

Parent Handbook
New Salem Weekday Preschool
2021-2022



New Salem Baptist Church
A Safe Sanctuary Facility
836 New Salem Road
Kennesaw, GA 30152
Church office: 770-428-4630
Preschool Office: 770-425-6476

www.newsalem.org/preschool

Preschool Director: Dana Moore

Lead Pastor: Nicholas Pepper

Policies and procedures are based on normal routines. NSWP reserves the right to change or adjust policies and procedures as needed. Changes will be communicated in written form.

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Program Exemption

New Salem Weekday Preschool meets the *Bright from the Start* exemption requirements and is exempt from licensure by the State of Georgia. The exemption certificate is in the Director's office for viewing.

Mission Statement

New Salem Weekday Preschool is a ministry of New Salem Baptist Church whose mission is: Growing Deep and Going Wide with God, relationships, the community, and the world!

Philosophy

- We believe that children learn best in a developmentally appropriate atmosphere where play has a purpose.
- We believe that interacting through play and supporting a child's curiosity builds the foundation for a child to be a lifelong learner.
- We believe our teachers are crucial to creating a happy learning environment that supports children physically, socially, spiritually, and cognitively through direct and child-initiated activities.
- We believe that partnering with parents is a privilege and a benefit to the child.

Biblical Beliefs

- God is the Creator and Ruler of the universe. He has eternally existed in three persons: The Father, the Son, and the Holy Spirit. These three are co-equal and are one God.
- People are made in the image of God and are the supreme object of God's creation. All of us have an attitude of disobedience toward God called sin. Sin separates us from God.
- Salvation is God's gift to us. We first must accept it, admit we are a sinner and trust in Jesus Christ as God's offer of forgiveness.
- The Bible is God's written word to us. It was written by human authors, under the guidance of the Holy Spirit. It is the supreme source of truth.
- Discipleship is the duty of every born again follower of Jesus and every church to make disciples of all men.
- We believe that baptism is being immersed after salvation and is an act of obedience.

New Salem Baptist Weekday Preschool welcomes students of any race, color, nationality, and ethnic origin and is honored to take part in the education of each student.

Religious Practices

During a child's time at NSWP, the child will participate or experience the following:

- Prayers with the class, before snacks, and meals.
- Bible stories, teaching, memorization
- Curriculum work based on Bible stories and principles
- October 31 is celebrated as a Fall Festival
- Thanksgiving is celebrated as a time to thank God for His blessings
- Christmas is the recognition of Christ's birth
- Easter is recognized as the resurrection of Christ

Reading of the Parent Handbook

Each parent is responsible for reading the New Salem Preschool Handbook. Parents are to read and sign the form that states the parents have read and supports the policies and procedures stated in the Parent Handbook.

Policy Changes

New Salem Weekday Preschool reserves the right to add to and change its policies as needed.

Enrollment/Registration

Registration is held annually for current and new students. Specific dates for registration is announced through information sent home, social media, church, and preschool websites. Enrollment opens first to those currently enrolled and members of New Salem Baptist Church. Families currently enrolled must be in good financial standing with the preschool to be considered for future enrollment.

Statement of Acceptance

New Salem Weekday Preschool reserves the right not to accept an application that the administration discerns not suitable for our program, to decline admissions when the preschool staff is unable to meet the special needs of a child.

Parent's Role

There are many ways to help your child have an excellent preschool experience each day.

- Check the preschool calendar and child's communication folder to help your child anticipate the day to come.
- Make sure your child gets plenty of rest each night and eats a nutritious breakfast each morning.
- Wake your child up early enough so that they don't feel rushed in the morning.
- Keep the preschool staff informed about a unique circumstance in your child's life.

Withdrawal by Parent

A 30-day advance written notice is required to withdraw from NSBC Preschool. Written notice is to be submitted to the preschool by email or written note and should be submitted before the 30 days required for withdrawal to avoid future tuition payments.

Morning Car line

Car line for Kindergarteners begins at 8:45 and ends at 9:00.

Preschool morning carline begins at 8:55 and ends at 9:15.

