



Ones through Kindergarten

2025-2026

Parent Handbook

4075 Macland Road Powder Springs, GA 30127 | 770-439-7110
www.meachernpreschool.com

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McEachern Methodist Preschool

Objectives and Mission

Work and play with others in a group setting
Respect the rights of others
Be kind, cooperative and courteous
Develop a feeling of belonging
Develop a positive self-image and grow in self-control
Listen and follow directions
Express feelings and ideas
Face and overcome problems
Become more independent
Use and care for materials
Share belongings and supplies
Broaden range of interest
Learn from hands-on experiences
Develop pre-reading skills
Develop number concepts
Develop motor skills
Acquire safe and healthy habits
Enjoy music and art

It is the mission and goal of McEachern Methodist Preschool to nurture the whole child.

This includes the intellectual, spiritual, emotional, social and physical aspects of each child. Most importantly, we want each child to feel loved by each member of our staff and to learn of the love of Jesus Christ.

McEachern United Methodist offers classes for 1s through Kindergarten. We seek to provide a happy, loving, Christian environment offering age appropriate activities and learning experiences at every level.

We are recognized as a "North Georgia Preschool of Excellence." Our program welcomes all children and does not discriminate due to physical, mental, emotional, spiritual or racial differences. However, our facilities, equipment, staff training and ratio numbers may limit our abilities to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and weekday ministries team.

McEachern MUMC Preschool and Kindergarten is a license exempt program.

McEachern MUMC Preschool and Kindergarten
4075 Macland Road
Powder Springs, GA 30127

Preschool Office Telephone number: 770-439-7110

Preschool Director:

Denise Ribeiro, dribeiro@mceachernumc.org

Administrative Assistants:

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Main Church Office: 770-943-3008

Age Requirements, Classes Offered, Fees

All age requirements are “As of September 1st”

- | | |
|--------------|--|
| 1 Year Olds: | 12-24 months: Monday/Wednesday
18-24 months: Tues./Thurs.
Hours: 9:00 – 1:00
Fees: 2 day registration \$200.00, 2 day tuition \$200.00 |
| 2 Year Olds: | 2 day: Tues/Thurs Children must be 2 by September 1
3 day: T/W/Th Children must be 2 by September 1
Hours: 9:00 – 1:00
Fees: 2 day registration \$200.00, 2 day tuition \$200.00
3 day registration \$230.00, 3 day tuition \$230.00 |
| Older 2's: | This class is specifically designed for children turning 3
between September 1 and December 31.
3 day: Tues/Wed/Thur
Hours: 9:00 – 1:00
Fees: 3 day registration \$230.00, 3 day tuition \$230.00 |

- 3 Year Olds: Children must turn 3 by September 1 and be completely potty trained.
3 day: Tues/Wed/Thur
4 day: Monday through Thursday
Hours: 9:00 – 1:00
Fees: 3 day registration \$230.00, 3 day tuition \$230.00
4 day registration \$250.00, 4 day tuition \$250.00
- Older 3's: This class is specifically designed for children turning 4 between September 1 and December 31.
4 day: Monday through Thursday
Hours: 9:00 – 1:00
Fees: 4 day registration \$250.00, 4 day tuition \$250.00
- 4 Year Olds: Children must turn 4 by September 1.
3 day: Tues/Wed/Thur
4 day: Monday through Thursday
5 day: Monday through Friday
Hours: 9:00 – 1:00
Fees: 3 day registration \$230.00, 3 day tuition \$230.00
4 day registration \$250.00, 4 day tuition \$250.00
5 day registration \$275.00, 5 day tuition \$275.00
- Older 4's: This class is specifically designed for children turning 5 between September 1 and December 31.
5 day: Monday through Friday
Hours: 9:00 – 1:00
Fees: 5 day registration \$275.00, 5 day tuition \$275.00
- Kindergarten: Children must turn 5 by September 1.
5 day: Monday through Friday
Hours: 9:00 – 1:00
Fees: Registration/book fees \$350, tuition \$320.00

Registration

Registration fees are nonrefundable or nontransferable, and are due upon enrollment into the program. This fee guarantees a spot in our school for your child. This fee may be prorated if a child registers after the school year begins.

Enrollment

Enrollment is for the entire school year and there will be no refunds for absences.

