

Norcross First Baptist Church



Sunday

Sunday School
Worship

9:30 am
10:45 am

Wednesday

Prayer Meeting
Student Activities
Worship Choir Practice

6:30 pm
6:30 pm
7:45 pm

Church Staff

Rev. John Faull
Rev. Jerry Cloer
Carolanne Eaves

Pastor
Worship Pastor
Director of Christian Academy
& After School Care

Parent Handbook



Norcross Christian Academy

Weekday Preschool

Teaching Children.....Building Families



706 N. Peachtree Street
Norcross, Georgia 30071

770-446-9559
Fax 770-417-1738

Dear Parents,

Welcome to Norcross Christian Academy & Preschool —
.....A place where preschoolers are always learning. It is our pleasure to offer your child and family a year full of new experiences.

We create a safe environment that allows preschoolers to discover and learn the way God has created and gifted them to learn. The types of experiences provided in the preschool years guide children to their earliest feelings and attitudes toward faith and spiritual transformation later in life. We focus on what is best for your child and do our best to provide them with a quality, memorable school experience.

We will work together to help pave the way for your preschooler to become spiritually sound, emotionally secure and academically successful. I look forward to working with you this year. Thank you for allowing us to play an important role in your child's life. Know that both the church and school are committed to investing time, energy, talents and money into.....

..... Teaching your children and building your families.

Carolanne Eaves
Director



After School Monthly Rates

Kindergarten

Pick-Up Time:

1:30 p.m. - From NCA

Price:

\$180.00 until 3:00 p.m.

\$260.00 until 4:30 p.m.

\$320.00 until 6:00 p.m.

- **A late fee of \$1.00 per minute will be applied if you pick up your child later than your scheduled pick-up time.**

Monthly Tuition Rates

Preschool

MMO (12-24mo.)	- 2day	\$165
Creepers/Toddlers		
(12-24 mo.)	- 2 day	\$210
2-4 years old	3 day	\$260
	4 day	\$310
	5 day	\$360

Kindergarten

1/2 day — \$400

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Preschool Philosophy

Our Weekday Preschool is a program of care and education for preschoolers, 6 months of age until entrance into 1st grade. This program is an extension of the ministries of our church into the surrounding community. Norcross First Baptist provides a Christian environment for preschoolers to learn and grow.

We see all children as individuals, capable of success, and we strive to instill in all children a positive self-image and confidence in their own abilities. Our program will include activities that will help your child grow spiritually, emotionally, mentally, physically, and socially. We believe that learning is a sequential process and that all children grow and develop at their own rate. Pressure and unreasonable expectations tend not to be productive; instead, we lend positive reinforcement to the children's attempts to master skills appropriate for their age group.

Our desire is to grow well-rounded preschoolers that leave our program knowing Christ, with a good self-image, happy, confident and eager to learn. That's what the preschool years are all about, as we lay foundations that a child will continue to build upon as they grow.



January

Tues. 3	School Resumes
Tues. 10 + Weds. 11	In-House Registration
Thurs. 12	Open House 10am
Mon. 16	School Closed
Thurs. 19	Pajama Day

February

Thurs. 2 (No Carpool)	Donuts with Dad
Tues. 7	Community Registration
Fri. 17	School Closed
Mon. 20	School Closed

March

Weds. 7 + Thurs. 8	Class Pictures
Mon. 12	School Closed
Thurs. 29	Easter Celebration + Egg Hunts
Fri. 30	School Closed
TBA	Prevent Blindness 4's only

April

Mon. 2 thru Fri. 6	Spring Break
Mon. 16 thru Thurs. 19	Scholastic Book Fair
Tues. 17	Family Picnic/Art Show

May

Thurs. 3 (No Carpool)	Muffins with Mom
Thurs. 10	Kindergarten + 4's Field Day
Thurs. 17	4 year old Recognition 11am
Fri. 18	Kindergarten Graduation 11am
	Last Day of School

Preschool Calendar

2011-2012

August

Tues. 2 & Weds. 3	Teacher Work Days
Thurs. 4	Open House 10:00am
Mon. 8	First Day of School
Mon. 15	Carpool Drop-off Begins

September

Mon. 5	School Closed
Weds. 21 & Thurs. 22	Individual Pictures

October

Mon. 10	School Closed
Tues. 18	Special Event
Weds. 26 & Thurs. 27	Speech, Hearing & Language

November

Mon. 21 thru Fri. 25	Thanksgiving Holiday
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December

Fri. 9	Parent's Night Out 6pm-9pm
Thurs. 15	Christmas Program 11:30am
Fri. 16 thru Mon. Jan. 2	Christmas Holiday

Tuition Facts

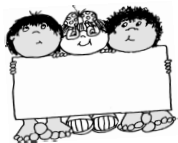
Our tuition varies because we have different programs. Monthly tuitions are listed in back of handbook.

Tuition payments are due the first of each month. They may be given to your child's teacher, placed in the tuition box in the office or mailed to the school. Our address is: 706 N. Peachtree Street, Norcross, GA 30071. Any payment received after the 5th of the month should include a **20% late charge**. When writing your tuition check, please indicate on the bottom of the check the name of child(ren) being paid for. The monthly tuition is a set amount for each month whether we are out for holidays, bad weather, unforeseen closings, or your child is absent. Checks which are returned to us from the bank for non-sufficient funds will have to include an additional \$10 processing fee.

We must receive at least 2 weeks notice when withdrawing your child. Charges will be made for any month your child attends. If an account is in arrears more than a month, you will need to contact the office to make arrangements for payments.

