



*"Start children off on the way they should go,  
and even when they are old they will not turn from it."*

*Proverbs 22:6*

## Student Handbook

4100 North Valdosta Rd.  
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### **Mission Statement:**

The mission of CrossPointe Preschool is to provide our students with a safe and loving environment that encourages spiritual, emotional, academic, social, and physical growth within a Christ-centered program. Our half-day preschool offers a warm and nurturing environment where great teachers and engaging experiences are brought together to challenge students academically and enhance their love of learning.

**Director: Rebecca Carver**

CrossPointe Church Preschool is exempt from licensing as a child care facility and is not required to be licensed in the State of Georgia. The letter of exemption is posted in the Preschool's office.

## **Daily Routine**

Below are the different activities that will take place during the school day. This is not an exact schedule but an overview of different activities that we participate in throughout each day!

### **Hours of Operation:**

Preschool classes are offered Monday-Friday from 9 am-1:00 pm.

### **Arrival:**

Drop off for children will be in the carpool line from 9:00-9:15 a.m. Please remember that short goodbyes are best for children. With the exception of the first day of school or dropping off late, drop off is through car line only.

### **Small Group Time:**

At this time, the children will be given the opportunity to play in the different learning centers provided. They will also work independently or in a small group with the teacher or assistant on activities such as special crafts, handwriting, painting, games, and other activities planned by the teacher to incorporate different learning styles and learning objectives.

### **Large Group Time:**

During large group time, the teacher will facilitate discussion on the weather, the calendar, bible verses, songs and stories, etc.

### **Recreation:**

Each class will participate in supervised recreational activities. These activities include: parachute, duck-duck goose, red light-green light, etc. The children will also be given time to play independently on the playground or in the Loft.

### **Snacks/Lunch:**

Each class will have a daily snack. A snack schedule will be available at orientation. Parents will sign up to provide snacks for the class a few weeks of the year. Students will also be responsible for providing their lunch. If any allergies are present in a classroom, certain items will be prohibited in that classroom. Parents will receive notice of any classroom allergies at the beginning of the school year.

### **Dismissal:**

Dismissal begins at 12:45 and ends promptly at 1:00 pm. If you arrive after 1:00 pm, you will need to come inside and pick up your child from the front office and a late fee will be charged for any pick-ups occurring after 1:00 pm. **If you need to pick up a student early, please let the teacher know ahead of time so that she can prepare for dismissal early.**

**Late Pick Up Policy:**

Pick up is from 12:45-1:00 each day. Pick up ends promptly at 1:00. Any children who are not picked up by 1:01 PM will be taken to the front office of the church. Parents will be required to park and walk in (main entrance of church, not car line doors) to sign their child out if they arrive at 1:01 or later. Parents who are late for dismissal will be charged a \$5.00 late fee for any pick up during the first 5 minutes. After 1:05 PM, there will be a \$1.00 for every additional minute that the parent is late. The late fee must be paid at the time of pick up.

**Helpful Hints:**

- Start the day with a good breakfast.
- Be on time.
- Be prepared (tote bag, water bottle, snacks on assigned week, etc.)
- Dress children weather appropriate.
- Label all student belongings.
- Don't give student the choice of coming to school or not.
- Short goodbyes are best for children.

**Registration:**

The registration fee should be paid at the time of registration. It is a non-refundable/non-transferable fee. **This fee does not apply towards tuition.** The registration fee is \$100.00. The fee covers supplies for the school year, t-shirt, communication folder, and a school bag. This bag should be used to carry the students' belongings each day to school. There will also be a \$50 supply fee due along with monthly tuition in August and January. Each student must have a current immunization record on file. CrossPointe Church requires all students to be immunized.

**Tuition:**

The monthly tuition is as follows:

- 1 Year Old Class (2 Days a Week: T/Th)- \$170
- 2 Year class (3 Days a Week)- \$175
- 3 Year class (3 Days a Week: T-Th)- \$175
- 3 Year Class (5 Days a Week: M-F)- \$210
- 4 Year Class (5 Days a Week: M-F)- \$210

Tuition is due the first of each month. A tuition envelope will be sent home with your child before the first class day of each new month. You will simply put your tuition check in the envelope and send the tuition envelope back to school with your child on the next class day. Tuition is considered on-time if it is in the preschool office by the 10th of the month. If the 10th of the month falls on a weekend or holiday, it is still your responsibility to get the tuition payment in by the last school day before the 10th. Any tuition

payment received after the 10th of the month will be considered late, and you will be charged with a \$25.00 Late Fee.

