

Parent Handbook





Welcome to Shadowbrook Weekday School!

Our Weekday School is a ministry extension of Shadowbrook Church, and this year the school is celebrating 36 years of learning through play! Over the years, our little school on the hill has become known as a pillar in the weekday school community. We are delighted your little one is part of this very special preschool legacy, and we are honored to partner with you in the early stages of your child's education.

This year, our enrollments stands at 135 students from 115 families, and we have a staff of 30 amazing women who will lovingly serve and teach your children throughout the year. Due to COVID-19, preschool may look a little different this year, but our team is dedicated to helping your little one grow spiritually, academically, and socially in a healthy, safe and loving environment. It is very important that you read this lengthy document while paying extra attention to both the **Health & Safety** and **Carpool** sections. To stress their importance, I have moved these sections to the beginning of the handbook. But there have been many changes made this year, and it is necessary for you to understand our policies and procedures, so please take the time to read this in its entirety.

As is always our goal, your teachers will strive to provide a developmentally appropriate learning experience for your little ones through group and individual play, stories, music, crafts and hands-on activities. Our little students will continue to transition to various specials throughout the week – Art, Spanish, Music & Movement and Chapel, and they also have opportunity for gross motor exercise each day.

To ensure your family has great experience while at Shadowbrook, communication is of the utmost importance. We utilize a variety of methods, including this handbook, to ensure you are well informed about our updated policies and what is happening at school. At Parent Orientation, you will receive a calendar which has every event and important date listed for the entire year. Please add these dates to your personal calendar. Additional correspondence may come home in your child's folder via his/her book bag, so please check it daily. Teachers will email a newsletter at the end of each week, and that email will have a link to a class Shutterfly site. Always feel free to contact me if you have any questions or concerns.

We are honored you have chosen to begin your child's education at Shadowbrook, and we thank you for entrusting your little one to our care. We look forward to seeing all that God will do this year as we work together to build a foundation for your child's future.

Blessings,
Ruthann Cook, on behalf of your Shadowbrook Weekday Staff

General Health and Safety

- Your child's safety is our top priority. We will take all measures necessary to ensure their well-being.
- If your child should become ill with a fever or a contagious disease (such as COVID-19, pink eye, strep throat, chicken pox, Fifth disease) or is discovered to have lice, please contact the office immediately. The infected child will not be named; however, we will email the other parents in the class to make them aware of the situation as soon as possible.
- We cannot be responsible for administering any medications to children.
- For the protection of everyone at school, please keep children at home if they have the flu or a fever of 100.0 degrees or over. **Your child should be free from a fever, diarrhea and vomiting, a bad cough or cold for at least 72 hours before returning to school.**
- If your child is discovered to have head lice while at school, you will be contacted and asked to have your child picked up. The child should then be treated with either an over-the-counter treatment or taken to a lice removal specialist, like the Georgia Lice Center. Their phone number is 678-807-7055. Your little one should be lice free before returning to school. Children will be re-examined by office staff upon their return.
- We will need to be advised if your child has any food or medical allergies. This is for the protection of your child.
- Due to migraines and those who suffer with asthma, we ask that you refrain from using colognes, perfumes, and/or scented lotions on your children as these can trigger migraines or asthma attacks.
- Before starting school, the children in our three-year-old classes will need to be completely potty trained. We do not have the facilities within our three-year-old classrooms to change any diapers or Pull-ups. It becomes unsanitary for other children in the classroom when a child continues to have toileting accidents. Children will be encouraged to handle all toileting needs for themselves. If a child needs assistance, it will be given in a teaching manner.
- We will take the necessary steps to make sure your child is cared for properly. If a serious injury occurs, you will be notified immediately. All of our staff members have current certification in CPR and First Aid of infants and young children. Should your child receive a minor injury, such as a bump or skinned knee, you will be notified through an "Ouchy (Accident) Report". This report will tell you how, to the best of our knowledge, the accident occurred and what was done to treat it.
- We will conduct monthly drills for fire, tornado and lockdown with your children on a routine basis from September thru April.
- During an actual **tornado warning** we will not release any children.

COVID-19 Health and Safety Plan UPDATED: August 20, 2020

Due to the global pandemic brought about by Coronavirus COVID-19, we are adapting to new regulations and guidelines from the CDC, Department of Public Health, and Georgia Department of Early Care and Learning (DECAL). Our plan includes creating pods and route maps to prevent classes from interacting with each other, daily temperature checks and health screenings for students and staff, increased daily sanitization procedures, and a rigid sick policy for students and staff.

In the past, we have followed the Gwinnett County Public Schools (GCPS) calendar regarding closings and holidays. However, GCPS is under the Department of Education and we are mandated

by DECAL. We fall under the same category as day care centers and day camps. Because of this, we can open our doors on September 1, regardless of what GCPS does. Shadowbrook's plan is to continue to provide the safety, love, and quality early learning that you expect from our little school. Our hope is to remain open for the school year, but this will be based on executive orders from Governor Kemp and mandates set by DECAL.

We studied the links listed below to create our updated COVID-19 Health and Safety Plan. These websites contain information regarding COVID-19 safety protocol. Please feel free to email me with any questions or concerns you may have at rcook@shadowbrookchurch.org. If I don't know the answer, I will try my best to find one.

