



REID MEMORIAL
MOTHER'S DAY OUT
PRESCHOOL
Growing at Reid

Parent and Family Handbook

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Message from the Director

Welcome to Reid Memorial Mother's Day Out & Preschool. I am delighted that you have chosen us to teach, support, and care for your child, while sharing the love of Jesus Christ. Our teachers are dedicated to preparing your children socially, emotionally, and intellectually for primary school. As a staff, we participate in ongoing professional development that allows us to stay current with the changes in education. We are always looking for ways to improve and provide the best possible service to you and your child. Safety is our number one concern. We participate in quarterly fire drills, practice routine emergency preparedness plans, and all staff are CPR and First Aid certified. We also provide quick and secure communication between teachers and parents using our Parent Portal, Our School Hangout.

Here are a few things that I believe make our program special:

- Loving Christian care with emphasis on socialization and learning
- Choices to fit your schedule – choose a one-day up to five-day per week classes
- Experienced, loving teachers
- Age-appropriate learning
- Circle time, Spanish, free play, crafts, story time, music, lunch and recess
- GROW – a movement and healthy habits class held in the gym for preschoolers
- Chapel time — fun songs and Christian learning
- Snack and mealtime with friends

While Reid Memorial Mother's Day Out & Preschool has been a part of the community for fifty years, this will be my second year as director of this wonderful program. I have been a member of Reid Memorial since 2011 and have served on the Board of Directors two of those. I have a Bachelor's degree in Early Childhood Education from Presbyterian College, and have spent 16 years in the classroom teaching. I hope to use that knowledge and experience to make continual improvements at Reid Memorial MDO & Preschool that benefit students and families.

We are excited to begin our 51st school year and happy to have you and your child on this journey with us, growing at Reid, rooted in Christ. Please feel free to contact me with any comments, concerns, or compliments that you may have about our program. At Reid Memorial MDO & Preschool we are dedicated to provide the best quality services to the students and their families.

Anna Sanders
Director

About Reid Memorial Mother's Day Out & Preschool

The Reid Memorial Presbyterian Church Mother's Day Out and Preschool are church sponsored programs. These programs are in session from mid-August through mid-May. As a non-profit outreach service of the church, quality childcare and education are provided in a Christian atmosphere. Classes are designed to encourage each child to develop spiritually, socially, emotionally, physically, and intellectually as appropriate for his/her own age level and pace. Learning is fostered through Christian example, group and individual teacher-directed learning activities, creative activities, and free play.

2023-2024 MDO and Preschool Committee

Amanda Bennett
Jennifer Frantom
Joy Maple
Ross McDaniel
Amanda Mills (Chair)
Charlene Revell
Patrick Wells

Contact: reidmemmdo@gmail.com

Days and Hours of Operation

The program is open Monday-Friday, 9am to 1pm from Mid-August to Mid-May. The first day and last day of the school year is aligned as much as possible with the Richmond County Board of Education. Holidays and school closures will also follow the RCBOE school calendar.

Students will not be admitted into the classrooms before 9 am. We encourage parents to arrive at school on time. When children are late, they miss out on many special experiences. It can also be stressful for younger children with separation problems when parents arrive late. All students must be picked up promptly by 1:00 pm. Any parent that has not picked up their child by 1:15 will be assessed a late fee of \$15.00.

Reid Memorial school closure for inclement weather will coincide with RCBOE. If RCBOE has a delayed start time before 9am, we will open as normal. If the RCBOE delayed start time is after 9am, we will not open. Please stay tuned to local new stations for additional information.

A calendar for the 2023-2024 school year can be found at the end of this handbook.

Children Served

Reid Memorial MDO & Preschool serves children ages three months to six years old. Services are provided to children without regard to race, color, religion, national origin, economic status, sex, or ability.

