

*Concord
Baptist Church Weekday
Preschool*
Updated 2/12/2025

*Shaping the
Future of
Preschoolers*

2025-2026

Parent Handbook

6905 Concord Road; Cumming, GA 30028

Phone: 770-886-9230

Fax: 678-208-1329

website: <https://www.cbccumming.org/preschool>

email: preschool@cbccumming.org

Director: Shannon Gilbert

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Dear Parents:

Welcome to the Preschool of Concord Baptist Church. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this preschool program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew.

“And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our preschool program.

Concord Baptist Church Weekday Preschool reserves the right to revise the student handbook at anytime. A notification will be given to each parent if any changes are made.

We maintain an “Open Door” Policy and welcome your suggestions, complaints and even praises.

God Bless,

*Shannon Gilbert
Director*

State Licensing

This school is exempt from licensure with the state of Georgia. This program is not a licensed childcare facility. This program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements. Concord Baptist Church Weekday Preschool is annually inspected and approved by the Forsyth County Fire Marshall. Concord Baptist Church Weekday Preschool will perform monthly fire drills and every quarter tornado drills as well as other safety drills.

Educational Philosophy of the Program

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through curriculum, hands-on activities in learning centers, and positive Christ like role modeling of the staff.

Admission and Dismissal Procedures

All children are placed in an appropriate class according to their age on September 1st of that school year (except for students that turn 2 years old after the first day of preschool but before September 1st. Those 2-year-old students can only attend 2 days a week until they turn 2 years old)). The registration process and fee must be completed online before a child may enter class. The state requires that we have copies of updated immunization records form 3231. These are available from your pediatrician. We must have updated shot records when your child starts in our program.

Concord Baptist Church Weekday Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Concord Baptist Church Weekday Preschool. Concord Baptist Church Weekday Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs. Concord Baptist Church Weekday Preschool reserves the right to terminate the enrollment if the program does not meet the needs of the child. This school reserves the privilege of dismissing any child, if after entering he/she seems unable to participate in group experience.

Students attending the 3- and 4-year-old classes must be fully potty-trained prior to the first day of school.

Pick-up and Drop-off will be at the drive-under at the main entrance to the education building. Identification tags will be given to parents at meet and greet and must be displayed in the front car window at drop-off and pick-up. Please refrain from being on your cell phone during car line. Children will not be allowed to go to the car by themselves. The staff of Concord is responsible for taking the child to the car; however, it is the responsibility of the person picking the child up to make sure that the child is safely secured in their car seat. Please pull forward to buckle your child in their car seat. Always look out for children as you drive in and away.

If necessary, a child may be picked up early from his/her classroom during the school day. However, early dismissal is not allowed after 12:00pm. Identification car tags must be presented when entering the building. The person picking up a child will need to park in a parking space and ring the doorbell at the main entrance beside the glass doors.

If necessary, a child may be picked up early from his/her classroom during the school day.

Hours of Operation:

All classes begin promptly at 8:45a.m and end at 12:15p.m. Drop-off will be from 8:30-8:45 a.m. and pick up from 12:15-12:30.

Classes will begin the week after Forsyth County School starts and will end the Thursday week prior to Forsyth County school end. All Forsyth County School System's closings and holidays will be observed during the school year.

Arrival and Departure

Arrival – Carline Drop-off will be at the drive under located at the main entrance to the education building beginning at 8:30 and ending at 8:45a.m. (except for the first day of preschool we will not have carline for drop-off. There will be a staggered drop off in the classrooms of Pre-K from 8:25-8:40 and 3's and 2's from 9:00-9:15). Please refrain from being on cell phones during car line.

Authorized Pick-up – Pickup for all classes will begin at 12:15 and end at 12:30 at the pickup-line at the drive under at the main entrance of the preschool. A late fee of \$5 for every 5 minutes may be charged for late pick-up. Your child will only be released to the people listed on the Pick-up section of the Registration Form. If someone other than the parent needs to pick up your child, parents will need to call the Preschool Office at 770-886-9230, send an email to preschool@cbccumming.org, and send a message through ProCare to your child's teacher. In this case, if the individual does not have a car tag, they will be required to show a picture identification to pick up a child. Under no circumstances will a child be given to someone who is not on the pickup list.

Early Release pick-up time for early release days begins at 11:15. The pick-up will begin at 11:15 and end at 11:30. Early release days are scheduled by the Forsyth County School System.

Weekday Preschool Drop-Off / Pick-Up Map

TBD.

