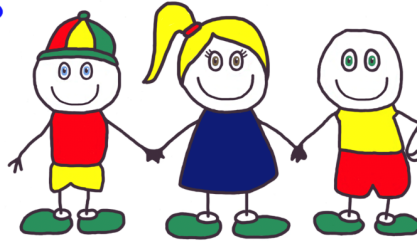


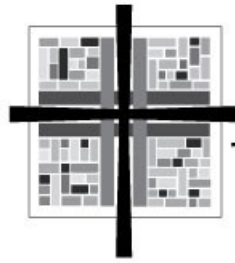
Transfiguration



**Catholic Church
PRESCHOOL**

PARENT HANDBOOK 2023- 2024

**Transfiguration Catholic Church
1815 Blackwell Road, N.E.
Marietta, Georgia 30066-2911
(770) 977-1442**



The Catholic Church of the
TRANSFIGURATION
Welcome ▪ Celebrate ▪ Grow ▪ Serve

Dear Parents,

On behalf of our entire staff, and our Pastor, Fr. Eric Hill, we welcome you to Transfiguration's Preschool. We consider the opportunity to teach and care for your child during the 2023-24 preschool year both an honor and a privilege.

Transfiguration's Preschool Program, is aware of the trust you place in us and our staff. That trust is apparent by the choice you have made to leave your most precious gift in our care. We all take this responsibility very seriously. You and your child are the most important ingredient of our program.

The first five years of a young child's life have been established as the most valuable on the learning scale. With our skilled and multi-talented staff we will strive to provide a variety of experiences in a nurturing, Catholic environment. Our goal is to help each child grow and develop to the best of his/her spiritual, physical, cultural, academic and social capabilities. We want to open a world where each child will be free to explore, make decisions, create friendships and develop a foundation based on Catholic values. We are confident that through our partnership with you, we can establish a lifelong love of learning in each child who enters our doors

This handbook was prepared to acquaint you with our guidelines and procedures. In doing so, we hope to promote an understanding between our preschool and your family. An informed parent enriches the mutual relationship we strive to develop, benefiting all involved.

We encourage you to become involved in your child's first steps in "formal" education. If you ever have any questions or concerns, please do not hesitate to call or email the preschool office. We are here to assist your family in whatever way we can.

Sincerely,

Kristen Smith
Preschool Director



TRANSFIGURATION PRESCHOOL

MISSION STATEMENT

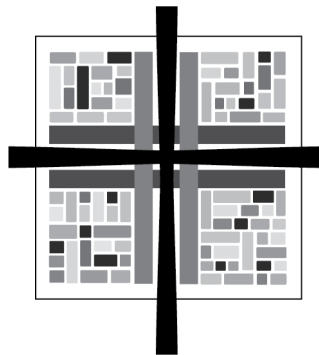
Our mission is to promote each child's spiritual, cognitive, emotional
and physical development.

To develop a creative and inquiring mind;

To encourage relationships with peers;

To instill respect for themselves and others;

and to foster a loving awareness of God through Jesus, His Church,
and the world.



PHILOSOPHY

We believe that children are unique and special beings who develop at their own time
and pace. Our developmentally appropriate program is designed to
provide experiences that will focus on the growth of the whole child.

In addition to school readiness, we will encourage life-long learning, problem solving,
decision making and motivate each child to reach his individual potential and beyond.

Archdiocesan, Parish and State Guidelines

Transfiguration Catholic Church Preschool is an "Exempt from State Licensing" program and is under the supervision of the Archdiocese of Atlanta Office of Catholic Schools. **With Bright from the Start exemption comes limitations for children ages 16months-23months. These children may only attend our preschool program for a maximum of 4 hours per day / 2 days per week.**

Transfiguration Preschool operates, and carries liability insurance, under the Guidelines for Parish Early Childhood Programs and receives at least two Quality Assurance visits each year. A copy of these guidelines and documentation of visits are available in our office for your reference. All employees must comply with the Safe Environment policies of the Archdiocese of Atlanta. Safe Environment requirements for an employee include the successful completion of a criminal background screening and a VIRTUS class.

Our Directors and staff attend Professional Development courses provided by the Archdiocese of Atlanta Summer Education Institute. All staff are required to obtain, at least, 10 hours of professional training each year and keep current in Adult and Child CPR.

Preschool Classes are available on a first come, first served basis with non refundable, paid registration. Parents must also agree to follow our policies and guidelines in our Preschool Parent Handbook. Your child's age on Sept. 1st, 2023 determines the class your child will enter in August 2023.

Classes offered for the 2023-24 preschool year are as follows:

TWO YEAR OLD CLASSES:

A child must be 21 months and walking by Sept 1, 2023.

