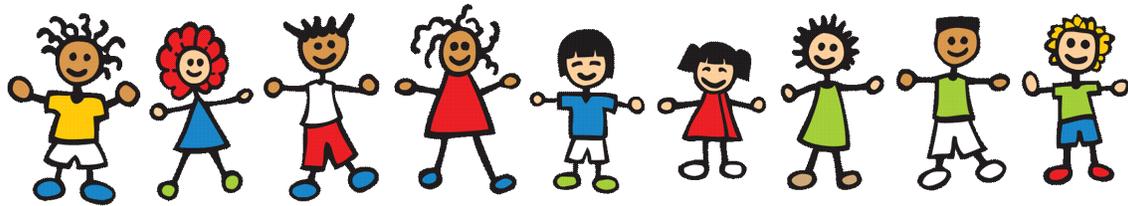


# UWG Pre-Kindergarten

## FAMILY HANDBOOK



University of West Georgia  
College of Education  
Department of Learning and Teaching  
1601 Maple Street  
Education Annex  
Carrollton, GA 30118  
678-839-6563



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## UWG CONTACT INFORMATION

### PRE-KINDERGARTEN STAFF

<b>Director</b>	<b>Staff Assistant</b>	<b>Main Pre-K Line</b>
Mary Reid	Sue Smith	678-839-6563
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### COLLEGE OF EDUCATION

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*If your family's primary language is not English and you prefer to receive this handbook in your first language, please let us know!*

# Welcome!

Dear Families,

Welcome to the Pre-Kindergarten at the University of West Georgia. We are delighted that your child will be participating in our Pre-K Program.

We recognize parents/guardians as the child's first teachers, and the family as the main environment where children grow and develop. Family support and involvement are viewed as essential components of the child's adjustment to the Pre-K and success in learning. A partnership between families and the Pre-K allows for the optimum development and future success of the child.

This handbook will acquaint you with our program and invite you to take an active part in the Pre-K. Your participation is valuable to the development of our program and to your child's experiences here. Please take advantage of the opportunity to visit frequently and share knowledge of your child with our teaching staff. If you have any questions or suggestions concerning the program, please feel free to share them with us.

Thank you for sharing your child with us! Together we can provide a fulfilling learning environment to enrich your child's growth and development.

Sincerely,  
Mrs. Reid

Mary Reid, M.A. T.  
Pre-K Director  
University of West Georgia

# UWG Fast Facts for Families

## Essential things to remember...

- ❖ Required documentation includes:
    - Original Birth Certificate (copy will be made & original returned)
    - Proof of Georgia residency
    - Copy of child's Social Security Card OR signed waiver form
    - Bright From the Start Roster form (with relevant support documents)
    - Original Certificate of Immunization (DHR form 3231) within 30 calendar days of attendance\*
    - Original Eye, Ear, Dental, Nutrition Certificate (DHR form 3300) with ALL sections signed within 90 calendar days of attendance\*
- \*If forms are not on file by due date, child cannot attend until the completed form is received.***
- ❖ Attendance is **required** for 6.5 hours each day (8:00 a.m. to 2:30 p.m.), 5 days a week, for the 180 day Pre-K program as mandated by Bright From the Start (BFTS). Children who are chronically tardy, frequently checked out early, or are absent more than two days per month without medical or reasonable explanation may be referred to BFTS for disenrollment consideration.
  - ❖ ***Children may not attend if they are sick.*** Follow our Child Illness Policy for illnesses when your child must be excluded from school, as well as the "return to school policy." Parents/guardians must provide a note to excuse absences due to illness—a doctor's note is required if your child saw a health provider for the illness.
  - ❖ Please keep contact information updated, in case of emergency. Any changes to your child's "pick-up list" must be given in writing.
  - ❖ Snack Fees (if applicable) are due the first week of each month. Families may opt to pay the year's balance at the beginning of the school year.
  - ❖ Field Trips and Special Events are scheduled according to available funds. These are funded by family donations to the UWG Foundation, designated for Pre-K.

## What does my child need at the UWG Pre-K?

- ❖ A nutritious lunch daily that does not need heating. Include an ice pack if items need to be refrigerated. Please do not send sweets! Do not send snack items unless your child has food allergies and this has been discussed with your child's teacher.
- ❖ A backpack large enough to hold his/her daily communication folder, lunch, and other needed items.
- ❖ Clothing appropriate for active play. Activities are often messy—washable, comfortable clothing is important for the children to participate fully in the activities.
- ❖ Closed shoes (such as athletic shoes) and socks for outdoor play. Children may NOT wear flip-flops, as they can cause children to trip and fall, or limit their ability to run and climb. Sandals with straps around the heels are permissible.
- ❖ One complete change of clothing (including socks) to be left at school in case of spills or accidents. Please make sure it is appropriate for the season.
- ❖ Dressed appropriately for the weather, including jacket, hat and gloves in cold weather. PLEASE MARK ALL CLOTHING ITEMS WITH YOUR CHILD'S NAME.
- ❖ One beach towel or small blanket. A cot is provided for rest time. You may send a special "comfort" item if your child needs one.
- ❖ Except for special occasions, such as Show and Tell, toys from home are not permitted. Toy weapons are not allowed at any time.

## **Our Mission Statement**

The mission of the University of West Georgia Pre-Kindergarten is to provide a safe, nurturing environment to support the whole child by promoting each child's physical, social/emotional, language/communication, and cognitive development.

### **Our Goals**

The University of West Georgia Pre-Kindergarten articulates its mission through the following goals:

- 1.) Providing a high quality program that includes developmentally appropriate curriculum for all children.
- 2.) Supporting families, recognizing their role as their child's "first teacher," and partnering with them to provide continuity between home and school for the benefit of the child.
- 3.) Developing professionals through the provision of professional development opportunities for teaching staff.
- 4.) Contributing to the field of early childhood education by providing educational experiences for future teachers and a venue for research related to the field.

### **Our Philosophy**

We recognize the intrinsic worth and value of each individual child, respecting that each child brings with him/her a set of beliefs, customs and traditions.

We recognize that each child has a unique potential, which develops through maturation and the unfolding of innate capabilities, and experiences with the environment.

We believe in educating the whole child and that development of all areas (physical, cognitive, social/emotional, language/communication) is interrelated.

We recognize play as the means through which children translate experience into understanding.

We encourage children to become autonomous and enthusiastic learners through choices and opportunities to be responsible for themselves as members of their classroom community.

Additionally, it is our priority to develop and maintain relationships with families—recognizing their vital role as their child's first "teacher"—collaborating with them to provide continuity between home and school, and collaborating to provide optimum teaching strategies for their child.