Volunteering and Donations

Reid Memorial MDO & Preschool enjoys a positive reputation in the community and has cultivated an exceptional relationship with the local colleges and university. Occasionally, we receive volunteers and college students looking to observe our classroom procedures. These volunteers and students are recommended by their professors and have undergone the appropriate background checks as required by the college they attend. We also welcome and encourage parent volunteers to occasionally assist in a classroom, chaperone or accompany a group of children on a field trip or assist in other center activities. A parent that is this type of occasional assistant is not required to obtain a criminal records check determination. No parent shall be solely responsible for children other than their own and must be under continuous direct supervision of a center employee while in the presence of children in care other than their own.

Substitutes

We are always looking for parents to substitute when our teachers are out. If you are interested in being on our sub list, please contact the Director. This is a fun way to get involved and see what goes on in the classroom. All substitute teachers must consent to a background check and complete an online child safety training before they are allowed to work in the classroom.

Communication

An open line of communication between parents and staff is vital to the success of our students. The teachers will utilize our parent portal app, Our School Hangout, communication folders, and personal conversations to present information to parents. A monthly blog will also be provided to parents via the parent portal. Reid also utilizes Facebook and Instagram to show families what fun activities we are involved in and to remind you about upcoming events and needs.

During the school year, the office is open from 9:00 a.m. until 1:00 p.m. Monday through Friday. Parents are encouraged to contact the Director immediately if there are concerns, questions, or suggestions. Any changes of address, phone number, emergency contacts, health information, or who is allowed to pick up the child should be updated through the online registration form and reported to the Director as soon as possible. Before and after office hours, messages may be left on the voicemail by calling the main phone number, (706)737-4414. You are also encouraged to send an email to the director at asanders@reidchurchaugusta.org

Enrollment

Registration Procedures

Registration for Reid Memorial MDO & Preschool occurs in January of the preceding school year. The date and time of registration is at the discretion of the Director. **All parents are encouraged to complete the online applications and registration fees as soon as possible.** All complete applications with registration fees attached will be numbered and processed in the order that they are received with the church members and currently enrolled students receiving priority. All families are required to have a completed family account on our parent portal, Our School Hangout which can be accessed here: <https://reidmemorial.ourschoolhangout.com/>.

Once authorized by the Director, you may choose the class option that best suits your needs if space is available. All students must have a current Georgia Immunization form uploaded and all forms e-signed before the start of the school year.

The following guidelines pertain to registration:

- The non-refundable registration fee is equal to one month's tuition and is due at the time the application is accepted. We will not accept the application without the registration fee. This fee can be paid by credit card, check, or cash.
- If the classes are filled, the Director will create a waiting list on a first come basis.
- Age limits are enforced for each room and based on the student's age as of September 1st.
- If enrollment is less than ½ capacity for the class, the MDO/Preschool Board may choose to reduce the days open, close the class and refund the registration fee or alter the age range of the class.
- Notification of upcoming registration will be publicized in the Reid Memorial Presbyterian Church bulletin & newsletter, on social media, and sent home to parents.
- We will continue to accept new students throughout the school term as long as space is available.
- Your child will need to have all necessary immunizations which are due before your child begins classes. Forms can be turned in to your child's teacher or the director. (GA Department of Human Resources Form 3231)
- If your child has any allergies, this needs to be indicated on the registration form.

Tuition

Tuition Rates for the 2023 - 2024 school year are as follows:

1 day - \$95 per month
2 days - \$140 per month
3 days - \$175 per month
4 days - \$200 per month
5 days - \$220 per month

Additional Fees

One-time Activity Fee of \$60 (Preschool only)
\$30 Student Drop In fee
\$30 Late Payment fee
\$15 Late pickup fee

Yearly tuition is divided into ten equal payments. The registration fee is required annually and must be paid at registration.

If for any reason your child must withdraw, please notify the Director as soon as possible. The parent will not be required to pay for the remainder of the tuition for the school year. No reimbursement for previous payments will be made.

