



**Student and Parent
Handbook**

2024-2025

We are so excited to welcome you to Green Acres
Preschool! We are looking forward to an amazing
start for year 2024-2025.

We appreciate your trust as we take this leap of faith
and start our new ministry. We are looking forward
to helping your child learn about Christ, while
engaging in developmental activities that lead to
academic success.

It is our mission to create a Christ-centered preschool
where children not only learn their identity as a
child of God, but also build upon their emotional,
social, and educational backgrounds in a high-
quality learning environment devoted to loving each
child as Christ loves the Church. We are committed to
creating a safe space for your child as they grow
physically, mentally, and academically.

We look forward to getting to know our students, but
also our parents and guardians!

Of course, we are always available to answer your
questions. For further inquiries, please reach out to
us at 478-923-1995 or at preschool@greenacresbc.com.

Sincerely,

Kaley Tucker

Preschool Director

Dear Green Acres Preschool Families,

We are delighted that you are taking a look at our preschool. We care deeply for the little ones entrusted to our care. It is a sacred privilege to provide them with nurture and guidance. After all, your child is a gift from God! We look forward to being partners with you in raising them up in a Godly way. As Green Acres' pastor, it is my privilege to see your preschoolers weekly and the excitement they bring to our campus and congregation.

As you are aware, we are unapologetically a Christian Preschool. In addition to helping with socialization and providing instruction for Kindergarten readiness, we also share stories, experiences and values reflective of the Christian faith. Our intention is to work with you, as your child learns skills, gathers knowledge, and continues their journey in the Christian faith. For my part, you will find me leading a brief bible story with the students at least once a month.

Green Acres is a family church. Our preschool is just one instance of a variety of programs and ministries designed to bring us together in God's Word. Whether in Sunday School, Bible Study Groups, Mission Trips, Music Ministry or Youth Activities, we are concerned people of all ages and all stations in life. We are committed to providing a warm hearted experience of God's love to everyone, in many different ways.

I'd like to tell you a little bit about our congregation at Green Acres Baptist Church. We are made up of all ages, colors, and backgrounds. We worship in a blended style, singing some of the newest worship songs, but also not forgetting the hymns of our faith. We take exceptional care in preaching God's Word in every service in a teaching style, so that you can know and understand God's Word for yourself.

We invite you to attend one of our Sunday morning worship services at 10:30 a.m. There is Sunday School for all ages from 9:15 a.m. to 10:15 a.m.

If you do not currently have a church home, we invite you to come and experience the ministry at Green Acres Baptist Church. Should you have any pastoral needs, please feel free to call me at any time.

Again, welcome to Green Acres Preschool. And congratulations to you for choosing a Christian environment for your child's education.

Grace and Peace,

Pastor, Dr. Shaun Watson

Green Acres Preschool

2024-2025 Calendar

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
July 29	30	31	August 1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
September 2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	October 1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	November 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December 2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	January 1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
February 3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
March 3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	April 1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	May 1	2
5	6	7	8	9
12	13	14	15	16
19	20	21		

Key: Special Date Closed

Subject to change

Pricing:

Registration: A Registration Form and fee (\$100) is required for all students. Registration fees are non-refundable except in the case of a documented military move or a documented medical reason stating why your child can no longer attend. Registration fees are processed at time of registration.

Material Fees: Material fees are required and are non-refundable. Material fees are \$60 and are used to purchase curriculum workbooks and accompanying materials.

Tuition: Tuition is for the 2024-2025 school year. Tuition can be paid in one lump yearly sum, or in ten monthly installments. There is no reduction in tuition for absences or holidays. A 30 day notice of leave must be given to avoid the next monthly tuition payment.

