



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

## **Pre-K Parent Handbook**

Edited 3/28/2021

## 2021/2022 School Year

Welcome to West Marietta Cooperative and Congratulations on being selected as part of our dynamic program!! Our Pre-Kinder'garden' program is a child-centered nature program following all Ga Pre-K Content 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 2021/2022 Pre-K, your child must be four on or before September 1, 2017

The 2021/2022 Program Schedule: Tues, Wed, Thur 8:30am to 1:30pm

\*extended hours provided Mondays, Fridays and After-school from 1:30-5 at an additional charge

August 3 2021/2022 Session begins

Nov 22-26 no Pre-K \*

April 4-8 no Pre-K \*

Dec 20-Dec 31 no Pre-K \*

May 27 Last Day of session

\*Drop-in care provided on days the preschool is open

The preschool/kindergarden is closed Sept 6, Nov 25-26, Dec 24-Dec 31, Jan 17, Apr 4-6 and May 30 .

### Tuition and Fees

Annual Tuition- \$4,560

Mondays-\$1440

Fridays- \$1520

Extended care- \$1500

Drop-in care-\$56 per day

\*Children are welcome to join us from 8-8:30am for open play at no additional charge

Tuition can be paid annually: August 1

Quarterly: August 1, November 1, February 1

Monthly: A minimum monthly payment is due on the 29th by 12:00pm

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, vacations, inclement weather and holidays when the center is closed.

\*A non-refundable, \$100 material fee is required to hold your spot

### Summer Session: Tuition due June 1 and July 1

The Summer Camp schedule will be posted by March 1, 2022

Summer Camp is offered 9:00-1:00, \$140 per week.

Extended care provided from 1:00-5:00 for \$15 per day.

\*No Camp offered the week of July 18-22

### 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 15, 2021.

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.

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

### 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

### 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 CHOA 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 text or email. 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 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 email 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 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

The center will provide 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 use to our wonderful school, so will you! Remember- Together, We will Grow!

## 2021/2022 Pre-Kindergarten 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, d/o/b \_\_\_\_\_ for the 2021/2022 session, which runs from August 2, 2021 to May 27, 2022. I understand I am expected to maintain enrollment for the full 10 months. Any changes to enrollment including dis-enrolling requires a one month written notice. \_\_\_\_\_

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

	8-8:30 (free)	8:30-1:30	1:30-5 (extended care)	
M-	_____	_____	_____	Before Care \$ <u>0</u>
Tu-	_____	_✓_	_____	Kinder \$ <u>4,560</u>
Wed-	_____	_✓_	_____	Mon- \$ _____ (1440)
Th-	_____	_✓_	_____	Fri- \$ _____ (1520)
Fri-	_____	_____	_____	Extended Care \$ _____ (1500)
				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 and government shutdowns. \_\_\_\_\_
5. I understand changes to the above schedule may not be accommodated after March 1, 2021 \_\_\_\_\_
6. I agree to comply with all policies, procedures, and tuition terms \_\_\_\_\_
7. I anticipate my child will need care the months of June \_\_\_\_\_ & July \_\_\_\_\_.

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

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

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

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

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FOR REFERENCE ONLY. PLEASE DO NOT FILL OUT

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, inclement weather, gov't shutdowns and holidays

My Child will attend the following weeks

	M	Tu	W	Th	F	Tuition
<u>JUNE 2022</u>						
May 31-Jun 3	X	—	—	—	—	\$ _____
6-9	—	—	—	—		\$ _____
13-16	—	—	—	—		\$ _____
20-24	—	—	—	—		\$ _____
27-30	—	—	—	—		\$ _____
June tuition total \$						_____

	M	Tu	W	Th	F	Tuition
<u>JULY 2022</u>						
5-8	X	—	—	—	—	\$ _____
11-14	—	—	—	—		\$ _____
Closed						
25-28	—	—	—	—		\$ _____
July tuition total \$						_____

**\*\*DO NOT fill out the tuition section**