Monthly tuition payments are due by the 25th of each month. Ten equal monthly payments will be collected even though we have holidays during some months while others are 5 weeks long. Payments will be collected from July to April. A late fee of \$30 will be added to all invoices not paid by the 25th. Outstanding balances in excess of 30 days may result in withdrawal from school. Special payment arrangements, if needed, can be made with the approval of the Director. Monthly fees are not reduced due to illness, holiday, inclement weather, or national emergencies.

Tuition adjustments are not made for absenteeism. Each child's space is reserved for them even if they are not able to attend.

Payments can be made via credit card, automatic bank draft, or cash and check. Invoices will be emailed on the 15th of every month.

Parents will be charged \$35 for any check which is returned by the bank. After three returned checks, all tuition payments will need to be made with cash or credit card. Any credit card disputes that lead to a chargeback fee for Reid Memorial MDO & Preschool will be charged to the customer whose invoice was disputed. If a customer has unpaid invoices, fees, or charges, they are subject to having the amount due plus any additional fees sent to a collection agency. These overdue amounts can be applied to the customer's credit report.

Temporary Closures

Reid Memorial MDO & Preschool may have to temporarily close due to but not limited to illness, government decisions, construction, or maintenance. If the closure is temporary, there will be no refund of tuition. In the event of a long-term closure, tuition payments will be evaluated by the Reid Memorial MDO & Preschool Governing Board as well as Reid Memorial Presbyterian Church.

Early Childhood Education

Curriculum

Infants, Toddlers, and Twos

Students in these age groups will participate in structured play, social exercises, teacher led crafts and activities. Cultural and familial relationships are developed within a Christian context.

Three-Year-Old and Pre-Kindergarten Fours

Our PK3s teachers use the ABC Jesus Loves Me curriculum and our PK4s teachers use the ABEKA curriculum. These comprehensive, quality materials are both written from a Christian perspective. Students are provided hands-on activities and lessons that will prepare them for success in Kindergarten and beyond.

Assessment

Our Four-year-old Preschool students will be assessed based on criteria determined by the Abeka curriculum, teachers, and school leadership. Parents will receive a middle and end of the year report that will show their student's academic progress throughout the school year. Students will be assessed on the development of language, cognitive, gross motor, fine motor, social, and emotional development. Parents benefit from receiving regular notifications about their child's academic progress as well.

Parents are welcome to schedule an appointment with their child's teacher to discuss their child's progress. Parents of children in Pre-K will participate in an end of the year conference. This conference will provide an opportunity for parents to ask questions and prepare for their child's entrance into kindergarten and first grade.

Discipline

Good behavior is a learned trait. We reinforce it with positive praise and rewards. Teachers provide a positive environment where the rules are clear and consistent. Teachers encourage positive behavior by being well-prepared with age-appropriate learning activities. Children are praised, hugged, and provided encouraging remarks often to direct their behavior in a positive way.

When poor behavior is demonstrated by a student, teachers will have an age appropriate discussion with the student and they are reminded and given a chance to make corrections. Teachers will also redirect students towards activities that are appropriate. If this does not correct the situation, we utilize time out with a discussion afterward. The length of a time out follows this formula, 1 minute per year of age, for example ...a three-year-old child will spend three minutes in time out. If time-outs are proven to be ineffective, the teacher may solicit the assistance of the Director. Students may spend additional time in the office with the Director to remove them from the classroom environment and provide an opportunity for the student to reflect on the situation. If additional discipline is required, the parents will be contacted to pick up the student immediately and discuss alternative ways to modify student behavior. The director, teachers, and parents will meet and develop a plan to reinforce proper behavior.

While the goal of our discipline policy is to limit and eliminate the need for exclusionary measures, there may be situations where it is necessary. If a student's behavior, after following the above steps, has not improved, proves to be a danger to other students or teachers, or is a chronic disruption, the student may be asked to leave the program until the behavior has improved.

Corporal punishment is never used and is not an option for parents while on the premises of Reid Memorial Presbyterian Church. It is never permissible for any employee of Reid Memorial MDO & Preschool to utilize physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint is only permissible if safety reasons deem it necessary.