Security

For security reasons, the doors are locked between 8:45a.m. – 12:15p.m. Parents arriving between these times may ring the doorbell located beside the glass doors at the main entrance. Only the director, assistant, or church staff can open the doors. A car tag must be presented in order to enter the building. You will also be asked to sign in at the main office.

School Holidays

Concord Baptist Church Weekday Preschool follows the Forsyth County School closings. If the county schools make up a snow day, Preschool will also make the day up provided the day scheduled to make up falls between Mon-Thursday and before our scheduled last day of school. We will be closed for Good Friday.

Special Programs:

TBD

Weather

All Forsyth County school closings will be observed. If Forsyth County schools are closed, Concord Baptist Church Weekday Preschool will also be closed. If there is a 2-hour delay in Forsyth County Schools, Concord Baptist Church Weekday Preschool will not open. Listen to local radio or TV channels for school closings or delays due to inclement weather. Notifications will be sent out via email and ProCare if there is a school closing. The Concord Preschool website will also be updated with closing information.

Procare Communications & Pictures

The primary means of communication between school and home will be electronic (emails, ProCare App, and text through ProCare). Teachers will use ProCare on a regular basis to send messages to parents about the class and their child. Teachers will also use ProCare to send pictures of the class / students on a regular basis. Please DO NOT copy and post ProCare pictures to social media if there are other students in the picture.

Parents need to be diligent about any information that may change during the year for their child. Parents / guardians can update information through “www.MyProCare.com” the website (not the app) (such things as change of address, email, change of phone number. Any other changes (such as pick up information, medical, etc. will need to be emailed to the preschool office at preschool@cbccumming.org.

Attendance

Children can benefit from the opportunities offered by a group learning program only if they attend regularly. One of the most important developmental opportunities our school offers your child is interaction with his/her peers. A child who is frequently absent or late will miss the overall program presented by his/her teacher. Therefore, it will be difficult for him/her to keep up with the group because he/she has not shared the same experiences. Regular attendance and punctuality are strongly urged so students may reap the benefits of our ongoing program. This school reserves the privilege of dismissing any child, if after entering he/she seems unable to participate in the group experience. No refunds are made for vacations, school holidays, illnesses, inclement weather days, etc.

Immunization Records

The state requires that we have copies of updated immunization records. These are available from your pediatrician. We must have shot records when your child starts in our program. You can choose to sign a waiver form if you choose not to have your child immunized. (Located on website at www.cbccumming.org/preschool)

The form used is 3231 and you may have your pediatrician fax it to the preschool office at 678-208-1329.

Potty Training

All students entering the 3- and 4-year-old programs must be fully and independently potty trained prior to the start of school (by 7/1). If not potty trained, please inform the Director before school begins. The Director reserves the right to dismiss the child from the program if the student is not fully potty trained.

Fee Structure and Payment

The registration fees are due upon enrollment of your child in our program. This fee reserves your child's place in a class and covers the necessary supplies and paperwork for the year. These fees are non-refundable. The registration fee is \$150. For Pre-K students, the \$95 curriculum / activity fee is also due at time of registration and is non-refundable. For the 2-year-old and 3-year-old classes, a non-refundable curriculum / activity fee of \$75 will be due with the first month's tuition payment (on July 1st). This nonrefundable curriculum / activity fee will cover curriculum, special events, activities, and art supplies throughout the school year.

Tuition fees are based on costs for the school year. For your convenience, we have averaged the cost over the school term. Tuition will be the same each month, regardless of absences, school cancelations, or holidays.

Concord Baptist Church Weekday Preschool reserves the right to make changes to tuition fee during the school year.

Tuition is payable on the first of each prior month and no later than the tenth of each month (i.e., August tuition is due July 1st, September tuition is due August 1st). If payment is not made by the 10th of the month a late fee of \$25 will be charged. If tuition is still not paid, the school reserves the right to suspend the child until payment is made and / or vacancy is filled.

If checks are returned, there will be a \$20 returned check fee along with a late fee. Replacement payment must be paid in cash.

A late fee of \$5 for every 5 minutes may be charged for late pick-up.

2025 - 2026

RATES AND FEES

25-26 Class placement based on age as of 9/01/2025

Tuition fees are based on costs for the school year. For your convenience, we have averaged the cost over the 10 month school term. Tuition will be the same each month, regardless of absences or holidays. Concord Baptist Church Weekday Preschool reserves the right to make changes to classes and tuition fees at any time before or during the school year.

