

Reading of the Parent Handbook

Every parent is responsible to read this handbook. By signing the Parent Handbook section of the registration form as well as signing the registration form, parents are stating that they will read the handbook in its entirety, understand it, and ask the school administration any questions regarding the handbook. Your signature also attests to your agreement to abide by the policies outlined in this handbook.

Program Exemption

North Metro Preschool/Kindergarten meets the Bright from the Start exemption requirements and is therefore exempt from licensure by the State of Georgia since we are not a licensed day care program.

Religious Practices

The following could/will take place during your child's time at North Metro preschool/Kindergarten: prayer with the class, blessings before meals and snacks, Chapel with Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible, recognition of Christ's birth at Christmas and Christ's resurrection at Easter and recognition of Thanksgiving as a time to thank God for His blessings. Holidays from other religious beliefs are not recognized in the school. Practices and traditions from other religions not in accordance with NM or that are disruptive to the programs, schedules, and expectations of the teachers and other students are not permissible.

Enrollment/Acceptance Statement

Children are enrolled on a first come first serve basis according to age group and vacancies. Families currently enrolled must be in good financial standing before re enrolling. Registration form, non-refundable registration fee, rules contract, pick-up authorization form, and immunization form must be filled out and turned in to be completely and fully enrolled.

The CDC/CK strictly follows the age requirements for class as determined by Gwinnett County. The CDC will allow a student to repeat one year if parents and school deem it necessary.

The CDC/CK reserves the right to refuse any applicant we discern is not suitable for our program, and to decline admission when we believe we do not have adequate resources to serve a child appropriately. The CDC/CK also reserves the right to dismiss an enrolled child due to a lack of inadequate resources we have which could be beneficial to the child.

Dismissal Statement

The CDC/CK reserves the right to dismiss any student in its discretion when it discerns continued enrollment in the school is disruptive to the school, other students, or incompatible with the school's statement of purpose. Such reasons may include but are not limited to: violation of the Student Behavior Rules contract; failure of parents to adhere to school terms and policies; misrepresentations or omissions on the registration form; failure to pay tuition within 30 days from the due date; and the school's inability to meet the special needs of the student.

Withdrawal by Parent

To withdraw your child from the CDC/CK, a 30 day advance written notice is required. This allows time to fill the vacancy in a timely manner. Tuition for the following month will be required if two weeks' notice is not given. Tuition and any outstanding fees must be current through the last month attending. Tuition and fees are still due if the student attended any part of the month of withdrawal. Any parent desiring to re-enroll should follow the enrollment process which includes payment of registration fee.

Withdrawal in April and May is discouraged, and future enrollment will be reviewed before acceptance and one month's tuition will be required along with registration fee.

Absence Policy

The school requires notification should a child have an extended absence due to illness or vacation. It is not possible to offer discounted months for family vacations or illnesses. Your monthly tuition is required in order to secure your enrollment upon returning.

Curriculum Policy

Curriculum and supplies are covered through tuition payments and are the property of North Metro CDC/CK. Upon early withdrawal of student, curriculum will remain the property of the school. Curriculum work and art will only be sent home through the current month paid.

Immunization Policy

Gwinnett County in conjunction with the State of Georgia requires a current Certificate of Immunization Form #3231 on all children attending school. The school will give you advance notice when the form is due to expire. A student may not attend school without a current form on file.

Religious Exemptions to Certificate of Immunizations

If you choose not to immunize your child, a notarized affidavit of Religious Exemption is due to the school office upon enrollment. The religious affidavit does not expire. Per Georgia Law, children who are not immunized may be excluded from attending school in the event of a vaccine preventable disease outbreak. The school will notify you should an outbreak occur. North Metro BC and North Metro CDC/CK will not be held liable should a child who is not vaccinated become ill with a vaccine preventable disease. Tuition and fees are not reimbursable for any time missed from school.

