

MT. ZION BAPTIST PRESCHOOL

STUDENT HANDBOOK

2025-2026

established 1992

Mt. Zion Baptist Church
4096 East Cherokee Drive
Canton, GA 30115
Phone: 770-479-8058



GROWING IN GOD'S LOVE
PSALM 52:8

HISTORY

The Mt. Zion Baptist Mother's Morning Out program was established in December 1992. The Preschool program was added in 1993. The governing body is the Pastor and the children's pastor, along with the finance committee. Mt. Zion is a bible believing, preaching, and teaching church. We are members of the Southern Baptist Convention and all biblical material used in our program is scripture based.

PURPOSE

The purpose of a Christian weekday preschool program is:

1. to teach children academic skills appropriate for a preschool child
2. to teach children to live cooperatively in their surroundings
3. to teach children God's word

Children participate in many experiences that foster a caring, Christian atmosphere to learn to trust others outside the home. Through interaction with adults and children, a child will discover their place in God's world. We provide materials to increase language, gross and fine motor development, and problem solving. Independent and group play, art, bible stories, music, prayer, movement, finger plays, Spanish and STEM activities are incorporated consistently throughout the day to make the first time away from home fun and enriching.

OUR MISSION

Our mission is to provide an academic and religious education in a Christian manner for the benefit of students and their parents.

GOALS

Our goal for each child includes:

- to provide a positive introduction to the classroom through individual and group opportunities to increase spiritual, intellectual, social, emotional and physical growth.

TEACHERS and ASSISTANT TEACHERS

Certified and Non-certified teachers are trained in preschool skills and development and attend professional workshops to grow in teaching practices. Teachers reflect a firm Christian faith and are enthusiastic about working with children. To establish a secure environment, a screening procedure is implemented on all staff and volunteers before working or volunteering.

DISCIPLINE

Mt. Zion Baptist Preschool seeks to convey basic rules of acceptable behavior to children through verbal, visual, and role play experiences. Positive Behavior Incentives such as intangible rewards (verbal praise, student tasks, etc.), tangible rewards (stickers, small toys, etc.) will consistently be a part of the student day. When needed, teachers will redirect a child toward a more appropriate response through individual talks or an appropriate time out period in the classroom. Consistent behavior issues will be addressed with the parent by the director.

BITING

Written information will be shared with parents after a biting incident. Staff will provide parents of child who is biting with educational information, children's books, etc. to prevent additional incidents. Future occurrences will be reviewed with administrator who will follow up with parents regarding a plan of action to improve behavior.

MANDATED REPORTER

Staff complete mandatory abuse training. MtZP staff and administration are mandated by the State of Georgia to report any suspected abuse or neglect to the Division of Family and Children Services.

IMMUNIZATIONS

According to state law, a copy of your child's immunization record must be provided to the preschool program within 30 days of the student's first day of class. Vaccine exemptions must be recorded on the DPH Form 2208 in lieu of an immunization record and must be notarized. Form can be found on MtZP website.

HEALTH, ILLNESS, and INJURIES

For the protection of your child, the other children in the program and MtZP staff, we request that parents do not bring a child to school that either appears to be ill or has been ill in the past 24 hours. Children must be fever free **without medication** and symptom free for 24 hrs. before attending school. Director will contact parents of children who appear to be ill at school to determine a plan of action.

Please refer to guidelines below before coming to school:

- Fever of 100 degrees– fever free without medication for 24 hours.
- Vomiting or Diarrhea – normal stool for 24 hours before returning to school
- Continuous green or cloudy runny nose-symptom-free for 24 hrs.
- Continuous sneezing – symptom-free for 24 hours
- Runny and/or pink eyes – symptom-free for 24 hrs. after starting medication
- Sore throat – symptom-free for 24 hours after starting
- Continuous Coughing/croup – symptom-free for 24 hrs.
- Symptoms of Hand/Foot/Mouth: bumps/blisters around and/or inside mouth, on face, hands and/or feet – fever free without medication for 24 hours and mouth sores and blisters have healed.
- Symptoms of childhood diseases: chicken pox, scarlet fever, mumps, measles, whooping cough – minimum of 5 days and symptoms have resolved.
- Skin infections such as ringworm, impetigo, staph, or any unexplained rash – symptom-free for 24 hrs after starting medication
- Lice and Pinworms – symptom-free for 24 hours after treatment.

Should a child become sick or injured during the school day, the administration will contact parents using information provided in the electronic information system. It is the responsibility of the parent/guardian to keep personal contact information, as well as that of emergency contacts, up to date.

Parents who are contacted to pick up their child are expected to respond immediately.