## Our Purpose

The role of UWG Pre-Kindergarten is defined in three areas: instruction, research, and service. As a lottery-funded Georgia Pre-K, UWG Pre-K plans and delivers a high quality educational instruction to eligible children of UWG students, faculty and staff, as well as children from surrounding communities to promote school readiness.

Our program supports research in the field of child and family development. This is achieved, in part, by the participation of the children and the families at the Pre-K in research projects. This research conducted by the faculty and students of the UWG College of Education and other units of the University is an integral part of training and service at the UWG. It supports optimal family environments and educational programs for young children by constantly providing new information related to these areas. Research involves observation, questionnaires, and/or direct contact. In addition, there are opportunities for discussion between researchers and families.

When participation of children and/or families is needed, information on the project will appear in a letter to families. These are routinely distributed in each classroom of the UWG Pre-K. While families may refuse participation of their child or themselves for any particular project with no penalty or prejudice, it is expected that whenever possible, families will volunteer their time in support of the UWG Pre-K program of research. Your participation is extremely important and appreciated. It is through your participation that we gain new knowledge and insight into children's development and the enhancement of quality early care and learning. Questions about research participation should be directed to the Director at 678-839-6563.

One of the ways we provide service is by providing opportunities for quality early childhood training to pre-service teachers in the Early Childhood Program. The staff of the Pre-K Program provides professional instruction and guidance to University students while they observe and interact with young children and their families.

University students participate in the UWG Pre-K program on several levels. Students enrolled in courses in the Early Childhood Program, as well as other departments, spend time observing from the observation rooms. Some students spend time weekly participating in activities and daily operations of the classrooms. These students are taking a directed study or practicum in Early Childhood Education or completing practicum or student teaching experiences for other departments.

The University offers a wealth of unique resources and experiences for the children at UWG Pre-K. Syllabi of various courses include opportunities for UWG students to provide enrichment experiences for Pre-K children in areas such as music, the Arts, science & literacy, health and physical fitness. In addition, UWG Pre-K has the advantage of access to diverse on-campus field trips.

The Pre-K program is dedicated to supporting our families. Towards that end, we provide services that address the needs of families and enrichment opportunities that can enhance what families already do well. Our school offers education and support to families through written information, conferences, and related educational activities. Occasionally we offer training through the University or the community that would be beneficial to families.

Faculty and staff members in the College of Education are active and often supplement our strong instructional staff. These are respected scholars in the area of child development and we benefit highly from their expertise.

## **Program Overview**

UWG Pre-K is a lottery-funded Georgia Pre-K. As a NAEYC accredited program, we provide high quality educational services to eligible four-year-old children according to the grant requirements from Bright From the Start (BFTS). Our program provides 180 days of educational services, and generally follows the public school calendar for August through May. Operating hours, which include 6.5 hours of instruction, are from 7:40 a.m. to 3:00 p.m., Monday through Friday, excluding holidays. A school calendar listing holidays/closings is provided to each family upon entry to the program each school year.

Eligibility for the program is determined according to BFTS requirements. Children must be four years old by September 1<sup>st</sup> of the current school year and be residents of Georgia. Children who are five years old may be enrolled if they have not attended a Georgia Pre-K program as a four-year-old. Families must present acceptable documentation as proof of birthdate and residency to be enrolled. UWG Pre-K is a one year program. Once children complete the program, they transition to Kindergarten for the next school year.

Classroom rosters are determined prior to the start of the school year. Children stay with their classroom peers and teaching staff throughout the day. The instructional day is from 8:00 a.m. until 2:30 p.m. UWG Pre-K does not provide any before or after school care. Families who need before or after school care make their own arrangements with other facilities.

Transportation to and from Pre-K is the responsibility of families. UWG Pre-K does not provide transportation. Several local day care facilities will provide transportation to/from UWG Pre-K for children who attend their before/after school programs.

Each classroom is staffed with a Lead Teacher and an Assistant Teacher, all of whom meet or exceed Bright From the Start requirements, with a background in early childhood education, child development, or related field. Lead teachers meet regularly to collaborate on lesson plans and theme units to provide similar experiences in each classroom. In addition, the staff includes a full-time Director and a departmental assistant.

Our program is monitored by BFTS. An assigned consultant will make announced and unannounced visits throughout the year to monitor and evaluate program progress. BFTS staff is available for consultation regarding program issues, training needs, etc. Compliance with BFTS allows us to maintain our funding viability.

As we maintain our accreditation with the National Association of the Education of Young Children (NAEYC), we have aligned our program, policies and procedures with NAEYC standards of excellence. We submit annual reports and are subject to random site visits to monitor quality.

## Family Involvement and Communication

### Family Access

As a child's primary caregiver, parents/guardians have essential knowledge of their child's skills, interests, and needs. Thus, communication with families is an important component of our work with the children. Your input and involvement in center activities gives children a strong, positive message of acceptance and support.

UWG Pre-K has an open door policy for families. Parents/guardians and parent/guardian-supervised siblings are always welcome to visit. Making an appointment is not necessary. However, we ask that you be courteous not to interrupt planned activities. The observation rooms are available to families who wish to observe without being seen by the children or interrupting the program. Please remember that eating, talking, and drinking are not permitted in the observation rooms as these activities may distract the children. You are also welcome to join your child in the classroom at lunchtime.

Families are reminded that UWG is a Tobacco Free Campus. **Tobacco products and smoking are prohibited on campus including in your personal vehicles.** Signs are posted as reminders.

### Parking

Parking is very limited at the Pre-K. There are three parking spaces available in front of the Pre-K. Alternately, visitors must park in a legal parking space in the Tyus Hall/Commuter lot, or the Food Services (Z-6) parking lot. Please do NOT park on any red or yellow curbs, or handicap spaces without a permit while on campus. When the Pre-K hosts special events, specific parking information will be sent to families.

### Appointments and Phone Calls

Parents/guardians and staff should have the opportunity to share information concerning the child's day at the Pre-K. Please feel free to talk with the teachers during arrival and departure. Please remember drop off and pick up times are often hectic for everyone and it may be difficult for the teacher to give you her full attention. If you have concerns that require lengthy discussions please make an appointment to ensure that time will be made available for you.

If you call during instruction, please let the office know you are a parent. We will deliver a message, or take a number for a return call. We try to keep classroom interruptions to a minimum so our teaching staff can teach.

### Child Safety

For your child's safety, we are a locked facility. Doorbells equipped with cameras and speakers are positioned at both the front and the back doors. Staff members are able to converse with visitors and open doors remotely from several rooms in our school. There are also cameras placed throughout the building and on the playgrounds. Recordings from these cameras are reviewed by UWG Police.

