



**316 Old Clay Street
Marietta, GA 30060
westmcp@gmail.com**

Parent Handbook

2024/2025 School Year

Welcome to West Marietta Cooperative Preschool and Congratulations on being selected as part of our dynamic program!! West Marietta Cooperative Preschool (WestMCP), is Community Driven; Parent Sponsored and Child Centered. We are a non-traditional program like no other! We believe parents should have a say in center operations, community involvement and determine their child's individual learning needs. At West Marietta Cooperative Preschool we believe children learn best when immersed in an environment of hands-on, learning. Therefore, it is the goal of WestMCP to provide environments that are Creative, Interactive, Unique and FUN. From our Reggio Emilia inspired classrooms to our unique interactive outdoor Playground, you will see immediately that we are Not your typical Preschool. We promise to keep our "little" school intimate and focus on the individual needs of our families by providing a supportive cooperative approach to preschool.

Together, We will Grow!

Center Operation

WMCP is licensed to care for children ages 6 weeks through twelve years.

The 2024/2025 Program Schedule: Mon-Fri 8:00am to 1:00pm, Extended Care- 1:00-5:00
Care for toddlers enrolled in the 1 year old program is 8:30-12:30, lunch is not provided

Aug 1 and 2 CLOSED
Aug 5 ****2024/25 Session begins**
Aug 30 No Extended Care
Sept 2 CLOSED
Oct 31 Early Release at 4:00pm
Nov 27-29 CLOSED

Dec 23-Jan 3 CLOSED
Jan 13- CLOSED
April 7-11 CLOSED
May 23 No Extended Care
May 26 closed
May 30- Last Day of Session

Tuition and Fees

Annual tuition from August-May, is as follows:

<u>8:00-1:00, Lunch Included</u>	<u>1:00-5:00 Extended Care</u>	<u>Annual tuition w. Ext Care</u>
5 days a week: \$10,730	\$2970	\$13,700
4 days per week: \$8580	\$2340	\$10,920
3 days a week: \$6440	\$1750	\$8,190
2 days a week: \$4290	\$1170	\$5,46

One week of tuition credit is provided and prorated in the annual tuition. This credit is provided to off-set tuition when your child(ren) does not attend. This includes sick leave, vacation leave, inclement weather, quarantine, gov't shutdowns or other unexpected closures.

A non-refundable fee of 5% of your annual tuition is due with your application. This fee, minus the \$100 (material fee) will be credited towards your last payment

****A 5% tuition discount is granted to families with more than one child enrolled and will be applied to the youngest child's annual tuition.**

Tuition can be paid annually: July 28

Quarterly: July 28, November 28, February 28

Monthly: The monthly installment payment is due on the 28th by 12:00pm starting July 28. The last payment is due April 28, 2025.

*No refunds will be issued nor are fees pro-rated for days that your child does not attend. These days may include but are not limited to illnesses, vacations, government shut-downs, inclement weather, quarantines, and holidays when the center is closed.

****A week of tuition has been deducted from your annual total**

Disenrollment Policy

If you choose to disenroll your child(ren) from the preschool before May 30th the following policy applies:

-A minimum notice of 30 days is required via email and must be received by the 15th of the month.

-You are responsible for making all required tuition payments during the 30-day period and You will be assessed \$71 per day, per child, if the 30 days falls in the next monthly installment period

-The 5% enrollment fee less the \$100 material fee, will be applied to the last payment with the required notice. Please note the enrollment fee will not be refunded so please talk with the program director regarding the appropriate withdrawal date.

-All unpaid invoices will be sent to collections after 30 days

Inclément Weather

In the event inclement weather makes unsafe travel conditions for parents and staff, the preschool will be closed. Closures will be determined daily, and parents notified via bloomz.

*In general, if Marietta City Schools are closed, so will the preschool

Admission Policies

WestMCP is an all-inclusive program that encourages diversity. We do not discriminate based on race, gender, age, nationality, or religious affiliation.

*We will observe all religious holidays and incorporate them into our curriculum.

The following Forms must be provided upon acceptance to our program. Your child cannot begin their 1st day unless these forms are on file: 1. Certificate of Immunization/ age-appropriate immunizations, Form 3231, or a signed affidavit against such immunizations 2. Child Enrollment Form 3. Parental Agreement with the Childcare Facility 4. Emergency Medical Authorization

**It is the parents' responsibilities for supplying & updating needed information to the center regarding your child

**The Parent or designee must escort the child to and from the center, sign the child in and out each day, and speak directly with a staff member to acknowledge their arrival and departure.

