

2024-25 Parent Handbook



SHADOWBROOK

WeekDAY

SCHOOL





Welcome to Shadowbrook Weekday School!

Our Weekday School is a ministry extension of Shadowbrook Church, and this year the school is celebrating 41 years of learning through play! Over the years, SWS 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 enrollment stands at 186 students, and we have a staff of 34 amazing women who will lovingly serve and teach your children throughout the year. 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 Carpool and Health & Safety sections. To stress their importance, these sections have been moved to the beginning of the handbook.

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, PE, Music & Movement and Chapel, and they also have opportunities for playground time each day as weather permits.

To ensure your family has a 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 that 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 bookbag, so please check it daily. Teachers will email newsletters, post photos, and share updates via their individual class Bloomz page. You will receive an invitation to join this page so you can stay updated throughout the school year. 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 Weekday School, 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 solid foundation for your child's future.

Blessings,

Jenny Baldwin, on behalf of your Shadowbrook Weekday Staff

Carpool

Our goal is to create a safe environment for our students and our staff and to keep our carpool from becoming congested. Please help us by following our procedures:

- Everyone is required 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 are not permitted. 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.
- Follow the correct pick-up route (map included for clarification). Enter the driveway of our nextdoor neighbor, **EWING**. Do NOT use Shadowbrook driveways during carpool. Follow the **yellow** arrows that zig zag through the parking lot.
- However, **Kindergarten follows a different route in the MORNING**. Kindergarten enters at the Shadowbrook entrance at the light across from the fire station. Drive around the circle drive in front of the church. (See attached map.) Kindergarten carpool will begin promptly 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 you arrive after 9:25, and the teachers have taken the kids to class, you must go through the regular carpool line and your child will be walked to class by a staff member.
- IN THE MORNING, use the inside lane that runs along the sidewalk. The outside lane is for Jump to Front auction winners. More information on JTF will be sent under separate cover.
- We strive to keep carpool moving quickly. In the morning, please have your child dressed and fed *before* they get into the carpool line. Assistant teachers begin collecting children from cars at 9:25 and our goal is to be finished with morning carpool by 9:45. At that time, the teachers go to their classrooms to begin their day. If you arrive after that time, park and walk your child to the door. After 9:45 am, there is only one person available to walk kids to class, so you may need to wait a few minutes if you arrive late.
- Most children adjust quickly to the preschool routine. Teachers make plans for activities and playtime beginning at 9:30. When a student is consistently late, they sometimes find it frustrating that they've missed out on something fun. Please help your little ones have a positive start to their day by arriving on time in the morning.
- IN THE AFTERNOON, 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 carpool, use the outside lane (600s and 900s).
- In the carpool lane, park your vehicle close to the car in front of you while leaving enough space to walk in between. It is not necessary to leave a whole car length.
- It is also important to leave space between the curb and your car so your child can step in and out safely and so teachers can walk alongside your car. **Do not park against the curb**.
- 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.
- DO NOT leave your child unattended on the sidewalk! Keep your child in the car until a teacher approaches the vehicle.

- You will be given a 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, help the teacher by telling her your child's name and room number.
- Teachers will hand sanitize each time they exit the building to escort a different child.
- Parents may NOT walk their child(ren) to the classroom in the morning. Children will be escorted into the building 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.
- Every student will be assigned a carpool number and each family will receive two carpool tags. This tag hangs from your rearview mirror for the entire time you are on campus for carpool. This number tells our staff members which child (or children) to call. Do not take it down until your children are safely secured in your vehicle. (Additional or replacement carpool tags cost \$5 each.)
 - 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.
- There will be NO walk-ins in the afternoon. If you need to check your child out early, contact your teacher in advance to let us know when to expect you and we will have your child ready and waiting for you. Park in the parking lot and ring the bell at the school's double glass doors. We have a video doorbell camera at the Weekday entrance. If you need to check your child out or pick up a sick child, **bring your carpool tag to the door.** This will be used as an I.D. check. If you do not bring your carpool tag, we will need to see a driver's license. Because we do not have a lot of contact with all of our parents, we may not recognize you so an ID check may be necessary. A staff member will bring your child out to you. **All early pick-ups must be checked out by 1:00 p.m. After 1:00 p.m., you must follow normal carpool procedures.**
- During afternoon carpool, as your child and a teacher approach the car, you must step out of your vehicle to assist your child into the car. Legally, every child is to travel in a car seat 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.
- 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 to pick up your child.
- If you have an emergency and cannot get to school on time to pick up your child, 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.