Checks for tuition should be made payable to:

NCA and Preschool



The Beginning and the End

Our school day is 9:30a.m.-1:30p.m. All children may participate in morning carpool drop-off. Children will not be received before 9:25a.m., due to teachers preparing for the day. Parents are asked to have children at school on time. When a child is late it is awkward for the child and for the teachers who have already begun teaching activities.



TICK-TOCK TICK-TOCK

Classes are over at 1:30p.m. All children will be picked up from their classrooms. There is no afternoon carpool. As you pick up remember it will be necessary for one teacher to remain with the children while the other teacher helps children prepare to leave. For this reason we ask that parents not carry on a lengthy conversations with the teacher at this time. If you have concerns or questions please feel free to ask them to contact you at home. To help with prompt pick-up there is a late charge for any child picked up late. The charge is \$1.00 a minute after 1:30pm. If you are unable to get here on time, please call ahead and let us know.



Appropriate Attire

Your preschooler should come dressed in play clothes. Clothes that are comfortable and easy for them to remove for toileting are best. Dress your child appropriately for outside play, also. In cool or cold weather be sure to send your child in an outer garment. Please label these garments with your child's name.

Shoes should be comfortable, a good fit, and rubber soled or non-slip. No boots, sandals, flip-flops, or crocs. Belts and suspenders are difficult to manipulate and should not be worn to preschool. Shoes are required everyday.



School Closings

Our school follows Gwinnett County schools when it comes to inclement weather or any school closings. If Gwinnett County schools are closed then we are closed also. We will not make up any days missed for inclement weather or school closings unless we have missed more than 5 school days. Please listen to WSB Radio or WSB-TV news station when there is a question on school closings.

Health Policy

Each child in our program must have a certificate of immunization (Form 3231) on file. We hope your child is healthy all year and we will do our best not to allow sick children to attend. If your child is sick, please keep him home. Sickness would include any fever in the past 24 hours, diarrhea, congestion, sore throats, earaches, thick mucus in the nose, or any indication of illness. These would be reasons for your child to stay at home.

If your child contacts any contagious disease, please inform the school so we can inform other parents.

Medication Policy

It is our policy that no medication be given at our school unless it is life threatening. Epi-pens are allowed in the classroom with a hand written release for the teacher to administer.

Classroom Policy

Potty Trained

Children must be potty trained in the 3 year old classrooms and up. If they are not fully trained by then, you must talk to the director before your child can enter the classroom.

Biting

1. First time bite: Child is put in time out and spoken to; both sets of parents are notified of incident.
2. Second time: Child is sent to office and parents (biters) are called to pick up child. Parents will be called to pick up the child immediately each day an incident occurs. Further disciplinary action will be at the director's discretion. Please note that names are NEVER discussed in this event.

Things to Bring and Not Bring

Please bring the following items all labeled with your child's name:

School Bag: Provided by the school with diapers if needed, a change of clothes (listed below).

Snack & Lunch: Please send a nutritious snack and lunch. Please do not send food that needs to be heated or refrigerated. Do not send chocolate, Kool-aid, soft drinks, popcorn, candy or small foods that may choke a child.

Change of Clothes:

Underwear, pants, shirt and socks
(Please remember to change with the season)

Rest Towel:

(toddlers thru 2's) A labeled towel for rest time, large exercise mats or sleeping bags are not acceptable.

Things not Permitted:

We discourage your child from bringing toys or items from home except for Show n' Tell items teachers may ask for. We cannot be responsible for toys your child brings, so please make every effort to leave these items at home.



Curriculum

Our preschool program uses the Weekday Early Education Curriculum Guides (Wee Learn) as the basis for our teaching curriculum. Our teachers will enhance this material with other resources and their previous experiences.

We will be covering eight basic concept areas: God, Jesus, Bible, church, family, self, others, and natural world. This will give us the springboards to help our preschoolers learn more about their world.

Our teaching method is through learning centers. Preschoolers will choose from art, blocks, homeliving, music, nature, puzzles and manipulatives where activities have been planned to help teach the topic of study. Teachers will teach through use of conversations, stories, songs, prayer thoughts, and Bible thoughts as preschoolers are involved in doing.

Extra-curricular activities include music with teachers trained in the music field. Children participate in singing, movement, musical games and playing instruments.



Discipline

In order to help our teachers provide the positive kind of discipline desired, we believe we must first begin with the proper teacher/pupil ratio. Each of our classes have two teachers, with one serving as a lead teacher. In most cases we follow these maximum enrollments:

- Babies - (6 per Class)1-3 ratio
- Creepers - (6 per Class)1-3 ratio
- Toddlers - (10 per Class)1-5 ratio
- 2's (14 per Class).....1-7 ratio
- 3's (16 per Class)1-8 ratio
- 4's (18 per Class)1-9 ratio
- Kindergarten (18 per Class) ...1-9 ratio



Communication

Communication is of utmost importance as we work together in the best interest of your child. Monthly calendars are sent home from each class. This will let you know what is taking place in the classrooms. Topics and activities will be listed as well as Show n' Tell days, etc. This is an excellent tool for you to place on the refrigerator to help prepare your child for the day.



Because of these maximum enrollments, we cannot take drop-ins or allow your child to switch days when sick or out of town. Our next step in discipline is that our teachers understand the age group they teach and are well-prepared with a variety of activities.

Within each classroom positive rules and guidelines will be established. Children will be taught things they can do, rather than cannot do. When a child does not follow these guidelines he/she will be reminded. If the reminder is ineffective, the child's attention will be redirected or there will be some time allotted out of activities for a child to think and prepare himself/herself for appropriate behavior.

Any discipline problems that persist or are disruptive to the class will be shared with parents so teachers and parents can work to correct the inappropriate behavior.