All visitors must be admitted by a staff member and sign in at the front desk upon arrival, and sign out when they leave. Children will only be released to those adults whose names are listed on the release section of the Enrollment Form. A child cannot be released to an

unauthorized person. Families are asked to keep their list updated if changes are required to their child's pickup list. Please alert the people authorized to pick up your child that a picture I.D. will be required.

Persons identified as parents on a child's enrollment forms will be allowed to pick up that child. If a court has issued an order limiting or restricting access of a parent to that child, a court stamped "Filed" copy of such an order must be presented to the Director, and the enrollment form must be updated before we can restrict a parent's access to his/her child.

Families are expected to notify the Pre-K immediately and in writing of any change in name, address, employment location, and/or phone numbers so that we can contact you in case of an emergency. You must provide consent and accurate information for an emergency contact person who can pick up your child in the event that you cannot be reached. This should be someone who is available to pick up your child within a reasonable amount of time if they become ill while at school.

### **Family Input**

Your feedback is important. Suggestions for program improvement are always welcome. Please feel free to share ideas with the Teachers and Director. Families have an opportunity to provide feedback through annual surveys.

We also provide an opportunity for families to be involved in our program development and improvement process through an Advisory Board. The Advisory Board is made up of Pre-K staff representatives, the director, community partners, and family representatives, and meets quarterly. If you are interested in serving in this way, please contact the Director.

### **Grievance Policy**

It is important to maintain positive relationships with families, and collaborate in the best interest of the children. The practice at UWG Pre-K has been that any problems are best addressed and resolved by frank and open discussion of differences.

Please speak directly to the lead teacher about any concerns you may have regarding any classroom issues. If, after speaking with the teacher, you do not feel that the problem has been resolved, please notify the director. Should additional steps be needed, the parent/guardian should speak with Dr. Laura Smith. Final resolution will be the decision of the Dean of the College of Education, if necessary.

Contact information for the above personnel is included at the front of this handbook. To facilitate communication, the family has the right to an interpreter for any meetings if needed.

We are interested in providing the best services to your family, so please feel free to communicate your concerns, no matter how small.

### **Family Involvement**

In addition to involvement with our Advisory Board, we encourage family involvement with UWG Pre-K in a variety of ways. A family involvement form is completed upon enrollment to help us know how families would like to be involved in the class.

Families are encouraged to share special talents, their occupations, cultural heritage, and hobbies and interests with the children. Information about race, religion, home language and family structure can be helpful in planning meaningful lessons and interactions with your own

child, as well as the other children in the classroom. Parent/guardian volunteers are encouraged to assist with special projects, art and cooking activities, and story reading.

We invite families to join us on off-campus field trips when possible. Families are responsible for their own transportation and cost of any entrance fee/tickets for field trips. (Additional information is provided in the section on field trips under curriculum.)

Parents/guardians who would like to volunteer will be given an orientation providing basic information about our program to prepare them to assist in the classroom. Anyone serving as a volunteer role must give consent for a background check conducted by UWG Campus Police.

The daily schedule of activities giving the time and type of activity (center time, small groups, story time, etc.) is posted in each classroom. Weekly lesson plans are written by the Lead Teacher.

Monthly newsletters are sent home. These provide relevant information regarding the program, special guests, field trips, notices of research studies, and other announcements. In addition, reminders, weather updates, illness outbreak updates and other information is distributed by email. ***\*\*If your family's primary language is not English and you prefer to receive written communication in your first language, please let us know!***

Our Library has a variety of materials (newsletters, books, magazines, pamphlets, and articles on topics of interest) which are available for check out. Donations of children's books, parenting magazines, pamphlets, and articles are welcome.

Family conferences are scheduled two times a year. During these conferences, topics of discussion may include the child's progress, developmental needs, educational program and any other concerns. Parents/guardians should feel free to request a conference at times other than those designated. The Lead Teacher should be contacted to arrange this meeting. ***If your primary language is not English, and you would benefit from having an interpreter for meetings with teachers, please do not hesitate to let us know.***

### **Family Events**

Throughout the school year, we host several special events to give families an opportunity to socialize and collaborate with UWG Pre-K Staff and other families. Everyone benefits from getting families involved in planning activities with their children. Some of the usual events include our Fall Festival, Thanksgiving Feast, and March Dadness. Information on these events will be communicated through newsletters and invitations. We do our best to provide enough advance notice to allow you to arrange your schedule to attend.

## UWG Pre-K Policies & Procedures

### Enrollment

As a Georgia Pre-K Program, UWG Pre-K provides high quality educational/instructional services to eligible four-year-old children. We adhere to the current operating guidelines provided by Bright From the Start, as mandated by our grant agreement. To attend, children must be four years old by September 1 of the current school year, and residents of Georgia. Children who are five years old may attend if they have not previously attended a Georgia Pre-K program.

Parents/Guardians are required to complete and return all record forms required by the Bright from the Start for the program. Required records are:

- 1) The Bright from the Start Pre-K Registration Form
- 2) The UWG Pre-K Family Enrollment Forms
- 3) Bright From the Start Roster form (including any relevant support documentation)
- 4) Original Certificate of Immunizations (Form 3231) within 30 days of start date\*\*
- 5) Original Certificate of Ear, Eye, Dental, and Nutrition Screening (Form 3300) within 90 days of start date
- 6) Birth Certificate (a copy will be made for your child's file)
- 7) Social Security Card (a copy will be made for your child's file)

***If forms are not on file by the specified due date, the child cannot attend until completed form is received.***

***\*\*If your child has not had the required immunizations due to medical reasons or family beliefs, additional documentation is required. Please discuss any variance of required immunizations with the Director.***

### Attendance

Children in our program must be present 6  $\frac{1}{2}$  hours per day—from 8:00 a.m. until 2:30 p.m. This is a grant stipulation and there is no flexibility. Families need to understand this commitment before they enroll their children.

We consider our program to be exemplary and want your child to attend. We are a school experience and not simply a daycare. However, if your family situation requires late drop off in the morning, early pick up or excessive absences, you will want to find another alternative for your child. For example, a UWG student with a class that begins at 9:30 a.m. in the morning must still bring his/her child to our program each day by 8:00 a.m.

Bright From the Start, the state office that monitors and provides funding for our program, also monitors attendance. The grant requirements define chronic tardiness as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism is also defined by a pattern of irregular attendance—such as arriving tardy every Monday, being absent every Thursday or leaving early on Fridays.

**If a child is tardy or absent more than 10 times without a reasonable explanation, a letter will be send home requesting a meeting with the parent/guardian to determine**

the reason for the problem and identify ways to resolve the problem. Children who continue to be chronically tardy or absent after this intervention will be referred to Bright From the Start for consideration of dismissal from the program. Children who are absent for 10 consecutive days without a medical or other reasonable explanation must be removed from the program. These procedures are mandated by Bright From the Start.