Children who incur minor injuries will be taken to the office for assessment and first aid. In the event of a serious injury, the administration will call 911 and the parent immediately.

Any head injuries require a phone call to a parent/guardian. With other types of injuries, parents will be contacted as needed.

Accidental injuries will be reported to parents using an Accident Report Form. Accidents that occur at the end of the school day or during carpool may result in a delay in the accident report going home immediately. In these instances, staff will give verbal explanation of the accident/incident to parent at the time of pick up and the incident form will be completed and sent home the next school day child attends.

CONTAGIOUS DISEASE

Please notify your child's teacher of any contagious diseases your child may have contracted. Strep throat, viral infections, measles, mumps, chicken pox, scarlet fever, fifth disease, hepatitis B, lice, etc. are among some conditions categorized as "highly contagious." Administration will complete specific protocols regarding identified disease.

MEDICATIONS

We require that medication be given at home or before/after preschool. If medication is necessary during school hours, a Medication Form must be completed. Parents who have notified the preschool that child has an allergy must complete an Allergic Reaction Plan located on the preschool website.

- All medications must be in the original container with clear instructions.
- Benadryl must be in the original package.
- Parent/Guardian must provide specific instructions, including drugs and related equipment, to administrative office.
- It will be the responsibility of the parent/guardian to inform MtZP of any changes in pertinent data. New medications, prescribed or over the counter, will not be given unless a new form is completed.
- All medications are to be taken directly to the preschool office. Children may not have medication in their possession or their school bags at any time. Exceptions to this are Epi-pens and/or inhalers.
- Personnel will not administer medications except in emergencies and then only with written permission from the parents on a Medical Release Form. Emergency medication must be in its original container. Epi Pens and emergency inhalers will be placed in the class Emergency Bag which remains with the teacher for quick access throughout the day. All other medications will be kept in a secure location in the preschool office.
- An Allergic Reaction Plan will be completed by parents who indicate on the registration form that their child has an allergy.

SCHOOL WITHDRAWAL

MtZP reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to:

- *violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as bullying, kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions, etc.)

- *failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the MtZP personnel;

- *failure to pay tuition and/or fees completely or within 1 week after due date.

- *school's inability to meet the special needs of a student

PARENT WITHDRAWAL

Should it become necessary to withdraw your child, a two-week written notice should be given to the director.

CORRESPONDENCE

Please inspect your child's bag each day for important correspondence. Information will also be provided, as needed, through e-mail. Information that parents send to school, i.e., change of transportation home, sicknesses, etc., should be sent through e-mail to teacher as well.

CLOTHING

We recommend children wear school clothes that are practical, comfortable, and washable. Safe play shoes are very important. Please send a coat with your child each day during cool weather. A change of clothes placed in a zip log bag with child's name is requested.

PICTURES AND PUBLICITY

Pictures will be made in the Fall and Spring. The cost of these photographs is determined by the studio. You are not obligated to purchase these pictures. Photographs of children participating in our program may appear in newspapers, on social media or other publicity materials unless parents request no publication in writing.

SNACKS

Parents are requested to provide snacks for their child's class on a scheduled basis. Please send nutritious snacks for the entire class. You may send individual bagged items or whole packages. Individual bags must be from the manufacturer, not home made. Water will be provided for the children.

Suggestions for snacks:

Graham crackers	dry cereal	cheese chunks
Vanilla wafers	dried fruit	ice cream
Cheese nips	cheese sticks	raw vegetables
Ritz crackers	applesauce	goldfish crackers
Saltines	fresh fruit/sliced	yogurt

LUNCH

All students should bring lunch from home to eat during their scheduled lunch time. Lunch takes place in the classroom in a group setting. Food should be diced appropriately in advance to prevent choking. (Example: grapes).

The following suggestions may help when packing a lunch:

- Keep foods simple and use packaging that is easy to open.
- Prepare foods that do not have to be heated. (Teachers do not have access to microwaves for student warming)
- Allow your child to assist you when preparing and packing their lunch.

Food Guideline Examples:

- Applesauce cups • Pudding cups • Jell-O cups • Yogurt • Mini bagels • Fresh fruit
- Small sandwiches or roll ups • Pretzels/chips • Cheese cubes or string cheese • Raw vegetables • Graham crackers • Vanilla wafers • Cheez-Its • Goldfish • Clear juices • Water

Food/Drink Items to Avoid:

- Popcorn • Hard candy • Suckers • Honey • Chocolate • Marshmallows • Hot dogs not diced • Metal pull-top containers

FOOD ALLERGIES

Parents are responsible for informing the office and classroom teacher of any food allergies. Teachers will pass information (not child's name) to the class for use when planning birthdays, special snacks, and parties. Students with allergies are always welcome to bring their own special snacks.

