



Newnan Presbyterian School

## Student Handbook

### **Attendance Policy for Kindergarten and Primary Grades**

Punctual and regular attendance is expected. In order for a student to gain the greatest benefit from our educational program, he/she must be present and on time for school each day.

#### **Excused Absences**

An absence is excused if it is due to illness or injury of the student, medical or dental appointment, death or serious illness of immediate family, court or government order, or religious holiday. For an absence to be excused, a note must be turned in to the office when the student returns to school.

#### **Tardiness**

A kindergarten and primary grade student is considered tardy at 8:40am. Every four (4) tardies is counted as one (1) half day unexcused absence for reporting purposes. Two tardies of thirty (30) minutes or greater will be counted as one (1) half day absence. A student must be present for at least half of the day to be counted as present for the day; therefore, anyone checking in after 11:15am or leaving before 11:15 am will be counted absent for the day. All students must be checked in and out in the office.

#### **Attendance Referral Process**

- After five (5) unexcused absences, teachers will communicate with parents via email, phone call, or parent conference. Documentation will be kept through the school year.
- After seven (7) unexcused absences, the school will contact the parents via phone call, letter, or e-mail.
- After ten (10) unexcused absences, the student and/or parents will be reported to the Coweta County Board of Education Truancy Office and/or juvenile court, magistrate court, or the Department of Family and Children Services (DEFACS) for truancy and educational neglect.

### **Birth Certificates**

All students must provide a copy of his/her birth certificate to keep on file at the school.

### **Car Line Drop Off and Pick Up Procedures**

#### **Morning Drop Off**

**Kindergarten and Primary grades** - morning drop off is 8:30am – 8:40am.

**Four-Year Old Classes and younger** - morning drop off is 8:50am – 9:10am.

A teacher will assist your child out of the car and into the building. Please do not bring children before this time.

### Afternoon Pick Up

**Two-Year Old Classes and younger** dismiss at 11:50am.

**Three-Year Old Classes** dismiss at 12:00pm.

**Four-Year Old Classes** dismiss at 1:00pm.

**Kindergarten and Primary Grades** dismiss at 2:00pm.

Your student will receive a car line tag at orientation. Please display the tag on your rearview mirror when coming through car line to pick up. Children will not be released to anyone other than the parent or prior approved friends/relatives without written notice.

In an effort to expedite car line:

- NO CELL PHONE use while in line.
- Move as far forward as possible.
- Do not leave your car unattended in the car line for any reason.
- Make conversation with teachers brief. If you need to discuss an issue, please schedule a conference with the teacher.

Students in Three-Year Old Classes and younger not picked up by 12:10 will be taken to Lunch Bunch and charged \$5.00 for every 5 minutes until pick up.

Students in Four-Year Old Classes not picked up by 1:10 and Kindergarteners and Primary Grade students not picked up by 2:10 will be charged \$5.00 for every 5 minutes until pick up.

### Chapel

We believe that in a church school there should be an emphasis on spiritual development. Through the use of the church chapel, students will become more aware that they are special, important, and priceless. Activities will include fun Christian songs and simple stories teaching students about God's love and His beautiful world.

### Clothing

Children should wear comfortable, washable play clothes and sturdy play shoes. Flip flop type sandals and boots are discouraged as they may interfere with a student's ability and willingness to participate in musical movement and play time.

Accidents sometimes happen. Please send in one complete change of clothes for your student in a large zip top bag labeled with his/her name.

All classes try to go outside every day. Please send a jacket or coat labeled with your students name each day as needed due to cooler weather.

### Communication

You are an important part of our program, for you are your child's first teacher. It is important that we exchange ideas and information because you can teach us a great deal about your child. We are here for the students, so it is essential that we know about special events in your child's life. Anything that might affect your child certainly concerns us (family illness, death of a family member or pet, birth of a new sibling, accidents, divorce, etc.). Good communication is essential in order for our relationship to be most effective.

Parents will receive monthly correspondence from your student's teacher to inform you of what is taking place in the classroom. Please look for important dates and information in these letters and calendars. This way, you can talk with your child specifically about things he/she is doing and learning in the classroom.

Please check bookbags, backpacks, and folders daily for assignments and teacher correspondence.

## **Discipline**

Preschool is a place where children begin to learn acceptable behavior and act accordingly. For primary grades, discipline is a process of changing behavior from inappropriate to exemplary. Children need discipline, boundaries and consistency. Our teachers are not satisfied with just stopping inappropriate behavior but want to teach students what is right. Classroom rules are explained on the first day of school and reiterated throughout the year. Students learn to treat others and their belongings with respect. When necessary, we use the "time out" philosophy. After understanding the rules, the student will be given a warning if he/she breaks a rule. If the student breaks the rule again, the student will be given an age appropriate time out. If the problem is recurring, a parent will be contacted to discuss appropriate school behavior.

While class safety and safe play of our students is our foremost concern, incidents do happen. Teachers will keep records of aggressive behavior and biting incidents. If another child injures your child, the teacher will notify you. The teacher will also notify the parents of the student that exhibits the negative behavior and a conference may be required. Conference visits are mandatory if a student exhibits aggressive behavior up to three times. Parents will be asked to remove the student from the classroom for one week. If the behavior continues, the school reserves the right to remove the student from the school program. No refunds will be given.

## **Grading Policy**

Four Year Old and younger classes do not receive formal grades.

