

GoldenStart

Reading and Math Preschool



Parent Handbook





Golden Start Preschool is a faith-based program built on the principles found in the new testament's Golden Rule, "...however you want people to treat you, so treat them..." Matthew 7:12

Our goal is to provide a happy, safe, learning environment for all of our students. Their academic, social, and physical development is our top priority.

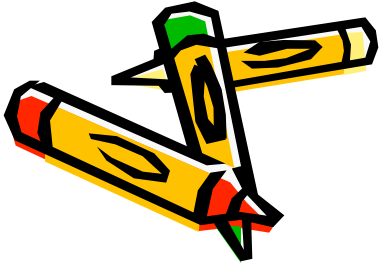




Policies and Procedures

Operating:

1. Golden Start Preschool accepts children ages two through six without regard to race, color, creed, sex, religion, or national origin. However, Golden Start Preschool does reserve the right to terminate services at any time.
2. Golden Start Preschool was granted licensure exemption by the Department of Early Care and Learning.
3. School hours are from 9:00 am to 1:00 pm, Monday through Friday. Arrival time is from 9:00 to 9:05 am. Teachers will start accepting students at 9:00 am. The time prior to 9:00 is the teacher's preparation time. Please do not take your child to the classroom before 9:00 am. Pick up time is from 12:50 to 1:00 pm. (Pick ups after 1:10 are considered late, please see the section on Tuition and Fees for late fees.) Children will be released only to individuals authorized by the parents on the enrollment form. A picture I.D. will be required for anyone other than the regular pick up person.
4. Your child's safety is our primary concern, for that reason exterior doors remain locked at all times.
5. Golden Start has a strict weapon-free, drug-free, and non-smoking policy. Violators will not be allowed in.
6. We follow the Cobb County Board of Education (CCBE) school calendar for all holidays, as well as, inclement weather closings. In the event of a closing due to weather, feel free to call the school at 770-803-5151 to verify closing and get more information.
7. Classroom placement will be based on Georgia State guidelines and deadlines. (Placement is determined by your child's age on September 1st.)
8. An updated immunization record (Form#3231) and an Emergency Treatment Authorization form must be on file for each child prior to attending.
9. Vision and Hearing screening are required for all PreK students and optional for the 3-year old program.





Medical:

1. Golden Start Preschool's staff is trained in Basic First Aid and CPR, we will administer first aid for minor scratches, bumps, and bruises. The parent will be informed of these injuries at pick up.
2. In the event of an injury that is beyond the minor slips, trips, and falls, a parent will be contacted and informed of these injuries. The parent will make the determination whether or not to seek medical attention. In addition, an injury report will be added to your child's file.
3. If an injury should require emergency medical treatment, a parent and "911" will be contacted immediately. If we are unable to reach a parent, we will follow the instructions of the trained personnel at "911".
4. Parents are responsible for any and all medical expenses related to or as a result of any injury or accident while your child is in the care of Golden Start Preschool. GSP does not carry insurance to cover student medical expenses.

Weather:

1. In the event of inclement weather prior to school hours, please follow the guidelines of the CCBE.
2. In the event that inclement weather occurs, in the form of snow or ice, during school hours, please contact the school at 770-803-5151.
3. In the event of a Tornado or severe weather watch or warning, we will take the following safety precautions:
 - Go to the nearest interior hallway
 - Have the children sit in a 'duck and cover' position facing an interior wall
 - Teachers will verify all children are present and accounted for
 - Teachers and children will remain in the hallway until the storm threat has passed





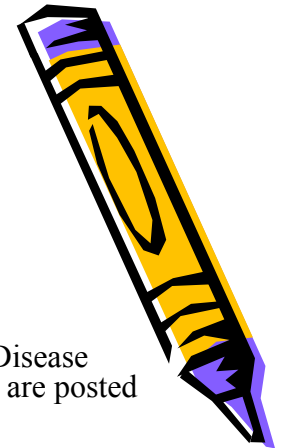
Fire Drills:

1. Vinings First Baptist Church has a fire alarm system. Any time the fire alarms sounds:
Teachers will verify all children are present and accounted for
Each class will exit the building in orderly fashion through the closest and safest exterior exit
All classes will congregate at the bus landing in the far right corner of the parking lot
Teachers will again verify all children are present and accounted for
Children will only re-enter the building if deemed safe by the proper authorities
Parents will be contacted and updated immediately
2. Golden Start Preschool will conduct frequent scheduled and unscheduled drills of the Fire safety procedure.