Children arriving after 9:15 a.m. need to enter through the Welcome Center. An office staff member will check your child in and walk them to their classroom. Teachers are not allowed to open the end preschool doors after 9:15 a.m.

Afternoon Car line

Afternoon carline for preschool children begins at 12:15 and ends at 1:15 p.m.

Kindergarten afternoon carline begins at 2:40 and ends at 2:55

Late Pick-Up Policy and Fees

A late pick-up fee of \$1.00 per minute is charged for parents that have a pattern for being late. Carline begins at 12:55 and ends at 1:15 p.m.

Parent/Teacher Conference

Parent-teacher conferences are conducted upon request of the parent or teacher. Anytime there is a concern please contact the teacher to schedule a time.

Communication

All communication from parents should be in writing or email format to the classroom teacher or the Director. Verbal communication can be forgotten or misunderstood. If you need to get a message to the preschool, please call the preschool office at 770-425-6476.

The New Salem Weekday teachers communicate with parents via emails, phone calls, monthly calendars or newsletters, remind apps, or closed Facebook Class page.

Teachers will post at least twice a week to the close class Facebook page.

Communication during the preschool day

We welcome communication from parents when they have a concern or plans suddenly change. If you need to get a message to the teacher or want to check and see how your child is doing during the preschool day, please call the Directors cell number at 770-425-6476 or 770-883-6610. The church office number is 770-428-4630. During the preschool day, teachers are allowed to have their cell phones out to take pictures of children and their activities. Teachers will post picture before the preschool day ends or after dismissal. Cell phones are not allowed to be out for any other reason. If you text a teacher, the teacher will respond when children are NOT in the classroom.

Open communication is always the heart of the preschool staff. Keep in mind that teacher may not get back to you until the next day if it is after hours due to their own family commitments.

Discipline Policy

Classroom Discipline Plan

When a child is not following expectations of the classroom, the preschool staff follows the steps listed below.

- Redirect the child. Diverting the child's attention is the best way to avoid the problem.
- If redirecting does not work, a child often needs a few moments away from the situation. The older children need to sit in a thinking area or chair. The child can rejoin the class activities when

they feel they are ready. With younger children, time away from the situation may take the form of working or playing side by side with the teacher in a directed activity.

- When steps 1 and 2 have produced no results or the situation is severe enough to need immediate attention, the teacher will get the Director. The Director will come to the classroom and attempt to help the child make a better choice, or she will sit with the child outside of the classroom to have time to regroup and talk.
- NSWP may request a parent conference to discuss issues when the discipline plan has not shown positive results for the student.

Biting Policy

Children under 3 or those with communication challenges often go through a stage of biting others. It is typical for a child in this age group to feel frustrated at not being able to communicate with others verbally. Therefore, the only method they have to communicate is through a physical means, and it does not mean that the child is purposefully trying to hurt others. The good news is that children usually go through this stage very quickly, and the biting incidents typically decrease as the year progresses. Teachers will talk with the child and tell them we do not bite our friends and redirect the child. If biting becomes habitual, we will discuss with the parents to determine the next course of action.

Immunization Policy

Cobb County, in conjunction with the State of Georgia, requires a current Certificate of Immunization Form #3231 on all children attending school. The preschool will give advance notice when #3231 is due to expire. A student may not attend school without current Form #3231 on file in the preschool office.

Religious Immunization Exemptions

If you choose not to immunize your child or are on a delayed immunization schedule, a notarized affidavit of Religious Exemption is due to the weekday preschool office by August 29, 2019. Children who are not immunized may be excluded from attending school in the event of a vaccine-preventable disease outbreak. NSWP will notify you should an outbreak occur. New Salem Baptist Church and the preschool will not be held liable should a child who is not vaccinated become ill with a vaccine-preventable disease. Tuition fees are not reimbursable for any time missed from school.

