

# **COVENANT PRESCHOOL & CHILDREN'S DAY OUT**



## **Parent Information**

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[preschool@covenantaugusta.org](mailto:preschool@covenantaugusta.org)

# 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.

Covenant Preschool has an exemption status from the Department of Family and Children's Services - Bright from the Start which governs programs involving young children. We are a Mother's Day Out and Preschool Program and not a licensed childcare facility and do not provide all day childcare or before and after school care. Georgia state law mandates that our children's day out, preschool program can only operate a maximum FOUR hours per day. Therefore, a late charge will be automatically added to your account in the amount of 20.00 as of 1:05pm. If the time excides 1:15pm, there will be an additional charge of 5.00 per minute until the time of pickup.

The **Preschool** is open from mid-August until mid-May, Monday through Friday, 9 am to 1 pm. The preschool is made up of PK-3, PK-4, and Kindergarten classes.

**PK-3** parents select one of two options of days to attend throughout the school year. Students may attend a three days weekly class on Tuesday, Wednesday, Thursday, or an all five days weekly class Monday through Friday.

**PK-4** parents have two options: students may attend either a three-day weekly class on Tuesdays, Wednesdays, Thursday or a five-day weekly class Monday through Friday.

**Kindergarten** students attend Monday through Friday each week.

In addition to our regular curriculum, students attend a weekly music class, Wednesday morning chapel, preschool library, Spanish class (K & PK-4 only) & daily playground time. Students bring their lunch and eat in the classroom. All students enrolled in preschool classes must be fully potty trained (no Pull Ups). Students not fully potty trained must remain in Children's Day Out.

## **Children's Day Out Program (CDO)**

Is open 9 am to 1 pm providing morning childcare for babies and toddlers, 3 months through 2 years old. Parents may choose one or two mornings/weekly for children under two years of age, and up to five days for those over 2 years old. The selected days are reserved for the school year.

## **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 only. Older children attend all three days each week. Registration for the summer program begins in the spring. Each summer focuses 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.

## **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 require our parents to become involved helping with classroom activities, parties, field trips, special school-wide events, fund raisers, and our Parent's Organization. Parents should choose two volunteer opportunities or pay an opt out fee of 75.00.

## **Substitutes**

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

## **Inclement Weather**

\*\*\*\*\*SCHOOL WILL BE CANCELED IF RICHMOND COUNTY SCHOOLS ARE CLOSED 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, parent cooperation is vital. Children should be symptom free for 24 hrs before returning to school.

We will call you if your child becomes ill while 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:

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

### **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.

For Kindergarten, we must also 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. Funds raised allow us to maintain and improve our program. All fund-raising activities are selected to be fun and/or useful for our families. Participation is encouraged, but 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**

Each class has a daily playground time. Babies and Tiny Tots will have playground time as the year progresses. 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 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 all parties must be scheduled in advance with the church office secretary (706/733-0513). The playground is not to be closed to the public during birthday parties. Any resulting party trash must be taken to the church trash receptacles located in the fenced in area in the Sanctuary parking lot or removed from the premises and not left in the playground trash cans.

### **Birthday Celebrations in the Classrooms**

We love to celebrate birthdays! Parents should plan in advance with the teacher. You may send a snack or dessert on the scheduled day. This is not a Birthday Party. We will provide a crown and sing Happy Birthday. Please no party favors or noise makers! Birthday parties should be planned outside of school time and invitations may be sent through the school if the entire class is invited.

## **School Pictures**

Barry Koenig and Branch Carter are our school photographers. Individual school pictures are taken in October and group class pictures and Kindergarten graduation pictures will be taken in the spring.

## **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**

## **2019-20 Fees**

### **Registration fee:**

An annual non-refundable registration fee must be paid at the time of enrollment. This 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. Tuition is not reduced due to absences or school closures. The first payment for the 2019/20 school year will be due on August 1<sup>st</sup> and should be paid within the month. All other monthly tuitions are due the first of each month September - May and will have a two-week grace period at the beginning of each month in which to pay. Payments can be through our Brightwheel app, 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 \$100 curriculum fee for Kindergarten and a \$45 fee for PK-4 & PK-3 classes due in September.

### **Monthly cost / Annual tuition cost including reg. fee**

#### **Preschool**

Kindergarten (all days)	\$200	\$2,000
PK-4		
3 days/wkly (T, W, Th)	\$165	\$1,650
5 days/wkly	\$200	\$2,000
PK-3		
3 days/wkly (T, W, Th)	\$165	\$1,650
5 days/wkly	\$200	\$2,000

#### **Children's Day Out**

1 day/wkly	\$70	\$700
2 days/wkly	\$125	\$1,250
3 days/wkly	\$165	\$1,650
4 days/wkly	\$180	\$1,800
5 days/wkly	\$200	\$2,000

Tuition statements are sent monthly via Brightwheel. 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 on 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 15<sup>th</sup> 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 for Babies through 2-year-olds (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: These children may attend one or two mornings weekly. Babies must be at least 3 months old and Tiny Tots must be one by Sept. 1<sup>st</sup>.