Biting

Infants and toddlers are often unable to communicate effectively with words and may sometimes bite another child. Staff makes every attempt to prevent this from happening. However, at some point your child may be bitten or bite another child. Staff will treat the wound and notify you on the Incident Report form and on the biting form. Biting incidents are confidential. Parents may decide to have the bite checked by their doctor if the skin was penetrated or bleeding occurred.

Occasional biting is normal development for young children. Biting often presents itself during teething. It can also be a mechanism to get their way or cope with conflict. We work with students and parents to stop/prevent this behavior. However, when chronic biting incidents escalate or persist to the detriment of others in the classroom, additional disciplinary measures may be necessary. Repeated biting will include the following procedures:

- Discussion of behavior with the child which may or may not include a time-out.
- Encourage the child to recognize what they have done to one of their friends and how it “hurts them”.
- Teach other ways of settling conflict or coping with others such as telling the teacher.
- Discussion and possible time-out in the Director’s office.
- Incident Reports will be sent home to the parents of the child who bit and the child who got bitten. These are confidential.
- Discussion with parent about appropriate actions that the school and the parents can do to prevent the behavior such as punishment or reward systems. Continuity between home and school is very important.
- After repeated biting with no improvements the parent may be asked to transfer the child to a different class or withdraw the child for a designated period of time.

Health and Safety

Vaccinations

All children are required to have a current immunization record from either the Health Department or family physician within 30 days of enrollment. All childcare centers are required by law (O.C.G.A. Chapter 20-2-771) to have current immunization records on file for each child. An official affidavit must be on file if immunizations conflict with medical advice.

Illness

A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred (100) degree Fahrenheit or higher temperature and accompanied by another contagious symptom, such as but not limited to; a rash like appearance (i.e... hand, foot, and mouth), two or more loose stools that cannot be contained in a diaper (diarrhea), or sore throat symptoms. The Center must follow the Common Infectious Illnesses Chart of recommendations for exclusion of sick children from the center and their readmission. A child cannot return to the center until they have been symptom free for 48 hours from the time they are picked up. Please see the chart posted in the center for more information.

Our priority at Reid Memorial MDO & Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 100.0 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional.
- Blood in stools not explainable by dietary change, medication, or hard stools

- Vomiting (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Head lice, from the end of the day until after first treatment
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend childcare
- Impetigo, until 24 hours after treatment has been initiated
- Hand Foot and Mouth sores have dried and crusted and no fever
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox, until all sores have dried and crusted (usually 6 days)
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes simplex, with uncontrollable drooling

A child who becomes ill while at Reid Memorial MDO & Preschool must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. Reid Memorial MDO & Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Reporting Illness and Disease

Parents of all children enrolled shall be notified in writing of the occurrence of any communicable disease within 24 hours after the center becomes aware of the illness or the next business day. If your child has been diagnosed with a communicable disease, please notify the center so that we can notify families. If a child or staff member is found to have a communicable disease, a notice will be sent home to the parents in all affected classrooms. Additionally, families who are connected via Class Dojo will be notified of the illness.

Parent Notification

Parents will be notified immediately by phone when professional medical attention is required or the child experiences symptoms of moderate discomfort such as elevated temperature, vomiting, or diarrhea. Staff will contact parents to obtain specific instructions until the parents can arrange to pick up the child. Parents will be notified at the time of pick up when further professional medical attention is required. If a medical emergency does arise, 911 will be contacted and children will be taken to Children's Hospital of Georgia.

Emergency Procedures

Center staff is trained in emergency first aid procedures and CPR. When minor incidents (bumps, scrapes, and scratches) occur, we will treat the injury. A written incident report form will be sent home on the day of the incident, filed in the incident log, and noted in the child's contact log. Parents will be notified of head injuries.