Health, Illness, and Injuries

For the protection of your child, and other children in the preschool and preschool staff, **we request that parents not bring a child to school that either appears to be ill or has been sick in the past 48 hours.**

Children who have had the following symptoms within the last 48 hours will not be admitted into the preschool classroom:

- **Fever 99.5**
- **Green or Cloudy Runny Nose**

- **Runny, Pink or Infected Eyes**
- **Vomiting and Diarrhea**
- **Inflamed Mouth or Throat**
- **Croup, Coughing, Sneezing**
- **Symptoms of childhood diseases (scarlet fever, mumps, measles, chickenpox)**
- **Skin infections such as boils, ringworm, impetigo, staph, or any unexplained rash**

Should a child become sick or injured during the school day, the preschool staff will contact parents using the information provided on each child's contact form. Please inform the preschool office immediately of any changes in personal phone numbers or emergency contact phone numbers.

Parents who are called to pick up their child are expected to respond to their child's needs by coming immediately.

Any head or facial injuries will require immediate contact of the parent. With other types of injuries, parents will be contacted if needed.

Accidental injuries will be reported to parents using an Accident Report Form. Parents are asked to sign the form and return it to the Director's office. The form can be signed and turned in at the end of the day or in the child's communication folder. In some instances, NSWP staff will give a verbal explanation of the accident/incident at the time of pick up, and the form will go home the next day to be signed and returned.

Medication

NSWP ask that all medications be given at home. If it becomes necessary for medication to be given during the preschool day, please contact the Director to discuss the expectations and fill out the medical form.

Severe Weather and Fire Emergency Plans

Severe weather and fire emergency plans are posted in each room. If a parent arrives during an emergency, parents will be asked to assist NSBC staff until the crisis is over.

In the event of severe weather and the school is under a tornado warning, parents will not be allowed to pick up their children. Parents are invited in to assist with preschoolers until the severe weather has passed.

Severe weather and fire drill will be conducted throughout the school year.

Power or water Outage

In the event of a water or power outage, NSWP may have to cancel school or end the day early. Parents will be contacted by a NSBC staff member if this becomes necessary.

Cobb County School Closing/Inclement weather etc.

NSWP will NOT follow Cobb County when the system decided to have a school or the system have virtual learning from home. The preschool follows Cobb County when it comes to school breaks and holiday.

In the event we have inclement weather or a COVID concern and need to close, communication will be through the class Facebook page, Preschool Facebook page, text and email.

If the Cobb County School system dismissed early, **we ask that all parents come to the preschool first to pick up their child.**

If Cobb County Schools have a 1 hour delayed start, the preschool will open at their regular time. When the school system has a two hour delayed start, the preschool will start one hour later.

No refund is allowed for severe weather days, holidays, school systems closing, emergency or unforeseen closings, or sick days.

Preschool Emergency Evacuation

In the event of an emergency that would require evacuating the school property, the staff and students will evacuate to a place designated by our security plan. All staff will accompany students and will contact parents with the location and procedures to pick up their child. Car tag number or a Driver's license is required for a student to be released.

Teachers will have emergency forms containing contact information for each student. It is the responsibility of each parent to inform the preschool and the classroom teacher of any changes to their contact information.

School Security

If you should arrive late or need to pick up your child early, please sign in at the church Welcome Center. Please have or know your car tag number to show or tell the Administrative Assistant for identification purposes.

NSBC has an open door policy. We ask that all parents enter and sign in through the Welcome Center doors of the church. Parents are always welcome, but we ask that you do not come through the end doors of the preschool hallway.

The 2020-2021 school year was surprisingly a healthy year for preschoolers and staff. We ask that if parents be selective when wanting to go into the classroom. Staff members in the office will walk children arriving late, or get children for parents needing to leave early.

Animal Policy

NSWP does not allow animals in the building since students or staff may have specific animal allergies. Exceptions are the petting zoo which is outside or if we have an in-house field trip that would involve an animal. A classroom teacher may have a class pet such as a fish or may bring in a frog, ant farm, caterpillar to go along with a specific unit of study.

Animals that are in vehicles during carpool time should be kept at a distance from students walking by to prevent a biting accident.