Illnesses not associated with Covid

For the protection of your child and other children enrolled, parents must not bring a child who in the last 24 hours without any medication ill with: fever, vomiting, diarrhea, any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough, common cold, sore throat, croup, discoloration of nose drainage, any unexplained rash, skin infection, pink eye or other eye infections.

Most doctors – and the American Academy of Pediatrics – agree that a normal body temperature for a healthy child is between 97 and **100.4 degrees Fahrenheit**. If your child's temperature is above this range, he has a fever.

If an allergy/medical condition is not recorded on your registration form, we will question whether your child is contagious, and we may require a doctor's note of recommendation.

Illness Prevention

For the protection of your child, the other children in the program and the NM staff, a child who appears to be ill will not be admitted into the classroom. Some symptoms such as rash or discoloration of nose drainage may require a doctor's note (stating the child is not contagious) before the child can return to school.

Please refer to the following link for more answers about when your child can return to school after an illness. <https://www.choa.org/~media/files/Childrens/about-us/newsroom/english/too-sick-for-childcare-or-school.pdf>

As your child enters the classroom, he/she will be asked to wash hands or will be given anti-bacterial wash. We ask that you do the same once he/she gets in your car in the afternoon. If your child develops a fever or other symptoms of illness during school hours, you will be called. The child will be removed from the classroom or seated away from the other children. Parents are expected to respond to their child's needs by picking them up immediately. In the event you cannot be reached, your emergency contacts will be called. A Child Care Fee will be assessed if not picked up within 20 minutes. It is imperative that you leave your cell phone on during school hours. Do not ignore unrecognizable phone numbers as we may call from phones not in your contact list. If your child should develop an infectious disease following attendance at school, please contact the school office. It is our policy that if there is more than one child with an infectious, contagious illness in a classroom, then a note will be sent home to the parents along with a fact sheet of the illness.

It is the responsibility of the parent to inform school staff of any allergies or asthmatic situations. If an epi pen is required, it is the responsibility of the parent to train the teacher.

PARENTS MUST BE ACCESSIBLE AT ALL TIMES WHILE CHILD IS IN SCHOOL.

Accident Reports

At any time, your child gets hurt at school and as a result, their injury leaves a bump, swells or bleeds, we will fill out a detailed accident report. If necessary, the teacher will call you to pick up the child. The teacher will follow up with a phone call that afternoon in regards to a serious injury. Parents are encouraged to let the staff know if any further action was taken.

Child Abuse/Licensure

The CDC/CK staff is mandated by Georgia Law to report any suspicious abuse (sexual, physical, verbal or neglect) to the Department of Family and Children Services. The CDC/CK is exempt from licensure with the state. However, we comply with zoning, certificate of occupancy, fire inspection, and health department requirements.

Security and Medical Alert Procedures

A security situation denotes that there are specific instructions that need to be followed for the pick-up of a child due to very unusual or extreme circumstances (i.e. custody matters, etc). In these circumstances, a written note from the parent or guardian must be on file in the school office as well as copies of any legal documentation showing proof of custody.

A medical condition denotes that there is an allergy, chronic condition, or temporary condition that the school needs to be aware of. In this event, the parent or guardian is responsible to fill out the appropriate medical form and return it notarized, put the medical condition in writing for the teacher and school office, and keep the school office updated with current telephone numbers and emergency contacts.

School Security

As a convenience to parents, Carline is available every morning from 8:50-9:10. An assistant teacher will take your child out of the car and walk with him/her to their classroom. At 9:30 the school doors will be locked and any parent arriving after 9:30 will be required to ring the bell and wait for assistance. Arrival after 9:10 is discouraged but we understand if there is an emergency or doctor's appointment. The doors will remain locked throughout the day until after the afternoon Carline.

All visitors, with the exception of CDC/CK parents, are required to be escorted at all times when in the building. Security cameras are located throughout our facilities.

No one will be allowed to pick up your child if they are not on the approved pick up list and have a valid driver's id. It will be your responsibility to update your approved pick up list during the school year.