### **Withdrawal**

If a child is to be withdrawn from the UWG Pre-K Program, parents/guardians must notify the Director in writing as soon as possible. **At minimum, a two-week notice is required.**

### **Fees**

As a lottery-funded Georgia Pre-K program, funding through Bright From the Start provides for quality educational services for eligible children at no cost to families.

Snack fees are admissible to cover costs of the daily snacks served to children. Families who qualify for Category One status, based on information reported on the Roster form and required support documentation, are exempt from snack fees. Category Two families are required to pay snack fees. Issues of non-payment are referred to Bright From the Start. Disenrollment for non-payment is at their discretion.

Field trips and special events are funded by family donations to the UWG Foundation, designated for Pre-K. Donations, which determine the number of field trips and special events scheduled throughout the year.

For late pickups, the following fee structure is in place: On the third incident of the child being picked up after 3:00 p.m., UWG Pre-K will charge \$15 for the first 5 minutes and \$1 per minute thereafter. For those who have reached the third late pick up, this fee will be in place for each late pick up following for the rest of the school year.

Current rates for fees are fully explained in APPENDIX A.

### **Arrival and Departure**

Parents/guardians are responsible for providing transportation for their child to and from UWG Pre-K. Arrangements may be made with local daycares to provide transportation and before/after school care, if needed.

**Children need to be in their classroom no later than 8:00 a.m. when instruction time begins.** This allows the children to participate in all of the planned activities. It can be unsettling to a child who arrives late as well as disruptive to the other children in the class. Also, teachers may not be able to give as much time to children arriving after this time because of ongoing activities. Parents/guardians may not drop off their child prior to the arrival time. Although teachers are in the classrooms prior to arrival time, they must use that time to prepare for the day.

—  
The following procedures have been established for arrival and departure to ensure the safety and well-being of the children:

1. The UWG Pre-K front door is opened at 7:40 a.m. for the children's arrival. In order to facilitate the process, families need to make a right turn off West Georgia Drive to the Pre-K. If you come from the opposite direction, drive past the Pre-K, turn around, and line up to use the right turn lane to join the pickup line. **No left turns are allowed into or out of the Pre-K drive between 7:15-8:15 a.m. and 2:15-3:15 p.m. on Pre-K school days.**
2. There are two drop-off spaces in the front of the Pre-K Building. Families are to wait their turn in the circle drive to drop off their child. The adult dropping off the child is to remain in the car. A Pre-K Teacher or staff member will be at the drop-off space to greet your child, unbuckle the child and walk them to the Pre-K entrance. To help make this a smooth process, please install your child's car seat/booster on the passenger side of the vehicle. **Do not allow your child to exit your vehicle at any other point on the Pre-K drive. Children are not allowed to walk to the building alone. This is a very important safety precaution.**
3. Parents/guardians are welcome to accompany their child into the building, get them settled into their classroom, and share information with their teachers. However, if they choose to do so, they **MUST** be parked in a legal parking space. **Parents/guardians cannot leave their vehicle unattended in the drop-off lane.**
4. The front door of the Pre-K will be closed/locked at 8:00 a.m. when the attending staff members report to the classroom for the beginning of the instructional day. It is the parent's/guardian's responsibility to walk their child into the center and **sign them in**, if no one is at the drop-off to greet them.
5. The school day ends at 2:30 p.m. Any child picked up early must be **signed out**. Children will only be released to those adults whose names are listed on the release section of the Enrollment Form. A child cannot be released to an unauthorized person. Families are asked to keep their list updated if changes need to be made to their child's pickup list.
6. If an unauthorized person is sent to pick up a child, the parent/guardian must notify the office or teacher **in writing** prior to the child's release. If a parent/guardian calls to authorize release of his or her child to someone not listed on the card, Pre-K staff will have to verify the parent/guardian by voice, birth date or mother's maiden name. Any person unknown to the staff will be asked for identifying information such as a driver's license. This is for the protection of the children and staff. Any such release may only be authorized by the UWG Pre-K Director or designee.
7. Pick up time starts at 2:30 p.m. Children must be picked up no later than 3:00 p.m. In order to facilitate the process, families need to make a right turn off West Georgia Drive to the Pre-K. If you come from the opposite direction, drive past the Pre-K, turn around, and line up to use the right turn lane to join the pickup line. **No left turns are allowed into or out of the Pre-K drive between 7:15-8:15 a.m. and 2:15-3:15 p.m. on Pre-K school days.**

8. Parents/guardians are to wait their turn in their vehicle in the circle drive to pick up their child. They are to display their child's pick up name sheet so it is visible to Pre-K staff members in the circle drive. As vehicles move into the pickup zone, parents/guardians are asked to remain in their vehicles. Pre-K teachers/staff will assist children in buckling into safety seats. This allows a smooth transition from school to home, and an opportunity for teachers to briefly share important daily events with the parent/guardian.
9. As families leave the Pre-K circle drive, they must turn right onto West Georgia Drive. **No left turns are allowed into or out of the Pre-K drive between 7:15-8:15 a.m. and 2:15-3:15 p.m. on Pre-K school days.**
10. No child will be allowed to leave the Pre-K if a safety seat is not available. The Pre-K has a safety booster seat that can be signed out in the event that a family needs to borrow the seat to transport their child home.
11. For late pickups, the following fee structure is in place: On the third incident of the child being picked up after 3:00 p.m., the UWG Pre-K will charge \$15 for the first 5 minutes and \$1 per minute thereafter. For those who have reached the third late pick up, this fee will be in place for each late pick up following for the rest of the school year.

**\*\* UWG Pre-K director and staff reserve the right to refuse to release a child to anyone who appears to be in an impaired state that could endanger the child. UWG Campus police will be called to assess the situation and help determine next steps for safe transportation for the child.\*\***

## **HEALTH AND WELLNESS**

### **Allergies**

If your child has allergies, please discuss them in detail with the Director and provide a written description on the enrollment forms, so that we may take appropriate precautions. If your child develops an allergy, please let us know immediately.

### **Infection Control and Personal Hygiene**

Children are encouraged to develop desirable habits of personal hygiene, including independently managing their toileting needs, washing hands upon arrival, before and after eating, and after toileting. Good hand-washing practices are the single most effective way to control the spread of infection.

At home, reinforce with your children the necessity for frequent hand-washing, keeping their hands away from their face, covering their mouth with a tissue when coughing and sneezing, and sanitary disposal of used tissues—and then washing hands. Teach children that if they don't have a tissue, they should cough or sneeze into their upper sleeve.

