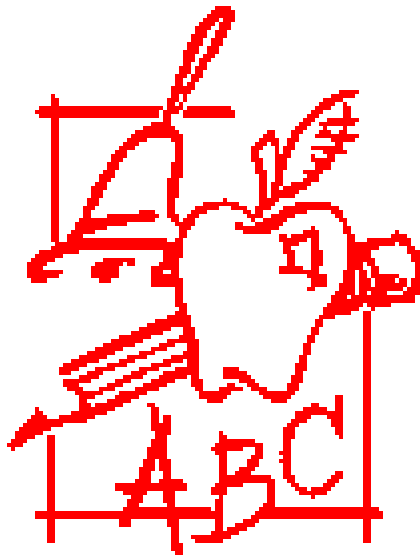


# PARENTS HANDBOOK

2010-2011



Woodstock Day School

219 Rope Mill Road  
Woodstock, GA 30188  
770-926-8838

[www.woodstock-dayschool.org](http://www.woodstock-dayschool.org)

## **WELCOME FROM THE ELDERS AT WOODSTOCK CHURCH OF CHRIST**

To Our Day School Parents,

Welcome to the Woodstock Church of Christ Day School. Our hope is to provide a quality educational program in a loving environment so each child may grow physically, intellectually and spiritually. We believe a well balanced family life includes all three of these elements.

We extend an invitation to your family to attend our worship services each Sunday, to give you the opportunity to discover a dedicated church family, full of friendly neighbors and full of spiritual rewards for every age group, including childrens Bible classes. The source of authority in our Bible studies is the Word of God taken from the Holy Scriptures. You will be considered our honored guest when you and your family visit with us, you are also invited to a lunch held each Sunday in honor of our visitors.

Thank you for choosing Woodstock Day School for your child's early educational experience. If we may assist you in anyway, please call on us.

Joe Moody      Rick Reynolds      David Cravy  
John Hicks      Stan Dmytrowitz

Church/School Phone Number 770-926-8838

### **WORSHIP TIMES**

Sunday A.M.	9:30 -10:15 BibleClass (all ages) 10:30-11:30 Worship
Sunday P.M.	6:00-7:00 Worship
Monday P.M.	English as a Second Language Class 7:00 P.M.
Wednesday A.M.	9:30-10:30 Ladies Bible Class 11:00-12:00 Ladies Bible Class
Wednesday P.M.	7:30-8:30 Bible Class

# WOODSTOCK DAY SCHOOL

## HISTORY AND MISSION OF PROGRAM

The Woodstock Day School has been in existence for over 20 years. It has evolved from a kindergarten with one class to its present existence as a mother's morning out program for one year olds and a preschool for ages 2-4 years.



The Woodstock Day School is concerned with the growth and development of the "whole" child. The child's physical, emotional, social, and intellectual needs are met on an individual basis. Each child is encouraged to develop a good self-concept, basic to all learning.

## MISSION STATEMENT

The purpose of our program is to provide quality care, education and development to encourage each child to grow physically, intellectually, socially and spiritually... *"And Jesus grew in wisdom and stature, and favor with God and men."* Luke 2:52

## PHILOSOPHY

The child's family is primary in his or her life and will be supported, not replaced by the school. Each family is expected to participate in regularly scheduled family activities. Individual life styles and cultural heritages will be acknowledged so that children may learn about each other. Remembering that the young child learns best by "doing", many first hand experiences will be provided. Good health habits, nutritional foods and fresh air will be incorporated into each day's program.



# OPERATIONAL INFORMATION

The WOODSTOCK DAY SCHOOL is operated under the oversight of the Woodstock church of Christ. While the program is under the supervision of the elders, a board of directors has been selected to operate and oversee the finances and to insure the policies and purposes of the program are properly implemented. Those currently serving are as follows: Rick Laukka , Chairman; Jeremy Wallace, Co-Chairman; Tammy Hughes, Secretary; Mark Massey, School Liaison; Pam Reynolds, Pre-school Assistant; Darlene Pawliki, Nursery Assistant; Kathy Crawford; Cathy Putman; Jeremy Powell; Jackie Nulll.

