



# CLAIRMONT PRESBYTERIAN KINDERGARTEN HANDBOOK

*A Week-Day School for  
Toddlers, Two, Three, Four,  
and Five Year Olds*



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## CLAIRMONT PRESBYTERIAN KINDERGARTEN

was started in 1956 for all children in the community regardless of race or creed. The groups are limited in size so that pupils can be given as much individual attention as possible.

The staff, qualified in education and experienced in the art of understanding and working with children, is eager to make your child's first learning experience away from home one which lays the foundation for wholeness and security.

The program is planned to give each child broad opportunities for learning that may be enriched and enlarged upon as they later enter elementary school. It is in early childhood education that children strengthen the foundations upon which are built their storehouse of understanding, skills, and attitudes throughout their school experience.

We welcome your child, and we welcome you. We consider that you are "enrolled" along with your child, for you are as important to him or her in school as you are at home.

We trust that this Handbook will prove helpful.

## PURPOSE AND STATEMENT OF PHILOSOPHY

The Clairmont Presbyterian Week-Day Kindergarten is a self-supporting, non-profit school, responsible to the Session of the Church.

Its purpose is to provide the best conditions possible to promote each child's mental, emotional, physical and spiritual growth; to strengthen each child's capacity to establish healthy and meaningful relationships with children their own age; to find joy and satisfaction in creative work; to respect themselves and others; to know God through Jesus, through His Church, and His world.

## AFFILIATIONS

North Georgia United Methodist Preschool Association  
Georgia Preschool Association

## CLAIRMONT PRESBYTERIAN KINDERGARTEN 2019-2020 Special Days, Holidays, and Teacher Workdays

Tuesday, Sept. 3 .....	School Begins
Thursday & Friday, Oct. 10&11 .....	Fall Break <i>No School</i>
Monday, Oct. 14 .....	Holiday <i>No School</i>
Tuesday, November 5 .....	Teacher Workday <i>No School</i>
Monday - Friday, Nov. 25-29.....	Thanksgiving Holiday <i>No School</i>
Thursday, Dec. 19 .....	Last Day of School before Christmas Holiday
Friday, Dec. 20 - Friday, Jan. 3 .....	Christmas Holiday <i>No School</i>
Monday, Jan. 6 .....	School Resumes
Monday, Jan. 20 .....	Dr. M. L.King Holiday <i>No School</i>
Friday, Feb. 14 & Monday, Feb. 16 .....	President's Day Holiday <i>No School</i>
Friday, March 13 .....	Teacher Workday <i>No School</i>
Monday, April 6 - Friday, April 10.....	Spring Break <i>No School</i>
Wednesday & Thursday, May 6 & 7.....	Parent's Day <i>Parties at School ~ Parents invited</i>
Wednesday, May 20 .....	Kindergarten Graduation
Thursday, May 21 .....	Last Day of School

## WITHDRAWALS

The school plans for your child to be enrolled for the entire school year. If it becomes necessary for you to withdraw your child before the school year is over, please notify the Director as soon as you know. **Please note one month's advance notice of withdrawal is required or parents will be responsible for that month's tuition.** Our teachers are hired and the budget planned on a nine-month basis; we must maintain full enrollment in order to fulfill the school's financial obligations.

## SAVE-FOR-SCHOOL

Please save for use at school and send in anytime: juice cans with lids, aluminum pie pans, plastic containers (Cool Whip, etc.) Twinkie copper cleaner jars with sponge and wood scraps.

## SCHEDULES-AND-HOLIDAYS

The school year begins the day after Labor Day in September and runs up to Thursday, May 21. We follow the DeKalb County Schools' holiday and teacher workday schedule.

In the event of freezing weather, listen to your radio. We will abide by the decision of DeKalb County Schools when they feel it is unsafe to hold classes.

## LUNCH DAYS

We will have Extended Session ("The Lunch Bunch") each day from 11:45 - 1:00pm. except for the last day of school and the last two days before the Christmas Holidays. This is an optional program, and the charge will be \$8.00 each time your child stays. Parents should send a lunch in a lunch box or bag (drink included). ***Please mark your child's name on his/her items.***

*Please Note:*

1. Parents do not need to sign up in advance, but please let us know each day you wish your child to stay for Extended Session by sending your child's lunch that morning.
2. Payment is not required each day. You will be billed for the days your child stays for Extended Session at the end of each month. It will be easier, for bookkeeping purposes, if a separate check is paid for Extended Session; however, it may be included with the monthly tuition check.  
*(Please note on check if the amount includes lunch payment.)*
3. Please send food ready to eat (ie. if your child likes apples peeled, please send it peeled.) *"Lunch Bunch" is for children in the 2, 3, 4, & 5 year old classes.*

## FUN FRIDAYS

Fun Friday is our Friday morning (9am-Noon) play group for 2, 3, and 4 year olds. Fun Friday provides a chance to play with children of different ages in other classes. The cost is \$25.00 per child (or \$40.00 for 2 children from the same family) for each Fun Friday morning. Parents need to "sign up" each week for the Fun Friday by Tuesday of that week. A bill is sent home at the end of each month for the Fun Fridays attended.