If you, a family member, or a friend needs to check on your child during school, please do not go to the classroom. The school office will call the classroom to check on your child for you. This prevents disruptions in the classroom. Remember, short visits often upset children who have just adjusted to their surroundings.

All school personnel have been screened and have had a background check performed. All rooms are equipped with emergency procedure information packages.

Arrival

Please review map details before Carline begins on Wednesday, Sept 9.

If you arrive before 8:50, please keep your child with you until Carline begins. Once Carline begins, you may drop your child off in his/her class. It is easier on your child if your morning drop-off is not prolonged. We strongly encourage Carline drop off.

At the beginning of the school year each family will receive a Carpool sign. The child's name and teacher will be displayed. At the beginning of the school year, we ask that you display this in the mornings, as well as in the afternoons, so that we may learn your child's name quicker.

If you choose to walk in, please do NOT use sidewalk in grassy area. Walk in designated areas and not through the Carline. It is preferable you park in the lots closest to the larger playground, for safety reasons.

DO NOT WALK BETWEEN CARS AT ANY TIME.

Our teachers have a full morning planned for your child. In order to have a smooth and pleasant learning environment, we ask parents to be respectful of classroom time by having your child here by 9:00. Activities begin promptly, and children who arrive late miss an important part of their day. Doors will be locked at 9:10.

If your arrival is after 9:10, please wait patiently until someone can greet you, take temperature, sanitize hands, and then escort them to their class room.

Afternoon Pick Up

Transition and Kindergarten Classes will use upstairs portico to pick up. Please review map. Anyone picking up a child must be on the approved pick up list, have a valid carpool sign, and have valid identification. This applies to carline and walk ups.

During the first month of school, teachers will request to see all drivers' id in order to learn you and your child's name better. Please have this out and ready to show.

If you must pick up your child early, please arrive before 11:45. It is not permissible to "pass" cars in the carline to get to the lower preschool entrance. You will need to park near the church offices, walk down the steps and proceed to the preschool entrance. All parents are encouraged to participate in carline. This is for the safety and protection of your child.

For afternoon carline, all cars need to use the west entrance (furthest from Publix). Once you turn right for the preschool lot, form two lines. If you do not have your carpool sign, you will need to walk up to get your child. You will be directed from here when/where to pull up to load your child. You must load your child. Teachers are not permitted to open doors, load or buckle your child in. Please be considerate of other drivers and load your child as quickly as possible. If you need more time, please move up to buckle up. For rainy days, we ask that you load quickly and pull up to buckle up. If we find you consistently need extra time, we may ask you to walk up and get your child.

Carline Instructions

- Remain in your car at all times for morning carpool. Place vehicle in PARK when stopped
- Watch staff directing traffic flow and follow their signals at all times. Never attempt to pull forward until you've been motioned to do so.
- Never pass another car unless directed to by school staff.
- Use of hand held devices is now illegal. We will not load any child if driver is using hand held phone.
- Do not walk in between cars when walking your child to and from the school.
- Have your child ready to go in the mornings- shoes on, bag in hand, coat on when needed. We will do the same in the afternoons.
- A school issued carpool sign must be prominently displayed on the rearview mirror. Small coat hangers or clips work well to hold it in place. Signs are to remain visible until the child has been removed from the car/placed in the car at which point the sign is to be promptly taken down. After two carpool signs are given out, the charge is then \$2/sign.
- Never allow a child to sit in your lap to help "drive", lean out the car window, or stand up through the sunroof. Speed bumps and sudden stops can be dangerous.
- If someone new is picking up your child, it is your responsibility to inform them of the carpool instructions. We encourage them to walk up and show id instead of using carpool line.
- To maximize traffic flow, it is imperative you buckle up your child correctly and quickly. If there are more than two children, we may ask you to pull up to another stopping point. If you need extra time, we may ask you to pull up to another stopping point.

Failure to comply with the carline instructions and/or route procedures may result in a loss of carline privileges.

