



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

**Parent Handbook**  
2022/2023 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!

## Parental Advisory Committee

Nominations for the Parent Advisory Committee will be in August. The parents of children currently enrolled in the program will vote on a new PAC each year. The committee will be comprised of four parents, the facility director and Elizabeth Abdinoor Burns, the facility manager. The committee will meet twice a year to determine facility operations, curriculum focus, community involvement and center growth. Additional items will be developed and addressed as needed.

## Center Operation

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

## The 2022/2023 Program Schedule: Mon-Fri 8:00am to 5:00pm

August 1 <b>**2022/2023 Session begins</b>	Dec 16 Preschool Holiday Party
Sept 2 Early release at 1:00pm	Dec 26-30 Closed
Sept 5 closed	Jan 16 closed
Oct 31 Early Release at 4:00pm	April 3-5 closed
*Nov 23- Early release at 1:00pm*	May 26 Early Release at 1:00pm
Nov 24-25 Closed	May 29 Closed
	<u>June 2 *Last day of session</u>

## 2023 Summer Schedule Mon-Fri 8:00am to 5:00pm

June 5 Summer session begins  
June 30-July 7 Preschool closed  
July 28 **Last Day of summer session**  
July 31 Preschool Closed

## Tuition and Fees

Annual tuition is as follows:

### Full Day 8:00-5:00

5 days a week: \$12,300

4 days a week: \$9,840

3 days a week: \$7,380

2 days a week: \$4,920

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

**\*A \$100 non-refundable material fee is due with your application**

**\*\*A 5% tuition discount is granted to families with more than one child enrolled for full-day care. The discount will apply to the youngest child's annual tuition.**

Tuition can be paid annually: July 28

Quarterly: July 28, October 28, January 28

Monthly: The minimum monthly tuition payment is due on the 28<sup>th</sup> each month by 12:00pm

### Summer Session: Tuition due May 28 and June 28

#### Full-Day 8:00 to 5:00

\$60 per day

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**

## Inclement 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 email. \*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 Child Care 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, an incident report will be given to parents.

The parent or designee will be contacted 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 a 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 oral 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 email blast and a posted notice placed on the classroom door.

### 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 encourage 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.

### 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. When necessary, children will be redirected to other activities. If behaviors appear to impede the learning of any child, parents and staff will work together to address the concerns.

The center reserves the right to dis-enroll 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. 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 eighteen (18) months.

The center will provide all meals, snacks and beverages for enrolled children ages eighteen(18) months 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 to 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 daily fresh air.

Therefore we are committed to the following:

- Fruits and Vegetables will be organic and locally sourced at every opportunity.
- 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 wear at all times. 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 use to our wonderful school, so will you! Remember- Together, We will Grow!

2022/2023 Childcare Agreement **PRESCHOOL**

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) d/o/b:

\_\_\_\_\_ for the 2022/2023 session, which runs from August 1, 2022 to June 2, 2023. I understand I am expected to maintain enrollment for the full 10 months. Disenrollment from the program requires a one month written notice. \_\_\_\_\_

3. My child(ren) will attend the following days: \_\_\_\_\_  
Monday- \_\_\_\_\_  
Tuesday- \_\_\_\_\_  
Wednesday- \_\_\_\_\_  
Thursday- \_\_\_\_\_  
Friday- \_\_\_\_\_
4. I understand my annual tuition is \$ \_\_\_\_\_ and will be paid monthly/quarterly/annually and that each payment will be \$ \_\_\_\_\_. I understand 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 and holidays when the center is closed. \_\_\_\_\_
5. I understand that a tuition credit equal to one week of attendance was prorated into the annual tuition.
6. I understand changes to the above schedule will not be accommodated after April 1, 2022 \_\_\_\_\_
7. I agree to comply with all policies, procedures, and tuition terms \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please return this signed page with all required enrollment forms and \$100 material fee

Edited 6.5.2022