Two Year Olds: **2 days** based on availability but typically M,W or T,Th

\$265/month: 12:30 dismissal

\$265/month: 1:30 dismissal

Two Year Olds: **3 days** based on availability but typically M,T,W or M,W,Th

\$285/month: 12:30pm dismissal

\$285/month : 1:30pm dismissal

Two Year Olds: **4 days** MTWTh

\$310/month: 1:30pm dismissal

THREE YEAR OLD CLASSES:

Three Year Old 4 days, 3 hours - \$310/month: 12:30pm dismissal MTWTh

Three Year Old 4 days, 4 hours - \$310/month: 1:30pm dismissal MTWTh

Pre-K CLASSES:

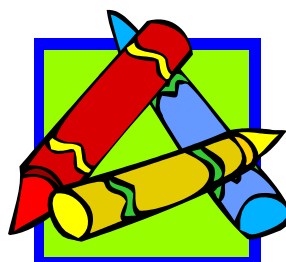
Pre-K 4 days - \$310/month: 1:30pm dismissal MTWTh

Pre-K 5 days - \$340/month: 1:30pm dismissal *12:30 dismissal EVERY Friday MTWThF

TABLE OF CONTENTS

Our School and Staff	1
Phone/Email	1
Hours of Operation	1
Fees and Services	2-5
Ages	2
Calendar	2
Transfiguration Preschool Early Release Days	2
Cobb County Furlough Days	2
Curriculum	2
Tuition	3
Payment Options	3
Registration	4
Late Fees	4
Returned Checks	4
Policies and Procedures	5-19
Absences	5
Withdrawal	5
Communication	5
Social Media	5
Diapers and Potty Training	5-6
Calendars and Newsletters	6
Conferences and Evaluations	6
Children with Special Needs	6
Attendance	7
Early Arrival	7
Late Arrival	7
Early Pick-Up	7
Late Pick-up	7
Parking	7
Weather	8
Security	8
Emergency Procedures	8
Children's Records	8
Custodial Rights and Legal Rights	9
Visiting Your Child's Class	9
Lost and Found	9
Clothing	9
Outdoor activities	9
Catholic and Private Schools	10
Parental Involvement	10
TOTS (Thanking Our TeacherS)	10

Classroom Supplies	11
Toys from Home	11
Holiday Parties	11
Birthday Parties.....	11
Spirit Day.....	12
School Pictures and Other Fundraisers.....	12
Lunch	12
Positive Guidance and Discipline.....	13
Bullying	13
Disenrollment.....	13
Carpool.....	13-14
General Instructions All Classes	14
Health and Safety Policies	15-20
General Health Precautions.....	15
Expected Parent Participation in H and S.....	15
Illnesses/Infectious Diseases.....	16
Lice.....	16
Immunizations	17
Child Abuse Reporting	17
Emergency Contact Information	17
Medication.....	17
Physical Aggression/Biting.....	17
Emergency Medical Care.....	18
Accident/Incident reports.....	18
Allergies and Other Life –Threatening Medical Procedures	18
Return to Preschool-After Illness.....	19
Amendments.....	19



OUR SCHOOL AND STAFF

Transfiguration Catholic Church Preschool is an "Exempt from State Licensing" program and is under the supervision of the Archdiocese of Atlanta Office of Catholic Schools. Transfiguration Preschool operates under the Guidelines for Parish Early Childhood Programs and receives at least two Quality Assurance visits each year. A copy of these guidelines are available in our office for your reference. Our Directors and staff participate in professional development courses. All staff are required to obtain, at least, 10 hours of professional training each year including current certification in CPR and First Aid.

We strive to hire staff who are dedicated, nurturing, and creative and who have early childhood education experience and/or a degree in an early childhood-related field. Our staff work closely together with the Director and Assistant Director to plan and implement a curriculum that covers various areas of a child's development. These areas include: motor skills, social and emotional development, language development and phonemic awareness that ultimately prepare them for a successful entry into kindergarten. All employees must comply with the Safe Environment policies of the Archdiocese of Atlanta. Safe Environment requirements for an employee include the successful completion of a criminal background screening and VIRTUS training.

PHONE NUMBERS-Communication

When calling the Church and Preschool Office please use **extension 139** to contact us directly. If we do not answer, please leave a message, you will be contacted as soon as possible. Keep in mind our Part Time hours. M-Th 9-2p and Fridays 9-1p.

PARISH OFFICE:

770- 977-1442

PASTOR: Father Eric Hill

PRESCHOOL Director, Assistant Director, & Office Assistant:
Kristen Smith, Mindy Johnson, and Judy Miranda

Ext. 139

Direct number to Preschool Office:

678-223-7339

Parish Administrator: Jeanne Bell

Ext. 119

Father Eric Hill's Administrative Assistant, Linda Rega

Ext. 131

IMPORTANT EMAIL INFORMATION:

Please pay very close attention to your "spam" or "trash" "junk" box. Please add the following email to your contacts list and if we come up as spam, please mark us as "not junk". We do use email frequently to contact our Preschool families.

ksmith@transfiguration.com

Kristen Smith, Preschool Director

We also use **Facebook** to send reminders/announcements and for our parent group TOTs, to invite you to events and to help participate in teacher celebrations. This is a closed, private group and you have to ask permission to join.

