/or notify the parent. In extreme cases, please contact the church or school office. Also, please contact the church office concerning any damaged equipment.

The playground may be used for birthday parties but you must first check with the church office for scheduling. The playground is not to be closed to the public during any birthday party and all resulting trash must be removed from the playground (the church Dempsey Dumpster near the Sanctuary may be used).

School Pictures

Our school photographer is Barry Koenig of the Barry Koenig Studio. Individual school pictures are taken in October and Group class pictures and Kindergarten graduation pictures will be taken in the spring.

Birthday Celebrations in the Classrooms

We love to celebrate birthdays and we ask that you & your child's teacher plan prior to your child's birthday. You may send a snack or dessert. We will provide a crown and sing Happy Birthday. Please no party favors or noise makers! This is not a Birthday Party. Birthday parties should be planned outside of school time and invitations may be sent through the school if the entire class is invited.

Scholarships

Limited scholarships are available for families in need and based on available funds. Students must be enrolled in our program at least 3 months before applying for scholarship assistance. Applications forms are available through the Director.

Covenant Preschool Classes & Fees

2016-17 Fees

Registration fee:

An annual non-refundable application fee must be paid at the time of enrollment. The registration fee equals the same amount as one month's tuition but and is a separate fee from the monthly tuition.

Tuition:

There are 10 tuition payments for the school year with August and May splitting one month between the two. Fees are based on the annual cost divided into equal payments so fees remain the same each month (except for the August/ May split). Tuition is not reduced due to absences or inclement weather.

The first payment for the 2015/16 school year will be due on August 1st and should be paid with in the month. All other monthly tuitions will have a two week grace period at the beginning of each month in which to pay. Tuition is due the first of each month. Payments can be mailed or personally delivered to the school. Parents wanting to pay for the entire year will receive a 5% discount on the tuition if paid within the first week of September. Families with more than one child enrolled will receive a \$5/monthly tuition reduction on the sibling's tuition.

Curriculum fees: There is an annual \$50 curriculum fee for Kindergarten and a \$30 fee for PK-4 classes due by September 1st.

Monthly cost / Annual Cost including reg. fee

Preschool

Kindergarten (all days)	\$180	\$1,800
Curriculum fee \$50 due 9/1		
PK-4		
3 days/wkly (T, W, Th)	\$135	\$1,350
5 days/wkly	\$170	\$1,700
Curriculum fee \$30 due 9/1		
PK-3		
2 days/wkly (T/Th)	\$100	\$1,000
3 days/wkly (T, W, Th)	\$135	\$1,350
5 days/wkly	\$170	\$1,700

Children's Day Out

1 day/wkly	\$50	\$500
2 days/wkly	\$100	\$1,000
3 days/wkly	\$135	\$1,350
4 days/wkly	\$150	\$1,500
5 days/wkly	\$170	\$1,700

Tuition statements are sent monthly via e-mail (paper statements upon request). Checks should be made out to **Covenant Preschool** and sent to school in your child's lunch box, folder, or diaper bag or placed in the drop box near the Preschool office door. For your protection, cash payments should be made in person in the Preschool office.

Withdrawals and late fees:

- A one month advance notice must be made for any withdrawals during the school year. Payment for the last month whether your child attends or not will be expected.
- There is a \$5.00 late fee for tuition received after the 15th of each month and a \$20 service fee for any check returned by the bank. Unpaid tuition beyond one month will result in the student being dropped from our roll until all fees are brought up to date.



Children's Day Out General Information

Classes are offered for Babies through 2 year old (Big Tots) meet Monday through Friday. The day(s) your child attends each week will be selected at the time of registration and will be your reserved day(s) for the school year. **Missed days may not be made up.**

Baby Class and Tiny Tots Class: Children may attend one or two mornings weekly. Babies must be at least 3 months old and Tiny Tots must be one by Sept. 1st.

The Big Tots Class is made up of toddlers who are two years old before 9/1. *Big Tot students must turn 2 years of age before they can attend the Big Tots Class. They must attend at least 2 mornings weekly and up to all five days weekly.

Children's Day Out students must be signed in each day by a parent or guardian with an emergency phone number for the day. As a general rule, parents are not allowed in the classroom as it is disruptive for the children and makes separation difficult for both child and parent. **Please do not enter the classroom with your child but allow the teacher to take or lead him/ her in.**

Diapers and clothing:

Each child should bring a back pack or diaper bag containing the following:

- 3 disposable diapers or disposable training pants if actively potty training
- a complete change of clothes
- pacifier and/or security blanket, if needed
(For sanitary reasons, cloth diapers or cloth training pants are not allowed)
- Lunch in a lunch box

Lunch:

Each child should bring a lunch box containing a beverage, finger foods, and a napkin. No popcorn, nuts, hard candy, lollipops, or hard boiled eggs, please!