Plant Policy

NSWP will avoid indoor plants in the classroom that can cause allergies, hay fever, skins rashes or are poisonous if ingested. Flowering plants that produce pollen are not allowed in the room daily. Teachers will check any plants that are in the classroom by visiting https://www.uwhealth.org/files/uwhealth/docs/pdf/poisonous_plants.pdf to see which plants are beneficial and safe.

Potty-Training

NSWP will work with parents to help with the potty-training process. Children that do not stay dry during the preschool day need to wear the easy-open "Pull-Ups. It is hard to manage the classroom routine and other children and have to completely clean and change a child. An easy-open Pull-Up contains the accident and makes changing and clean up quicker. If the child is remaining dry during the day, he or she may wear underwear. Occasional accidents will happen, so students should always have a change of clothes in their book bag. If accidents become frequent, the NSWP may ask to have the child wear Pull-Ups again.

Communication Folders

NSWP will provide each student with a communication folder. Please check this folder after each school day. Return the folder each day in the child's book bag.

Lunch Guidelines

The following suggestions are in the Parent Handbook for preschooler's lunches.

- Keep foods simple and use packaging that is easy to open or place in a container that is easy to open.
- Prepare foods that do not have to be heated. Teachers are not allowed to warm food in the microwave.
- Please cut up grapes, hot dogs, or large food items by dicing the food so that it is not a choking hazard. **Dicing means to cut the food in ½ and ½ again to avoid choking. (preschoolers under 3)**
- Children under three years of age may not have popcorn.
- Please do not send in hard candy, red drinks, or food containing red dye.

Birthdays

Children's birthdays are always recognized during the preschool day. Parents that want to come to the classroom and provide a treat are asked to do the following:

- Plan to bring the treat at the end of the preschool day at 12:30 p.m.
- Schedule with the teacher as to what day you are wanting to come at 12:30, so we do not have two birthdays being celebrated at the same time.
- A small individualized treat is best for the time frame given.
- If you would like to send in a treat to be served at the end of the preschool day (12:30) please have individual small treats. The teachers need to have it already prepared to hand out.
- All children have water bottles
- We ask that birthday celebrations remain at the end of the day with a small treat. Pizza or other lunch item are not allowed to be sent in for a birthday celebration due to allergies and parents dietary preferences.
- Two parents and siblings that attend the preschool may come to the end of day celebration for the birthday child.

Tuition Policy and Procedures

New Salem Weekday Preschool is a non-profit organized supported by tuition, registration and activity fees of its students.

- Tuition is due at the end of each month for the upcoming month beginning July 30.
- The amount due is constant regardless of the number of days in the month, holiday breaks, days missed due to inclement weather or school closings including but not limited to fall, winter, and spring break.
- It is not possible to offer discounted months for family vacations or extended trips.

- A grace period of 5 school days will be given before a late fee is added.
- Discounts are not given for paying tuition in full.
- Tuition invoices will be emailed out around the 20th of each month, for the upcoming month's tuition
- Tuition payments may be paid online with a credit/debit card by visiting our website, www.newsalem.org, or by downloading the New Salem app. When paying online or through the app, select giving and it will redirect you to a form to fill out the pertinent information; be sure and select the appropriate fund (Weekday Preschool Tuition) from a drop-down box. If you need assistance or have questions about online payments, please contact Kathryn at 770-428-4630.
- Tuition may be paid by check or cash.
- There will be a \$25.00 late fee on all returned checks.

Activity Fee

The children enrolled in all programs of the Weekday Preschool have an annual Activity Fee that provides payment for school-sponsored special events, activities, and parties. Special events include but are not limited to in-house field trips, special guest presentations, curriculum enhancements activities, special meals, musical programs, and parent celebrations. The activity fee is non-refundable and non-transferable.

Bullying

NSBC Preschool takes bullying seriously and will address bullying behavior on a case by case basis.

Eyesonbullying.org defines bullying as:

- Deliberate-the intent is to hurt someone
- Repeated-the same victim is targeted again and again
- Power imbalanced-chooses victims seen as vulnerable.