The classrooms are child-centered and designed for self-discovery learning. The teachers structure this learning by creating an environment that stimulates the child's interest and arouses the child's curiosity and desire to learn. The program includes free choice and teacher-directed activities for individuals and groups. It includes math, science, language arts, music, art, dramatic play and physical activities suitable for each age group.

<u>DIRECTOR</u> Kristie Markham	
<u>TELEPHONE</u> 770-926-8838 office <a href="http://www.woodstock-dayschool.org">www.woodstock-dayschool.org</a>	<u>MAILING ADDRESS</u> Woodstock Day School 219 Rope Mill Road Woodstock, GA 30188
<u>OPERATING HOURS</u> School Day: 9 am - noon Lunch Bunch: noon - 1 p.m.	<u>TAX ID NUMBER</u> 58-1382228

## HOLIDAYS AND SCHOOL CLOSING



Our schedule follows the Cherokee County Schools calendar with the exception of opening and closing dates. If Cherokee County Schools are closed for holidays or inclement weather, so are we. Days we will be closed will be announced in the monthly newsletter.

# TUITION INFORMATION



## REGISTRATION FEE

The registration fee and/or material fee are non-refundable. See registration form for the amount.

## PAYMENT POLICY

Tuition for the year is payable in ten equal payments and due on the first of each month, we do not send invoices except by e-mail. Please make checks payable to Woodstock Day School. We can now accept credit or debit cards-Visa, MasterCard, Discover. Payment may be made to the Administrative Assistant at the Lunch Bunch check-in desk each month.

We do not make refunds or deductions in tuition for inclement weather, vacations, sickness or absences; months with holidays have the same tuition as other months. No refunds will be made on any part of tuition paid for the month the child is attending the School and drops out.

We offer a 10% discount on the tuition of second and third, etc. children in a family.

## DELINQUENT TUITION

We realize circumstances arise that make it difficult to pay. If this happens, please discuss this with us as to make satisfactory arrangements. Failure to do this may result in the dismissal of your child from our school.

## LATE FEES

Children not picked up by 12:10 pm will go to Lunch Bunch, with the usual charge of \$3.00 payable upon pick up.

## SNACKS

A snack is provided during each school morning at no additional cost.



# ENROLLMENT INFORMATION

## NON-DISCRIMINATORY POLICY

*Woodstock Day School admits students of any race, color and of any national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in the administration of its educational policies, administrative policies and other school administered programs.*

## ENROLLMENT PROCEDURES



Enrollment opens in mid-February for the following fall term. Enrollment is open for one week to returning students and their siblings and members of the Woodstock Church of Christ only. After that time, new students are accepted on a first come, first serve basis, as space is available.

## YOUR CHILD'S FIRST DAY OF SCHOOL

On your child's first day of school, please bring a back pack containing an extra change of clothing (including socks) for the comfort of your child in case of an accident. Include this clothing in your child's backpack each morning.



## TOILET TRAINING

Our teachers will be happy to assist you in this process by following your suggestions during the hours your child is in our school. We expect our 3 and 4 year old students to be toilet trained when they enroll. We do understand that accidents happen and we will help your child to change their clothing and notify you at the end of the day. Repeated accidents in a given day will result in parent being called for early pick up.



## TOURS

Tours are welcome, please make appointment with the Director.



### ARRIVALS AND DEPARTURES

Bring your child into the classroom each morning and sign in on the daily log sheet, listing an emergency number for the day. Be on time! Our classes begin promptly at 9 am. Doors open at 8:55 a.m. School ends at 12:00 noon. Your child will be brought to your car at the end of the day. You will be given a colored identification card for pick up. Please display it in the side passenger window.



### RELEASE OF CHILDREN



Only parents or persons listed on the information sheet will be allowed to pick up your child. Please complete a permission slip if someone else will pick up your child. We will ask for photographic identification.

Release of a child to either natural parent cannot be denied unless a legal custody document prohibiting such release is on file in the WDS office. A child will not be released to any person who is visibly impaired due to alcohol consumption, substance abuse, prescription drugs or other like substances. The police will be called if a parent or legal guardian insists upon such a release.

### DISMISSAL

We work diligently to help each child adjust to our program. On rare occasions, it may become necessary to dismiss a child. Non-payment of tuition or extremely disruptive, destructive or dangerous behavior of a child are possible reasons for dismissal. Although we have the authority to dismiss a child from our program, we would encourage parents to do so if they or their child cannot abide by our policies or perform adequately in our program of development.