CDC GUIDELINES

GA DEPT of PUBLIC HEALTH

DECAL

GOV. KEMP EXECUTIVE ORDER

The following procedures and policies are in effect as of the 2020-21 school year and will remain in effect until further notice.

PREVENTION:

All students and staff will undergo a daily health screening upon arrival that includes a temperature check and parents answering a short questionnaire to evaluate risk factors. Anyone with a temperature of 100.0 or greater or with a risk factor flagged during screening will not be allowed to enter the building.

All students and staff will be required to hand sanitize or wash hands for a minimum of 20 seconds as follows:

- Upon arrival at school
- Returning to their classroom after playground or specials
- After using the restroom/assisting a child in the restroom
- Before and after diaper changes
- Before and after lunch/snack
- Before leaving the building at the end of the day
- As needed or desired.

The following action plan has been designed to keep everyone as safe and healthy as possible this school year. Your compliance is expected.

- Classrooms will be disinfected before and after class including all touch surfaces such as light switches, doorknobs, tables, chairs, faucets, etc.
- Bathrooms will be disinfected throughout the day.
- Each student (ages 3 and above) will have his/her own set of supplies (pencils, scissors, crayons, glue, etc.) which will be kept in their cubby.

- Children's belongings will be kept in designated areas.
- All hard-to-clean toys will be removed from the classrooms. Toys will be sanitized by the staff daily after use and separated if placed in a child's mouth immediately for cleaning.
- Teachers will wear gloves during snack and lunch distribution.
- Temperature checks will be taken each day at lunch time for students and staff.
- Group sizes will be limited per CDC and DECAL guidelines.
- Classes will remain together and not interact with another class outside their learning pod.
- Social distancing will be followed wherever possible.
- Face covering for children - There are many different studies on what is best for young children and face coverings. Face coverings are not mandatory for students and are strongly not advised for children two and under. If your child is aged 3 or over, we recommend they wear a mask during carpool and hallway transitions. Children must be able to take a face covering on or off by themselves. For safety reasons, teachers may not touch children's face coverings. They will need to be removed and then put back on by the child as needed.
- Face covering for staff - During carpool, teachers will be wearing face masks and face shields. During the school day, they will be required to wear a mask during hallway transitions, when assisting a child one-on-one or when diapering a little one. They will wear their face shields while working with the children.
- Face covering for parents - Parents are expected to wear a mask during carpool while the teachers are helping to bring children to and from the vehicle.
- All students will utilize carpool. Detailed information will be sent under separate cover.
- Parents will not be allowed to enter the building at any time until further notice.

IN THE EVENT OF ILLNESS

Staff or students with illness of any kind MUST stay home.

Any individual with the following symptoms will be excluded from school:

- ✓ Loss of taste or smell
- ✓ Diarrhea
- ✓ Vomiting
- ✓ Fever of over 100.0
- ✓ Excessive coughing
- ✓ Shortness of breath
- ✓ Fatigue, lethargy, malaise that is abnormal for the individual.
- ✓ Symptoms consistent with an upper respiratory illness.
- ✓ Or any two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, and sore throat.

Per CDC guidelines, siblings must also be sent home with the sick child

If a child goes home with any of these symptoms, as a precaution, the remaining staff and children will be moved to another classroom and will wash their hands with soap and water. Their classroom will be sanitized with disinfectant before the class can return to their room.

Individuals with the above symptoms or others consistent with COVID-19 must be reported to the office administration immediately.

If symptoms appear during the school day, the sick student will be isolated with a staff member and must be picked up within 30 minutes of parent notification. Your emergency contact must be available if you cannot pick up within 30 minutes.

In order to return to school or work, student or staff member must be symptom free and fever-free for 72 hours (without fever-reducing medication). If the duration of the illness is more than 3 days, the student or staff member must have a doctor's note and/or a negative COVID test in order to return.

IN THE EVENT OF A POSTIVE COVID CASE WITHIN THE SCHOOL:

Public health officials will be notified promptly. We will follow any next steps as outlined by the Department of Public Health. These steps may include quarantining an individual, contact tracing, notification of other students, and extended closure of the classroom and/or school.

In a class where a child or teacher has tested positive for COVID-19, it is likely the whole class will be required to quarantine for up to 14 days per CDC guidelines.

There are two acknowledgement forms listed at the end of this handbook. Please read them through and be prepared to sign a hard copy at Parent Orientation. If you have any questions, please contact the Director, Ruthann Cook, at 678-549-0314.

Carpool

These procedures have changed due to COVID-19. PLEASE READ THIS SECTION CAREFULLY. Our goal is to keep our carpool from becoming congested and create a safer environment for our students.

- Everyone is to use our carpool system both in the morning and in the afternoon. As we strive to keep our facility as clean as possible, **walk-ins will NOT be permitted this year**. However, as in past years, we do believe utilizing the carpool system encourages our children to become independent and helps to ease their separation anxieties.
- As the carpool line begins to move and you approach the school, **refrain from cell phone use**. Our carpool line is a **NO CELL PHONE ZONE**. Follow all posted signs.
- During morning carpool, a staff member will come by your car to do a temperature check on your child. Hats and hoods tend to bump up that reading, so please be sure your little one is not wearing anything on their head.
- Once the temp has been checked and you have arrived in the unloading zone, remove your child from the car, put their backpack on and then apply hand sanitizer to your child's hands.
- **DO NOT** leave your child unattended on the sidewalk – wait with your child until a teacher approaches.
- Follow the correct pick up route (map included for clarification). *With the exception of our Kindergarten students*, **EVERYONE** must enter the driveway next door at Ewing. Follow the