Immunization Record

A certificate of immunization form #3231 or a notarized exemption form should be turned at the time of registration..

Tuition Payments

Tuition is an annual fee divided into ten equal payments. Tuition is due the 1st of every month from August to May. A late fee of \$25 will be applied to past due accounts after the 5th of each month. There will be no refunds for days missed (such as absences of a child, inclement weather, or other instances that necessitate the closing of the preschool). A \$30 returned item charge will be assessed for returned NSF checks.

Monthly payment options include credit/debit card, personal check, cash or money orders.

Credit/Debit Card: Credit/Debit card payments are accepted through our online app.

*Information in regards to signing up for our online tuition payment system will be shared with you once you have enrolled your child.

Personal Check/Money Orders: Make checks payable to McEachern UMC Preschool. Please write your child(ren)'s name(s) on the memo line to ensure timely credit to your account. Checks should be placed in a sealed envelope labeled with your child's name, teacher's name, and tuition amount, and placed in the lockbox outside of the preschool office.

If mailing a check, mail to:

McEachern UMC

Attn: Preschool

4075 Macland Road,

Powder Springs, GA 30127

Cash: Cash payments should be made in person at the Preschool office during office hours. A receipt will be issued to you at this time.

Any tuition payment as much as 30 days in arrears will make your child subject to suspension until payment is made. If a financial problem should arise, please contact our office.

Withdrawals

A 30- day written notice is required if your child withdraws for any reason during the school year. Please give official notice of withdrawal to the Preschool Office, either by letter or email.

**No refund will be given for the month of withdrawal.

Hours

Preschool Office Hours are 8:30-1:30 PM daily during the school year. Summer hours are Tuesdays and Thursdays, 9:00-1:00 PM.

Drop off and Pick up

1s, 2s and Older 2s must be accompanied to the classroom. Since all students in the one's and two's classes are brought into the building by an adult, sometimes it is difficult for the child to let the adult leave. We have found that the quicker the adult leaves, the easier it is on the child to separate and the better the child does.

Teachers will expect the same person to pick up the child at the end of the day as brought the child unless notified IN WRITING. If another person will be picking up your child, this person's name must be listed on the application form and the person must present a valid photo ID. NO EXCEPTIONS! This is for the safety and security of your child.

For the safety and welfare of all our children, the 1 yr, 2 yr. and Older 2s classroom areas are limited to teachers and children only. Please know that this policy is not only for the safety of the children, but also to smooth the transition of drop off time.

Carpool for 3s, 4s, and Kindergarten

To make things safe and convenient, we have staggered drop-off and pick-up lines for 3s, 4s, and Kindergarten. **For the sake of maintaining a safe environment, we strongly encourage all 3s, 4s, and Kindergarten families to use the carpool line.** Teachers will be at the carpool area to welcome their students in the mornings and bid them farewell in the afternoons. The teacher, teacher assistant, and students will walk to and from their classroom together after carpool drop-off is over and when carpool pick-up begins. This is to ensure the safety of all students.

Children must be restrained in your vehicle. Please never allow a child to move about freely in a moving vehicle. Children should not sit in the front seat where they could be injured by the airbag. Your child's safety is your responsibility.

The carpool areas are for drop off/pick up by vehicles only. We will not dismiss children to walk through the front carpool area/front sanctuary entrance. We will NOT be able to load your child(ren) in the absence of a carseat in the vehicle. If there is not a carseat in the vehicle, you will be asked to pick up your child at the preschool office.

Anyone walking into the building during carpool time must park in the back lot and enter through the CLC at the preschool office. It is our goal to make carpool time as safe and organized as possible.

We must have written notification from you if your child is being picked up by anyone other than yourself or their regular caregiver. We will not dismiss a child to anyone without proper identification.

Each family will receive two carpool tags. If you need a replacement tag, or additional tag, please contact the preschool office. The cost of each replacement, or additional tag is \$10.00. Carpool tags are required to pick up your child in the carpool line. If you do not have your carpool tag, you must pick up your child from the preschool office.

Morning

Carpool lines will start at 8:45 AM and end at 9:00 AM for 4s and Kindergarten classes.

Carpool lines will start at 9:00 AM and end at 9:15 AM for 3s classes.