Reid Memorial Presbyterian Church does carry liability insurance. If a child is involved in an accident and requires medical attention, parents will be notified immediately. If the center is unable to reach parents or the emergency release names given by parents, and the situation warrants medical attention, the staff will obtain the medical attention. Parents will then be notified as soon as possible. If medical attention is required, claim forms can be obtained from the church office. It is the parent's responsibility to have the claim forms completed by the attending physician or medical facility and to return it to the office with the bill. The staff will send it to the insurance company.

In the case of an emergency lock down, all teachers will lock the students and themselves into their classrooms and are instructed to contact 911. If the school must be evacuated, parents will be able to pick up their children on the playground or the Fuqua Center located next door. The location will be based on the situation. Once it is safe to do so, parents will be contacted via a message through Our School Hangout and a phone call.

A fire drill is practiced once a quarter by all students and staff. All students are evacuated to the parking lot near the playground. In the case of a tornado, all students will be evacuated to the lower level of the program.

Medications

WE ARE ONLY ADMINISTERING EMERGENCY MEDICATION

We encourage parents to ask their doctor to prescribe medicines that can be given in cycles greater than every 4 hours so that medicine can be administered at home and not at the center. Rescue medications (medications only used in emergencies, such as EpiPens, rescue inhalers, seizure medication) will be the only medications authorized to be given at school. These medications are required to have supporting documentation (treatment plan) from a physician in order to leave the medication at the center.

All medications will be administered by the Director or a trained staff member. All medications must follow these guidelines:

- The Medication Authorization Form must be filled out completely.
- The medications are to be in the original container and must be child-proof and labeled with the following information: -Child's first and last name clearly marked -Name of the health professional that prescribed or recommended the medication -Date prescription was filled, if prescription medicine - Expiration date
- Have specific instructions for giving, storing, and disposing of medication from the health professional.
- In case of adverse medical reactions, parents will be notified immediately. If parents cannot be reached, staff will call the emergency numbers listed by parents on the enrollment application. If the situation is critical, we will call 911.

Please reach out to the Director should your child have a specific need. Exceptions to this rule will need to be approved by the MDO and Preschool Committee of the church.

Sleep

Students in the older toddler through the preschool program do not have a scheduled nap time as we only operate

for a four-hour period. If a child falls asleep or requires a short rest the students will be placed on a kindermat in a safe location in the classroom.

Reid Memorial MDO & Preschool has a safe sleep policy for infants and toddlers.

Safe Sleep Practices

1. All childcare staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their **backs to sleep**.
3. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. We will be especially alert for:
 - Normal skin color
 - Normal breathing by watching the rise and fall of the chest
 - His or her level of sleep
 - Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants. 6. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy.
7. The temperature in the room where the infant(s) sleep will be kept between 68-75°F. 8. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

Safe Sleep Environment

9. Infants' heads will not be covered with blankets or bedding. Cribs will not be covered with blankets or bedding.
10. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
11. Toys and stuffed animals will be removed from the crib when the infant is sleeping. 12. Pacifiers will be allowed in infants' cribs while they sleep. When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth. The pacifier is the only object we will allow in a crib. 13. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
14. Only one infant will be in a crib at a time unless we are evacuating infants in an emergency. 15. No child will be allowed to sleep in a car seat. If the child arrives to the facility asleep in a car seat, the child will be removed and placed in either a crib or a swing.

Lunch and Food Safety

At Reid Memorial MDO & Preschool we do not provide lunch. All students are required to bring their lunch in a clean and food safe container. We do not heat or cool food for students. The food should be healthy and easy to eat by the students. Children in the Infant classrooms will be fed the bottles and baby food provided by parents. At Reid Memorial we highly discourage sending drinks that have a red dye. This coloring additive will stain the furniture, flooring, and clothing. We request that students are sent to school with a leak proof water bottle that may be refilled by the teachers.

For breastfed children, Reid Memorial MDO & Preschool provides a quiet space for nursing mothers to utilize. Any breast milk remaining one hour from the beginning of the feeding shall be discarded or returned to parents. All breastfed infants must be willing and able to take a bottle from our infant staff. If an infant is unwilling to take a bottle, it creates stress and anxiety for the infant, which is what we want to avoid for our students.