- Carpool is not the time for conferencing with your child's teacher. If you have any concerns, contact your teacher to schedule an appropriate time for a meeting. In the afternoon, we also ask that you wait to open backpacks, 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. Many of our teachers are moms who need to get home to get their own children off the school bus, so please help us by being on time in the afternoon.
- Late pick up: If you are not on campus and in line by 1:45 p.m. and the line is finished, a late fee of \$1.00 per minute will be charged to your Tuition Express account.
- Please share this carpool information with anyone that will be picking up or dropping off your child this school year.

CARPOOL MAP



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 pink eye, strep throat, chicken pox, Fifth disease, COVID-19) 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, except for rescue inhalers and EpiPens.
- 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 48 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 from 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 must be completely potty trained. We do not have the facilities within our three-year-old classrooms to change diapers or Pull-ups. It becomes unsanitary for other children in the classroom when a child continues to have toileting accidents. Children are 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 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 through April.
- During an actual tornado warning we will not release any children.

Health and Safety Plan UPDATED: June 1, 2024

Due to the global pandemic brought about by Coronavirus COVID-19, we adopted regulations and guidelines from the CDC, Department of Public Health, and Georgia Department of Early Care and Learning (DECAL). This plan is continually updated, and we will continue with a rigid sick policy for students and staff and continued daily sanitization procedures.

The following procedures and policies are in effect as of the 2024-2025 school year and will remain in effect until further notice.

PREVENTION:

Daily temperature checks will not occur unless there is a spike in COVID-19 cases in our area. However, anyone with a temperature of 99.9 or greater or with symptoms of illness should not enter the building.

All students and staff will be required to 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

Hand sanitizer will be used as needed, but soap and water will be preferred.

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.
- Children's belongings will be kept in designated areas.
- Toys will be sanitized by the staff after use and separated immediately for cleaning if placed in a child's mouth.
- Face coverings are not required. If you would like your child to wear a mask in school, they must be able to take the face covering on or off by themselves. For safety reasons, teachers may not touch children's face coverings.
- Face covering for staff – Teachers will not be required to wear a face mask or a face shield in school and will not wear one during carpool.
- Face covering for parents - We will not ask parents to wear a mask at carpool or upon entering the building but reserve the right to change this policy as needed.
- All students will continue to utilize carpool. Detailed information is listed on pages 3-5 of this handbook.
- Parents are not allowed to enter the building during carpool – exceptions must be cleared with the front office.

IN THE EVENT OF ILLNESS

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

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

- ✓ Fever of 99.9 or higher ✓ Excessive coughing ✓ Diarrhea ✓ Vomiting ✓ Loss of taste or smell ✓ 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

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.

To return to school or work, student or staff member must be symptom-free and fever-free for 48 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 to return.

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

In a class where a child or teacher has tested positive for COVID-19, that child or teacher will be required to stay out of school for 48 hours after fever and symptoms have subsided. Parents in that class will be notified that there is a case in their class, but the class will not be shut down.

Shadowbrook Weekday School reserves the right to change the Health and Safety Plan as necessary during the school year.

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 are 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 students.

Tuition

Tuition is a monthly fee due by the 7th day of the month. Half a month's tuition for May 2024 is to be paid in July along with the Activity and Curriculum Fees. 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 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 10% off the younger siblings' tuition.

For security and convenience, the only form of payment we accept for tuition is Tuition Express. Tuition Express is a payment processing system that 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 4.2% 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 DO NOT accept American Express.

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.

Monthly tuition will be drafted on or around the 7th of each month. If the 7th falls on a weekend, drafts will occur on the following Monday. Tuition will be drafted monthly from September through April. Please contact the office if you cancel your card or if you need to change your form of payment. A Tuition Express form should have been completed at registration, but if you need to update your account, a new form can be found on the Tuition Rates Tab on our website. You will be responsible for paying any bank and/or credit card fees charged by your bank or Tuition Express if you fail to keep your card information current and updated.

If payment is delayed or unable to be drafted by the due date, a late fee of \$35.00 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. Tuition is considered past due if received after the 7th day of the month for which it is due. If your child's tuition account becomes two months past due at any time, your child will be withdrawn from enrollment.