Young children are learning how to behave in social settings. The preschool staff addresses behaviors that are typical of preschoolers and turns them into teachable moments on how a child should behave. Normal discipline methods of redirection, time out, a phone call home, and parent conferences will be followed as needed. Deliberate behaviors that do not improve will result in a parent conference, where a plan will be developed.

Suspicion of Physical or Sexual Abuse

NSBC staff are mandated reporters per Georgia State Law. Any suspicion must be reported within 24 hours to the Director or Lead Pastor. The authorities will be notified if the situation warrants an investigation by the proper authorities. The Director and Lead Pastor will follow established protocols for parent notification. NSBC is a Safe Sanctuary designated facility and follows procedures to ensure that all individuals are in a safe and protected environment. All information is kept confidential.

Child Custody and Visitation Agreements

It is the responsibility of the custodial parent to provide an official copy of any child custody agreement for a child that attends NSBC preschool. The child will be released to either the

mother or father unless the Director is notified and given a copy of the visitation and custodial agreement. The custodial agreement will be kept confidential.

Early Childhood Standards and Curriculum

1 Year-Old Scope and Sequence

The 1-year-old program is designed to provide social, emotional, spiritual, physical, and learning opportunities through reading aloud stories, art, music, play-based activities, music, free playtimes.

Curriculum: First Look Bible, Wee Learn Curriculum

Early Learning Skills:

- Introduce colors
- Introduce the alphabet
- Introduce counting
- Introduce matching items
- Develop oral language

Spiritual Development

- God made me
- God loves me
- Jesus wants to be my friend forever

Social and Emotional Development

- Learning to listen and follow directions
- Learning to share
- Learning to play beside other children

Gross and Fine Motor Skills through

- Sensory play
- Music and Movement
- Art activities- (coloring, painting using different hand motions)
- Working and playing with manipulatives and puzzles

2-Year-Old Scope and Sequence

The 2-year-old classroom focus is on introducing children to a more structured classroom setting while providing a developmentally appropriate schedule and activities to help them transition into the

expectations. The day will consist of circle time, arts, social experiences, sensory play, Bible story, and being read to aloud.

Curriculum: Read It Once Again and First Look

Spiritual Development

- God made me
- God loves me
- Jesus wants to be my friend forever

Academic

- Can identify and name objects (classroom objects, things in a picture, parts of the body)
- Introduction of the alphabet
- Reinforcement of names shapes
- Sequences two things in the correct order
- Reinforcement of colors
- Name things from a familiar story
- Sing simple songs, finger plays, and actions

Social Skills

- Knows his or her first name
- Follows directions from an adult
- Begins to put on their coat and jacket
- Participate in cleaning up the room after an activity

Fine and Gross Motor Skills

- Builds with Duplo's or blocks
- Complete a puzzle with assistance
- Hold and book correctly and turn a page
- Lace cards or string beads
- Begin using art materials (glue and crayons) appropriately
- Sorting (mainly color and size)
- Paint or coloring using different hand strokes (up-down, big, small, round)

- Kicks a large ball
- Toss ball underhanded
- Walks (backwards and sideways)
- Runs
- Jumps with both feet
- Hops with both feet
- Walks on a line and balances

3-Year-Old Scope and Sequence

The 3-year old classroom is designed to help the child enjoy and look forward to school each day. The classroom is structured to provide developmentally, appropriate activities that help support them emotionally, socially, spiritually, physically, and academically.

Curriculum: Read It Once Again, Learning Without Tears, First Look Bible

Spiritual Development

- God made me
- God loves me
- Jesus wants to be my friend forever

Social Development

- Listens and follows directions
- Plays beside and with friends
- Learns to take turns when sharing, during an activity, or waiting for their turn to talk
- Helps clean up the classroom after snack, an activity, or lunch

Academic Development

- Oral language development (Uses words to communicate, answers questions from a conversation, activity or story)
- Recognize and write their first name
- Can tell a story or personal experience
- Puts pictures in a sequence
- Matches pictures
- Recognize colors and shapes
- Rote counts from 1-20

- Recognizes number 1-10
- Introduction to understanding the value of a number.
- Sorts objects by color and size