Please be sure to label all student belongings. Labeling your child's bottles, cups, lunch boxes, and other items will ensure that they are returned to you at the end of the day.

Potty Training and Diapering

While Reid Memorial MDO & Preschool respect and support parent choice, there are occasional circumstances where we cannot accommodate all requests. Due to safety and cleanliness issues, we cannot accept cloth diapers. All students who are not potty trained must come to school in diapers or pull-ups.

Once your child is beginning to show signs of potty-training success at home, we will be happy to continue that process at the program. Please be sure to send your child to school with a change of clothes including socks, during this time. It is also important that your child is dressed in clothes that are easy for them to take on and off. This will make the potty process easier for both the child and the teacher.

While complete potty training is not a requirement in the Mother's Day out classrooms (infants through Older Twos Classes), **it is a requirement in the preschool program (3s and K4)**. While we do understand that all children develop and progress at their own pace, we do feel that being completely potty trained is a necessary requirement for student success. The only exceptions are for children with special needs, physical disability, or for short term issues relating to trauma or illness. These situations will be on a case-by-case basis. Talk to your child's teacher if this is an issue you worry about. If you have any further questions or concerns, please feel free to contact the Director.

Student Materials

Please be sure that any and all materials sent to school are clearly labeled with your child's name. If a student uses a pacifier, they must have a pacifier clip attached to their clothing. All students should have a bookbag or diaper bag that is used exclusively for our program. This will help to reduce germs from outside the program. All students should have a change of clothing that includes a top, bottom, socks, and underwear if applicable. This clothing should be changed out as the weather changes. Bookbags and lunch boxes should be regularly cleaned at home. This will help to reduce germs and sanitary issues that may arise throughout the year.

Birthdays and Celebrations

Birthdays are very special to children, and we like to help celebrate this occasion. Please notify your child's teacher several days in advance if you would like to bring in a small treat to help celebrate. Ask your child's teacher for ideas for age-appropriate treats to bring. If your child wishes to invite classmates to his or her birthday party, invitations should be mailed unless the whole class is invited, please. Holiday parties will be celebrated. Teachers will send out information or you will be contacted by the classroom parent.

Weapons and Violent Play

There is a strict policy of allowing no weapon play at Reid Memorial MDO & Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a toy weapon, it should be placed out of sight and sent home the same day with a note explaining the policy about weapons. Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

We Lock Up

For the safety of our children, we keep the doors locked to the preschool building (including the hallway door from the Fellowship Hall). Please use our back driveway to drop off a late student. You can call the office and an employee will meet you at the back door. We encourage parents to arrive at school on time. When children are late they miss out on many special experiences. It can also be stressful for younger children with separation problems when parents arrive late.

Car Line and Parking Procedures

No children shall be left unattended in vehicles while on Reid Memorial Presbyterian Church property. All children must be securely buckled in the proper safety seats when arriving and departing. For car line ease and safety, please have students seated on the driver's side of the vehicle. There are to be no idling cars in the parking lots, side of Johns Rd, or in the back alley for the safety of all students. At no time will there be any pedestrian access to the back-car line entrance. The gates will be closed and locked during school operating hours. Located at the end of this document you will find a map of the entrances and exits.

Children downstairs in the Infant Room, Young and Older Toddlers, and Young and Older Twos will be walked into the building. Doors will open promptly at 9:00am and end at 9:15am. When you reach your child's classroom, we ask that you remain at the door for your teacher to greet and lead your child into the room. This allows for less disruption and an ease of transition for the child.