Each class is held Monday- Friday from 9 AM- 12 PM. Drop off is from 8:45-9:00 AM. Pick-up is from 11:45-12:00. A late fee of \$5 will be charged when pick up is later than 12:10; unless an issue has been acknowledged by communication with staff prior to 12:10. Tuition fees for each class are as follows:

3K Preschool: \$185/month or \$1,850 full yearly tuition

4K Preschool: \$195/month or \$1,950 full yearly tuition

Payment: Tuition and fees can be paid through the Brightwheel app. Tuition is due the first of each month: August through May. August tuition is due by the first day of school (July 31, 2024). Full tuition is due, regardless of days absent for any reason. The only exception to this rule is if your child withdraws from our program before the end of the school year, where a written 30-day notice is required. Failure to submit a 30-day notice will result in monthly tuition charge. In addition, there will be a \$15.00 late fee for payments made after the 10th of the month. For any payment issues or needs, please communicate with the director.

Refunds: Again, registration and material fees are non-refundable. Tuition will ONLY be refunded for the month(s) if

there is a documented medical reason stating why your child can no longer attend, or a documented military move.

If for some reason the school must close due to health concerns or other unforeseen circumstances, tuition will only be due for the months that classes have met.

Classes: Students will be placed in class according to their birth age. Students must be three years old by September 1, 2024 in order to be in the 3K class. Students will remain in the class according to their age as of September 1 for the entire school year. All students must be potty trained before the first day of classes.

Curriculum: We will use the Good and Beautiful Preschool Language Arts Set to guide our teaching and learning. This program will:

“Introduce your littlest learner to letters, sounds, numbers, counting, fine motor skills, and much more using the completely new Preschool course. Interactive activities and games included in every open-and-go lesson provide a strong learning foundation for children ages 3 and older. This course allows you to feel the joy of teaching your child as you help him or her connect learning to God, high character, beautiful artwork, and parent/child interaction right from the start of your child’s educational foundation.”

Curriculum is purchased with the non-refundable material fees. We also base our activities around each age’s developmental standards and indicators provided by the Georgia Department of Early Learning Standards.

Safety: For your child’s protection, the school doors near the preschool parking lot and hallway will be locked by 9:15 each morning. We will reopen at 11:45. If you need to pick your child up early then you will need to use the preschool entrance door where there is a “Ring Bell”. The director will meet you and open the door on your behalf. Thank you for helping us make your child’s safety a top priority!

Likewise, please be on vigilant in the parking lot to and from the school building and keep a special eye out for children when driving and parking. Students are not to be on the playground unsupervised, and do not leave young siblings in the car when doing drop off/pick up. We ask for vigilant eyes on safety for all

of our students. If someone else is coming to pick up your child from school, please let your classroom teacher know in advance, and a valid picture ID will be requested before we release the child.

All of our hallways at the church have cameras in them recording at all times for your child's safety. For the safety of our students, the church office will monitor the hallways of the preschool.

Attendance: Daily attendance is not mandatory; however, monthly tuition does not waver whether students are present or not. We would like to remind parents that consistent attendance helps keep our kiddos in a daily rhythm and schedule. We do ask for parents to communicate with their child's teacher when a student will be out with illness, or additional reasons, so our teachers can make adjustments to their planned activities of the day.

Communication: We want to talk to you! Our teachers and staff are here for your questions and concerns; we want to share all the highs and lows with you. Please feel free to reach out to your classroom teacher to schedule a conference to address any needs and concerns. Your teacher and school director are here to help in any case. We all work together as a team to help make this the best school year possible. Furthermore, please keep your contact information updated with the school, so that we can always reach you in case of an emergency.

Calendar: Teachers will post information or send home a calendar each month with snack assignments and other classroom information. Flyers will be sent home occasionally regarding school activities. Please check your child's folder/backpack daily.

Discipline Policy: Preschool is often the first time that a child has been in a classroom setting. This is sometimes a hard adjustment as our students learn how to share and follow classroom rules and expectations. Our teachers will work with their students to help them learn what it means to be in a classroom with others. Students who exhibit inappropriate behavior will be given loving instruction. If a child has continual difficulty being in the classroom, the director will intervene. Parents will be notified of behavioral challenges as they occur. If a problem continues to exist, we will meet with the parents to make a plan of action for the child.

Weather: If inclement weather prevents us from having school or causes us to dismiss early, we will have it posted on our Facebook page. You will also receive a text or phone call, as well as a message in the Brightwheel app. If Houston County Schools are closed due to weather, Green Acres Preschool will be closed.