Building Evacuation:

In the event there is a need to evacuate the building due to gas leak, fire, etc...,
Teachers will verify all children are present and accounted for
Each class will exit the building in an orderly fashion through the closest and safest exterior exit
All classes will congregate at the bus landing in the far right corner of the parking lot
Teachers will again verify all children are present and accounted for
As a group, we will relocate to the The Animal Care clinic adjacent to the school
Parents will be contacted and updated immediately





Sickness:

1. The health and welfare of each child is our utmost concern. Therefore, we follow the Communicable Disease Recommendations established by the Georgia Department of Human Resources. The DHR guidelines are posted in our lobby for your review.
2. A child must free of fever for at least 24 hours before returning to school.
3. If a child becomes ill, a parent will be notified to pick up the child immediately. The child will be removed from the classroom and housed in the office until a parent arrives. If a parent can not be reached or has not arrived within 30 minutes of contact, the "Emergency contact person" will be notified to pick up the child.
4. If a child comes to school with symptoms of a contagious disease, the teacher will not be able to accept him into the classroom.
5. If a child shows signs of illness (i.e...fever, vomiting, diarrhea, persistent cough, etc...), please do not bring him to school. Your child needs to be symptom-free for 24 hours before returning to school.

Child Abuse & Neglect:

Teachers and staff are mandated by law to report any suspected abuse, neglect, exploitation, or deprivation of a child to the Georgia Department of Children and Family Services.

Photo Release:

Your child's image or photo may be used for Documenting behavior, Website marketing, Facebook albums, Promotional materials or Art projects. Name, address, or personal information will **NOT** be used or shared.

By signing the Parent Acknowledgement form, you release Golden Start Preschool from any claims that may arise regarding the use of the image and/or likeness including any claims of compensation, defamation, invasion of privacy, infringement of moral rights, or copyright.





Classroom Operating Procedure

Dress

School is a learning place and it is also a fun place. We enjoy painting, games, clay, water play, and outside play. Please dress your child in casual clothing and comfortable shoes (no sandals). We encourage independence with bathroom habits. It is very important that clothing be something your child can manage on his own. All children should leave an extra set of clothes in their cubby. Please label all of your children's outer wear clothing.

Lunch

Children need to bring a ready-to-eat lunch and snack, including a juice or water, everyday. (No red or carbonated drinks) Please send items which do not need to be refrigerated or cooked.

Birthday Parties

If you would like to celebrate your child's birthday at school, please make arrangements with your classroom teacher. You will need to submit the "Birthday Party" form at least 2 days before the celebration date. (Sorry, for safety reasons, no latex balloons or candles are allowed.)

Discipline

We follow the practice of "redirecting" and/or the "Golden Rule". Corporal punishment is **not** an acceptable discipline practices at Golden Start Preschool. If there is a consistent problem, the teacher and director will discuss an appropriate course of action with the parents.





Faith-Base Guidelines

Golden Start Preschool is a faith-based program. Prayer is incorporated into our curriculum and daily operation. We start and end each day with prayers, as well as, blessings before snack and lunch, praise songs, and Bible verse. Below you will find a copy of the prayers which are recited daily. In addition to weekly Bible lessons in the Chapel, teachers read Bible stories daily.

Daily Prayers

Morning Prayers

Good morning, God,
This is Your day.
I am Your child.
Show me Your way.

Afternoon Prayers

I am special.
God made me.
He lives in my heart.
For all to see.

Blessings (to the tune of Brother John)

God, we thank you
God, we thank you
For our food
For our food
And our many blessings
And our many blessings
Amen
Amen

Classroom Rules:

1. We show our teacher and parents respect by listening carefully, when they are speaking.
2. We show our friends respect by waiting our turn.
3. We show our friends respect by using our gentle hands.
4. We show respect in the classroom by listening while our friends are speaking.
5. We show respect to the other classes by having "one on our lip and one on our hip" when walking in the hall.
6. Indoors, we use our walking feet and outside, we can use our running feet.
7. Indoors, we use our inside voices and outdoor, we use our outside voices.
8. We always use polite words....."Please" "Thank you" "May I"
9. We are all friends and we all work, play, and laugh together.
10. We always follow the Golden Rule, "treat others like we want to be treated"





Tuition and Fees

Registration

The registration fee is \$99.00 per child due upon receipt of the registration application. The registration fee is non-refundable.

Tuition Schedule

	5-day	3-day	2-day	
Monthly	\$325	\$245	\$175	Monthly tuition is due on the 1 st of each month. There is a 10% late fee after the 2 nd .

Tuition is a flat, prepaid, non-refundable amount regardless of school closings or attendance.

Early Withdrawal Penalty

The school year is August through May. There is an one month's tuition charge for early withdrawal.

Returned Check fee

There is a \$25.00 returned check fee.

Late pick up fee

The Late fee is charged at a rate of \$1.00 per minute for those children not picked up by 1:10pm. Fees for late pick ups are due within one week of receipt of invoice.