Wee School Drop-Off will start at 8:50 AM and end at 9:10 AM.

Families will enter on Macland Road for the carpool line. There will be a sign where you are to begin lining up. When it is your time, you will then drive to the carpool circle for drop off. Please **DO NOT ENTER CARPOOL CIRCLE** until directed to do so.

Wee School drop-off is between 8:50 AM-9:10 AM. Parents are to enter through the double glass doors/entrance of McEachern Kids and exit at the end of the Wee School hallway.

Please ensure that your child comes to school each day on time. To ensure uninterrupted instructional time, **we will not allow students to be dropped off after 10:00 AM.**

Afternoons

Carpool lines will begin at 12:45 PM and end at 1:00 PM for 4s and Kindergarten classes.

Carpool lines will begin at 1:00 PM and end at 1:15 PM for 3s classes.

Families will enter on Macland Road for the carpool line. There will be a sign where you are to begin lining up. When it is your time, you will then drive to the carpool circle for drop off. Please **DO NOT ENTER CARPOOL CIRCLE** until directed to do so.

Wee School pick up will be from 12:50 PM-1:10 PM. The same instructions as morning carpool will be followed.

The Siblings Pick Up Room/Room 115 will open at 12:50 PM.

Early pick-ups must be before 12:35.

Late Pick up Fees

Please make every effort to pick up your child on time. Children not picked up on time may become very anxious. Accounts will assess a late fee of \$1.00 per minute if a child is not picked up by 1:00 PM for 4s-Kindergarten students, and 1:15 PM for all other students. Please notify the office if you have an emergency and will be running late.

Children not picked up on time will be held in the preschool office. If a parent is habitually late picking up a child, the preschool has the right to review the child's continuing participation in the program.

School Schedule, Closings and Variances

The McEachern Weekday Preschool program will follow the Cobb County school calendar regarding holidays and teacher work days, with the exception of the first and last day of school. Please refer to our annual calendar. The program will also be closed on Good Friday.

Please listen to local media for closings due to inclement weather or other emergency situations. If Cobb County schools are closed, we will be also. If Cobb County delays school opening for one hour, McEachern will delay one hour and carpools will start accordingly. If Cobb delays school opening for two hours, McEachern will be closed. If an announcement is made before the start of a school day that Cobb County schools will close two hours early because of impending weather, the preschool will be closed. Every effort will be made to contact parents by email or text message.

In the case of utility outages or leaks, the preschool will be closed if an incident occurs before the beginning of the school day. Every effort will be made to contact parents in advance. If the incident occurs during the school day, emergency procedures will be followed.

In the case of a National or State emergency, our program will be closed. Discounts or refunds will be determined by the Preschool Board based on length of closure.

Attendance

We encourage you to have your child in attendance every day, unless they are sick. This teaches and encourages a good habit that will last a lifetime. If an absence is planned in advance, please communicate with the teacher ahead of time. Please notify the preschool office if your child is absent due to a contagious illness where others may have been exposed. *Some absences will require a "Return to School" note from your healthcare provider.

Potty Training

Staff members (for 1s-Older 2s) are delighted to support your home efforts to potty train your child. If you are in the process of potty training, please make sure your child's teachers are aware of your decision to initiate this major milestone. The teachers will make every effort to follow similar guidelines you have implemented at home. However, please be aware that you are potty training one child where teachers are also caring for and instructing as many as 11 other children.

- Pull-ups **with Velcro** are required until your child is fully potty trained. This is for sanitary reasons and cleanliness of our facility.
- Several changes of clothing, including socks, should be in the bag in the event of an accident.
- Please do not bring your child in cloth underwear until the teachers feel that the child has made significant progress and is ready to use the restroom at school.

Two weeks accident free at school while in pull ups is a good general rule of thumb.

Children in the 3, 4 and 5 year old classes **MUST** be fully potty trained at the beginning of the school year to attend class. Each child should be wearing underwear, **NO PULL-UPS** allowed. Each class has access to a bathroom on an as-needed basis. To be considered fully potty trained, a child must be capable of performing bathroom functions independently. Such tasks include:

- Recognizing the need to go to the restroom.
- Verbally informing an adult of the need to go to the restroom.
- Entering the restroom independently.
- Manipulate clothing off and on with little or no assistance.
- Sitting on or standing at the commode and handling own cleaning needs.
- Washing hands and rejoining the class.