Illness: Please keep your child at home if he or she had any of the following in the past 24 hours: Fever of 100.4 degrees or higher, diarrhea, vomiting, a cold accompanied by coughing, sneezing, runny nose, chills, sore throat, pink eye, rash or skin eruptions. The Health Department advises that children should stay at home for at least 24 hours after they no longer have a fever, without fever reducing medication.

Please advise us of any ALLERGIES or special medical conditions your child may have. Send written instructions if special attention is required.

We are NOT allowed to administer medicine to students. In case of an emergency, we will attempt to reach a parent. If immediate attention is needed, we will call 911 to take them to the nearest Medical Center Emergency Room. Please remember to advise us if your emergency contact numbers change.

We will notify families to watch for certain symptoms when at least 3 students exhibit the same symptoms/diagnosis within the same classroom/shared space of a contagious illness. If your child has been exposed to a highly contagious illness, please keep them at home.

Immunization Form: We ask for all parents to submit a current immunization certificate for their child(ren) on file in our school office. This can be uploaded through the Brightwheel app. This is the same form used for Georgia schools—Form #3231. For any questions or concerns, please reach out to the director.

Snacks: Our teachers will distribute a monthly calendar for snacks. Each child will have a turn during the month to bring snacks for the class. This is their special day when they get to share with their friends. If your assigned day presents a problem, please let the teacher know as soon as possible so changes can be made. All snacks need to be in unopened packages. We suggest one sweet and one salty. Cut up fruit from home, homemade snacks, and candy are not allowed. Some

favorite snacks include: sliced cheese & crackers, containers of prepackaged fruit, muffins, goldfish, animal crackers, graham crackers, or pretzels. Most parents prefer a healthy snack so please do not send in cupcakes or iced cookies for snacks unless it is for a birthday party or special holiday celebration. If you are concerned about your child's dietary needs and do not wish to participate in the snack rotation, you may send your child to school with their own snack. Please communicate this with your teacher.

Clothing: Please allow your child to wear comfortable play clothes that are suitable for running and messy activities such as painting. Please dress them in clothing that will allow them to use the restroom easily by themselves. Tennis shoes or sturdy shoes suitable for running are best for keeping your child's feet protected. Students are not to wear costumes, dance outfits, or other character outfits unless there is a class party and the teacher has asked students to dress up.

Children are required to keep a seasonal appropriate change of clothing, including socks and undergarments, at school in case of spills or accidents.

Please keep all other "home" items at home, including: blankets, dolls, toys, stuffed animals, cough drops, gum and candy, money, and anything else your child would want to bring to school. We will have show-and-tell dates occasionally for students who want to share their special items with their friends and classmates.

Pictures: Throughout the school year, the teachers will be taking pictures of the children in their classroom. We may at times put pictures on the church's Facebook page of our students doing something fun but we would never put their name on these posts. *Please let the preschool office and your child's teacher know if you do not want your child photographed, before the first day of school.*

Volunteers and Substitutes: We love volunteers! Children love for their family members to come to school and read, do a craft, play an instrument or sing, even bring a pet. Please reach out to your classroom teacher who will be glad to work with you! Volunteers must have classroom teacher and director approval before coming in during school time. We do have a need for substitute teachers. See the teacher or director to schedule a time to volunteer. We will do a background check for anyone wishing to be on our substitute teacher list.

Background Checks: Anyone working with our preschoolers is required to have a background check as a safety precaution. All of our teachers and substitutes must have a current background check on file at Green Acres to work with anyone under the age of 18.

Special Needs: Green Acres Preschool is not equipped to meet the needs of every child. We reserve the right, after discussion and evaluation, to suggest a more fitting, specialized care-giving situation, as needed.

Dismissal From School Policy: Green Acres Preschool reserves the right to dismiss any child if, after entering the program, the child seems unable to participate in the classroom or has difficulties interacting with other students. In this case, the family would no longer be obligated to pay the student's tuition for the remaining part of the school year. If Tuition Fees are not paid after being reminded by the preschool office, the school reserves the right to dismiss a child. We will always send you a reminder if you are behind in paying your tuition and are willing to work out a payment plan if needed.