Activities:

Age appropriate activities are offered as our children progress throughout the year. Babies and Tiny Tots enjoy playtime each day with a variety of age appropriate toys, musical tapes, stories, and books.

The Big Tots Class offers large blocks of playtime plus participation in Wednesday morning Chapel and a music class.

Should your Big Tot not attend school on these days, there will still be many class time opportunities for singing, story time, art, & science activities.

Other:

Remember to mark all items with your child's name, including coats, lunch boxes & diaper bags.



PRESCHOOL PK-3, PK-4, & Kindergarten General Information

Our preschool classes are for children who are at least 3 years old before September 1st of the current school year. All preschool students must be potty trained and no longer wearing training pants or Pull Ups.

Each class is designed to develop and encourage a love for learning, expanding with each age level. Social skills development is an equally important part of our curriculum. We encourage children to play and work cooperatively, as well as to develop a sense of concern and care for others beyond themselves.

Attendance

We encourage regular and prompt attendance! Routine are important to children and those who arrive late miss an important part of their preschool day. Our classroom activities begin promptly at 9 am. Please notify your child's teacher or the school office when your child is absent. Covenant Preschool reserves the right to deny first grade promotion to any Kindergarten student who is absent more than 24 days of the school year.

Parent /Teacher Conferences

Parent/Teacher Conferences are held twice a year in the fall and spring for parents with children in our preschool classes. In addition, conferences may be arranged anytime upon request. For productive communication, we ask that you **not** bring any of your children to scheduled conferences.

Chapel Service and Christian Education

Covenant Preschool is a Christian preschool and a community outreach of Covenant Presbyterian Church.

Families of our students do not have to be Presbyterian or of the Christian faith, however, as a Christian School we teach the teaching of Christ's love for all people Bible stories and celebrate all traditional Christian holidays.

Our students also participate in a weekly Chapel service held every Wednesday morning in the Sanctuary for the Big Tots through Kindergarten classes and our services are led by volunteers from the church. The music teacher also leads the children in singing Christian songs and the service last about 15 – 20 minutes.

In addition, we have bi-weekly Bible verses for our students to learn and each classroom teacher is responsible for reading Bible stories.

Art

Art is a wonderful medium for self expression and our preschoolers are exposed to it beginning in our CDO classes. Each class has opportunities for art with age appropriate projects involving arts and crafts and painting. Each teacher retains some of these masterpieces throughout the school year for our Spring Art Show in April in conjunction with our Sports Day.

Music

Music is an important learning tool in a young child's life and singing during the class day is an important part of our curriculum. We also have a weekly music class for Big Tots through

Kindergarten. Each December we have a special evening Christmas Program where our preschoolers sing Christmas songs followed by a reception in the Fellowship Hall. The preschoolers also sing at the Kindergarten graduation in May.

Library and Computer Time

A variety of computer activities are offered weekly in our computer lab for students in PK-4 & Kindergarten. The preschoolers also make weekly visits to our preschool library where the teacher will read a book and the class will learn how to select and check out books.

Field Trips

Age appropriate field trips are a part of our PK-4 and Kindergarten program. You will be notified of upcoming field trips throughout the school year and we must receive signed permission from you. We also invite resource people to visit our school, as well as parent's who would like to share their professions, hobbies, or special talents.

The Storyland Theater Productions performs three plays during the school year which our PK-4 and Kindergarten classes attend. Season passes cost \$12. In addition, our students sing for elderly residents at local assisted living facilities, and some classes may visit the Augusta History Museum, Steed's Dairy, the Augusta Canal Interpretive Center, the Morris Museum of Art, and Reed Creek State Park. Some field trips may require a modest entrance fee.

School-wide Activities

Throughout the year, we will celebrate with a costume parade in October, preschool Thanksgiving Feast in November, Christmas Program in December, Book Parade in March, Sports Day and Art Show in April; Easter egg hunts the week before Easter and Kindergarten Graduation in May.

Manners

Good manner are stressed throughout the school year for all of our students and we ask that our parents help reinforce them: respect for adults and other students, being honest, using polite language, waiting one's turn, developing good sportsmanship, being responsible for one's actions, developing a sharing spirit, and good table manners.

Discipline Policy

Discipline involves redirection for most misbehavior. For repeated misbehavior time-out is used. For children who are defiant and disrespectful of their teacher, there will be time out in the Director's office and parents may be called. For a child who is consistently misbehaving, a conference may be needed with the student's parents.

Bullying

Bullies have existed throughout all of human history but the issue has only recently been addressed within our nation's school systems. Bullying is a learned behavior and is learned from observing other bullies. Children who bully others at preschool level do so by targeting specific a student or students and causing intentional mental and sometime physical harm. Parents will be notified if a teacher feels she has a bullying issue and will work with the parents to help address and correct the problem. Parent involvement and communication is vital in helping the student.