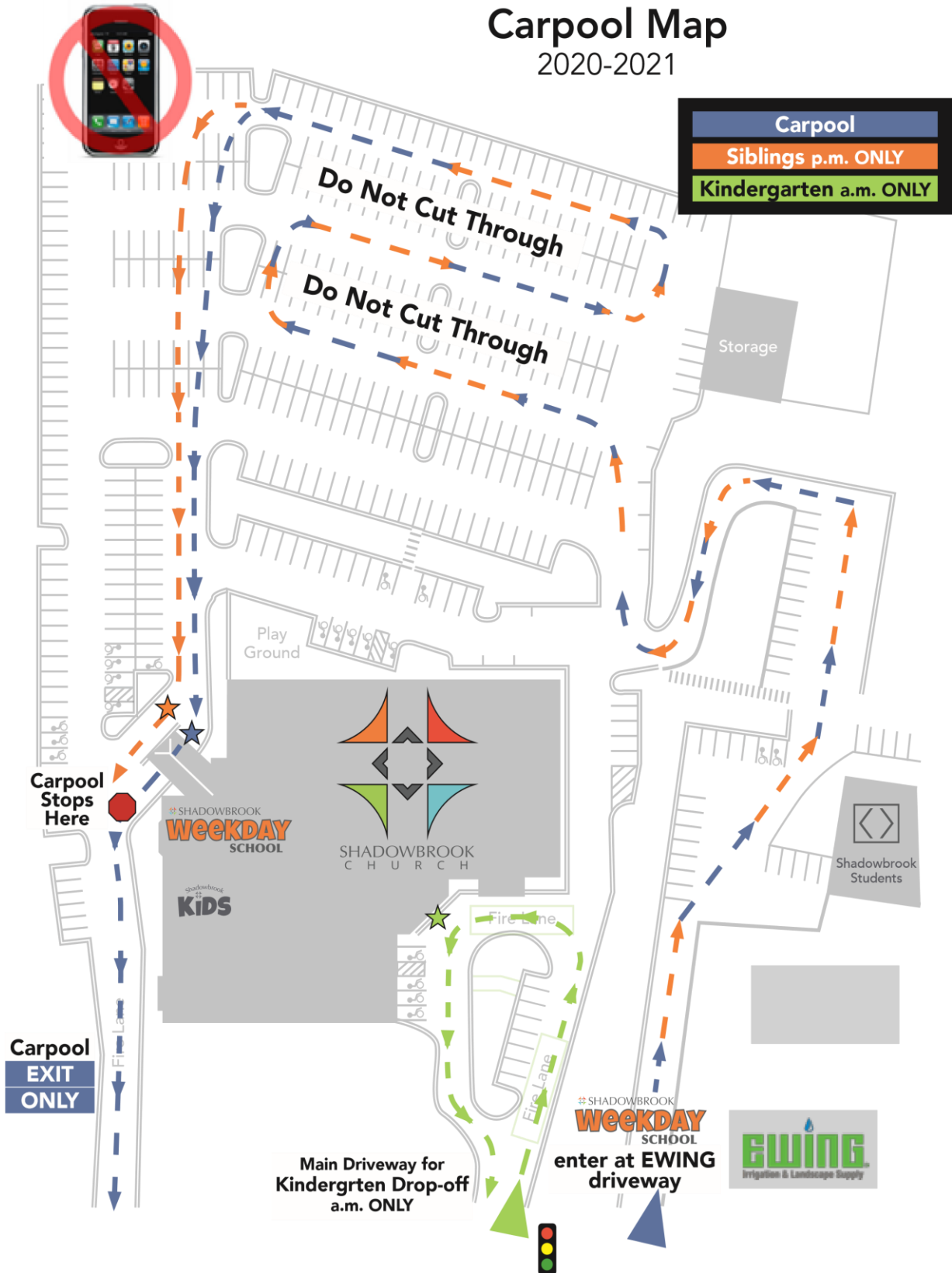
yellow arrows that zig zag through the parking lot. Use the inside lane that runs along the sidewalk.