### ***Tuition Charges During Inclement Weather or Extended School Closures:***

CrossPointe Preschool is a not-for-profit school that we use as a ministry to the families in our church and community. Our tuition goes directly to our teacher salaries and supplies for our students and classrooms. While we do not foresee any future closures, we still have to disclose this information. In an effort to be able to support our teachers and keep our school up and running, tuition will still be expected if at any time we are forced to close for longer than 2 weeks. Our teachers will continue to work with your children online and provide weekly lessons for your child to complete at home. Instead of our school closing, we will transition to "preschool at home". Withdrawals will be accepted during this time, however, withdrawals will also remain in effect for any upcoming school years that your child is registered for. If you choose to withdraw during an extended school closure, your child may also be withdrawn for the following school year and placed on the waitlist at that time. We sincerely hope that school closures do not stay in effect at any point in the future. However, we truly hope our parents will understand the difficult times we may face and choose to support our school and staff in this small way.

### **Enrollment:**

To enroll in any class here at CrossPointe Church Preschool, your child must be the correct age for that class by September 1<sup>st</sup>. Children who are enrolling in the 3 year old class must be potty-trained (no pull-ups). We understand and expect accidents, however, if your child is not potty-trained, dismissal will be considered.

### **Withdrawal:**

Enrollment in our program is for the entire year. Should it become necessary to withdraw from the program, a two-week notice is required. **If no notice is given, you will be responsible for one month additional tuition.** Any withdrawal that occurs after March 31<sup>st</sup> of the school year, will still be responsible for April and May tuition.

### **Dismissal:**

CrossPointe Church Preschool reserves the right to dismiss any child who is unable to participate appropriately in activities, or causes harm to others in the program. This includes uncontrollable crying, biting, hitting, scratching, kicking, or spitting. A progressive discipline plan will be used. The plan is as follows: First offense will result in a note home. Second offense will result in a note home and one day suspension. Third offense will be a note home and a possible dismissal of student from the program. If necessary, a

parent/teacher conference will be scheduled. The school also has the right to dismiss any student that does not show up for the first week of school without notifying the school prior to the absence.

**Discipline:**

We use positive reinforcement and redirection when the need for discipline arises. When a behavior is continued, the student will then be placed in time out and if the need arises, the parent will be called. CrossPointe Church Preschool will not tolerate any bullying. No corporal punishment is allowed.

**Biting:**

CrossPointe Church Preschool will handle any episodes of biting on an individual basis. A letter will be sent home with both the biter and the student injured. Parents will be required to sign the letter acknowledging that they were informed of the injury. Possible dismissal from the program will occur if the biting continues.

**School Day:**

Car line will begin promptly at 9:00 a.m. and continues until 9:15 a.m. We expect all children to be dropped off in the car line. Please be on time as late arrivals are a disruption to your child's class. Early drop off is not allowed. Our teachers will be preparing for the day. Pick-up begins at 12:45 p.m. and ends at 1:00 p.m. We expect all children to be picked up in the car line. If there is an emergency and you must pick your child up early, you must be in and out of the building before 12:30 p.m. This is to insure that you are not blocking the car line or holding your child's class back from ending their day. If a parent is late for dismissal, a \$5.00 late fee will be charged for the first 5 minutes, the \$1.00 for every additional minute that the parent is late. The late fee must be paid at the following school day. Parents must notify the teacher in writing if someone other than a designated person will be picking their child up. We do ask for identification when that person arrives for dismissal. For your child's safety, parents are responsible for securing their child in a seatbelt or car seat.

**On Time Arrival to School:**

Please make every attempt to ensure your preschooler is on time each morning. We realize each family has their morning challenges, but arriving on time has many positive outcomes for your child. The early morning activities allow a relaxed time for the children to socially connect and ease into their day. Regular late arrivals are much like an adult starting their workday late for a meeting with no cup of coffee. We adults all know how it feels to be playing catch up all day long. Young children have this same experience. Preschool does have the luxury of dealing with a tough morning in a more relaxed way. We recommend that you speak regularly of being on time to set this habit in preparation for Kindergarten. It teaches them, by your example, the importance of being on time, shows respect for the group,

and affirms their individual importance in the group. Please let us know if there is any way we can assist with on-time arrival challenges. Our goal is not to create pressure, but to support your family in the social development of your children.

In fairness to all, any activities that are missed due to late arrivals will not be made up in the class. If the parent wishes, the teacher will be glad to send the activity home so that the parent can complete the activity with the child.