2025-2026 TUITION

- **2 yr. old m/w class**
 - **\$255 / mo. beginning 7/1/2025 - 4/1/2026**
 - **or \$2550 / school yr. due on 7/1/2025**
 - **\$150 non-refundable registration fee due online upon registration**
 - **\$75 non-refundable curriculum / activity fee due on 7/1/25**
- **2 yr. old t/th class**
 - **\$255 / mo. beginning 7/1/2025 - 4/1/2026**

- or \$2550 / school yr. due on 7/1/2025
- \$150 non-refundable registration fee due online upon registration
- \$75 non-refundable curriculum / activity fee due on 7/1/25
- **2 yr. old m/t/w class**
 - \$290 / mo. beginning 7/1/2025 - 4/1/2026
 - or \$2900 / school yr. due on 7/1/2025
 - \$150 non-refundable registration fee due online upon registration
 - \$75 non-refundable curriculum / activity fee due on 7/1/25
- **3yr. old m/t/w class**
 - \$290/mo. beginning 7/1/2025 - 4/1/2026
 - or \$2900 / school yr. due on 7/1/2025
 - \$150 non-refundable registration fee due online upon registration
 - \$75 non-refundable curriculum / activity fee due on 7/1/25
- **3yr. old m/t/w/th class**
 - \$315/mo. beginning 7/1/2025 - 4/1/2026
 - or \$3150 / school yr. due on 7/1/2025
 - \$150 non-refundable registration fee due online upon registration
 - \$75 non-refundable curriculum / activity fee due on 7/1/25
- **4yr. old Pre-K m/t/w/th class**
 - \$325/mo. beginning 7/1/2025 - 4/1/2026
 - or \$3250 / school yr. due on 7/1/2025
 - \$150 non-refundable registration fee due online upon registration
 - \$95 non-refundable curriculum / activity fee due on 7/1/25

REGISTRATION FEE

- Registration fees are NON REFUNDABLE. The registration fee must be paid online at the time of registration to ensure a place for your child.

CURRICULM / ACTIVITY FEE

- Curriculum / activity fee for the 2's and the 3's classes is due with 1st month's tuition on July 1st.
- The Curriculum / Activity fee is NON REFUNDABLE and covers curriculum, in-house activities, craft supplies, and teaching aids.

WITHDRAWAL POLICY

- A 30 day written / emailed notice is required if withdrawing from the program.

TUITION

Tuition is due a month in advance (7/1/2025-4/1/2026). There is a \$10 multi-child discount, \$10 active / veteran military discount, and 25% staff discount.

1. August tuition due July 1st
2. September tuition due August 1st
3. October tuition due September 1st
4. November tuition due October 1st
5. December tuition due November 1st
6. January tuition due December 1st
7. February tuition due January 1st
8. March tuition due February 1st
9. April tuition due March 1st
10. May tuition due April 1st

DISCOUNTS

- There is a \$10 multi-child discount, \$10 active / veteran military discount, and 25% staff discount.

If you have had a financial problem, please call or come by the director's office. We will try to work out special arrangements for deferred payments whenever possible, so that your child may continue his/her learning experiences.

We require 30 days' notice in order to withdraw your child. This must be submitted to the director rather than giving it to the teacher. If notice is not given, your child is considered enrolled and tuition for the following month will be due. Withdrawal notifications need to be emailed to preschool@cbccumming.org.

No refunds are made for vacations, cancellations, school holidays, illnesses, etc.

Please make checks payable to Concord Baptist Church Weekday Preschool. Please note on the check your child's name. www.Myprocare.com payments are preferred method of payment. If paying with cash, please provide it in a sealed envelope labeled with your child's name. A locked drop box is located at the main drive under of church.

Families with two or more children enrolled will receive a \$10 discount on monthly fees per child. Students with a parent that is in "active" military duty, or a veteran will receive a \$10 discount per month per child.

Parent Conferences

It is the desire of every teacher to know each child and his/her family on a personal basis. Our teachers will have virtual meetings / phone call teacher / parent conferences if needed to discuss either progress or problems their child might be having.

Optional Parent Conferences for the 3-year-old classes and Pre-K classes will be held mid-year. Your teacher will contact you to schedule any needed conferences. These meetings will be used as a forum to discuss your child's progress.

Progress Reports

Progress Reports are performed mid-year for the 3-year-old classes and the Pre-K classes to inform you of your child's progress. However, we have an open-door policy where we welcome you to come to us at any time that you have concerns.