- **Kindergarten:** MORNING carpool enters at the Shadowbrook entrance at light across from the library. Drive around the circle drive in front of the church. (See attached map.) Kindergarten carpool will begin at 9:15 am with the hopes of having all Kindergarteners in their class by 9:30. Kindergarteners and their siblings will both be dropped at the same door. If Kindergarten parents arrive after 9:25, you must go through the regular carpool line and your child will be walked to class by a staff member.
- **For all other students - Ones through Pre-K –**
IN THE MORNING, use the inside lane that runs along the sidewalk.
- IN THE AFTERNOON, ALL STUDENTS ARE TO BE PICKED UP VIA THE REGULAR CARPOOL LINE. Everyone enters next door at Ewing.
- If you are picking up a single child, use the inside lane (#'s 100 – 599). If you are picking up siblings or children who regularly ride together, use the outside lane (600 and 900 #'s).
- In the carpool lane, park your vehicle **close** to the car in front of you while leaving just enough space to walk in between. Please do not leave a half car length. It is also important to leave space between your car and the curb so your child can step in and out safely onto the parking lot and so teachers can walk past.
- Do not pass the car in front of you while waiting in line. Please be patient. Keeping the carpool lane exiting in the same direction will keep everyone safe.
- You will be given a backpack tag to attach to the top of your child's backpack. The tag will have your child's name, teacher's name and room number. It is very important that this tag is easily visible. In the beginning of the year, each time you drop off, please tell the teacher your child's name and room number.
- Teachers will be wearing masks and face shields during carpool. They will know your child has been temperature checked and is ready to enter the school once they see you and your child standing outside of your car. Teachers will be hand sanitizing each time they exit the building to escort a different child.
- **Parents may NOT walk their child(ren) to the classroom door in the morning. Children will be escorted in by Shadowbrook staff.**
- Lead teachers will greet your child as they arrive in the classroom and assist them with their belongings. Once bags are unpacked, each child will wash their hands with soap and water before they begin their day.
- For your convenience, each family will receive two carpool tags. Hang a tag from your rearview mirror for the entire time you are on campus for carpool. **Do not take it down until your children are in your vehicle.** (Additional or replacement carpool tags cost \$5 each.)
- **There will be NO walk-ins in the afternoon.** If you plan to check your child out early, you must communicate with your child's teacher letting them know what time you plan to arrive.
- **All early pick-ups must be checked out by 1:00 p.m. After 1:00 p.m., you must follow normal carpool procedures.** Call the front desk when you arrive: 770-945-3549. Your child will be ready and will be escorted to meet you at the door.
- **New this year . . .** We have a video doorbell camera at the Weekday entrance. If you need to check your child out or pick up a sick child, please bring your carpool tag to the door. This will be used as an I.D. check. If you do not bring your car tag, we will need to see a driver's license. Due to necessary changes limiting visitors in the building, please understand we may not recognize you as quickly as we normally do so ID checks will be necessary.

- During afternoon carpool, as your child and a teacher approach the car, **please step out of your vehicle to assist your child into the car.** Legally, every child is to travel in a carseat or a booster seat. Our expectation is that every student will be transported safely and legally. YOU must properly buckle the child into the car seat before moving the vehicle. Due to insurance policies, the staff and teachers are **not allowed** to buckle the child's seat belt or car seat.
- Your carpool form is a very important source of information for the school. Please complete the needed information carefully and legibly. Be sure to indicate on your form if there are people who should **not** pick up your child.
- Each child will be assigned a carpool number, and you will receive two carpool tags with your child's assigned number. Hang a tag on your rearview mirror for afternoon carpool.
 - One year olds will receive a 100 series number.
 - Two year olds will receive a 200 series number.
 - Three year olds will receive a 300 series number.
 - Four year olds will receive a 400 series number.
 - Kindergarten will receive a 500 series number.
 - Siblings will only receive a 600 series number.
 - Unrelated children who carpool will receive a 900 series number.
- This number will need to be on your mirror when you enter campus in the afternoon for pick up so our staff members will know which child (or children) to call. **Do not remove the carpool tag until your child is safely secured in your vehicle.** If you need additional carpool tags, please contact the office staff. There is a \$5.00 charge for each additional carpool tag.
- If your child is to be picked up by anyone other than his regular carpool driver as indicated on his carpool form, we must have **written permission** from you. You may send a note with your child informing us of exceptions. It is your responsibility to inform the school about transportation changes. If you do not send in a note and an unauthorized person comes to pick up your child, your child will not be released to them until we have contacted you. They must have your numbered carpool tag or an ID in order to pick up your child.
- If you have an emergency and cannot get to school on time to pick up your child, please call the office at 770-945-3549 to let us know. If someone else will be picking up your child he/she must provide identification.
- **We strive to keep carpool moving quickly.** Carpool is not the time for conferencing with your child's teacher. If you have any concerns, please contact your teacher to schedule an appropriate time for a meeting. We also ask that you wait to open back packs, administer snacks or change clothes until you are out of the carpool line. Our goal is to clear the line as quickly as possible each day.
- **Late pick up: If you are not on campus and in line by 1:50 p.m., a late fee of \$1.00 per minute will be charged to your Tuition Express account.**

Carpool Map

2020-2021



Enrollment Policies

Shadowbrook Weekday School (SWS) follows the Gwinnett County guidelines for enrollment. Your child's age as of September 1st determines the class level in which he will be enrolled. At the time of enrollment, a completed registration form and a **non-refundable** registration fee is required for each child.

SWS is exempt from state licensure requirements by the Georgia Department of Early Care and Learning (DECAL). SWS is a private preschool and is not a state licensed care facility; however, we still fall under the mandates of our state's DECAL program. Because of this, it is required that each child will attend no more than four hours per day, not to exceed twenty hours per week for our 2 year old through Kindergarten students, and not to exceed eight hours per week for our 1 year old class.

Tuition

Tuition is a monthly fee due by the 7th of each. Half of September's tuition was paid in July with Activity and Curriculum Fees. The other half will be drafted on September 7th. Tuition must be paid even if a child is sick or in the event of an extended absence (i.e. family vacation – whether one week, one month or longer.) If a family is on an extended vacation, tuition is still due by the 7th of each month that the child is absent in order to secure the child's place. If tuition is not paid as stated, the school reserves the right to fill the child's vacated spot. Upon your return, if there is still an opening in the classroom, your child may return to finish the school year.

Communication with the office and with your child's teacher is of the utmost importance to help in discerning these situations. The school cannot refund any tuition due to sickness or extended absence. We do offer a sibling discount of 5% off your total tuition.