Illness

It is our goal to maintain a safe, healthy environment and help reduce the spread of common viral illnesses and communicable disease.

Parents of any child with these symptoms will be contacted immediately. Please make sure you are reachable at all times. Sick children will be kept in the preschool office until a parent arrives. If a parent cannot be reached, someone on the child's emergency form will be called.

Children with any of the following symptoms should stay at home:

Respiratory symptoms (cough, runny nose, sore throat), fever, skin rash, vomiting, diarrhea, abdominal pain, mouth sores, conjunctivitis. Children should be symptom free for 24 hours before returning to school.

Other conditions with specific diagnoses *included but not limited to:*

COVID-19

Flu

Streptococcal infection

Head lice, scabies, ringworm until after first treatment. (In the case of affected skin, areas must be covered.)

Chickenpox – All lesions must be dried

Rubella, Pertussis, Mumps, Measles

In our classrooms, surfaces and objects that are frequently touched are cleaned and disinfected on a daily basis. Our staff practices, teaches and reinforces healthy hygiene. Teachers monitor absenteeism and causes for illness.

Note: If a contagious disease is discovered in any of our classes, parents will be notified and local health officials will be consulted. The preschool has the right to close classrooms temporarily for intense cleaning and disinfecting with no refunds due to parents.

Accidents

If your child has a minor accident at school, you will receive either a note or a call from the teacher. All of our teachers are required to be certified in infant/child CPR and basic first aid. In the event of a major emergency, your child will be transported to the nearest medical facility and you will be contacted immediately.

Health Forms

Each child is required to have current medical information on file. Medical forms are part of the registration packet and should have been completed at the time of registration. Each child must have a current immunization form on file. To protect the health of all children, those not up to date on immunizations may be asked to leave the program.

Allergies

It is your responsibility to be sure that your child's teacher is aware of your child's allergies, particularly food allergies. Parents of allergic children must complete a "Food Allergy Action Plan" form, which must be signed by the child's doctor.

Because we have many children in our school community who are susceptible to allergic reactions to nuts and nut products, our hope is to maintain a "nut free" environment. Your support in refraining from sending peanut butter and nut products to school in snacks or lunches will be greatly appreciated.

Snacks and Lunch Time

Please send a balanced lunch that includes foods that your child enjoys. 3s and up students can bring in a labeled water bottle with their lunch each day. If a student does not have a water bottle, a paper cup with water will be provided. Please send sippy cups or other necessary items for younger children. Please do not send foods that need to be refrigerated or cooked. **Gum, hard candy and carbonated sodas are not allowed in the classrooms.** Please do not send large lunch boxes that do not fit into the tote bags. Students in 1s and 2s classes will be provided a snack of either Goldfish crackers or animal crackers daily.

Class Parties

The preschool classes enjoy holiday celebrations at school. Sometimes, our activities are school wide and do not require parents to attend. Parents are often asked to donate supplies or to sign up to assist with activities in the classroom. As we have many food allergies and dietary restrictions within our school community, we do our best to restrict the amount of “treats” that are served in the classrooms. Please consult with your child’s teacher as guidelines could vary from class to class depending on needs and age of children.

While most holiday parties are held in the classroom, occasionally off-site parties for 4 and 5 yr. olds are a great way to combine party time with other theme related activities. If an off-site party or field trip begins before 10:00 a.m. the class will meet at the party/field trip site without coming to the preschool first. Events beginning at 10:00 a.m. or later will require the teacher to be in the classroom at the normal arrival time and children are welcome to attend class before the event. Parents are responsible for transportation to and from the party/field trip.

Swimming parties are strictly prohibited during school hours. This also includes parties at the aquatic center. Activities should not be scheduled at parks or private homes where children might have access to a pool, pond or lake.

Birthday Parties

Everyone deserves special recognition of his/her birthday! You are welcome to send in a small, non-food, or packaged food treat for your child's classmates. **No balloons, pinatas, party games, or decorations, please.** We encourage parents of 3s, 4s and 5s to help celebrate by being a guest reader, or participating in a classroom activity or craft. If you are planning a party outside of the classroom and plan to invite classmates, please remember to invite each and every child in the class. Party invitations may not be sent home through the school unless all classmates are included.