### WITHDRAWAL

We ask that you give two week's notice (in writing). in case it is necessary to withdraw your child from our school.

# HEALTH AND SAFETY

## HEALTH CERTIFICATE

A Certificate of Immunization (Form 3231) must be on file by the first day of school.



## SICK POLICY

Children unable to participate in a full program, including outdoor play, should be kept at home. Do not send a sick child to school.

If your child becomes sick, or develops a temperature of 100 or more during the school day, we will isolate the child and contact parent for immediate pick up. A child must not return to school for 24 hours after fever, vomiting or diarrhea has returned to normal.

## EMERGENCY PROCEDURES

We regularly practice procedures for emergencies, such as fire or tornado. In case of fire, the children will be evacuated to the playground and will remain there until further instructions are given by the Fire Department.

In case of a tornado warning, the children will be taken to an area of the building that is designated for safety. Emergency supplies of water and diapers are located in this area.

In case evacuation of the property is necessary, we will relocate the children to the Cherokee Recreation Activities Center located at 202B Rope Mill Rd.

## ACCIDENTS

In case your child has an accident at school, you will be contacted. If you cannot be reached, we will seek medical attention for your child. Your permission is granted by your signature on the information sheet.

# **PARENT INFORMATION**

## **PARENT INVOLVEMENT**

Our parents are encouraged to be involved in the school activities. Opportunities to volunteer to help in the classroom are listed on the back of the information sheet. You can discuss your willingness to help with your child's teacher at any time. We hope that you will strive to attend the events for special occasions that are listed in this publication. Details will be posted and sent home before each event. It is important to read the monthly newsletter to keep up to date!

## **Communication**

In an effort to go green, we will post all events on the school web site: [www.woodstock-dayschool.org](http://www.woodstock-dayschool.org), there you may click on the calendar for current information. We also have a phone tree by which we can make group calls when an event changes. You may also sign up to receive e-mail information. Teachers will give out a monthly calendar for your quick reference.

## **PARENT CONFERENCES**

We do not schedule parent conferences on a regular basis. If you feel that you have a matter of concern to discuss with the teacher, ask her to call you in the afternoon or schedule a time for a conference. We try not to discuss your child in the presence of the child. It is important for the smooth running of the car pool line that a teacher not spend more than a few seconds with a parent. She will be happy to talk with you after car pool is finished for the day.

## **PARENT VISITS AND PHONE CALLS**

Parents are welcome to visit the classroom at any time. We ask that you do not disrupt the schedule for the day. A visit with a purpose, such as reading to the class or helping with an art project, is most productive. Teacher/parent conferences need to be scheduled for a time outside the school hours. If you are concerned about your child's adjustment to the program on a certain day, feel free to call the office. The Director or Aide will be happy to check on your child and report to you.

# CLASSROOM INFORMATION

## TEACHER QUALIFICATIONS

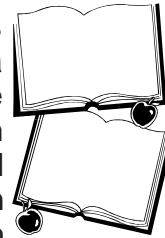
Our paid staff is composed of trained and dedicated personnel who love children. Their goal is to provide individual attention to each child. We provide CPR training as well as training in working with children through a learning center based curriculum. A Criminal Background Check is performed on each employee.

## RATIOS

Our intent is to keep the teacher-student ratio in our Mother's Morning Out at 2 to 8, 2 year old classes at 2 to 10, and in our 3 and 4 year old classes at 1 to 10.

## CURRICULUM

We use an excellent curriculum in each classroom that is child-centered, based on the use of learning centers in the classroom. A child's growth and development is viewed as a process, not an event. Our curriculum provides a range of activities, designed to meet the needs of the child at their level of development along the growth continuum. The curriculum is developed around themes that provide opportunities for children to learn about God's world and how to live in it. Activities which embrace physical, mental, social, emotional, and spiritual development are included under each theme topic.



## GUIDANCE APPROACH

Our teachers will provide many activities for the children in the classroom that will keep them involved and encourage cooperation with others. Positive reinforcement, redirection, encouragement and logical consequences are used to help children learn to control their own behavior in a group. As a last resort, time out is used to allow a child an opportunity to calm down and think through his behavior. Time out is based on the rule of thumb, one minute per year of child's age. After this brief interval, the child is encouraged to return to the group. We do not use corporal punishment or verbal abuse or discipline associated with food.