For security and convenience, the only form of payment we accept for tuition is Tuition Express. Tuition Express is a payment processing system which allows secure, on-time tuition payments to be made from your bank account (either checking or savings.) You also have the option to use either a debit card or a credit card, but we will pass on the additional 3.5% processing fee to you if you choose to draft from a card. If you choose to use a debit or credit card, we accept Visa, MasterCard and Discover.

We will draft monthly tuition on or around the 7th of each month. If the 7th falls on a weekend, we would draft on the following Monday. We will draft monthly for tuition from September through April. The Tuition Express application is mailed to parents with their welcome packet in July. You can also find this application on the Tuition Rates Tab on our website.

Tuition Express is a Payment Card Industry (PCI) Level 1 service provider. By using Tuition Express, you're simply giving your bank or credit card company permission to release a payment to Shadowbrook Weekday School. This is similar to having your car payment, mortgage or utilities drafted. When funds are deducted from your account, the merchant will be listed as "Tuition Express." If you'd like more information about Tuition Express, check out their website at tuitionexpress.com.

Please contact the office if you cancel your card or if you need to change your form of payment. If payment is delayed and unable to be drafted by due date, a late fee of \$25.00 will be added to that month's tuition. If the school incurs fees from your bank due to insufficient funds, these fees will be added to your account in addition to the late fee and tuition.

If you should withdraw your child at any time during the year, please submit your intent to withdraw in writing. We do not refund tuition, registration or curriculum fees.

2020-2021 Monthly Rates

5 Day Program

Kindergarten	\$300.00
Pre-K.....	\$285.00
3 year old	\$285.00

4 Day Program

Pre-K.....	\$260.00
3 year old	\$260.00

3 Day Program

3 year old.....	\$235.00
2 year old.....	\$235.00

2 Day Program

3 year old	\$210.00
2 year old	\$210.00
1 year old	\$210.00

Activity Fee: All students pay a \$75 annual fee which covers special activities, events and in-house entertainers. This year this fee will also help off-set the cost of required disinfectants and cleaning supplies. This one-time fee is due in mid-July before school begins.

Curriculum Fee: This fee covers curriculum, materials and in-house field trips for Pre-K and Kindergarten. This one-time fee is due in mid-July before school begins.

The Curriculum Fee is as follows:

Pre-K.....	\$50.00 per year
Kindergarten.....	\$100.00 per year

Immunization

Prior to your child's first day of preschool, as required by the Georgia Department of Human Resources (DHR), you must provide us with a **current** Immunization Form (3231). Immunization forms are available at your doctor's office or the Health Department. This information must be on file. If your child's form expires during the school year, you will be notified by the office prior to the expiration date.

First & Last Day of School

Our first day of school for each age group is as follows:

Tuesday, September 1, 2020:

One-year-old T/Th class
Two-year-old two-day class
Three-year-old two, four and five-day classes
Pre-K four and five-day classes
Kindergarten class

Wednesday, September 2, 2020:

One-year-old M/W class
Two-year-old three-day class
Three-year-old three-day class

The last day of school is **May 18** or **May 19, 2021**.

School Hours

- Our school day is from 9:30 a.m. until 1:30 p.m.
- We follow the Gwinnett County School Calendar for Early Release, holidays, and inclement weather. When Gwinnett has Early Release, our day ends at 11:30.
- During inclement weather, be sure to check your local news for school closings. **If Gwinnett County Schools are closed, we will be closed also. We will not** make-up snow days, unless otherwise specified by the Director.
- If Gwinnett County Schools are *delayed*, we will be **closed**. The reason for this is many of our teachers are parents with kids attending many different schools. They may all have various delayed starting times at their schools, which means the teachers might not make it in on time to be here for your students. Many little students and no teachers would not be a good thing!

Class Size

The Director reserves the right to adjust any class size during the school year. All classes will have two teachers - a Lead Teacher and an Assistant Teacher. Boy/Girl ratios will be maintained as evenly as our enrollment permits us. Our goal for class sizes is as follows:

One-year-olds	two days	8 - 9 children
Two-year-olds	two days or three days	10 -11 children
Three-year-olds	two, three, four or five days	14 -15 children
Pre-K	four or five days	16 -17 children
Kindergarten	five days	16 -18 children

School Supplies

Every day each child should bring to school:

- A FULL-size back pack – no roller bags
- Lunch box containing a lunch and a drink (no juice boxes or juice bags for one-year-olds)
- Water bottle – labeled with your child's name
- Appropriate clothing for outside play (i.e. coat, hats, mittens, etc.)
- Extra diapers (ones and twos), labeled with child's name
- A complete change of clothes, including socks (all ages)

Do NOT bring:

- Toys
- Any items other than the ones listed above unless specified by the teacher.

We also ask each child bring the additional items listed below. You may bring these supplies to Open House, Meet and Greet or to the first day of school. Your help is greatly appreciated!