Rainy Day Carline Pick Up

Parents are encouraged to load quickly and pull up to buckle up. Our goal is to move carline quickly but safely.

Late Pick Up Fees

Our school hours are from 9:00-12:00 or 9:00-1:00. The school doors open at 8:50 in the morning and our afternoon carpool is from 11:50-12:00 or 12:50-1:00. Please remember your child will be sitting and waiting for you during this time. If you arrive after 12:10 or 1:10, according to school time, you will be assessed a late fee of \$3.00. Extra time will be allocated on rainy days. If you arrive 20 minutes past the hour, you will be assessed a late fee of \$5.00 and an additional \$1.00/minute after that. If you know you are going to be late, please call us in advance so that we may assure your child that you are coming. Please call if you have assigned someone else to pick up your child. Incurred late fees will be added to your monthly tuition statement and will be recorded as "late pick-up fee".

Tuition Policy

The CDC/CK program is a non-profit organization supported by the registration and tuition of its students. Please note the following regarding tuition payments.

- Tuition is a yearly fee, broken into 9 equal monthly payments.
- Tuition is DUE ON THE 1ST OF EACH MONTH beginning in September and ending in May
- The amount due is constant regardless of the number of days in the month, holidays taken or days missed due to inclement weather. It is not possible to offer discounted months for family vacations, illnesses, or school holidays including Christmas and Spring break.
- A tuition envelope will be given to your child at the end of each month. If there is more than one child enrolled, please write one check. Tuition envelopes will be sent home earlier in November, December, and April due to the holiday breaks. May tuition is due by May 3.
- A \$5.00 late fee will be added to all past due accounts after the 7th of each school month. This is a grace period of seven days from the due date. Loss of, misplacement, or not receiving a tuition envelope will not change the tuition due date nor will it constitute a waiver of the late fee.
- An additional \$5.00 late fee will be added to all past due accounts after the 12th of each school month and an additional \$1.00/day afterwards.
- Tuition that is not paid by the 15th of each month will result in child not able to attend class.
- Tuition that is more than 30 days late will result in dismissal from our program. It is your responsibility to let the school office know of any assistance you may need in paying the tuition fee before the due date to avoid any late charges.
- All fees and tuition must be paid before the release of any school records.
- Tuition that is turned in via child should be in the tuition envelope and in the child's tote bag.
- All cash payments will receive a receipt the same day turned in.
- Payments sent by mail should be addressed to: North Metro CDC, 1026 Old Peachtree Road, NE, Lawrenceville, GA 30043. Payments may also be handed after school hours to the church office Monday-Thursday, 9-5.
- There is a \$5.00 sibling discount for each child, each month.
- To ensure your account is credited correctly, please list your child's name in the memo portion of the check.
- To pay electronically, please specify check should be made out to North Metro CDC. Checks must be received by the 7th to avoid late charges.

- There is a \$20.00 fee charged on all returned checks. Checks are automatically ran through a second time. If a check is returned for the second time, all future payments will need to be made in cash only.
- If a receipt is needed for reimbursement purposes, please request and one will be emailed to you the day payment is made.
- Payments may be made through PayPal.
 - Go to the school's website www.northmetroweekday.com. Go to the More tab and go to Tuition Payment through PayPal.
 - Fill out the information and submit. You will receive a statement/invoice by email.
 - Follow directions for PayPal and submit payment. Please note there is a PayPal fee for using this service.

2020-2021 Tuition Fees

Class	Hours	Yearly Tuition	9 Month Pymt. Plan
CMO T/TH	9-12	\$1530	\$170
2 Year Old T/TH	9-1	\$1080	\$180
2 Year Old MWF	9-1	\$1800	\$200
3 Year Old TWTH	9-1	\$1800	\$200
3 Year Old M-TH	9-1	\$1935	\$215
3 Year Old M-F	9-1	\$2025	\$225
4 Year Old M-TH	9-1	\$1935	\$215
4 Year Old M-F	9-1	\$2025	\$225
Transition	9-1	\$2025	\$225
Kindergarten	9-1	\$145 + \$2565	\$285

The registration fee is non-refundable whether a child attends the school or withdraws. Class sizes are subject to change without notice. North Metro CDC/CK reserves the right to cancel/change classes if needed.