Behavior Policy

Learning objectives can best be achieved in an environment which promotes cooperation and good Christian conduct. The classroom environment is structured so that the daily schedule and planned activities limit the chance of inappropriate behavior. However, when discipline becomes necessary, children are reminded first of what is acceptable. Inappropriate behavior will be redirected by the teacher. If the behavior continues, the child is separated from the group with a “time out”. A parent may be called at this point if the teacher and director feel that the behavior is a detriment to the other children in the classroom. It is at the discretion of the teacher and director whether a child will be allowed to stay in the program if the child shows extremely disruptive, destructive or aggressive behavior.

Our Classroom Rules:
Be Kind to Others
Be A Good Listener
Use Walking Feet
Use Inside Voices
Keep Our Hands to Ourselves

Reasons A Child Will Be Sent Home for the Day

1. If a child is visibly upset (sight AND sound) past 10:00 AM, the parent(s) will be notified and ask if there were any changes at home that morning. At 10:30 AM, if the child is still visibly upset (sight AND sound), the parent(s) will be called, notified of the strategies tried to console the child, and asked to pick up the child. If the child continues to repeat the behaviors after three school days, we will meet with the parent to plan for an earlier pick up time for a short period of time so that the child can get more accustomed to a longer day. The teacher can gradually build up to a full school day by working with/clearly communicating with the parent(s) a timeline, strategies, etc.
2. A child who is sick will be sent home.
3. A child whose behavior is harmful to the children or adults, extremely disruptive to the class, or disrespectful to the adults will be sent home for the day.

Please be sure to keep your cell phone on when your child is at school and update any contact information changes with the teacher and through our online app throughout the year.

Biting Policy

It is the school's experience that biting by toddlers and young two year olds is usually an expression of frustration because the child does not have sufficient command of language to explain why they are upset. Teachers make every effort to avert these situations from happening and to redirect behavior. However, repeated biting cannot be tolerated because of the health and safety concerns of all the children in the classroom.

- One bite – child is separated in the classroom and given an opportunity to rejoin activities within a reasonable amount of time.
- Second bite – child is removed from the classroom and parents are called.
- Third bite – child is suspended from the program for two weeks.

A subsequent bite after returning from a suspension will result in an automatic dismissal from the program.

As extenuating circumstances may occur, the teacher and director have the option to make changes or exceptions to the policy.

Reasons for dismissal

Non-payment of fees can result in dismissal. Any account as much as 30 days in arrears will make your child subject to suspension until payment is made. However, if a financial need arises that interferes with regular payment, please contact the director for options before dismissal is imminent.

Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents.

Prolonged absences from the program without communication to the school can result in dismissal.

Conferences

Parent-teacher conferences are held once per year for the 3s and 4s classes and twice per year for Kindergarten classes as set by the director. These classes will dismiss one hour early on conference days. Other conferences are available at any time during the year by contacting your child's teacher.

Visitors

Please be sure to schedule the time you wish to visit your child's classroom with the teacher. Visiting parents must check in at the preschool office in order to obtain access to the children's areas of the church. Please be sensitive to the teacher's need to devote her time to her children while you are visiting.

Pets

Families bringing pets into the school for a visit must have prior approval from the teacher and director. Visits will be approved based on size and type of animal. Allergies

of children in the class will also be considered. Animals brought inside must be in a carrier or on a leash and under the control of the parent/owner at all times. Visits should remain brief.

Clothing

Please bring your child to preschool dressed to play and have fun. Even though we use paint shirts, sometimes this is not full protection for clothing. Also remember that we love to play outside, weather permitting. Dress your child appropriately. Children play best outside in athletic type shoes. Sandals, slip-ons or boots can be dangerous when climbing and running. Please make sure to keep a clean set of clothes in your child's bag in case of accidents at school.

Field Trips

Field trips are an important part of our curriculum for preschool and kindergarten students. Our field trips are for children enrolled in our program and each child must be accompanied by a parent or other responsible adult. Teachers are not to transport children in their personal vehicles.

Non church related materials

We are unable to send out flyers or other solicited materials not pertaining to McEachern Methodist Church, or preschool-sponsored events.