Kindergarten – 2<sup>nd</sup> Grade uses the following grading scale:

Scale: ME, IP, DNM

ME = Meets Expectations of mastery of the objective

IP = Mastery of the objective is in progress

DNM = The student does not meet mastery of the objective

## **Health**

The Georgia Department of Health requires all students to submit a current immunization form 3231 or a notarized Religious Exemption from Immunizations form 2208 (revised June 2019). Students in primary grades must also submit the Eye, Ear, and Dental Examination form 3300. These forms may be obtained from your pediatrician or the public health department. Forms are due at the first of the school year.

In an effort to protect all of the students from the spread of contagious illnesses, we ask that you please keep your student at home if he/she has any of the following symptoms:

- Fever – has a morning temperature of 100 degrees or higher
- Tummy ache – has had 2 or more episodes of vomiting or diarrhea or has had one in the past 24 hours and feels tired or ill
- Sneezing/Runny nose – is sneezing a lot and nose won't stop running

- Sore Throat – has tender, swollen glands and a fever of 100 degrees or higher
- Cough – coughs frequently, coughs up phlegm, or cough sounds like a bark or is accompanied by a sore throat or wheezing
- Earache – pain in ear is constant or severe
- Rash – rash blisters, develop pus or is uncomfortable

**Please notify your child's teacher in writing of any food allergies your child may have.**

### **Hours of Operation**

Newnan Presbyterian School is not a licensed childcare facility. The school is not required to be licensed by the Georgia Department of Early Care and Learning and is exempt from state licensure requirements. License exempt facilities are limited in the number of hours of operations as follows:

- Children under the age of two years can attend no more than four hours per day, not to exceed eight hours per week.
- Children ages two to six years (not including kindergarten) can attend four hours per day, not to exceed twenty hours per week.
- Kindergarten and primary grades can attend the hours of a regular school day (7.5 hours each day).

### **Lunch Bunch**

Lunch Bunch is available for the Three-Year Old Classes and younger from 12:00pm-1:00pm at an additional cost of \$5.00 per day. Your child must bring his/her own lunch and drink for Lunch Bunch. It is not necessary to make a reservation for Lunch Bunch. You will be billed for Lunch Bunch at the end of each month. The billing period will be the 25<sup>th</sup> of the month to the 24<sup>th</sup> of the next month. Billing will appear on the monthly statement. Lunch Bunch payments may be made in the same check with the tuition payment. Students not picked up from Lunch Bunch by 1:10 will be charged \$5.00 for every 5 minutes until pick up.

Four-Year Old Classes, Kindergarten, and Primary Grades will need to bring a lunch for the lunchtime in the classroom.

### **Medical Emergencies**

In the event of a medical emergency, every possible effort will be made to contact a parent immediately. However, we require an emergency consent form in the event medical attention is needed before we are able to reach a parent.

### **Medication**

Medication may be administered ONLY if a Medication Authorization Form is on file in the front office, completed and signed by the child's parent or doctor.

All medication is to be kept in the office in the original container with the following information on the label:

- Child's name
- Prescription name
- Doctors name and dosage
- Pharmacy name and phone number
- Instructions for administering

- Dates the medication is to be used for.

Staff will update the Medication Log when medication is administered to a child.

### **Teacher Conferences**

In February and/or March, the teachers of the Four-Year Old Classes will give parents the opportunity to meet on an individual, private basis. This will be a time to discuss the child's progress and development.

The Kindergarten and Primary Grades have conferences twice per year.

Children in the Three-Year Old Classes and younger do not plan scheduled conferences, but one can be scheduled upon request.

Parent/Teacher conferences may be requested at any time by either the teacher or the parent should the need arise.

### **Tuition and Fees**

Tuition is due on the 1<sup>st</sup> of each Month, August – May. Families with multiple children enrolled receive a \$10 per month discount for each additional child.

Families that pay the full year's tuition by August 1<sup>st</sup> receive a 5% discount on tuition. Families that pay tuition in two payments, due August 1<sup>st</sup> and January 1<sup>st</sup>, receive a 3% discount on tuition. Tuition payments are late after the 5<sup>th</sup> of each month and a late fee of \$20 per child is charged on this date.

Accounts may be paid by cash, credit card, check, or money order. Checks returned for insufficient funds are charged a \$35 fee.

Students with an unpaid balance after 30 days from the due date are turned over to the NPS Advisory Board for Further action. At 60 days past due, accounts are considered delinquent, and the Advisory Board will turn the account over to an attorney for collection. Additional fees will apply.

Thirty days written notice or one month's tuition payment is needed for withdrawal of students from the program.

### **Visitor Check-In**

All visitors, including parents, must go first to the office. All visitors must sign in and receive a visitor's badge. The badge must be worn the entire time the visitor is in the school. Before leaving, the visitor must sign out and return the badge.

### **Weapons**

Children may not bring toy guns, knives, or weapons of any sort. Such items will be taken away from the student and the parent will be notified.

**Weather**

In the event of inclement weather, NPS will follow the schedule and closure for Coweta County Schools. Should Coweta County Schools delay the start of school until 10:00am or later, NPS Three-Year Old and younger classes will NOT have school. Four-Year Old Classes, Kindergarten, and Primary Grades will start the day at 10:30am. Be sure to check the local radio or television stations for this information. Please do not call the school or the church office.