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, hotdogs, whole grapes, 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 1<sup>st</sup> 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!** Routines 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.

### **Preschool Parent /Teacher Conferences**

Preschool Parent/Teacher Conferences are held twice a year in the fall and spring during the school morning. These are highly important scheduled meetings for our parents and teachers to privately discuss the student's progress and an opportunity to express concerns and celebrations. For productive communication, we ask that you **not** bring any children to scheduled conferences – this is adult time. In addition, conferences may be arranged anytime upon request.

### **Chapel Service and Christian Education**

Covenant Preschool is a Christian preschool although our students do not have to be Presbyterian or of the Christian faith to attend. As a Christian School, we teach the teachings of Christ's love for all people, read Bible stories, learn Bible verses, and celebrate traditional Christian holidays.

Each week our students in Big Tots through Kindergarten attend a 15 – 20-minute Chapel service held

in the Sanctuary. Services are led by volunteers from the church. The music teacher also leads the children in singing Christian songs.

### **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 a school-wide Spring Art Show.

### **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**

The preschoolers will 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 allowing each class to rotate the classroom 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, 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 manners 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.

### **Children with allergies**

For safety reasons, each classroom teacher will post the name(s) and allergies of any student in the classroom. A prescription Epi Pen may be kept by the teacher in cases severe allergies. Communications between the parents and the teacher on the severity of the allergen and how to keep the student safe is vital.



## **Discipline Policy**

Discipline involves redirection of misbehavior. For repeated misbehavior, time-out is used. Teachers and parents should work together in helping the child learn how to play appropriately with others. For children who are defiant and disrespectful of their teacher and other students, there will be time out in the Director's office and parents may be called. For a child who is consistently misbehaving or exhibiting aggressive behavior towards others, a conference will be needed with the student's parents. Overly aggressive behavior is grounds for dismissal.

## **Bullying**

Bullies have existed throughout 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 do so by targeting a specific student or students and causing intentional mental and sometimes 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.

# Covenant Preschool & Children's Day Out



## 2019-20 Calendar

August 12 <sup>th</sup>	Teachers Return
August 16 <sup>th</sup>	"Meet Your Teacher" 9:30 am – 11:00am
August 16 <sup>th</sup>	"Parent orientation" sanctuary 9:45 am – 11:00am
August 19 <sup>th</sup>	First day of school 9:00 am
August 26 <sup>th</sup>	Car line begins
September 2 <sup>nd</sup>	Labor Day – school closed
September 4 <sup>th</sup>	Preschool Chapel, Music & Spanish classes begin
October 31 <sup>th</sup> (Thurs.)	Halloween Costume Parade 11:30am
November 6 <sup>th</sup> – 8 <sup>th</sup>	Preschool Parent Conferences – school in session
November 11 <sup>th</sup> (Mon.)	Veterans Day observation– School closed
November 21 <sup>st</sup> (Thurs.)	Preschool Thanksgiving Feast 11:30am
November 25 <sup>th</sup> – 29 <sup>th</sup>	Thanksgiving holidays – school closed
December 17 <sup>th</sup> (Thurs.)	Christmas program TBD
December 20 <sup>th</sup>	Last day of school before Christmas Holidays
December 21 <sup>st</sup> – Jan.6 <sup>th</sup>	Christmas holidays & Teacher work day – school closed
January 7 <sup>th</sup> (Tues.)	Back to school
January 20 <sup>th</sup> (Mon.)	Martin Luther King, Jr. Holiday - School closed
January 27 <sup>th</sup>	Registration for 2020-21 begins
February 14 <sup>th</sup> (Fri.)	Teacher Work Day– School closed
February 17 <sup>th</sup> (Mon)	Presidents Day – School closed
April 6 <sup>th</sup> - 13 <sup>th</sup>	Spring Break – school closed
April 14 <sup>th</sup> (Tues.)	Back to school
May 5 <sup>th</sup> (Thurs.)	Cinco de Mayo (Celebrated at School)
May 6 <sup>th</sup> – 8 <sup>th</sup>	Preschool Parent Conferences – school in session
May 14 <sup>th</sup> (Thurs.)	Last day of school/ Kindergarten graduation & reception/10am Class parties/10:30 am Early dismissal/11:30am

**\*All dates subject to change as necessary by Director or Preschool Ministry.  
Parents, always check your teacher's class calendar as well for additional information.**

Dear Parents/Guardians,

By signing below, you acknowledge that you have reviewed the Covenant Preschool and Children's day out Parents Handbook.

You are required to return this signed verification form to your child's school. The form will be kept on file through the end of the 2019-2020 school year.

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Name

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Date