Gross and Fine Motor Development

- Requires little assistance when feeding self
- Washes and dries hands
- Working toward or is fully potty-trained
- Dresses self with some support
- Begins to use scissors
- Laces cards and strings beads
- Draws a picture
- Uses blocks, or Legos to build a tower or create a structure
- Manages small manipulative
- Complete a puzzle with little or no assistance
- Appropriately uses art supplies (crayons, markers, glue, paint)
- Jumps with both feet
- Walks down steps one at a time

Young 4's Scope and Sequence

This classroom is designed for children that either missed the September 1 cutoff date for Pre-K; or those young 4's parents desire to give them another year to socially and developmentally mature. This classroom is to help prepare children for Pre-K by providing challenging and engaging activities that support them emotionally, spiritually, academically, and physically. The class will provide this support through art, music, science, playtime, centers, and read-aloud stories. Following are the standards that will be implemented through the activities and lessons that the staff prepares.

Curriculum: Read It Once Again, Learning Without Tears, Pocket of Preschool Units, First Look Bible.

Spiritual Development

- God made me
- God loves me
- Jesus wants to be my friend forever

Social Development

- Works and cooperates with teachers and other children
- Shares and takes turns
- Helps with classroom jobs, cleaning up after and activity

- Listens and follows directions
- Takes turns when speaking as to not interrupt or talk over others.
- Helps others when asked to do so

Academic Skills

- Recognizes uppercase alphabet
- Begins to recognize lowercase alphabet (especially in their name and environmental print)
- Recognizes shapes and colors and can sort
- Recognizes number 1-15
- Rote counts from 1-2
- Introduction to understanding the value of a number. 3 = * * *
- Follows 3-step directions
- Begins to understand simple positional concepts
- Independently completes a puzzle with 7 to 12 pieces
- Retell or recall facts from a story

Fine and Gross Motor

- Begins to color within lines
- Sorts by color, size, and category
- Manipulates and shapes play dough
- Laces cards and strings beads
- Appropriately uses art supplies such as glue, marker, and crayons
- Begins to hold a pencil correctly
- Holds and uses scissors correctly
- Can pour or scoop from one small container to another
- Walking up or down stairs alternating one foot and stair-step at a time
- Hops on one foot
- Gallops
- Follow a movement pattern (walk, zig-zag, gallop)
- Rolls and catches a ball
- Initiates move to the music
- Follow directions when asking to walk forward and backward on command

The kindergarten class follows the Georgia Standards of Excellence and Cobb County School system's pacing guides. The classroom teacher will provide standards being taught each 9 weeks.

Pre-K Scope and Sequence

The Pre-K program is designed to have developmentally appropriate activities that help them learn and grow Spiritually, emotionally, physically, socially, and academically.

Curriculum: Zoo Phonics, Learning Without Tear, First Look Bible, Pocket of Preschool Units

Spiritual Development

- God made me
- God loves me
- Jesus wants to be my friend forever
- Bible memorization Psalm 23, Lord's prayer

Phonemic Awareness/Phonics/Literacy

- Recognition of the upper and lower case letters of the alphabet
- Listens and differentiate between sounds that are the same or different
- Identifies and produces rhyming words
- With support letter-sound recognition
- Isolates the initial (beginning) sounds in words with adult guidance
- Segment sentences into individual words
- Retells familiar stories

- Discusses books or stories read aloud and can identify the characters and setting.
- Describes activities, experiences, and stories with more details
- Listens and follows multi-step directions
- With prompting and support tracks words from left to right
- Recognizes and read environmental print
- Reads up on sight 40 sight words- these words are instant recognition and not to be sounded out

Writing

- Draws pictures and copies letters or numbers to communicate
- Uses writing tools
- Writes letters of the alphabet
- Writes first and last name

Math

- Counting 1-100 with some assistance
- Matches numbers to sets of objects with the same number
- Recognize Numbers 1-20
- Describe sets as having more, less, same, or equal
- Quickly recognizes how many are in set up to 4
- <http://www.gelds.decal.ga.gov/Search.aspx>