## BIRTHDAYS

Treats for a child's birthday are welcome!! Make prior arrangements with the teacher. Please, no cupcakes. We give each child a special "birthday crown" and a gift from the "birthday box" at snack time on their birthday. The class participates in singing happy birthday as they celebrate.



## STORAGE



Hooks are provided outside each classroom door. Please hang your child's backpack and jacket on a hook each morning. We do not have storage space for these items inside the classroom. It is very important that each item belonging to your child be labeled with his name.

## TOYS

**Please do not allow children to bring toys to school.** Talk with the child's teacher if your child has a comfort toy or blanket that is essential for his security.



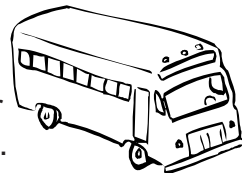
## CLOTHING

Dress children in comfortable, washable play clothes. Outdoor play is part of each day's schedule. We play outside if temperature is at least 40. Dress the child accordingly. Label everything - clothes, hats and coats.



## FIELD TRIPS

Our School does not permit field trips. Your child will not be leaving the school grounds. We bring special guests (firemen, policemen, etc) and events to our facility to enrich the children's education.



# LUNCH BUNCH

## TIME

Lunch Bunch is an optional extended hour offered each day from 12 - 1 p.m. for 2, 3 and 4 year old children.



## COST



The cost is \$3.00 per day. Ten-day tickets may be purchased in advance for \$25.00. These tickets may be used at any time during the school year. Lost tickets will not be replaced.

## FOOD GUIDELINES



Please pack a sack lunch for your child which requires no refrigeration, no heating, and no microwaving. Include a beverage for your child. Sippee cup or thermos is acceptable. Also, include appropriate paper goods (napkin and fork or spoon as needed).

## PROCEDURE FOR ENROLLMENT

Each morning walk your child to the fellowship hall where you will check in with the aide on duty at the Lunch Bunch table. She will accept your money or punch your child's ticket and add your child to that day's enrollment list. Your child may then place his lunch on the appropriate table.



## LUNCH BUNCH STAFF

Our staff consists of parents and/or teachers. This is a paid position. Criminal Background Checks are made on each regular worker. Volunteers to work this program should see the Administrative Assistant or Director.

## LUNCH BUNCH RULES

Please review the following rules with your child before he comes to Lunch Bunch:

1. No food sharing.
2. Keep hands to yourself.
3. Remain in your seat until lunch bunch workers give permission to line up.
4. Talk quietly with your friends. Use inside voices.



Discipline follows the same methods used in the classroom. Time out is used as a last resort. On rare occasions, it becomes necessary to dismiss a child from the lunch bunch program. Extremely disruptive, destructive or dangerous behavior of a child are possible reasons for dismissal.

## PICK UP POLICY

Please pick up your child promptly at 1 pm. Only parents or persons listed on information sheet will be allowed to pick up your child. Please complete a permission slip and leave it with the Lunch Bunch aide if someone else will pick up your child. We will ask for photographic identification. Be sure to check in with the Lunch Bunch worker holding the clipboard before leaving with your child. Please be on time: repeated infractions of pick up time may result in a late charge.



# **SPECIAL EVENTS**

**August 5, 2010 (TTh & TWTh Children)  
August 6, 2010 (MWF - M-F Children)  
Open House and Orientation**

**August 9, 2010  
School Opens**

**September 9-10, 2010  
Grandparents Day**

**October 29, 2010  
Farm Festival**

**November 19, 2010  
Thanksgiving Feast**

**December 16, 2010  
Christmas Program (evening)**

**December 15, 16 & 17, 2010  
Holiday Classroom Parties**

**February 10, 2011  
Fun with Your Favorite Fellow (evening)**

**February 10, 14, 2011  
Valentine's Day Classroom Parties**

**March 30, 31, April 1, 2011  
Easter Egg Hunt**

**April 29, 2011  
Mother's Day Brunch**

**May 19, 2011  
Graduation and Awards Night (evening)**