



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

**Parent Handbook**  
**2023/24 School Year**

Welcome to The Elizabeth School with West Marietta Cooperative and Congratulations on being selected as part of our dynamic program!! Our Kinder'garden' program is a child-centered nature program following all Cobb County Kindergarten Learning Standards. At West Marietta Cooperative, we believe children learn best when immersed in an environment of hands-on, learning. Therefore, it is the mission 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 Kindergarten. 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

In order to participate in our 2023/24 kindergarten, your child must be

**Five on or before September 1, 2023.**

The 2023/2024 Program Schedule: Mon- Thur 8:30am to 2:30pm and  
Fri 8:30am-12:30pm

\*Extended hours provided after-school at an additional charge

August 7 2023/2024 Session begins	Dec 18-Jan 1 no Kindergarten*
Sept 4 no Kindergarten	Jan 16 No Kindergarten
Sept 25-29 no Kindergarten*	Feb 19-23 no Kindergarten*
Nov 20-24 no Kindergarten*	April 1-5 no Kindergarten*
Dec 15 Holiday Performance and Celebration	May 23 Graduation
	May 23 Last Day of session*

\*Drop-in care provided on days the preschool is open for \$40/60 per day

The preschool/Kindergarten is closed Sept 4, Nov 23-24, Dec 24-Jan 1, Jan 16,  
Apr 1-5 and May 27. Summer sessions begin June 4-July 7

OCT 31 preschool closes at 4:00pm. Sept 1, Nov 22 and May 24 Preschool  
closes at 1:00

### Tuition and Fees

Annual Tuition- \$8,000

Extended care (M-Fr)- \$1800

Tuition can be paid annually: July 28

Quarterly: July 28, October 28, January 28

Monthly: A monthly minimum payment is due on the 28<sup>th</sup> by 12:00pm starting in July.

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, gov't shutdowns, quarantines, vacations, inclement weather, and holidays when the center is closed.

\*A non-refundable, \$100 material fee is due with your approved enrollment

Summer Session: Tuition due May 28 and June 28

The Summer Camp schedule will be posted by May 1, 2024

Summer Camp is offered M-Th 8:30-12:30, \$200 per week.

## 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 no later than August 3, 2023.

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 5. Form 3300, Eye, Ear, Dental form

\*\*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

## Incident 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

## 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 from 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. For more serious injuries, parents will be contacted via text, email or phone call.

The parent or designee will be called if an injury occurs where a child exhibits signs of discomfort.

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 either Wellstar Kennestone Hospital located at, 677 Church Street, Marietta, GA 30060 or the closest CHO location. The parent or designee will be immediately called and kept informed of the situation.

## Medication Policy

For the safety of children, the preschool will not administer over the counter or routine prescription medications.

\*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, we will notify the parents via phone and email. Emergency medical attention will be sought if necessary.

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## 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 and congestion, excessive coughing or wheezing, red eyes, rashes or extreme fussiness.

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 blast.

## 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 un-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

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

If your child has dietary restrictions related to food allergies, food intolerance, religious or cultural practices, we ask that the parents provide foods as required\*

\*We encourage families to follow our model of providing fresh and healthy food options for foods brought from home 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 will have the opportunity to participate in Yoga, Meditation, Tumbling and Gymnastics

- As a nature program, much of our day is spent outside. We require that you always provide weather appropriate items for children to 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!**

## 2023/2024 Kinder'garden' 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 (Child name & d/o/b) \_\_\_\_\_ for the 2023/2024 session, which runs from August 7, 2022 to May 23, 2024. I understand I am expected to maintain enrollment for the full 10 months. If you wish to disenroll, a one month written notice is required \_\_\_\_\_

3. My child's schedule will be as follows: \_\_\_\_\_

	8-8:30	8:30-2:30	2:30-5 (extended care)	
M-	_____	__✓__	_____	Before Care \$__0__
Tu-	_____	__✓__	_____	Kinder \$ 8,000
Wed-	_____	__✓__	_____	
Th-	_____	__✓__	_____	Ext Care \$_____ (1800)
Fri-	_____	__✓__	_____	

Annual Total \$ \_\_\_\_\_

4. I understand my annual tuition is \$ \_\_\_\_\_ and will be paid monthly, quarterly, annually. 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, inclement weather, holidays, quarantines and government shutdowns. \_\_\_\_\_
5. I understand changes to the above schedule will not be accommodated after April 1, 2023 \_\_\_\_\_
6. I agree to comply with all policies, procedures, and tuition terms \_\_\_\_\_

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

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

Parent/Guardian Name \_\_\_\_\_

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