### **Illness**

***If your child is sick, please keep them home!*** Allowing your child to come to school when he is sick puts other children and our teachers at risk for infection. If a child attends when he is ill, that child can infect other children and staff.

UWG Pre-K follows the recommendations of Children's Healthcare of Atlanta regarding the exclusion of children who have infectious conditions in order to protect the health of children and minimize the inconvenience to families.

Any child who attends the Pre-K must be well enough to participate in all activities—both in the classroom and outdoors. If a child is not feeling well enough to participate, or must be excluded from outdoor play, the child shall not attend the Pre-K.

**Note:** *We reserve the right to require a doctor's excuse for the purpose of verifying whether or not a child is well enough to return to school.*

### **When should a child stay home?**

#### 1. Fever

Fever is defined as:

100.0°F orally or 99.0°F axillary with other symptoms

101.0°F or above orally or 100.0°F axillary with no other symptoms

- The child's temperature should be normal without medication for 24-hours before the child is brought to the center. If your child has a fever in the evening or during the night, he/she should not be brought to school in the morning, even if his/her temperature is normal. Temperatures are often lower in the morning and rise throughout the day.

#### 2. Vomiting

Child may not attend center if vomiting has occurred twice in 24 hours (with no other symptoms) or once in 24 hours when accompanied by fever or lethargy.

- If your child vomits during the night, he/she should not attend school the next day, unless you are confident that the vomiting was not due to an infectious condition and he/she can eat a normal diet.

- Child may return 24 hours after last occurrence of vomiting or when diagnosed as non-contagious by a physician.

#### 3. Diarrhea

Child may not attend center if diarrhea has occurred twice in one (1) hour or three times in two (2) hours. Diarrhea medication will not be administered at the center.

- Diarrhea is defined as more than one abnormally loose or watery stool. While loose stools can have many causes, a child who has two abnormally loose stools should not return until bowel movements have a normal consistency.

- A child can also be excluded from school after one loose stool if the stool cannot be contained.

- Child may return 24 hours after last occurrence of diarrhea or when documented as non-contagious by a physician

#### 4. Colds

If there is no FEVER associated with the cold, and the child is able to participate in all activities (including outside play) they may attend school.

### 5. Conjunctivitis (Pinkeye)

"Pinkeye" is characterized by pink/red eye, sensitivity to light, swelling eyelid, tearing and/or discharge, and is extremely contagious.

- Your child's eyes must be COMPLETELY free of discharge and your child must have been on medication for at least 24-hours before returning to school.

In the case of impetigo, lice, ringworm, rashes, chickenpox, etc. your child must be NON-CONTAGIOUS before returning to school. See APPENDIX B for more information about infectious diseases.

### **What if my child becomes ill while at school?**

If a child develops symptoms during the day that require their exclusion from school, the child's parents/guardians will be contacted to pick up their child promptly (within 45 minutes). Families are expected to have arrangements made for someone else to pick up their child if they cannot. A staff member will provide comfort for the child in an area away from the other children in the class until a parent/guardian/designee arrives to pick them up.

Parents/Guardians are to follow the policy for the specific illness regarding when their child can return to school. ***Please provide a note to excuse your child's absence due to illness. If your child saw a health practitioner, please bring a written excuse from the provider.***

### **Contagious Disease Notification Policy**

Parents/Guardians will be notified of their child's exposure to contagious disease (other than common colds/viruses) through written notices that will be sent home and posted in the hallway or classrooms. We will also report these occurrences to the local health department when required.

The notification will include information about the disease, prevention methods, and a date of exposure, if applicable. ***Likewise, families are to notify the Pre-K if their child is known to have been exposed to or contracts a communicable disease outside of school.***

We reserve the right to require a doctor's excuse for the purpose of verifying that a child is well enough to return to school and participate in all activities.

### **Medications**

Whenever possible, we encourage families to arrange to give needed medications to your child at home. However, teaching staff can administer prescription and non-prescription medications at school with parent/guardian consent. The following requirements must be met:

- Parents/Guardians must complete a medication permission form before prescription or nonprescription medication will be administered. The child's name, the name of the medication, the dates to be administered, the dosage and the time must be noted and signed by a physician. The time must be specific. We will not administer medication "as needed". The permission form must also be signed and dated by the parent/guardians.

- The Lead Teacher will note the time the medication was administered so that if we are late giving medication, you can adjust your schedule for administering the next dosage accordingly.
- All medication must be in the original prescription container. All prescription medication must be labeled with specific directions, the child's name, date and physician's name. Medication prescribed for a sibling will not be administered.
- If your child requires medication that needs to be kept on hand for emergencies, such as an epi-pen for allergies or an inhaler for asthma, we will need a standing order from your child's health provider with specific instructions regarding when it should be used, as well as the dosage to be given. Permission from parent/guardian is also required.
- Non-prescription medication (including sunscreen) must be labeled with the child's name and the date the medication was brought to the Pre-K. Non-prescription medication must be administered according to label directions, unless other instructions are approved in writing by the child's physician. Parents/Guardians must complete a signed medication form.
- All medication will be stored in a locked container out of reach of children.

### **Medical Emergencies**

In the case of emergencies (illness or accident) involving your child, the Lead Teacher will contact the Pre-K Director and/or the staff assistant. The Lead Teacher or staff assistant will then attempt to contact the parents/guardians, or designated emergency contact person. ***It is vital that contact and emergency information is kept updated. Please provide us with any changes in contact information during the year.*** If parents/guardians or designated person cannot be reached within 10 minutes and the emergency appears serious, Campus Police in consultation with the Pre-K Director or her designee will determine whether the child should be taken to the Emergency Room. Transport will be made by Campus Police or ambulance. Emergency treatment may be provided in accordance to the wishes of the parents/guardians as expressed in the Authorization for Emergency Medical Treatment found in the child's folder. If parents/guardians or designated person cannot be located, the Lead Teacher, or a person familiar to the child, will accompany the child for emergency treatment.

### **Insurance**

While attending the UWG Pre-K or any Pre-K related activities parents/guardians are responsible for health and accident insurance that would cover any sickness or accident the child might incur while attending the Pre-K. This information is to be noted on the registration form and updated if any changes occur during the school year.

### **Child Abuse/Neglect**

In accordance with Georgia law, UWG Pre-K staff and classroom substitutes are mandated by law to report any suspicion of child abuse, neglect or deprivation. Children are observed regularly for signs of injury, illness, or abnormal behavior. Unusual observations will be documented and immediately reported to the Director, who will report the suspected abuse/neglect in accordance with state law.