If you should withdraw your child at any time during the year, a thirty-day notice is required. Submit your intent to withdraw in writing. We do not refund paid tuition, registration, Activity, or Curriculum fees.

Tuition Rates for 2024-2025

5 Day Program Kindergarten.....\$400 Pre-K and 3-year old.....\$350	3 Day Program 3-year-old, 2-year-old.....\$295
4 Day Program Pre-K, 3-year-old, 2-year-old.....\$315	2 Day Program 1-year-old.....\$255

Activity Fee: All students pay a \$100 annual fee which covers special activities, events and in-house entertainers. This one-time fee is due in mid-July before school begins. If a student enrolls after the school year begins, this fee is due at the time of registration.

Curriculum Fee: This fee covers curriculum, copies, materials and in-house field trips for Pre-K and Kindergarten. This one-time fee is due in mid-July before school begins. If a student enrolls after the school year begins, this fee is due at the time of registration.

The Curriculum Fee is as follows:

Pre-K.....\$100.00 per year
Kindergarten..... \$125.00 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

School begins on Wednesday, August 28, 2024, for the following classes:

One-year-old M/W class

Two-year-old three- and four-day classes

Three-year-old three-, four- and five-day classes

Pre-K four and five-day classes

Kindergarten class

Their last day of school is Wednesday, May 14, 2025.

School begins on Thursday, August 29, 2024, for the following class:

One-year-old T/Th class

Their last day is Tuesday, May 13, 2025.

School Hours

- Our school day is from 9:30 am until 1:30 pm.
- 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 am.
- 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. Our teachers are parents with kids attending many different schools, some in surrounding counties who may have various delayed starting times at their school. This may keep our teachers from arriving at SWS on time.
- GCPS has built in Digital Days this year. SWS will have in-person, face-to-face instruction on those **scheduled** Digital Days, and our teachers will be allowed to bring their own children to class. However, if GCPS calls for a Digital Day due to inclement weather, SWS would be closed.

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

School Supplies

To help keep our costs down, we ask that each child brings the items from their School Supply List at the beginning of the year. Please see the list below. Feel free to bring your items to Parent Orientation, Meet & Greet or during the first week of school. If you would rather have someone do the shopping for you, simply text SUPPLIES to 770-343-5586. This will give us permission to charge your Tuition Express account \$30 and your child's supplies will be purchased by our staff. Either way, your help with school supplies is greatly appreciated!

1 YEAR OLD CLASSES

- 1 ream of white CARD STOCK
- 2 containers of baby wipes
- 1 box of Dixie bathroom cups
- 1 box Kleenex tissues
- 1 box of Band Aids
- 1 4 oz container of Play Doh brand modeling compound (any color)

2 YEAR OLD CLASSES

- 1 ream of white copy paper
- 2 containers of baby wipes
- 1 bottle *unscented* Purell hand sanitizer
- 1 box Kleenex tissues
- 1 box SANDWICH size Ziploc bags
- 1 4 oz container of Play Doh brand modeling compound (any color)

3 YEAR OLD CLASSES

- 1 ream of white copy paper
- 2 containers of baby wipes
- 1 box GALLON size Ziploc bags
- 24 count box Crayola crayons
- 6 Elmer's brand glue sticks
- 1 box Kleenex tissues
- 1 4 oz container of Play Doh brand modeling compound (any color)

PRE-K CLASSES

- 1 ream of white CARD STOCK
- 1 container of baby wipes
- 1 box Kleenex tissues
- Fiskars 5" Blunt Tip Scissors
- 24 count box Crayola crayons
- 6 Elmer's brand glue sticks
- 1 4 oz container of Play Doh brand modeling compound (any color)

KINDERGARTEN

- 1 ream of white CARD STOCK
- 1 box Kleenex tissues
- 1 can of Lysol Disinfectant
- 2 boxes of 24 count Crayola crayons
- 6 Elmer's brand glue sticks
- Fiskars 5" Blunt Tip Scissors
- 12 count Ticonderoga Pencils
- 1 box of Kleenex tissues
- 1 4 oz container of Play Doh brand modeling compound (any color)

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

Additionally, plan to send the following items to school with your child:

- A full-size backpack (no roller-bags) – Though it may seem large, especially for the littlest learners, each child is required to have a FULL-SIZE backpack. This backpack holds their lunchbox, diapers (for 1s and 2s), a complete change of clothes, a leak-proof reusable water bottle, and a folder (which teachers will supply.) Please do not send them to school with a tiny backpack or a tote bag. It's important for children to have their hands free - one hand to hold and the other to carry their in-house carpool number, and backpacks just work best. You will be issued a bag tag at Parent Orientation.
- A lunch box (labeled with your child's name) containing a lunch that does **not** need to be refrigerated or warmed up in a microwave. No juice boxes or juice bags please. Students will only be permitted to drink water at SWS unless we are having a class party. We would greatly appreciate you saving pizza Lunchables and Gogurt for at home snacking. They are *extremely* messy in the classroom, and the messes they make require teachers to spend extra time cleaning which takes them away from teaching the fun activities they have planned.
- Reusable Water bottle – flip top straw – **labeled with your child's name**
- Appropriate clothing for outside play (i.e. sneakers, 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

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 try to 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. We run, jump, skip and hop and those skills are even more difficult in open-toed sandals, flip-flops, clogs or cowboy boots. Please help us keep your kids safe with appropriate footwear. We will also 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. He will have to sit at the front desk with a staff member and wait for the class to return. 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. 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. 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

We will celebrate your child's birthday with cookies that you provide, and the class will eat them after lunch. Your teacher will give you a birthday schedule at orientation. Before your child's birthday, we will send home a reminder note and birthday bag for you to fill with cookies for the class celebration. ***Please do not send in pizza, sheet cake, cupcakes, cookie cake, ice cream, goodie bags, hats or balloons.*** We ask that each family send in ONLY COOKIES so we can keep the birthday celebrations simple and consistent. When one child has pizza, cake and goodie bags and the next child only has the requested cookies, children may experience hurt feelings when comparing their celebration to their classmate's. Additionally, cake icing is extremely messy and wiping down a dozen kids, their chairs, the tables and the floors takes valuable away from the class as a whole. If you would like to invite the class to a party off-site, we are happy to distribute invitations, but excessive birthday celebrations in the classroom are not acceptable.

Parties

We will have two parties that will be coordinated by class Room Moms - Christmas and End of Year. All parents are encouraged to help facilitate and attend these celebrations!

Parent Volunteers

Parent involvement in our preschool is welcomed and encouraged! Your teacher will keep you informed as to the specific needs in her classroom and any opportunity that may arise for help from parents. Parent volunteers are appreciated. Reach out to your child's teacher to learn how you can help.

Substitute Opportunities

Teachers 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 \$60 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 fill a great need.

Newsletters and Calendars

A school calendar will be given to each family at Parent Orientation. Every special event and activity for the school year is listed. 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 throughout the school year. Shadowbrook Church no longer owns a bus so we cannot travel off-campus. Information on 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 is allowed to participate.

Curriculum

We use a variety of formal curricula that we build on each year to achieve our educational goals. Beginning in the two-year-olds, 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 W, the teacher would make a "Wuh, Wuh, Wuh" sound while blowing into their palms to create the feeling of wind, and the children would be invited to play along. This is then continued into the three-year-olds where they will also receive introduction to *Get Set for School*, which is the preschool platform for *Learning Without Tears*. The three-year-olds 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 *Scholastic Success with Pre-K*.

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 that His love and sacrifice allow them to have a relationship with our heavenly Father.

Specials

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

- Chapel: The children will attend Chapel in the Loft once each week. Chapel will consist of a Bible story, memory verses and songs.
- 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.
- 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 and rhythmic gymnastics.
- PE: Children will attend Physical Education each week for approximately 25 minutes. They will play games, do obstacle courses, and engage in exercises that stimulate their gross motor skills and improve coordination.
- 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. If a book is lost or damaged at home, parents can make arrangements with the front office to replace it.

Library/Scholastic

Did you know that it is recommended that children read 1,000 books *BEFORE* Kindergarten?!? 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 bookshelves 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.

Conferences

Progress Reports will be completed for all children, with the exception of the one-year-old class. Face-to-face parent/teacher conferences for three-year-old classes, Pre-K and Kindergarten will be held in the spring. 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 may 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 a copy of the handbook for my review. I also understand that the handbook is 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.

I have received a hard copy, and the handbook is also
located at shadowbrookweekday.org.

Parent Signature

Date

Teacher's name: _____

Child's name: _____