1 year old classes

- 1 ream of white copy paper
- 2 containers of baby wipes
- 2 rolls of paper towels
- 1 box Kleenex tissues
- 2 cans of Lysol spray
- 1 bottle hand sanitizer

2 year old classes

- 1 ream of white copy paper
- 2 containers of baby wipes
- 2 rolls of paper towels
- 1 box Kleenex tissues
- 2 containers Clorox or Lysol wipes
- 1 bottle hand sanitizer

3 year old classes

- 1 ream of white copy paper
- 1 container of baby wipes
- 1 box Ziploc bags,
QUART size
- 1 roll paper towels
- 1 box Crayola crayons
- 2 containers Clorox or Lysol wipes
- 1 plastic Sterilite pencil box
- 1 bottle hand sanitizer

Pre-K classes

- 1 ream of white copy paper
- 1 container of baby wipes
- 1 box Ziploc bags,
GALLON size
- 3 Elmer's brand glue sticks
- 1 box Crayola crayons
- 2 containers Clorox or Lysol wipes
- 1 plastic Sterilite pencil box
- 1 bottle hand sanitizer

Kindergarten

- 1 ream of white CARD STOCK
- 1 container of baby wipes
- 1 box Kleenex tissues
- 1 box Ziploc bags, SNACK size
- 1 box 24 count Crayola crayons
- 3 Elmer's brand glue sticks
- 1 plastic Sterilite pencil box
- 2 cans of Lysol spray
- 1 bottle hand sanitizer

*Due to storage restrictions, there may be another supply request sent home in January.

Confidentiality

All student records will be kept confidential. Only Shadowbrook Weekday School staff will have access to these records. All conversations and conferences whether by phone, e-mail, written letter, or in person will be documented and held confidential. All matters concerning tuition, fees and/or other money related issues will also be kept confidential. Your trust and confidence are very important in our relationship. We hope you will feel at ease when discussing important matters with us.

Clothing

Please send your child to school dressed to play. Do not dress your child in something you don't wish to get dirty. We play outside and sometimes get messy in everyday learning. We do use smocks in our classrooms, but accidents happen. We do not want to ruin any special clothes. For safety reasons, we recommend your child wear sneakers to school every day. This means **NO** open-toed sandals, flip-flops, clogs or cowboy boots. We will be playing outside every day, weather permitting, so make sure your child is dressed accordingly. If your child does not bring a coat, and we think it is too cold outside for him without one, we **will not** let him go outside. Be sure to **LABEL all clothing with your child's name**. This will help your teacher keep up with your child's belongings.

Nutritional Lunch

Parents are to provide a lunch on the days your child will be at school. Remember to label all lunch boxes. Lunches should be packed in unbreakable containers and ready to serve. We will not cook, warm, or refrigerate your child's lunch. Please pack nutritious lunches. If you need some ideas, check out easylunchboxes.com. Please do not send in messy items like Go-Gurt – when squeezed, it can become a gooey missile. Only send in three or four items per day. If children have too many choices, lunch takes too long. We only have 30 minutes total for lunch. Drinks should have lids, and everything should be easy to open. Please consider using a bento box type container – again, check out easylunchboxes.com. **One** cookie or something sweet is fine, but please send in a protein and some fruits and veggies. We try to avoid the after lunch sugar crash, and your help would be appreciated. We will encourage but will not force your child to eat. **Please note that due to allergies your child's teacher may send home a note requesting certain foods not be sent in your child's lunch. We ask you to respect this request while packing lunch for your child.**

Birthday Celebrations

This year, we must celebrate birthdays only with individually packaged, store-bought treats that parents provide, and the class will eat them after lunch. Before your child's birthday, we will send home a reminder note and birthday bag for you to fill with the treats for the class celebration. **Please do not send in pizza, sheet cake, cupcakes, cookie cake, ice cream, goodie bags, hats or balloons. If you would like to invite the class to a party off site, we are happy to distribute invitations.** Due to COVID-19, parents must abide by this request. Your cooperation with this is greatly appreciated. Your teacher will give you a birthday schedule at orientations.

Parties

We will have two parties, Christmas and End of the Year, which will be coordinated by the teachers this year. Because we are not allowed to have parents in the building, we will not have Room Moms this year.

Parent Volunteers

Parent involvement in our preschool has always been welcomed and encouraged! Unfortunately, due to the restrictions in place for this school year, parent volunteers are not allowed in the building. Your child's teacher will keep you informed as to the specific needs in her classroom and any opportunity that may arise for help from parents.

Substitute Opportunities

This year we will maintain an even more strict sick policy with regard to our teachers. They will not be able to work if they are exhibiting any symptoms of illness. Because of this, we will need to have a large pool of substitute teachers available. We are asking parents that might be willing to step in to help sub to sign up at parent orientation. Substitutes will attend an information meeting and undergo a background check before they are allowed in the classrooms. Parents who choose to sub will receive a \$50 tuition credit toward their next month's tuition for each day that they substitute in a class. Parents will never work in a class that their child attends. This is a great way to pay down your tuition while helping to serve a great need. Without a substitute base, we may have a difficult time staffing classes during flu and cold season, and we could really use your help!

Newsletters and Calendars

A school calendar will be given to each family at Parent Orientation. We have listed every special event and activity for the entire school year. Reminders or unforeseen changes will be communicated through your child's teacher. **Please check your child's folder and book bag daily.**

You will also receive an email with a class newsletter from your child's teacher each week. Please take the time to read the newsletters. They will contain information about the week's activities and upcoming units, special activities, birthdays, in-house field trips and any other necessary information.

Field Trips

Pre-K and Kindergarten will have in-house field trips through-out the school year. Shadowbrook Church no longer owns a bus so we cannot travel off campus. Information on these in-house activities will be sent home prior to each field trip. When necessary, a permission form may be required to be signed and returned before your child will be allowed to participate.