## IN THE VERY YOUNG YEARS, IMPORTANT QUESTIONS BEGIN TO BE ASKED:

**"Who am I?" "Who are you?"  
"What is the world like?"**

Learning is a creative, lifelong process which for children begins in play and flourishes in wonder, discovery, and meaningful involvement in first-hand experiences.

Our concern is the development of the whole child; socially, emotionally, physically, intellectually, and spiritually. Through a curriculum designed to meet the needs of each child, we allow children to progress at their own speed. The developmental level of each child is more important than chronological age.

A program with this in mind includes:

1. Social interaction with other children through their play.
2. Experiences designed to develop motor skills involving large and small muscle coordination.
3. Basic learning skills of math, reading, writing, science, and social studies integrated into the day's activities and taught informally.
4. Opportunities to succeed at tasks suitable to their developmental level which help develop a positive self-image.

The school endeavors to surround young children with the reality of Christian fellowship. Interaction with teachers who accept positive as well as negative behavior, failures as well as successes, helps the children:

- come to know themselves as unique and important
- develop trustful and responsible relationships with others
- come to know God as Father of all people.

Above all, our staff loves children, and feels truly blessed to have your "precious property" under our care.

## CLOTHING

Children should be dressed in comfortable play clothes that cannot be ruined by play or art work. **All removable clothing should be plainly marked with child's name.** Boots and umbrellas are not needed as children are loaded into cars directly from under shelter on rainy days; do send wraps on dry, cool days as we will go outside every day possible. Do not let children wear "flip-flops," cowboy boots, or "jellies." Do not let them bring toys, beads, bracelets, or rings to school as they are easily lost or broken which distresses the child.

## MESSAGES

Verbal messages from the children cannot be accepted by the teachers. Please write a note or phone in the message. A note pinned to the child's tote bag or backpack usually arrives safely. Please check child's tote bag for school communications.

## TRANSPORTATION

No transportation is furnished, but the school will help parents arrange car pools. If your child is to be picked up by anyone except yourself or your regular car pool driver, we must have authority from you prior to pick-up time. If a child is to go home with another child, we must have written authority. *Please note: Our staff is not allowed to provide rides or babysit children after school hours.*

## MID-MORNING SNACK

In all of our classes, we ask parents to furnish snacks for their child's class about once each month. A snack calendar is sent home each month in every class to indicate your day. Please provide nutritious snacks such as:

fresh fruit	raw vegetables
jello	homemade bread or cookies
cheese	peanut butter and crackers
pizza squares	use your imagination

*We do have a freezer, refrigerator, toaster oven and microwave to help with snack storage and preparation.*

## THE FOUR-YEAR OLD

- Versatile and contradictory; given to extremes in behavior
- Often negative; prefers to say "no"-first
- Constantly active; not given to restraint
- Noisy and sometimes destructive
- Imitative in language, manners and habits
- Highly imaginative; imagination usually veers toward "monsters"
- Great curiosity; asks many questions; wants to know "why"
- Needs much patience and understanding
- Needs simple, clear routine, limited choices
- Needs more physical activity and wider scope of activities than other ages
- Needs opportunities to give and take, to play cooperatively
- Does not always get along with other children

## THE FIVE-YEAR OLD

- Stable, sociable and self-sufficient
- Happy, cooperative, interested
- Learns quickly and well
- Works and plays well individually and in groups
- Friendly and helpful
- Imaginative and inquisitive; imagination tends toward fairies and magic
- Talks well and has a good vocabulary
- Asks many questions and is eager to learn and to please
- Is devoted to the teacher
- Wants to be first
- Active--but activity has direction
- Needs praise and assurance that s/he is loved and valued
- Needs opportunities to do things for self and to develop in own way

## CHARACTERISTICS OF TWO, THREE , FOUR AND FIVE YEAR OLD CHILDREN

taken from

“Source Book for Early Childhood Education”

GEORGIA DEPARTMENT OF EDUCATION

At every age, each child is in the process of growing and changing. Calendar age is by no means the sole factor in determining maturity. However, there are certain general characteristics identifiable at each age that help parents and teachers determine a child’s maturity in order to understand him or her better and to deal with behavior.

### THE-TWO-YEAR-OLD

- Enjoys playing alongside another child in parallel play
- Needs much individual attention
- Very negative
- Violent emotions
- Dependent
- Fears separations
- Insists on sameness of routine
- Language--begins using short sentences
- Very active--moving quickly from one activity to another
- Motor skills unevenly developed

### THE-THREE-YEAR-OLD

- Usually adaptable and amiable
- Friendly with other children; still likes solitary and parallel play
- Needs much individual attention; wants to stay close to adult and sit in lap
- Wants to be helpful; may drop or break things in the process
- Eager to please; needs praise
- Is talkative, imitative, imaginative, inquisitive
- Vocabulary is increasing, but may still use baby-talk
- Can usually take care of personal needs
- Active--shows fatigue by being irritable and restless
- Usually needs daily nap

## BIRTHDAYS

If you wish to celebrate your child’s birthday by bringing a special snack, please call your child’s teacher in advance. Presents will not be exchanged; please do not send party favors. Instead, your child might want to choose a toy as a gift for the classroom. Summer birthdays may be celebrated any convenient time during the school year. We will send party invitations home with the children only when the entire class is invited.