BIRTHDAYS

Special recognition will be given to each child on his/her birthday. We will provide a special treat, i.e., sticker, etc. If you would like to provide a special store-bought snack for your child's birthday, please contact the teacher. The classroom is not the place for birthday balloons, gifts, or goodie bags.

CLASS PARTIES

Parties are a special time for preschool children and are for students only. Teachers will have sign-up sheets available at Open House for parents who wish to help plan classroom parties. We ask that you only sign up for one party to allow everyone the opportunity to participate.

STUDENT BAGS

A tote bag for student work, notes, etc., will be provided to all students to bring to school daily. Kindergarten students may bring a bookbag for larger work items. Please send a change of clothes in a plastic bag labeled with child's name on the first day of class which will be kept in the classroom to be used as needed. Babies/toddlers will need to send diapers, wipes, and a change of clothes for accidents.

GENERAL INFORMATION

All classes, except kindergarten, begin at 8:45 a.m. and end at 12:45 PM. Kindergarten begins at 8:45 and ends at 1:30. Mt. Zion Preschool follows the Cherokee County School System calendar except for our start and end date.

MtZP STAFF MEETINGS/EARLY DISMISSAL

MtZP will dismiss at 11:45am on three months throughout the year for meetings and training. The school calendar will reflect these dates. On these days, it is not necessary for students to bring a lunch box.

CARPOOL RULES

The carpool line will form by entering the front entrance of the church and continuing around the back of the Family Life Center to the covered preschool entrance. The upper church entrance will be blocked and unable to access.

*For departure, your carpool tag should be visible to staff when you enter the line. Children are dismissed as their transportation arrives. Please continue to display your carpool tag until your child is placed in your vehicle.

*Please have your child unbuckled when arriving to aid carpool in moving quickly. Secure your child in their car seat(s) after driving down to the lower end of the parking lot.

*For safety reasons, your undivided attention on staff and children who are walking between cars is required. To aid in this plan, please refrain from talking on your cell phone.

*It is very important to be on time. If you are unavoidably delayed, please call so that we can reassure your child you will arrive soon.

*Please ensure we are notified in writing if someone other than the “usual” person(s) stated on the registration form will be picking up your child. They will be asked to show their license as verification. Should names listed on the form change throughout the year, please notify send to us at preschool@mtzb.org.

CAR SEAT REQUIREMENT

All children should have age-appropriate car seats before we place them in a vehicle.

GOING HOME WITH A FRIEND

If a child is going home with a friend, an e-mail should be sent to us by both parties.

BRINGING ITEMS FROM HOME

Please do not allow your child to bring gum, candy, money, or toys to preschool unless it is a scheduled “Show and Tell” day.

MESSAGES

Please contact your child’s teacher with information you need to share. It is not necessary to call and tell us that your child will not be present for the day, we would appreciate a parent contact if your child is absent for more than one school day.

HOLIDAY BREAKS

Mt. Zion Preschool Program will observe all holidays and teacher workdays designated on the Cherokee County School System calendar. Severe weather guidelines will also

follow the school district calendar. Director will e-mail all parents when school is closed due to inclement weather.

CONFERENCES

You will be kept informed of our preschool program activities by monthly newsletters, notes in your child's folder, and other correspondence. Conferences will be scheduled with you during the year if needed. You may request a conference with your teacher at any time.

VISITING YOUR CHILD'S CLASSROOM

We invite you to visit your child's classroom at any time. You are always welcome; however, please notify your child's teacher of your plan to visit.

If your child is experiencing separation anxiety, please wait until your child becomes more secure with their class routine before visiting.

TWELVE -SEVENTEEN MONTHS INFANTS

The twelve-seventeen month infant class is offered for children who fall between these ages beginning Sept. 1. We offer your child a variety of new experiences geared for his/her stage of development. Our major goals are developing social and language expression through songs, finger plays, story time, and play experiences. Children in this age group will wear diapers or pull ups and staff teaching this age group will not potty train the child.

EIGHTEEN-TWENTY-FOUR MONTHS PRESCHOOL

The eighteen-twenty-four-month toddler program is offered for children who fall between these ages beginning Sept. 1. We offer your child a variety of new experiences geared for his/her stage of development. Our major goals are developing social, and language expression through music class, bible story time, music movement, finger plays, story time, and play experiences. Children in this age group will wear diapers or pull ups and staff teaching this age group will assist parents in successful potty training by having the child sit on the potty at consistent times throughout the day.