Curriculum

We use a variety of formal curriculum that we build on each year to achieve our educational goals. Beginning in the Two's, the children are introduced to *Jolly Phonics* where they are exposed to an action that is associated with the sound a letter makes. For example, when

showing the class the letter B, the teacher would make a buh, buh, buh sound while pretending to swing a bat, and the children would be invited to play along. This is then continued into the Three's where they will also receive introduction to *Get Set for School*, which is the preschool platform for *Learning Without Tears*. The Three's will continue with the *Jolly Phonics* letter and phonic recognition and will begin to be introduced to writing their names through the *Get Set for School* program. In Pre-K, the children will continue with both *Jolly Phonics* and *Get Set for School*, and teachers will supplement with the *Scholastic Success with Pre-K* workbooks.

Our program is designed to be developmentally and individually oriented. Your child will learn through a variety of hands-on activities and learning experiences. They will also learn through nature discoveries, science experiments, dramatic play, music, books, crafts, blocks, puzzles and other manipulatives. Social, emotional, physical and intellectual growth is considered in all that we do.

Circle Time may include calendar, weather, and sharing information about units of study, Bible stories, games, books, music, dramatic play or Show and Tell.

Through all that we do, we emphasize basic Biblical truths as guidelines for spiritual growth. We want your child to come to the basic understanding that Jesus loves them unconditionally and His love and sacrifice allows them to have a relationship with our heavenly Father.

Specials

Each class will attend the following Specials each week unless there are other scheduling situations that take priority:

- **Art:** Your child will have Art each week for approximately 25 minutes. This is in addition to any crafts done in the classroom. Using various media, materials and tools, they will create beautiful and unique works of art.
- **Chapel:** The childrens will attend Chapel in the Worship Center once each week. Chapel will consist of a Bible story, memory verses and songs.
- **Library:** Four-year-old and Kindergarten classes will have teacher directed library time once a week. They will be able to check out one book to take home and share with their family. They must return the book before they can check out another.
- **Music & Movement:** Your child will have Music & Movement each week for approximately 25 minutes where they will be exposed to a variety of music styles. Children will play rhythm instruments, learn basic rhythm patterns, sing songs and learn some basic music theory. They will also be moving to music through activities such as dance, rhythmic gymnastics and exercises which will stimulate their large motor skills and improve coordination.
- **Spanish:** Children will attend Spanish each week for approximately 25 minutes. They will be introduced to the Spanish words for numbers, colors, shapes, days of the week, months of the year and much more!

Library/Scholastic

Reading with your child is the best way to help him learn to love to read! Our school library is stocked with books from the Scholastic Book Club program. Once a month you will receive a flier full of wonderful books available for purchase from Scholastic. If you buy books for your little

one, our school receives points for every dollar spent. We then use those points to purchase books for our library!

All of our teachers are able to stock their class book shelves from our library, and Pre-K and Kindergarten classes will have library time once a week. The children will be able to check-out books to take home and enjoy with their families. We hope this experience will introduce your child to a life-long love of reading! Please help your child take care of these books. You will be responsible for any book that is damaged or not returned each week. If a book is damaged, we will ask you to purchase a new book to replace the damaged book.

We also offer a Scholastic Book Fair in November. All books are sold at 50% off. Rather than using this sale as a fund raiser for the school, we offer the savings to our families as a thank you for all your support! Watch for more information to come home in October.

Conferences

Progress Reports will be completed for all children, with the exception of the one-year old class. Hopefully, face-to-face parent/teacher conferences for three-year old classes, Pre-K and Kindergarten will be held in the spring – but these meetings may need to be conducted by telephone. Conferences for the two-year olds will only be conducted at the request of a parent or a teacher; however, evaluations will be completed for the two-year old class and will be sent home for review in the spring. For the three-year old's, Pre-K and Kindergarten, your child's teacher will contact you to set up a conference time. The conferences are designed to provide you with a detailed evaluation of your child's progress. If you have a special concern, you may ask for a conference at any time so both you and your child's teacher can work together to help your child succeed.

Managing Behavior

Our goal is to use discipline as a means of guiding children rather than punishing them. The root word of "discipline" is "disciple." Each teacher strives to be a Christian example of love and understanding. Our goal is to offer a nurturing, learning environment for each child. If behavior problems arise, the teacher will handle the situation as positively as possible. Directions will be given in positive statements, i.e. "use walking feet" instead of "no running"; or "we keep our hands to ourselves" instead of "do not hit." Our initial response to behavior that needs to be corrected is redirection. If redirection does not work, "time away" is used to give the child time to be away from a problem that has arisen. After an age appropriate time, the child and the teacher will talk about what has happened and the child will re-enter the playing and learning activities. The Director may be asked to intervene if the child continues to exhibit the same inappropriate behavior. If the behavior continues, the Director will call the parents to discuss the situation or to request a conference time. At NO time will physical punishment ever be used. It is a parent's decision as to whether to administer this form of discipline. Do not ask any teacher to perform this act on your child.

Damaged School Property

If a child intentionally damages school property, the parent will be held financially responsible.