Registration 2021

Registration for 2020-21 will be held in January 2021. All outstanding balances must be paid before registering your child, and all outstanding balances must be paid before your child is enrolled into the next year's class.

School Dress

From experience, we recommend the following:

- Have your child wear comfortable, washable clothes.
- Have your child wear "potty-friendly" clothes (i.e. no hard snaps, onesies, belts)
- For school and playground safety, wear comfortable non-slick shoes. Shoes with wheels are not allowed. Flip flops and cowboy boots are inappropriate for the playground.
- Send suitable clothing according to the weather. When in doubt, send it.
- Clearly mark each loose article of clothing (i.e. mittens, hats, coats)

Tote Bags

Each child in the two, three, four and five year old class will receive a school tote bag. Red denotes two year olds, green denotes three year olds, royal denotes four year olds, and navy denotes the transitional class. For these classes, please do not send in backpacks due to space limitations. Please remove items from the tote bag each day and send it back. Tuition envelopes, carpool notes, notes to the teacher, etc. may be sent in through the tote bag. Lost or misplaced tote bags may be purchased at the school office for \$5.00. Children in the CMO class will bring their own diaper bag, supplied with diapers and wipes. Children in the kindergarten class will bring their own book bag.

Monthly Calendar & Weekly Newsletter

A yearly calendar is attached in this handbook. Please note this is tentative and changes will be made on your class monthly calendar. Calendars can also be viewed on our website www.northmetroweekday.com

Children will bring home a calendar at the beginning of each month. The calendar may also be emailed to you. This will inform you of all the holidays and other important dates. It will also inform you if your child is to be captain during the month. He/she will be the line leader for the day and have other special privileges. All school wide events will be posted on our website www.northmetroweekday.com.

In addition teachers will invite you to their class butterfly account.

The staff is responsible to make sure information regarding the class/school is delivered. Please be sure to read and record all pertinent information so you will not miss anything that involves you and/or your child.

Allergies

We ask your cooperation in not sending peanut items IF there is a child in the classroom who is allergic. You will be notified of such situations. All and any of the following items will be unopened and returned if sent in a class with a peanut allergy: peanut butter, nuts, or any nut product, soy butters, nut butters, seed butters, home ground butters, cookie spreads, or if it looks like, smells like or has the consistency or general appearance of peanut butter.

Lunch (For all classes except CMO)

Parents are responsible to pack a nutritious lunch. Keep foods simple and use packaging that is easy to open. Prepare foods that do not have to be heated. (Teachers do not have access to microwaves.) Allow your child to assist you when preparing and packaging their lunch. Consider adding foods that come in interesting shapes and colors such as broccoli "trees" or cauliflower "clouds". Sandwiches can also be cut into shapes using cookie cutters. If a lunch is forgotten and parents are unavailable, crackers and water will be given. (continued on next page)

Appropriate food items include:

- Applesauce cups
- Pudding cups
- Jello cups
- Fruit cups
- Mini bagels
- Fresh fruit- diced
- Small sandwiches – turkey, cheese, ham
- Pretzels
- Cheese cubes or string cheese
- Raw vegetables – diced
- Graham Crackers
- Vanilla wafers
- Cheese its
- Goldfish
- Clear juices/water

Birthdays

We try to give special attention to this important day in your child's life. Please make advance arrangements with the teacher if you would like to provide a special snack for your child's birthday. Summer birthdays are usually celebrated in the spring.

Please do not bring balloons. Please do not send in goody bags with questionable contents. They will not be given out. For parties outside school, we are unable to send invitations home through school bags unless an invitation is sent for each child.