### **School Year:**

Our program begins on Monday, August 14<sup>th</sup> and ends on Thursday, May 16<sup>th</sup>. We will follow the Lowndes County School District calendar for all holiday and vacation days. **We will follow the Lowndes County School District for the inclement weather closings, with the exception that if the school system delays opening for the day, we will NOT be open that day. Also, if Lowndes County has a half day, we will not attend school. Please be aware of the weather. Inclement weather days or school closures due to state closures will not be made up.**

### **Health and Safety:**

Each child is required to have an updated immunization record on file before he or she may begin school. We cannot use immunization paperwork from the previous school year. If your child has any of the following symptoms, please keep them at home and notify the school so that we may notify all parents.

- Fever (must be fever free without medicine for 24 hours before returning to school)
- Vomiting and/or diarrhea (must be symptom free without medicine for 24 hours before returning to school)
- Any symptoms of the normal childhood diseases. (Chicken pox, German measles, scarlet fever, mumps, or whooping cough)
- Common Cold
- Sore Throat
- Croup
- Rash
- Any skin infection (impetigo, ringworm)
- Pink eye
- Lice- (no nits/no bugs) are allowed at school

If a child develops any of these symptoms while at school, the parents will be notified. We expect parents to come immediately and pick up their child when called. Parents should notify the school if their child contracts a contagious disease. Please do not send any medication to school with your child. The school is not able to dispense medication to the students. CrossPointe Church Preschool is not liable for any accidents or illness occurring to the child while in our care. If you have any questions, please contact the director at 404-606-0749.

## **COVID-19 Disclaimer:**

### **Warning**

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises.

## **Additional Health and Wellness Policies:**

Many of the recommendations offered in the Guidance documents issued by the State of Georgia and CDC are things that we already do! We wash hands, cough and sneeze into a tissue or elbow, sanitize surfaces multiple times a day, clean toys routinely, and observe children's overall health constantly. However, to limit any possible spread of Covid-19 or any other viruses/diseases, we will be continuing a few safety measures we implemented. These guidelines may be updated and are subject to changes throughout the year as state guidelines change. Our current precautions can be found below:

- **Classrooms, Supplies, and Toys:** All toys, furniture, and supplies will be sanitized multiple times a day. Teachers will be responsible for sanitizing their classrooms at the beginning and end of each day, and as needed throughout the school day.
- **Positive Flu Test Result:** We request that the parent notify their child's teacher as soon as possible when your child has tested positive for the flu so that the room can be thoroughly sanitized before the other students return. Students who test positive for the flu must remain out of school for 5 full days (Ex: If a student tests positive on Thursday, they can return to school on the following Tuesday.)
- **Positive COVID test results:** If a child at our school tests positive, or is exposed to someone who has tested positive for COVID-19, we will follow current GA quarantine guidelines for a timeline of when the child can return to school

## **Miscellaneous Policies:**

### **Personal Belongings:**

All clothes, coats, and school bags should be labeled with the child's name. Each child needs a school bag with a change of clothes every day. Your child's work will be put in their bag daily and sent home. Please check their bag daily for notes from the teacher so you will be aware of special events taking place at school. Please do not allow students to bring toys to school unless specified by the teacher. Toy weapons will not be allowed at school.

**Weapons:**

No weapons of any kind are allowed on school property. This is a matter that will be turned over to our Family Pastor for discipline.

**Snacks:**

A snack calendar will be available at open house. Every parent is asked to provide snack a few times during the year. Classes who have students with allergies may be asked to keep snacks and lunches free of that product. Your child's teacher will inform you if your child's class has an allergy issue.

**Birthday Parties:**

Parents are welcome to bring a small birthday snack (such as a cupcake or cookie) to their child's class on, or near, their birthday. Please make sure to check with your child's teacher to discuss the best time to bring the snack in for the class. Birthday invitations will only be sent home in students' folders if all students in the class are invited.

**Recreation:**

Every class will go outside daily. If weather does not permit, then they will go to the Student Center. Please dress them appropriately (shoes, coats, sweaters). Remember that students will be on the playground or in the upstairs Loft area daily. Please dress them for play. Appropriate shoes should be worn.

**Visitors:**

We are not prepared to care for children that may be visiting in your home. Parents are encouraged to visit on special days or by special arrangement with the school. All visitors should check in with the director to be allowed back to the classroom.

**Conferences/Messages:**

All messages should be in writing. We will send messages in the same manner. Conferences should be scheduled. Mornings and afternoons are very busy and the teacher will not have time to conference during arrival or dismissal time.

**NONDISCRIMINATION POLICY:**

The preschool welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual, or racial differences. However, our facilities, equipment, staff training, and ratio numbers limit our ability to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and the preschool board.