** Parents have the right to access all center areas used by children

Emergency Procedures

Full Emergency Plans have been developed and are posted for parent viewing. The Emergency plans include procedures to cover the following: 1) Severe weather/ tornado Sheltering In procedure 2) Fire 3) Power failure 4) Loss of Heat 5) Loss of Air Conditioning 6) Loss of Water 7) Structural Damage- where children will be relocated off the premise.

Accidents and Injuries

At West Marietta Cooperative Preschool, we engage children in active hands-on learning and encourage your child to freely explore their environment. Although we provide exceptional supervision, injuries often cannot be avoided. Minor injuries, scrapes and bruises will be addressed immediately with basic first aid, band-aids, and TLC.

Every attempt will be made to speak with the parent or designee directly at pick-up and for more serious injuries, a message through bloomZ or text will be sent to parents.

The parent or designee will be contacted via bloomZ or text if an injury occurs where a child exhibits signs of discomfort or bruising to the head.

For major injuries requiring professional medical attention, your child's comfort and health are our main concern. 911 will be called immediately to assess the child's condition and if necessary, the child will be transported to a hospital determined by emergency personnel. * Wellstar Kennestone Hospital located at 677 Church Street, Marietta, GA 30060, is the hospital closest to our preschool. The parent or designee will be immediately called and kept abreast of the situation.

Medication Policy

For the safety of children, the preschool will not administer medication.

*If your child has a prescription for emergency medication or for ongoing care, please inform the director so arrangements can be made.

**Please inform your child's teacher if you dispense medication to your child at home. It is important that we keep your child's medical records updated. If we notice an adverse reaction that we think is related to medication parents will be immediately notified. Emergency medical attention will be sought if necessary.

Illness Policy

It is the responsibility of the parents and the preschool to keep children healthy while in attendance. Therefore the following policies are in place:

A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred (100) degrees or higher temperature or contagious symptom, such as, but not limited to, a rash, vomiting, diarrhea or a sore throat. If a child exhibits signs of illness or runs a fever the parent or designee will be called immediately to pick up the child. The child will be separated from other children until the parent arrives. A child must be fever free without medication for 24 hours before they can return.

The preschool reserves the right to require a physician's note for attendance for any child that exhibits symptoms of illness including but not limited to, excessive runny noses, excessive coughing or wheezing, red eyes, rashes, or extreme irritation.

If a child has a communicable disease, the parent must immediately notify the Center Director.

If a child in our facility is diagnosed with a communicable disease, then all parents will be made aware of the situation through bloomz.

Safe Sleep Policy

All infants will initially be placed on their backs to sleep; No cover or other soft items will be allowed in the crib; Appropriate sleep clothing for infants is to be provided by parent or guardian; Individual crib, cot or mat and bedding will be provided, changed and cleaned as required; Infants who fall asleep in other equipment, on the floor or elsewhere will be immediately moved to a crib to sleep; No swaddling or positioning devices will be used unless prescribed by a physician.

Diapering Procedures

Diapers will be checked a minimum of every two hours and children will be changed as needed throughout the day. Staff will bring all supplies to the diaper changing table. Staff will wash their hands before diapering a child. The child will be changed on a clean disinfected table. After the diaper is changed, both the staff and child will wash their hands with liquid soap and warm running water. The diaper surface will be cleaned and disinfected. *If ointments are to be used, parents must fill out an external preparations form.

Toilet Training

Children will be encouraged to use the toilet around age two (2). Children will be taken to the bathroom every 30/45 minutes and encouraged to use the potty. We do understand that accidents will happen, therefore please provide three changes of clothing that are not restrictive in nature such as belts, overalls, and buttons. All children must be able to use the toilet independently by 37 months.

Discipline Policy

It is the policy of West Marietta Cooperative Preschool to keep children engaged and satisfied so they are happy in their environment. WMCP understands that superb supervision and a classroom that supports cooperative play is the best way to prevent misbehaviors and children will be redirected as needed. If behaviors appear to impede the success or happiness of any child in the program, disenrollment will be considered.

The center reserves the right to disenroll a child for any reason at any time.

Food and treats are not used to reward or withheld to punish children's behavior.

Please note that West Marietta Cooperative Preschool is a required reporter of any suspected case of child abuse. Any suspected incidents of abuse will be reported immediately to the Cobb County DFCS office.

Nutrition Policies

All infants up to one-year will be fed as designated on the written infant feeding plan. The feeding plan should be updated every three months or more often as the child's feeding habits change.