### **Fire and Tornado Drills**

School wide drills, both announced and unannounced, will be conducted by the Director. Instructions for each group are posted in each room. The Lead Teacher will take attendance. The emergency medical authorization forms and first aid kit are carried on each fire or tornado drill.

For fire drills, all children and staff evacuate the building and classes are accounted for at the designated location away from the building. Children may return to the building after the "all clear" statement is given.

For storm drills, all children and staff are accounted for by classroom at their designated location in an interior room or hallway until the "all clear" statement is given. It is the Lead Teacher's responsibility to familiarize all personnel in each classroom with emergency procedures.

## **DAILY ROUTINES**

### **Typical Daily Schedule**

7:40-8:00	Arrival/Sign-in activities
8:00-9:45	Large group, Literacy activities, small groups, music & movement
9:45-12:00	Snack, Centers, outside play, literacy activities
12:00-12:30	Lunch
12:30-1:00	Clean up, story time
1:00-2:00	Rest time
2:00-2:30	Closing Activity
2:30-3:00	Dismissal/Pick up time

### **Outdoor Play**

We believe that outdoor play is important as a fun, healthy, skill-building and educational experience for the children. All classrooms schedule outdoor play time and go outside each day, weather permitting. Even on cold days, children go out for a short time. Children who are not well enough to go outside should not be brought to school, as staffing ratios do not allow for a teacher to stay inside with one child. Each child should wear clothing appropriate for the weather—such as warm coats, hats, mittens and long pants in cold weather. Please label all outer wear (coats, hats, etc.).

In hot weather, shorts are appropriate. Sandals that buckle or tie may be worn. Flip-flop shoes may not be worn at school, as they do not provide adequate protection during active play. We suggest that children wear closed shoes and socks for comfort and safety.

Our playgrounds provide shaded areas for the children to play to limit exposure to the sun. Outdoor play time is limited on days when the heat index or air quality could impact the

children's well-being. Parents/Guardians who want their child to use sunscreen for added protection may provide the sunscreen and must provide written permission for its use.

If public health authorities recommend use of insect repellents due to high risk of insect-borne disease, we will follow their recommendations with written permission from a parent/guardian.

### **Meals & Snacks**

UWG Pre-K strives to promote healthy habits through nutrition and physical activities. A nutritious snack is served mid-morning, including a variety of fresh fruits and vegetables, healthy grains and limited sugar. Children are served milk with their snack and encouraged to drink it. Children should not bring food for snack time unless required by special diet or food allergies. Please discuss any special dietary needs/allergies with your child's teacher or the director.

Lunch and drink is to be provided by the parent/guardian. Please send a "ready to eat" balanced lunch in a bag or lunch box marked with your child's name. Include an icepack if items need to be refrigerated. Do not send foods items that must be heated. As part of our nutrition program, we ask that you do not send sweets with your child's lunch, including drinks.

### **Rest time**

All children in the Pre-K program have a daily one-hour rest period. We provide each child with a cot and cot sheet their own use. Families may send a special blanket and small cuddly toy for naptime as "comfort items." During this time they are encouraged to remain on their cots and rest or sleep. Children who do not sleep will be provided with books or quiet activities to occupy themselves on their cots.

### **Clothing**

Children should wear washable, comfortable clothing appropriate for active play. Activities are often messy—appropriate clothing is important for the children to participate fully in the activities. Children may become upset if special clothing, such as party dresses, gets soiled.

Accidents or spills happen! Each child must have at least one complete change of clothes at school at all times—including socks and underwear. All items should be appropriate to the current season so that outdoor play will be comfortable.

Please label ALL clothing items with your child's name. We are not responsible for lost clothing.

### **Toys/Items from Home**

Except by special request on "Show and Tell" days, all toys should be left at home. Show and Tell items should be marked with the child's name. Toy weapons (guns, knives, swords) are not permitted. Fragile items should be left at home to avoid breakage. Please do not send Videos/DVDs—screen time is very limited at UWG Pre-K and only permitted for educational purposes and special occasions.

## LEARNING EXPERIENCES

### Our Goals for Children

Our first priority is to provide a high quality program that includes developmentally appropriate curriculum for all children. Preparation for Kindergarten is more than learning academics—it must involve the whole child. Social-emotional development is key to school success.

We strive to help children develop:

- A sense of trust in oneself and others
- Independence, initiative, and self-reliance in making choices, decisions, and judgments
- Intellectual curiosity, skills in observing, problem-solving and learning through one's own efforts
- A positive self-concept as a capable, successful and worthwhile individual
- An understanding of one's feelings and how they motivate behavior
- Empathy and skills in effective interpersonal relationships and successful functioning in one's peer group
- Self-discipline
- Skills in verbal and non-verbal communication of ideas, needs and feelings
- Understanding and appreciation for one's physical being and personal health
- Age-appropriate skills for math, reading, and writing success in school
- Respect for and understanding of the natural environment and the outdoors
- A respect and appreciation for the individuality that makes each of us unique

### Our Curriculum

We implement HighScope Curriculum. In HighScope's vision of preschool education, children are doers and problem solvers, and adults are partners who share in children's discoveries and guide their learning. This approach is called *active participatory learning*. Children explore and discover how the world works through their own experiences with people, objects, events and ideas. The HighScope education program focuses comprehensively on all child development areas and reflects widely-accepted best practices in the field of early childhood education, and is approved for use by Georgia Pre-K programs.

In accordance with BFTS requirements, we use Georgia Early Learning and Development Standards (GELDS) to guide children's learning in key areas: Physical Development and Motor Skills; Social and Emotional Development; Approaches to Learning; Communication, Language and Literacy; Cognitive Development and General Knowledge.

The curriculum of the UWG Pre-K is based on the philosophy that every child is an individual with a unique personality, that each child develops at his/her own pattern of growth, and that children learn through play. The total development of each child is essential; therefore, all areas of growth and development - physical, social, emotional, language/communication and cognitive - are important. The development of a positive self-concept is of utmost importance as children need to feel worthwhile and competent in order to reach their optimal potential. Therefore, we provide a safe, nurturing environment where adults facilitate children's play with encouragement, time, and space to explore new ideas and make new discoveries.

The teachers' role is critical to stimulating, challenging, and developing the potential of each child. To plan developmentally appropriate group activities, the teachers must be knowledgeable in the principles of child development and in the individual interests, abilities, and needs of each child in their care.

Teacher-directed activities occur throughout the day. Children may be taught individually, in small groups or in large groups. Subjects such as literacy, math, science and social studies are taught through a variety of learning experiences. Children have the chance to classify, measure, group, sequence, or seriate objects; experience, explore, and discuss objects, materials, or ideas; create and construct from familiar or new materials; cook and sample different foods; read books, listen to, tell, and/or write stories; or listen and/or move to music. These types of activities give children the basic skills they will need to be successful in the school years to come. Our teaching team meets weekly to collaborate on planning instructional units and field trips, giving children similar educational experiences in each classroom.