School Parties

The school will have three parties where parents are welcomed and encouraged to attend. There will be sign-up sheets available at Open House in August for parents who wish to help plan Classroom parties. We ask that other children do not attend (except for birthday parties) unless prior arrangements have been made with the teacher. Because of space limitations, strollers are to remain outside the room. Food and treats are often planned for only the number in the class which can upset visiting siblings.

The classes will also have smaller parties during the year, which include the Charlie Brown Thanksgiving Feast, Valentine's Day, and year end parties. These parties are intended to be for the children with the parents sending in various items for the special day.

Teachers will specify which parties parents are invited to attend. If a parent is unable to attend, it is highly suggested that a grandparent, aunt, uncle, or friend attend in your place so your child is not the only child in class without a parent present.

Potty Trained vs. Potty Training

Children who turn 3, 4, or 5 years old on or before September 1 must be able to accomplish the following on their own with little or no assistance from the teacher:

- Knows when he/she needs to go to the bathroom and goes without being prompted.
- Requires minimal assistance wiping.
- Does not come to school in a diaper or pull up.
- Is able to pull up their clothes with minimal assistance
- Is able to flush the toilet.
- Is able to wash and dry their hands.

Children 3 and older who have 2 or more accidents in a week are still potty training and may not be ready for school. North Metro CDC does not place older children who are not potty trained in younger classrooms.

Children who turn 3 after September 1 and younger will be encouraged to start potty training. Please inform your teacher if your child is potty training and we will be happy to work with you while your child is in school.

Accidents do happen. Please send in a change of clothes including socks in case of an accident. In the event that we do not have adequate clothing, a parent will be contacted.

Privacy/Social Network Statement

To protect the privacy of our students, North Metro CDC/CK requests that teachers, parents and family members only post your own child when/if posting pictures taken at school on any type of social network.

Inclement Weather

North Metro CDC/CK will follow the Gwinnett County School closings as announced on radio or TV due to weather conditions.

The school does NOT make up snow days unless the make-up day is on the same day of week as day missed. If Gwinnett County should have delayed openings and or closings, we will notify you of our course of action.

Each classroom is equipped with an emergency bag should we have to evacuate the room. There are scheduled fire drills and tornado drills.

No refunds or pro-rated tuition fees are given for severe-weather days missed.

Student Behavior Rules & School Discipline

As we strive to teach our students Christ-like behavior, we know that discipline is needed to mold a student's character. It is a process that requires time and patience, with the ultimate goal of *having a child's own good choice(s) being his or her own reward.*

Boundaries help children feel secure. Without boundaries, we believe that children cannot truly fulfill God's purpose for their lives.

With these points in mind, the CDC/CK has in place school-wide rules for behavior in the classes of all ages. Rules help children know what's expected of them, and they are also in place so that emotions do not drive discipline. We have elected to have the following (color-coded) five, simple rules:

1. (Purple Rule) Listen Well
2. (Green Rule) Use Walking Feet
3. (Blue Rule) Use an Inside Voice
4. (Red Rule) Keep Your Hands to Yourself
5. (Golden Rule) Be Kind to Others

We will "explain, rehearse, and reinforce" these rules in every classroom. We will attempt to redirect children BEFORE any anticipated bad choices occur. However, if bad choices are made, each teacher will have a "behavior consequence system" in place (i.e. time out, privilege denial, moving clips on a stop light, pulling straws, etc.) If there are repeated offenses or a major incident such as hitting, spitting, biting, or being disrespectful to a teacher, the child will be sent to the director's office. The director will talk further with the child regarding the bad choice/s that he/she made and the director may elect to have the child call you to explain. At any time a child is sent to the director's office, a behavior report will be made and the parent will be required to sign the report. If there is a second time the child is sent to the director's office, the parent may be asked to pick up the child for the day. If there is a third time the child is sent to the director's office, a conference will be set up between the parents, teachers and director. Appropriate consequences will be addressed including dismissal from the school.