## PARENT MEETINGS

An evening Open House will be held in the fall and in January for parents. Conferences may be held at any time the teacher or parents feel that one is needed. Conferences are offered by the teachers several times a year. Sign-up times will be sent home with your child. Please feel free to call your child’s teacher or the Director if you would like to schedule a conference.

## RATES AND FEES

A registration fee of \$200.00 for the 1st child, and \$150.00 for each additional child, is required at the time a child is enrolled. This is used for the purchase and upkeep of permanent equipment and includes child’s supply fee and individual accident insurance coverage. This is not applicable to tuition. An additional \$75 book fee is required for 5 year old kindergarten students - these fees are non-refundable. Even though some months are longer or shorter than others, tuition is divided into equal payments as follows:

	Per
Children are enrolled for the entire school year. Costs are:	Month
Five year old class	5 days, Mon-Fri \$345
Four year old class	4 days, Mon-Thurs \$305
Three year old class	3 days, Mon/Wed/Fri \$265
Three year old class	2 days, Tues/Thurs \$225
Two year old class	2 days, Mon/Wed \$225
Two year old class	2 days, Tues/Thurs \$225
Toddler class(Parents Morning Out)	2 days, Mon/Wed \$205
Toddler class(Parents Morning Out)	2 days, Tues/Thurs \$205

Tuition should be paid by the 10th of each month. There are no deductions or refunds for absences; reminders will be sent on the tenth of each month. **Payments made after the 17th should include a late fee of \$15.00.** All checks should be made payable to Clairmont Presbyterian Kindergarten. Checks may be mailed or pinned to the child’s tote bag. Cash must be handed personally to the Director and a receipt obtained.

## ARRIVAL

Children should arrive at school between 8:45 and 9:00am; a teacher will be outside to open car doors during that period. Please do not bring children prior to 8:45 as teachers are busy preparing for the day and often are out of the classroom before that time. If you arrive after 9:00, for your child's safety, please go with him to his room. Two-year old children should be accompanied to their rooms as long as parents deem necessary. If the driver leaves car, please park in marked parking places. *Do not leave driverless car in carpool line.* Toddlers should be taken to their class in Milligan Hall.

## DISMISSAL

Dismissal is from 11:45 to 12 noon. Parents need not come to rooms at dismissal. (Except for our toddler class, we do like parents to come in the class.) Carpool cards will be assigned at the Open House visit; this card should be displayed inside your windshield until children are placed in car. Once children are in the car, please pull into a parking place to buckle children in their seatbelts. Send WRITTEN-PERMISSION any day your child will not be going home in her usual way. Please arrive promptly at dismissal time as some children become apprehensive if they think they have been forgotten. For any children remaining at school after 12 noon, parents and/or emergency number will be called. If a child is not picked up by 12:10pm, the parent will be charged the \$6.00 lunch fee. A child not picked up from Lunch Bunch by 1:05pm will be assessed an additional Lunch Bunch hourly fee of \$8.00. The school will not release children to a parent or guardian that is suspected to be under the influence of drugs or alcohol.

## VISITORS

We want parents to feel as much a part of our school as the children do, and they are welcome any time. We do, however, feel it best not to have guests during the initial month, when the children are becoming adjusted to their new environment. Remember--whenever you visit rooms during school hours and engage the teacher in conversation, the children are being neglected.

## NOTIFY OFFICE

Please notify teacher or Director any time during the year of:

- Changes in address, phone, including emergency numbers
- Contagious diseases (of enrolled child or family members)
- New baby, death of pet, or anything which could be traumatic to a child or might affect a child's behavior

## TRIPS

Field trips are planned periodically for our five-year olds. A blanket permission slip from parents is required for field trips the child takes. Notice will be sent by the teachers in advance of each trip. The blanket permission also covers any incidental trips that are taken.

## HEALTH

The school will make every effort to protect the health and safety of the children. Cooperation of parents in helping prevent spread of communicable diseases is of great importance. For the child's own protection and that of others in the kindergarten group, parents should keep him/her home when s/he shows such symptoms as:

Sore throat	coughing	fever
nausea/vomiting	ear ache	skin rash
running nose	enlarged glands	flushed face
inflamed eyes	discharging ears	

If any of these symptoms develop at school, a parent will be notified. Parents should notify the Director immediately if the child contracts a contagious disease. The Director will in turn notify other parents of the possible exposure of their children.

Please keep children home until they have been free of fever, vomiting, or diarrhea for 24-hours.

## OUTSIDE PLAY

This is a regular part of the daily schedule. Everyone plays outside unless the weather is rainy, extremely cold, or otherwise disagreeable. In general, if a child cannot play outside because of illness, s/he should be kept home.

## TOYS-AND PERSONAL BELONGINGS

Please do not let your child bring toy guns or money to school. These two things are best controlled at home. In general, toys should not be brought to school. Your cooperation in this matter will be appreciated. A special book, CD or nature object is always welcome. (These should be marked with child's name.)