The environment plays an essential role in a child's learning. The UWG Pre-K has a play-oriented and child-centered environment. According to research in the field of child development, children need concrete objects and materials to play with, manipulate, and explore before they will be successful at mental representation, manipulation, and discovery. During center time, children move freely and make choices from a variety of learning centers, allowing them to engage in different types of play and to practice a variety of learning skills. The centers include dramatic play, blocks, science, art, computer, writing, sensory play, manipulative/table games, and a quiet area with books. Outside play allows a child to engage in imaginative play, explore the natural environment and to engage in gross motor activities.

### **Assessment**

The teaching staff continually assesses each child in order to plan activities and provide developmentally appropriate goals to meet their individual learning needs. Children are assessed on performance indicators from the Georgia Early Learning and Development Standards (GELDS). Information is gathered during center time, outdoor play and structured activities using anecdotal notes, work samples, matrices, and photos. Observing children in this way allows for accurate assessment in a way that is appropriate regardless of the child's culture, previous experiences, or abilities in a familiar setting. This allows teaching staff to plan classroom activities that build on the children's skills.

Documentation is uploaded into *Work Sampling Online* to create an electronic portfolio according to requirements from BFTS to track the child's progress during the year. These portfolios are considered confidential information. They are accessible only to our staff and BFTS representatives for the purpose of ensuring the child's needs are being met in our program. Once the children move onto Kindergarten, their portfolios are made available to their new teachers to provide continuity in their development.

Partnering with families is an essential part of our program. Twice annually, teachers share information with parents/guardians during parent/teacher conferences. These meetings provide an opportunity for collaboration to discuss the developmental progress and needs of each child. Families will receive a written report of their child's progress twice each school

year. We encourage families to share any information or concerns with their child's teacher as needed throughout the year.

Likewise, if the teachers have concerns regarding a child's development, these will be shared with families to determine if further screening or referral is needed. Formal assessments may be used by agencies (such as the public school system) to determine eligibility for additional services. Written consent from the child's parent/guardian is always obtained before any child is referred for further evaluation. Collaboration among teachers, families and service providers is essential to provide developmentally appropriate curriculum, teaching strategies and environments for the child to optimize their learning experience.

### **Support Partners and Referral**

The UWG Pre-K utilizes as many resources as possible to support the needs of our children. The STARS program at Carrollton City Schools and the PALS program in Carroll County Schools serve our students who have Individualized Educational Plans. Additional services are provided by the UWG Comprehensive Community Clinic for speech and language support, as well as free speech and hearing screenings.

If a concern is raised by a child's teacher or parent/guardian regarding the child's development, a meeting will be scheduled with the parent/guardian, teacher and director. If it is determined that additional support may be needed to meet the needs of the child, a referral will be made to a community agency. No referral will be made for observation/evaluation by an outside agency (such as the public schools) without written consent from the parent/guardian. Although we cannot make recommendations regarding specific providers, we will assist families in finding resources that they may consider and determine what is appropriate for their needs.

### **Confidentiality**

Your child's records are confidential. Enrollment forms, health records, parent/teacher conference reports and all other information regarding your child are secured in a locked file, and will only be accessible to parents/guardians, program personnel, and teaching staff on a "need to know" basis to provide appropriate care and education for your child. Our BFTS consultant/monitoring team, and NAEYC consultant/monitoring team have access for the purpose of monitoring and accreditation. Sharing of information for any other reason, such as referral for additional evaluation or services requires written consent from the child's parent/guardian.

### **Child Guidance**

In keeping with NAEYC guidelines and developmentally appropriate practices, teachers do not use corporal punishment (e.g. spanking) or other negative methods of discipline that hurt, humiliate or frighten children. No threats or derogatory remarks will be made. Teachers will neither threaten to nor withhold food as a form of discipline.

We recognize the right of families to choose their methods of guiding and disciplining their children. However, we request that parents/guardians refrain from using corporal punishment or other forms of physical discipline both in the Pre-K classrooms and on Pre-K grounds because of the impact these types of discipline may have on other children in the center.

The UWG Pre-K uses the following techniques to guide the children during their day:

- Structure developmentally appropriate limits to ensure safety and fairness, yet promote self-esteem, independence, social, and learning skills.
- Allow for individual differences in temperament, learning style, and background by encouraging choices and decision-making.
- Anticipate problems and act to modify beforehand in a way that accommodates the situation and needs of the group and/or individual.
- Verbalize and enforce limits consistently in order to promote self-control.
- State limits and directions clearly and concisely, in a positive manner, focusing on expected appropriate behavior.
- Provide reasons and/or explanations for limits, directions, and requests in order to foster children's understanding of limits, and to increase their ability to make their own decisions in similar situations.
- Calmly and patiently persist in enforcing limits while giving the child time and space to comply with the limits.
- Clearly set limits or give directions as to when the child does and does not have a choice.
- Directly and respectfully assert policies and directions to the children, explaining expected behavior in terms that are clear and understandable to children.
- Notice and mention positive, appropriate behavior.
- Notice and mention "process" behaviors, which describe children's actions, thus increasing independence and self-control.
- Allow for logical consequences to occur when necessary, helping children to understand the consequences of their actions, and helping them gain self-control. For example, "If you don't wear your mittens outside your hands will get cold."
- Provide reasonable consequences in order to modify negative behaviors when necessary.
- Listen to and talk out problems with children. Accept emotional responses, even when they are negative, and help children deal appropriately with those feelings. Children are taught to express anger and irritation by stating the emotion and giving reasons for that emotion in ways that are appropriate for children.
- Diffuse power struggles by finding out the child's perception of the situation, giving the child choices that let them feel in control, asking another adult to follow through, stating the limits, and using nonverbal communication to let children know it is not a negotiable matter.
- Give each child lots of attention, specific recognition, and positive feelings of affection.

If a child displays a pattern of negative behaviors that interfere with his learning or the learning of others, communication among all parties involved is important, including the Pre-K staff, Director and parents/guardians. An individual plan may be developed to assist the child's participation in the classroom environment in a positive and constructive manner. Outside resources may be consulted as needed.

We follow procedures to collaborate and consult with Bright From the Start to resolve instances where interventions do not result in a positive change in behavior or if a child is causing harm to himself or others, including referral to outside agencies or suspension.