Children in our 3s and K4 will participate in a car line located under the portico on the playground side of the church's CLC building. Car line will begin promptly at 9:00am and end at 9:15am. Please have your child's carline sign visible (hang from rearview mirror with hanger or clip to visor). When it is your turn, please place your car in park and remain in your vehicle. A teacher will help your child out and walk them to the door. Pick-up will begin at 12:45pm and end at 1:00pm. When you are one of the first 2 cars in line, please place your car in park. Students will be called out and walked to the car by a teacher. **PARENTS WILL NEED TO GET OUT AND SAFELY BUCKLE THEIR CHILD.** When all students and parents are back in the vehicles, the teacher on duty will signal for these cars to begin their exit. You must exit by turning RIGHT onto Walton Way. RIGHT TURN ONLY so not to back up the carline. Thank you for your cooperation.

Children in Infant, Young and Older Toddler, Young and Older Twos classrooms will be picked up between 12:45pm and 1:00pm. Please be sure to stop at the classroom door as you will be met by a teacher who will open the door for the child being picked up to leave.

Transportation and Field Trips

Preschool (3's and 4's) will participate in field trips to various locations away from the school. Reid logo t-shirts are recommended and sold in the Director's office. Teachers and volunteer parents will transport the children in private vehicles. It is the school's policy that children may only travel in rear seats of cars with car seats or boosters securely and properly fastened. The Board of Directors and the State of Georgia have mandated that children must be transported in child safety seats. Each parent is encouraged to participate in a field trip, or they will be required to leave a child safety seat to be used in a parent's auto. Everyone who participates in a field trip must present their driver's license and insurance card to the office. Unfortunately, some trips require us to limit the number of adults, so we are not able to have unlimited chaperones while other trips allow us to invite everyone who wants to come. Parents will be required to sign a field trip permission slip for each event.

Child Abuse

All employees at Reid Memorial MDO & Preschool are considered Mandatory Reporters according to Georgia State Law. If abuse, neglect, exploitation, or deprivation is suspected, by an employee of Reid Memorial MDO & Preschool, the employee will immediately report the incident to the Director. The Director will then document the incident and make a report to the local Department of Family and Children's Services as required by law. (GA. Code 19-7-5)

Confidentiality Policy

All family information is confidential and is not provided to any other agency or individual without written parental consent. Access to a child's file is limited in order to protect the privacy of children and parents. Relevant documentation may be released to state and federal licensing agencies upon request. Relevant information may also be released to a hospital and/or physician in an emergency. Parents are asked to sign a release authorizing the center to obtain medical assistance in an emergency when parents cannot be reached.

Conflict Resolution

Enrollment at Reid Memorial MDO & Preschool is voluntary, and we are very glad you have chosen us! We are committed to providing you with an exceptional program. Policies and procedures are in place to meet the requirements of those that fund or regulate our program. We want you to be involved with your child's care and education. We welcome your ideas and believe concerns are best handled informally and expediently between the involved parties. We understand that issues, while rare, may arise that require parties to take more involved steps. Formal steps to express concerns include:

1. If you have a concern about your child, please address the concern with your child's teacher first (not in the presence of the child). If you are still unsatisfied, discuss the concern with the Director. It is best to schedule a conference with the teacher or director so that adequate time can be arranged to hear your concern.
2. If you have a concern about our policies and procedures, please feel free to discuss any aspect with the Director. It is best to schedule a conference so that proper time can be arranged to hear your concerns.
3. If your concern about your child or the policies and procedures are not resolved with the Director, you may ask the Director to arrange a meeting within five days with the Board of Directors and/or Church Leadership. The

determination of the Board of Directors and Church Leadership will be final.

Resources

Consumer Recall Information

Reid Memorial MDO & Preschool participates in the US Consumer Product Safety Commission. Products that have been recalled can be located in the director's office.