Biting Policy

Our program recognizes biting can occur in a preschool setting. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel biting is never the right thing for toddlers to do, we know they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. Names of children involved in the biting will be held in strict confidence. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to help the child stop biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

Bitten Child

- Immediate attention is given to the child.
- Ice is put on the bite if the child is willing.
- The wound is cleaned with soap and water.
- The teacher will talk with the child and tell them to use the following words when they are bitten - "No." "Stop." "That hurts."
- The child's parent will be called to be made aware of the situation, whether the skin is broken or not.
- At the end of the day, the teacher will ask the parent to sign an Ouchy Report.

Biting Child

- The teacher will use these phrases to talk with the biter. "No bite!" "Teeth hurt!" "We don't bite our friends."
- The teacher will redirect the child to bite a teething toy or a cold washcloth if the child is biting because of teething.
- The child's parent will be called to be made aware of the situation, whether the skin is broken or not.
- At the end of the day, the teacher will ask the parent to sign a Communication/Incident Report Form.

If the biting continues after all techniques and strategies have been exhausted, the preschool reserves the right to suspend a child from the program. If a child continues to bite classmates after returning from suspension, it may be necessary to ask the child to leave the program. This would be a last resort, and we hope we can help prevent this situation before it occurs.

Expulsion from Program

There may be a time when it becomes necessary for us to ask a child to leave our program. Please know before this takes place, we will have exhausted every possible means of resolving the difficulties that led us to this point. The safety and well-being of all the children at Shadowbrook Weekday School is our most important concern. The individual rights of one child will not take precedence over this. Some situations which may result in this decision are:

- When one child makes it unsafe for himself or any other child to be at school.

- When one child is too much of a disruption to the learning going on in the classroom.
- When parents and staff members cannot resolve a situation concerning a child or any other school matter.

Custody Related Issues

Parents must notify the school of any custody situations involving their child/children. **All children will be released to either parent unless otherwise stated in writing by the custodial parent/guardian or by a court issued statement.** If a custodial change occurs during the school year, please inform the front office immediately.



Parent Handbook Acknowledgement

The parent handbook describes important information about Shadowbrook Weekday School. By signing below, I acknowledge that I did receive an email that included this handbook for my review. I also understand that this handbook is also posted on shadowbrookweekday.org under the CURRICULUM TAB on the Parent Info page for later reference. I understand that I should consult the office staff regarding any questions not answered in the handbook. I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

The information and policies described in the handbook are subject to change, and I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand the revised information may supersede, modify, or eliminate existing policies. Only the Shadowbrook Weekday School Board has the authority to adopt any revisions to the policies in this handbook.

I will review the contents of the
Shadowbrook Weekday School
Parent Handbook
which is located at shadowbrookweekday.org.

Parent Signature

Date

Teacher's name: _____

Child's name: _____



Understanding and Acknowledging the Risk Related to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. Shadowbrook Weekday School (SWS) has put preventative measures in place to reduce the risk of COVID-19 from entering and spreading within the school as documented in our COVID-19 Health and Safety Plan; however, SWS cannot guarantee that your child(ren) will not become infected with COVID-19 while in attendance at SWS.

To maximize the safety of SWS students and staff, our community of teachers, staff and parents need to work together in the best interest of our shared community. As a parent of an incoming SWS student, we ask you to please read, consider and initial all items below to indicate your understanding and commitment to abide with each of the following:

_____ As a SWS parent, I agree to read and abide by the COVID-19 Health and Safety Plan as established by Shadowbrook Weekday School.

_____ I understand that SWS will make every effort to mitigate the risk of exposure of COVID-19 to my child as outlined in the COVID-19 Health and Safety Plan

_____ Each time I bring my child to SWS, I understand that I must satisfactorily answer the below screening questions:

- Do you or do any of the children you are dropping off have a fever, cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
- Have you or any of the children you are dropping off:
 - Had any of these symptoms since last time you were last here?
 - Been in contact with anyone with these symptoms since the last time you were here?
 - Been Potentially exposed to COVID-19 or have reason to believe you/they have COVID-19?

_____ I understand that my child's temperature will be taken every morning in carpool and if the temperature reading is 100.0 or higher my child will not be allowed out of the vehicle to come to school for the day. My child may return to school after 72 hours have passed with no fever and without the aid of fever reducing medicine.

_____ I understand that my child's temperature will be taken at lunch time each day or as needed, and if at any time his/her temperature is 100.0 or higher I will be called to pick him/her up.

_____ I agree to be immediately forthcoming with SWS regarding COVID-19 symptoms and exposure related to my child and the immediate family members living with my child.

_____ I understand that if a SWS staff member or student tests positive for COVID-19, SWS will follow current CDC guidelines and rely on direction from the Department of Public Health related to necessary quarantines and closures for specific persons, classes or for the entire school.

_____ I understand that SWS will be continuously monitoring and updating COVID-19 Health and Safety Plan as guidance is issued. The updated document will be emailed to the address on file for each parent.

We value each of your families and are grateful for the trust and faith you have placed in us. We appreciate your commitment to caring about each other, our staff, and each other's families so that we may all have a healthy and safe school year.

ACKNOWLEDGEMENT:

I, _____, am a Shadowbrook Weekday School parent of _____.

I acknowledge the above COVID-19 Health and Safety Plan as established by Shadowbrook Weekday School. I agree to abide by these protocols, and I will share them with other individuals who may be taking care of my child and with those who reside in my household.

I understand that this warning will be posted at each of the school entrances: "Under Georgia law, S.B 359, 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"

Signature _____ Date _____