## Special Events

### Holidays and Religious Instruction

At UWG Pre-K, we look forward to holidays because of the educational and rich cultural diversity they bring. We recognize that not all of our families celebrate holidays in the same manner. It is our goal to be respectful and neutral when planning activities for the children. We believe our children benefit greatly in knowing how other families celebrate holidays, and invite and encourage families to visit and share a family holiday tradition with their child's class. Some suggestions are to provide a cooking activity, share family albums, sing a special song, read a favorite book, or make a special art project. This is appropriate providing parents present the information within the context of their family. In following our grant requirements, we do not teach any religious doctrine. This is a family choice and we desire to be respectful to each family's beliefs and customs.

### Birthdays

A child's birthday is an event to be celebrated! If you would like to provide a special treat for your child's birthday, please schedule the date and time with their teachers for your child's classroom. You need to plan to provide enough for each child in the class. We don't want to discourage the custom of sharing small treats or party favors, but ask that you limit the amount of sugary treats. Party favors are fine to hand out as children go home. ***Please check with your child's teacher for allergies that may be present in the classroom.*** A book contributed to the school library by the child on his/her birthday is a suggested way to celebrate this special day.

If you are planning a party outside of school and wish to invite *all* of the children, invitations may be given out at school. If only a few children are being included, please do not distribute the invitations at school.

### School Pictures

We will arrange opportunities to have school pictures taken by a professional photographer. Purchase of the portrait packages is optional. A reminder will be sent home to families regarding the scheduling of Picture Days.

### Field Trips

UWG Pre-K provides a variety of field trips, both on and off campus, to support learning and enhance the school experience for the children. Upon enrollment, parents/guardians sign a permission slip to allow their child to attend all field trips throughout the year. Teaching staff keep families informed on upcoming field trips via newsletters, emails and reminder memos.

For liability reasons, children attending field trips as part of the UWG Pre-K group **MUST** ride to the event with their class. If a parent/guardian does not allow their child to ride with the Pre-K, and transports them to the event in their private vehicle, the child must be counted absent, and the parent/guardian must incur the cost of the child's ticket to the event. The Pre-K cannot purchase a ticket for a child who is not "in attendance" at school that day.

Transportation is provided by a private charter bus company for field trips that are off campus. For field trips on the UWG campus, transportation is provided by the campus bus

system, or the teachers and children walk. When the classes walk, UWG police provide assistance in crossing West Georgia Drive safely at all points on the field trip route.

### **Inclement Weather**

In the event of bad weather, the University of West Georgia and Carrollton City School system officials decide when to close schools based on Public Safety reports and other considerations. In the event of a weather-related closing, announcements will be made over the campus radio station, as well as radio stations in Carrollton, Newnan, Bremen and Douglasville and radio and television stations in Atlanta. If the need for an emergency closing occurs while your child is at the UWG Pre-K, you will be contacted by your child's teacher. **Due to geographic location, if either Carrollton City or UWG campuses close, we will also close.**

## APPENDIX A: FEES 2017-2018

Fee Type	Amount	Due Date
Snack*	\$40 per month or \$400 per year	1 <sup>st</sup> week each month
Activity Fee	\$20 per month or \$200 per year	1 <sup>st</sup> week each month
Late Pick-up Charges (Effective for the 3 <sup>rd</sup> and any subsequent late pick-ups after 3:00 p.m.)	\$15 for the first 5 minutes, and \$1 for each additional minute	The day the charges are incurred or the next school day

\*Non-exempt only

Please remember that our **FIELD TRIPS/SPECIAL EVENTS** are planned according to donations received. Monthly donations are encouraged to enable us to plan events.

## APPENDIX B: CHILDHOOD ILLNESS EXCLUSION/RETURN POLICY

ILLNESS	COMMENTS	RETURN
Fever	<p>Child must not attend if fever is 100.0°F orally or 99.0°F axillary and has other symptoms.</p> <p>A child must not attend the center if fever is 101.0°F or above orally or 100.0°F axillary with no other symptoms.</p>	Child may return when he/she has been fever-free for 24 hours <b>without</b> the use of fever-reducing medication.
Diarrhea	Child may not attend if diarrhea has occurred twice in one (1) hour or three times in two (2) hours. Diarrhea medication will not be administered at the center	Child may return 24 hours after last occurrence of diarrhea or when documented as non-contagious by a physician
Vomiting	Child may not attend if vomiting has occurred twice in 24 hours (with no other symptoms) or once in 24 hours when accompanied by fever or lethargy.	Child may return 24 hours after last occurrence of vomiting or when diagnosed as non-contagious by a physician.
Respiratory infection/Unspecified (common cold with no fever)	Staff will take child's temperature at frequent intervals.	A child without fever who has mild to moderate symptoms may attend the center; if child does not feel well enough to participate, or they are not allowed to play outdoors, they should not attend the center.
Rash	Staff will notify the parent/guardian if rash is observed. If rash spreads or is accompanied by another symptom, the child must leave the center	Child may return with a written physician's note stating rash has been diagnosed as non-contagious.
Chicken Pox & Shingles	Child must not attend. All families will be notified of outbreak	Child may when ALL sores are dried and crusted
Conjunctivitis (Pinkeye)	Child must not attend.	Child may return with written documentation from doctor. Typically 24 hours after beginning treatment, <b>and</b> when active infection including redness and discharge are not present.
Head Lice	Child must not attend.	Child may return 24 hours after beginning treatment. All nits must be removed.
Ringworm	Child must not attend.	Child may return after treatment has begun and

		affected areas have begun to fade. Affected areas must be covered.
Strep Throat	Child may not attend.	Child may return 48 hours after beginning antibiotic treatment and has been fever-free for 24 hours.
Measles/Rubella	Child must not attend. All families will be notified of outbreak.	Child may return seven (7) days after the onset of the rash
Meningitis	Child must not attend. Physician must confirm type. Center must notify all families.	Child may return after disease prevention measures have been completed. Must have a written release from a physician.
Mumps	Child must not attend. All families must be notified of outbreak.	Child may return nine (9) days after onset of swelling.
Pertussis/Whooping Cough (All children attending the center must provide evidence of immunization against Pertussis)	Child must not attend. All families must be notified by staff.	Child may return five (5) days after disease prevention measures have been initiated. Must have a written release from a physician.
Respiratory infection/ Severe (uncontrolled cough, difficult breathing or wheezing)	Child must not attend.	Child may return with written note from a physician

\*Additional information can be found on the chart from Children's Healthcare of Atlanta, 2008 edition, "Childhood Infectious Illnesses":  
[http://www.choa.org/menus/documents/forprofessionals/2005CIIposter\\_4page\\_final.pdf](http://www.choa.org/menus/documents/forprofessionals/2005CIIposter_4page_final.pdf)