Parental Involvement

It is our desire to have a close relationship with the parents of our students. Concord Baptist Church Weekday Preschool has an open-door policy.

Discipline Policy

We know that the word “Discipline” comes from the word “disciple” and the definition of disciple as “to teach”. Our approach to discipline will be on the positive aspect of discipline rather than the negative. A child who has good behavior habits will be recognized and praised for the same. Children will be given a clear explanation and guidance regarding their level of understanding of the rules to be used during the time they are at our school.

When a child misbehaves, he/she will be helped to understand why the conduct is unacceptable. Brief, supervised separation from the group may be necessary to give the child time to understand what is expected of him/her. This is called “time-out”. Discipline will be relevant to the behavior involved and done so in a Christ-like manner.

Any staff member of Concord Baptist Church Weekday Preschool will not be permitted to spank a child, regardless of the consent of the parent or guardian. Children will not be disciplined with abusive language nor deprived of snacks or restroom privileges. Children will not be hit or shaken.

Parents are encouraged to inform the staff of any daily situations that might affect the child’s classroom behavior, such as death in a family, death of a pet, divorce, etc.

Aggressive behavior, such as biting, hitting, scratching, spitting, pushing, abusive language or any intentional physical contact that causes physical harm to another person or uncontrollable disruptive behavior will be dealt with the following procedures. Step one will be time out in the Director’s office. The parents will get a copy of the disciplinary action taken. After two consecutive trips to the office, the director will schedule a meeting with the parents. After three consecutive trips to the office, the suspension will be for two days. If upon returning from school and doing aggressive behavior, suspension will be for 4 days. During any suspension, tuition payment is required and not refundable. The director has the privilege to terminate the child from the program at any time.

Children with Special Needs

Concord Baptist Church Weekday Preschool is not a special needs facility; however, we welcome a parent discussion to determine if a child can participate in our mainstream classroom setup. It is required that the preschool be notified if a special need has been identified or is being evaluated by a professional, an IEP has been issued, or if enrollment at a previous facility was terminated. The director will evaluate and determine if Concord Baptist Church Weekday Preschool is able to accommodate your child’s needs. We work closely with the County Special Needs Departments with any support they can provide.

Food

Each child will bring his/her individual snack to school each school day. A drink should be included for snacks. Lunch boxes, bags, thermoses, sippy cups should be labeled with the child’s name. An allergy list will be sent home with each student after the beginning of school. If there is a food allergy in the class, please refrain from sending snacks with the ingredients. Occasionally, the children will be cooking as a part of their daily activity and will enjoy eating the products of their efforts. The teacher will be aware of any allergies made aware to the office.



Reducing the Risk of Choking in Young Children at Mealtimes

Children **under the age of 4** are at a high risk of choking while eating. Young children are still learning how to chew food properly, and they often swallow the food whole. Their small airways can become easily blocked.

You can help reduce children's risk of choking when eating by preparing food in certain ways, such as cutting food into small pieces and cooking hard food, like carrots, until it is soft enough to pierce with a fork. **Remember, always supervise children during meals and snacks.**



Prepare Foods So They Are Easy to Chew

You can make eating safer for young children by following the tips below:

- Cook or steam hard food, like carrots, until it is soft enough to pierce with a fork.
- Remove seeds, pits, and tough skins/peels from fruits and vegetables.
- Finely chop foods into thin slices, strips, or small pieces (no larger than ½ inch), or grate, mash, or puree foods. This is especially important when serving raw fruits and vegetables, as those items may be harder to chew.
- Remove all bones from fish, chicken, and meat before cooking or serving.
- Grind up tough meats and poultry.

Cut Round Foods Into Smaller Pieces

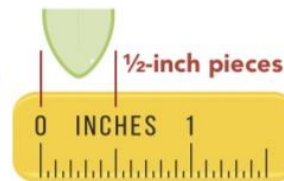
Small round foods such as grapes, cherries, cherry tomatoes, and melon balls are common causes of choking.



Slice these items in half lengthwise.



Then slice into smaller pieces (no larger than ½ inch) when serving them to young children.