More importantly, each teacher will also have a reward system in place, which will recognize and reinforce positive behavior and good choices.

We hope to communicate regularly to you regarding your child's good choices and good behavior; however, we also promise to communicate in a timely manner any repetitive, negative behavior so that together we can implement strategies to correct it.

All parents must sign a discipline contract at the time of enrollment. Thank you for your support as we look forward to a great year.

Habitual Biting

Habitual biting may be dealt with at the discretion of the CDC Director. We will use the time out method of discipline – one minute per year of age. If biting becomes habitual, we will schedule a meeting with the parent to determine the next course of action. Examples of further action may include but are not limited to child being sent to the office for time out, child being sent home early, child being placed on probation, and in extreme circumstances child being withdrawn from the CDC program.

Conferences

Our staff encourages close communication between parents and school. We feel this is important for all of us. Conferences for three, four and five year old classes will be in April. You will receive a notice when your conference is scheduled. If you have a concern before then, please notify the teacher. Kindergarten classes will have two conferences, one in the fall and one in the spring.

If a concern should arise that is not covered in this handbook, and it is a school-wide issue, please contact the office to set up a meeting to discuss the matter. If it is a concern pertaining to the classroom, your child's behavior, etc., please contact your child's teacher for a meeting. If necessary, the director may become involved. If we sincerely believe that our program is unable to meet the needs of the child or the parent, we may require that a child be dismissed from the school.

Fundraisers

North Metro CDC/CK may use the following fundraisers for the purpose of raising funds for items for our school: Scholastic books, Campbell's Soup Labels, Box Tops, Fall Fun Run, and an anticipated Spring Fling

Mission/Service Projects

North Metro CDC/CK will participate in several service/mission projects throughout the year. It is important for the children to recognize the need and desire to serve others. By incorporating the children specifically in these missions, they will know they are helping, sharing and giving to others in need, just as Jesus did.

Visitation from North Metro

North Metro CDC/CK families, who do not have a church home, may be visited during the course of the school year by North Metro FBC members for the purpose of inviting to Sunday School and Worship as well as special events sponsored by NMFBC.

Policy Changes

The school reserves the right to add to and/or change its policies from time to time without notice and each parent agrees to be bound by such policies in effect from time to time.

We have given you a considerable amount of information to digest and there may be many questions. Please do not hesitate to call/contact our school for further clarification or discussion.

Field Trips

Occasionally the four, five and kindergarten classes may take field trips off the school property. It will be the parents' responsibility to drive to and attend the event.

Substitutes

From time to time, we will have substitutes replace teachers when they are out sick. If you are interested in this paid position, please sign up at the welcome center on the first day of school. You may also email your request to Sherelene.Scates@northmetro.net.

Class Directory & Photos

Each classroom creates a directory for their own classroom which consists of child's name, parents name, address, phone number and email address. These lists are used for communication purposes and party planning. For the privacy of each child and parent on the directory, the lists are not to be distributed or shared with anyone outside of the classroom for any reason.

Some classroom teachers may take photographs of their students that they will share only with parents in their class. Photos taken during special events may be used for school/church purposes which may include: display on school website, display on our FB page, display on classroom bulletin boards, or any comparable situation that may apply. Permission is granted or denied on the registration application. Parents have the option to make any changes to their permission to grant or deny the school's ability to use pictures in writing to the preschool office.

Stay & Play

Children in the three year old classes and older will have the option to stay for an additional hour for \$4. These dates are set on the calendar and reservation must be made in advance.

Clip on Classes

On Wednesdays and Thursdays, children in the four year old classes and older will have the opportunity to sign up for an extra 30 minute class. These classes include Make it/Take it, Cooking, Science, Sign Language, and Group Play. There will be four sessions and sign up forms will be handed out.

Ballet and Play Ball

Ballet and Play Ball will be taught through Happy Feet, an outside company. Payments for class and uniforms will be through them. These classes meet on Wednesdays, usually until 2:00pm. There is no carpool for this time.