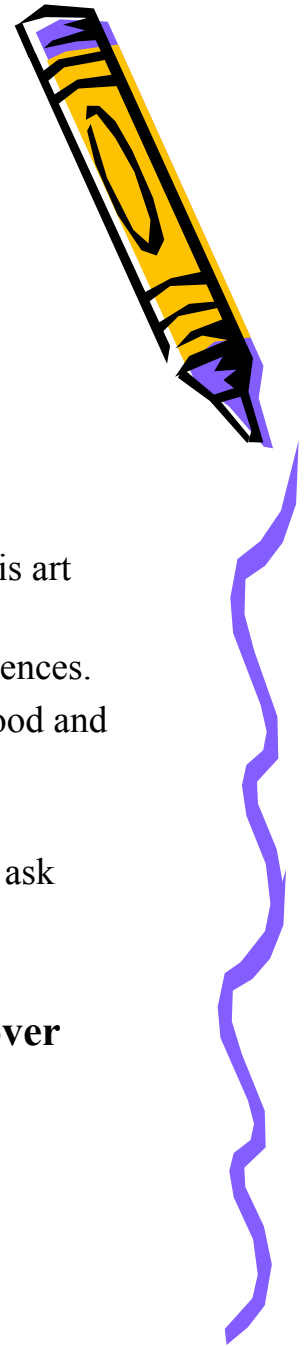


17/18 School Calendar

August 10 th	Thursday	Sneak-A-Peek	Open House
August 14 th	Monday	First day of school	Back to school
September 4 th	Monday	School closing	Labor Day
Sept 25 th thru Sept 29 th	Monday thru Friday	School closing	Fall Break
October 20 th	Friday	No Classes	P/T Conferences
November 20 th thru 24 th	Monday thru Friday	School closing	Thanksgiving
December 14 th thru Jan 2 nd	Thursday thru Tuesday	School closing	Christmas Break
January 15 th	Monday	School closing	M.L. King Day
January 16 th thru 26 th	Tuesday thru Friday	Closed Registration	Existing Students
February 5 th thru 16 th	Monday thru Friday	Open Registration	Enrollment 18/19
February 19 th thru 23 rd	Monday thru Friday	School closing	Winter Break
March 16 th	Friday	No Classes	P/T Conferences
March 30 th	Friday	School closing	Good Friday
April 2 nd thru April 6 th	Monday thru Friday	School closing	Spring Break
May 18 th	Friday	Last day of school	Summer Break

In the event of inclement weather, our policy is to follow the instructions of the Cobb County Board of Education. If Cobb county schools are closed, then Golden Start Preschool will close. Feel free to call the school at 770-803-5151 for recorded verification.





How Can Parents Help?

- Read to your child daily.
- Praise your child each day for something he has done. Please be specific and sincere.
- Have a special place to display your child's artwork. Your child will be very proud of his art project, invite him to discuss it with you.
- Listen attentively to what he has to say. Laugh and talk with your child about his experiences.
- Be sure your child gets at least 9 hours of sleep each night and encourage him to eat a good and healthy breakfast.
- Bring your child to school on time.
- When dropping off, be sure to tell him to have a good day. When picking up, be sure to ask about his day.
- Let your child's teacher know about special events in your child's life.
- **Most importantly, enjoy this time of growth and exploration. It will be over before you know it.**

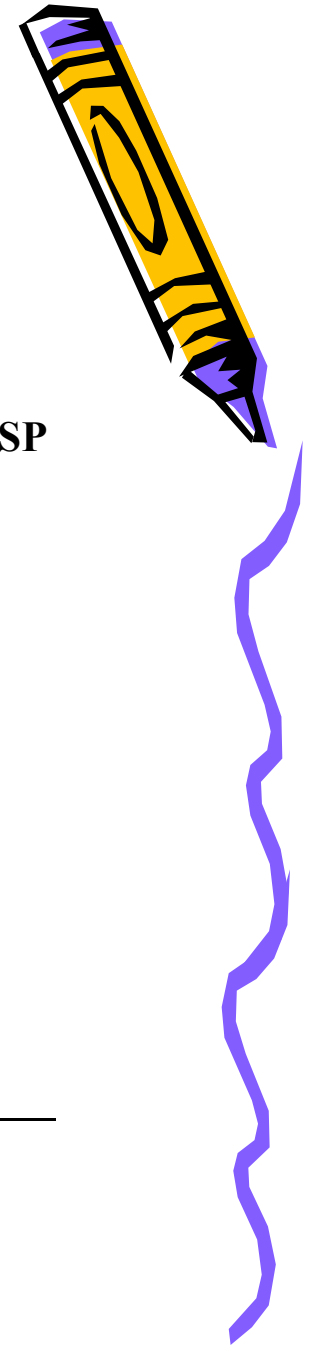




“Train up a child in the way he should go, Even when he is old, he will not depart from it”....Proverbs 22:6

The Golden Start Preschool staff understands that all children are a gift from God and we will always love and treat them like the treasures that they are.





Parent Acknowledgement

I have read and understand Golden Start's parent handbook. I am aware of GSP policies on:

- Faith-based curriculum
- Sickness policy
- Flat rate tuition schedule
- Early Withdrawal Penalty
- Photo Release
- Licensure Exemption
- Insurance Coverage
- Medical Expense Responsibility
- Non-smoking, drug-free, and weapon-free facility

Parent Name (Please Print)

Parent signature

Date