For infants, parents are required to bring in formula/milk already prepared in bottles and all foods. There should be enough bottles to meet the child's daily feeding schedule. All bottles must be labeled with the child's 1st and last name. Once a bottle is prepared, any uneaten formula/milk that is served will be discarded.

Children who eat finger foods will be encouraged to feed themselves as this skill develops.

Parents are required to provide all foods that the child will eat until they turn two.

The center will provide all meals, snacks and beverages for enrolled children two and older.

The center will serve a morning snack, afternoon snack and lunch. A variety of fresh fruit and vegetables are always kept on hand and will be provided for children as needed.

Parents will provide food and snacks for children with dietary restrictions, food allergies, food intolerance, religious and cultural practices.

*We encourage families to follow our model of providing fresh and healthy food options for food brought from home for meals and special occasions such as birthdays and parties

Wellness Policy

At WestMCP we are committed to keeping children healthy. We believe we can provide a healthy lifestyle for children while in our care by being active, eating healthy and getting fresh air daily. Therefore we are committed to the following:

- Children are taught about nutrition and food as part of our regular curriculum.
- Gardening and composting are taught as part of our regular curriculum.
- Families are encouraged to participate in this curriculum by providing compost for our garden and by taking food from our garden to eat at home.
- Children are exposed to a variety of exercises including Yoga, Meditation, Tumbling and Gymnastics daily.
- Children are taken outside as much as possible. We require that you provide weather appropriate items for children to always wear. This is to include coats,

gloves, boots, sunscreen, hats for sun protection etc. We will play outside in the cold, in the rain and in the hot summer months.

- Our outside classroom will be used as much as possible including the Winter months.

Transportation

Parents shall be responsible for transportation to and from the center. If the preschool provides transportation for off-site field trips parents will be required to give written permission, sign all necessary forms, and provide approved car restraints. Parents will be notified of the vehicle used for transportation.

Parent Involvement

As a cooperative Preschool We encourage parent participation and will work with you to find a volunteer position that works best. We always encourage parents to volunteer in the classroom, however we understand that this may not be the best place for you to showcase your talents. Don't worry- just as your child is getting used to our wonderful school, so will you! Remember- Together, We will Grow!

2024/2025 Childcare Agreement

1. I acknowledge I have read and understand **ALL** information provided in the parent handbook and I have maintained a copy for reference _____
2. I understand I am enrolling my child(ren), name and d/o/b: _____ for the 2024/2025 session, which runs from August 1, 2024 to May 30, 2025. I understand I am expected to maintain enrollment for the full 10 months.
3. I have read and understand the disenrollment policy _____
4. Any changes to my child's schedule require a 30-day written notice and must be approved by the program manager: _____
5. My child(ren) will attend the following days: _____

8:00-1:00, Lunch Included (8:30-12:30 under two)	1:00-5:00 Ext Care	TOTAL TUITION w. Ext Care
_____ 5 days a week: \$10,730 \$1073m/\$3575q	_____ \$2,970	\$13,700/\$1370m / \$4567q
_____ 4 days a week: \$8,580 \$858m/ \$2860q	_____ \$2,340	\$10,920/ \$1092m / \$3640q
_____ 3 days a week: \$6,440 \$644m/ \$2145q	_____ \$1,750	\$8,190/ \$819m / \$2730q
_____ 2 days a week: \$4,290 \$429m/ \$1430q	_____ \$1170	\$5,460/ \$546m / \$1820q

6. I understand my annual tuition is \$_____ and will be paid monthly_____ quarterly_____ or annually _____.
7. I understand a 5% deposit which includes the annual material fee of \$100, is due with my application _____
8. I understand that the 5% deposit, minus a \$100 material fee, will be applied to my final payment _____
9. If I elect to pay in monthly installment payments my monthly payment will be \$_____ and is due on the 28th of each month by 12:00pm _____
10. I understand that no refunds will be issued nor are fees pro-rated for days that my child(ren) does not attend. These days may include but are not limited to; illnesses, vacations, government shutdowns, inclement weather, holidays, and disenrollment _____
11. I have read and am aware of the illness policy and inclement weather policy _____
12. I agree to comply with all policies, procedures, and tuition terms _____

Child's Name _____

Child's Name _____

Parent/Guardian Signature _____ Date _____

Director's Signature _____ Date _____

*Please return this signed page with all required enrollment forms and the 5% fee. Edited 3.18.2024