ABC Jesus Loves Me Curriculum

At Reid Memorial MDO & Preschool we have chosen to utilize the ABC Jesus Loves Me curriculum which helps focus on academics, development, and Bible learning through play in our Two-year-old and Three-year-old classrooms. To find out more about the ABC Jesus Loves Me Curriculum you can visit

<https://www.abcjesuslovesme.com/curricula/>

Abeka Curriculum

In our Pre-K Four classroom we have chosen to use the Abeka curriculum. Abeka is a research based and accredited curriculum that has a strong reputation of success. To find out more about the Abeka Curriculum you can visit <https://www.abeka.com/OurApproach.aspx>



2023-2024 Academic Calendar

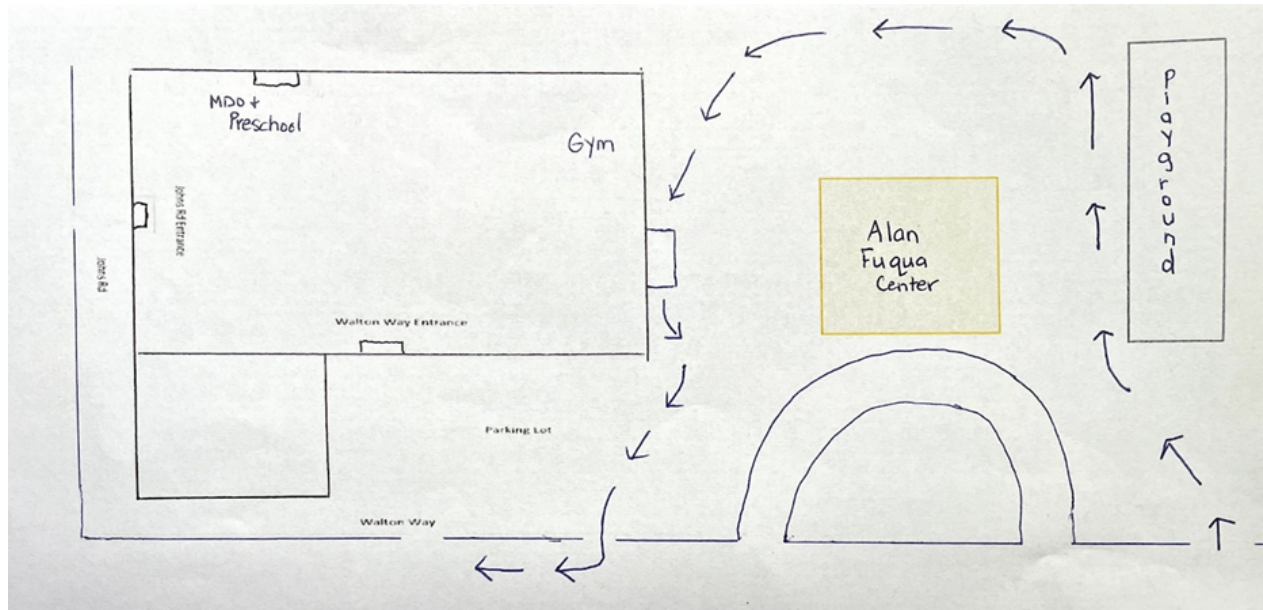
August 8	Open House
August 9	First Day of School
September 4	Labor Day Holiday
October 9 & 10	Fall Break
November 10	Veterans Day
November 20-24	Thanksgiving Holidays
December 13	Preschool Christmas Chapel
December 20-January 3	Christmas Holidays
January 3	Teacher Workday
January 15	MLK Holiday
January 17	Fall Registration
February 16-19	President's Day Holiday
March 29	Good Friday Holiday
April 8-15	Spring Break
May 17	Last Day of School

School Hours are 9am until 1pm

Reid Memorial School Emergency Closing (Inclement Weather) will coincide with Richmond County Public Schools closings.

Delayed Opening: Reid will open as scheduled as long as the RCBOE opens by 9am. If the delay is later than 9am, then Reid will be closed for the day. Stay tuned to local media.

School Map and Diagram of Carline for Preschool



OTHER IMPORTANT CARLINE REMINDERS:

-THIS IS A NO CELL PHONE ZONE!

-Your child's teacher is not allowed to buckle up your child. The first 2 vehicles in line will place their car in park, get out to buckle, and then will exit onto Walton Way when given the signal by the teacher on duty.

-You must take a RIGHT TURN only onto Walton Way to exit from the carline. This prevents back-ups. Thank you