Avoid Choking Hazards

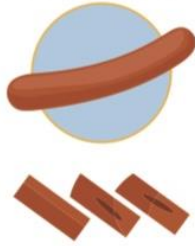
To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

- Cheese cubes or blocks. Grate or thinly slice cheese before serving.
- Chewing gum*
- Dried fruit
- Gummy fruit snacks*
- Hard candy, including caramels, cough drops, jelly beans, lollipops, etc.*
- Hard pretzels and pretzel chips
- Ice cubes*
- Marshmallows*
- Nuts and seeds, including breads, crackers, and cereals that contain nuts and seeds
- Popcorn
- Spoonfuls of peanut butter or other nut butters. Spread nut butters thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.
- Whole round or tube-shaped foods such as grapes, cherry tomatoes, cherries, raw carrots, sausages, and hot dogs

*Not creditable in the Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP), National School Lunch Program and School Breakfast Program, and Summer Food Service Program.

Cut Tube-shaped Foods Into Smaller Pieces

Cut tube-shaped foods, such as baby carrots, string cheese, hot dogs, etc., into short strips rather than round pieces.



In addition to the foods listed, **avoid serving foods that are as wide around as a nickel**, which is about the size of a young child's throat.



Teach Good Eating Habits

Sit and eat with children at meals and snacks. Remind children to take small bites of food and swallow between bites. Eating together may help you quickly spot a child who might be choking. Other tips to help prevent choking while eating include:

- Only providing foods as part of meals and snacks served at a dining table or high chair. When serving infants, do not prop the bottle up on a pillow or other item for the baby to feed him or herself.
- Allowing plenty of time for meals and snacks.
- Making sure children are sitting upright while eating.
- Reminding children to swallow their food before talking or laughing.
- Modeling safe behavior for children to follow, including eating slowly, taking small bites, and chewing food completely before swallowing.
- Encouraging older children to serve as role models for younger children as well. All children should avoid playing games with food, as that may lead to an increased risk of choking.



For more information, see [FNS.USDA.gov](https://www.FNS.USDA.gov).

Health/Illness/Medications

For the well-being of all children in our program, sick children will not be allowed to remain at school. If symptoms of illness are observed, parents will be contacted to come for their child. In the meantime, we will separate the child and provide care for him/her until someone can come for him/her.

If your child has a fever (99.4 or higher), diarrhea, vomiting, visible rash, or requires medication during school hours, he/she cannot come to school. **A child must be free from symptoms without medication for 24 hours before coming back to school (unless with a doctor's note). If there is a diagnosis or exposure at home to Covid, the CDC recommended quarantine period must be upheld before returning to preschool.**

No medications (unless specified on your child's registration form) can be administered during school hours.

If a child is highly allergic to certain foods, stings, etc. and requires an Epi-Pen to be on the premises, the Epi-Pen must have the child's name clearly written on the box and an expiration date circled. We prefer that an Epi-Pen to remain at the preschool. Permission to administer is given on the registration form.

School Dress

Children should be dressed comfortably in clean, washable play clothes.

In warm weather, outdoor play is part of the day's schedule and cool clothing will make this time more enjoyable. Some games and activities call for sitting on the floor; therefore, pants or shorts are more suitable attire. Athletic shoes are preferred over sandals due to bark being used on the playground area. We will try to go out even in cool or mildly cold weather. Please send a jacket or sweater with your child's name on the inside.

In cold weather, we will still use the playground, please be sure to send a coat with your child during the winter.

All children should have a change of clothes including socks and underclothes in their backpack for the appropriate season. Accidents do happen during the day, and we will have to call you if extra clothes are not provided.

These that are not potty trained also require a diaper change every hour. Please provide at least 3 diapers per day.

Please make sure that everything is properly labeled with your child's name on it.

Personal Items

Children should not come to school with their personal toys. They are often too young to understand when their favorite toy becomes community property. Please leave toys, dolls, stuffed animals etc. at home or in your car unless requested by the teacher for show and tell.

School Pictures

TBD

Solicitations

We do not send home any flyers that deal with outside ministries other than those of our church, Concord Baptist Church, sponsors.

Birthdays

Your child's birthday may be celebrated with his/her class by sending special treats to share during regular snack time. If your child has a birthday that falls in the summer or during the holidays, you may select any day during the regular school term to celebrate his/her "pretend" birthday. Please contact your child's teacher to schedule birthday treats so there are not multiple parties on the same day. Due to allergies, only store-bought items where an ingredients list can be provided are allowed.

Class Parties

Classroom parties will be throughout the year for holidays. These parties will be for the students only.

Policy Changes

Parents are notified of any changes in the policies of the Preschool. Parents will have the opportunity to call and talk with the director if there are any questions concerning the policy change.