TWO-YEAR-OLD PRESCHOOL

The two-year-old program is offered for children who will be two by September 1. We offer your child a variety of new experiences geared for his/her stage of development. Our major goals are developing social, gross motor, and language expression. Our curriculum includes many forms of art, media, music, creative movement, finger plays, cooking, story time, bible stories, and inside/outside play experiences. Exposure to basic shapes, colors, is included. We feel the above curriculum will encourage learning as an enjoyable life-long process that begins in play and active, meaningful experiences for your child. Children in this age group will wear diapers or pull ups and staff teaching this age group will assist parents in successful potty training by having the child sit on the potty at consistent times throughout the day.

THREE-YEAR-OLD PRESCHOOL

The three-year-old program is offered for children who will be three by September 1. We offer a wide variety of experiences directed towards the needs of a 3-year-old child. Social skills, language development, sensory perception, gross motor development, and

beginning knowledge are the major goals of this age. Our curriculum includes many creative activities using all forms of art, media, music, games, finger plays, literature, and sensory experiences. Exposure to letters and numbers, as well as using scissors and glue, are included. All activities are geared to the level of needs of a three-year old child. While we certainly understand “bathroom accidents”, the goal of three-year-olds should be consistent toilet training.

PRE-K

The Pre-K program is offered to children who will be four by September 1. This class is geared to meet the needs of a four-year-old child as we prepare him/her for kindergarten experiences including numbers to 20, letter sounds, simple sight words, and handwriting skills. Creative activities are planned which incorporate scissors, crayons, paste, easel paint, finger-paint, housekeeping play, block play, construction sets, dramatic play, clay, pretend foods, science projects, and musical activities. Each day, a bible story is read with expansion on the details of the story. The four-year-old class begins to learn short prayers and scriptures as they develop with the love of caring adults.

KINDERGARTEN

Kindergarten is designed for families seeking personal and private Christian education for their children and builds on the Pre-K skills learned as a four-year-old. Our Kindergarten allows children to develop all necessary skills to be successful in elementary school. We use hands on materials, technology and centers within our classroom to accomplish skill mastery.

BIBLE STORY

Each week children will gather for bible story time with our bible teacher to share Christian truths with the children in an age-appropriate manner with visual aids to help them understand the story.

CHAPEL

Students participate in chapel in the church sanctuary many times throughout the year to sing bible songs and learn bible stories.

MUSIC AND MOTION

All children will participate in daily music movement opportunities taught by their teachers through an audiovisual technology format focused on age-appropriate curriculum and bible songs.

SPANISH CLASSES

Each week, children will receive basic Spanish lessons to help them learn greetings, days and months of the year, numbers, and many other language skills. These concepts are taught through songs, stories, and activities

SCIENCE/TECHNOLOGY/ENGINEERING/MATH(STEM) CLASSES

Each week, the 3's, Pre-K and Kindergarten classes will receive basic STEM lessons to help them learn science, technology, engineering and math skills. These concepts are taught through hands- on age-appropriate lessons.

SECURITY PROCEDURES

Exterior and Interior secured doors remain closed when preschool is in session and are activated through a secure identification system.

SAFETY DRILLS

Your child's safety is our top priority. We will conduct safety drills during the year for tornadoes, fire, emergency evacuation and lockdown. If the tornado sirens go off during drop off/pick up, carpool will be shut down while staff and children follow the severe weather plan. If the carpool is shut down, anyone waiting for a child to be removed from/placed in their car may exit their vehicle and join us in seeking safety until the warning has passed. Children will not be removed from/placed in vehicles during this time and staff will be following emergency procedures. Once it is safe, staff will resume carpooling.

SCREEN PROCEDURES

Students may view animated bible story of the week 1 time per week for apr. 10 min. Music Movement activities also incorporate TV screen time 15-20 min. per day while students engage in movement to songs.

EVENTS CALENDAR

Students and family events are planned each month to provide many experiences for students to learn curriculum in a variety of ways and to engage families throughout the year in the learning process. Parents are invited to attend many events. If a parent is unable to attend, please send a grandparent, aunt, uncle, or friend in your place, if possible so your child is not without an adult present.

FUNDRAISERS AND COMMUNITY SERVICE

MtZP may use the following fundraiser for the purpose of raising funds/collecting items for our Preschool:

- Scholastic Book Fairs and Book Orders

MtZP participates in various community service projects such as:

- Food Drive
- Operation Christmas Child
- Warm Hearts collection of new socks, hats, gloves, toothbrushes
- Coin collection and diapers/wipers for Missions Projects