Look for Transfiguration TOTs

HOURS OF OPERATION

Our Preschool office hours during the school year are generally Monday through Thursday 9-2pm, Fridays 9-1pm, August-May. Summer office hours vary.

FEES AND SERVICES



AGES

Transfiguration Preschool is an equal opportunity provider.

We offer programs for children 21 months (who are walking) through 5 years of age. Class level is determined by the same parameters Cobb County uses for its own school system. The age of your child on or before September 1st dictates the appropriate class into which your child should enter.

CALENDAR

The Preschool calendar with dates when we are closed is available on our website at www.transfiguration.com. Go to Faith Formation, then Classes, then Weekday Preschool and then scroll to the bottom of the Preschool page. In general, we mirror the Cobb County Schools calendar with a few exceptions. One difference is during Cobb County early release days, we do not close preschool early. We do not offer virtual learning.

Our start and end dates differ from Cobb County and we close on a couple of religious holidays, plus 2 Transfiguration early release days. Please refer to your child's monthly classroom calendar (which typically comes home the week prior to the new month) for specifics concerning your child's class.

TRANSFIGURATION PRESCHOOL EARLY RELEASE DAYS/RETREATS

For the purpose of Staff Development and Training and Spiritual renewal, Transfiguration Preschool will have 2 early release days. On these days all children will be dismissed at 12:30 pm. Transfiguration will close one day each spring semester for a Teacher Retreat Day. Date TBD.

COBB COUNTY SCHOOL'S FURLOUGH DAYS

If Cobb County assigns furlough days, we must also be closed. As of this printing, none are planned for the 23-24 school year.

CURRICULUM

- Our preschool teachers prepare monthly lesson plans using the categories of math/manipulative; language/literacy; science/sensory; dramatic play; moral and catholic religious values; social studies and creative art. Specific skills to plan and teach come from the philosophies of Developmentally Appropriate Practice and each age's appropriate child assessment tool. We also consider the Georgia Early Learning and Development Standards. Each classroom offers child and teacher led activities in small and large groups. Our staff meet monthly with the Director to share and create ideas at age level meetings.
- We use Happily Ever After and Super Kids reading programs with our Pre-K. www.zanerbloser.com
- Our preschool teachers use a wide variety of materials to implement classroom curriculum and activities. These include, but are not limited to: library books, listening centers, shared games, puzzles, manipulatives, dramatic play materials, puppets, blocks and accessories, and creative art materials. Children play outside daily.
- Religious principles are introduced in each classroom through Catholic and Christian prayer, stories, discovery, and discussion. A monthly prayer service, led by our 3s and Pre-K or a 9am children's mass, are offered a few times each year. These planned events will be listed on your child's classroom calendar and if we are able to meet in a mixed group.

TUITION

****All tuition and fees paid, are nonrefundable.** Please be sure to pay the correct amount each month, for 9 months. No refunds of any tuition or fees are given for a child's absence due to illness, vacations or visitors, extended travel, student withdrawal or accidental overpayment.

Our preschool is funded solely by regular payment of tuitions and fees. Our budget is set in April of each prior school year. Our annual tuition and registration fees cover all activities, one time curriculum consumables and craft supplies. It also pays all of our preschool teacher and staff budget for payroll.

TUITION Con't:

Your child's registration has been accepted in good faith with expectation that your child remains with us for the entirety of the Aug-May Preschool year. Any student withdrawal, on your part, must be in writing 30 days prior to your leaving. You are still responsible for complete tuition for the month of withdrawal.

We cannot accept any student withdrawals after February 1, 2024, with only major life changing events as exceptions. If you decide to leave the program after February 1, 2024, you are expected to continue to pay tuition for the remainder of the preschool year (February, March and April). If you plan to re-enroll the following year, all prior tuition must be paid.

Our yearly tuition is based on 9 monthly payments, August 1, 2023– April 1, 2024

Classes	Annual Registration	Monthly Tuition
Twos 2 Day	\$200	\$265.00
Twos 3 Day/3hr	\$200	\$285.00
Twos 3 Day/4hr	\$200	\$285.00
Twos Threes Pre-K 4 Day	Twos-Threes \$200	\$310.00
Pre-K 5 Day	Pre-K \$225	\$340.00

We offer a 10% discount for families who have multiple children enrolled. The discount will come off the youngest child's tuition.

We do not send monthly statements or reminders. Your tuition is always due on the 1st of each month or the next open Monday if it is a weekend or holiday. Tuition will be considered late after the 10th day of the month and a late fee \$25 will be added to your account. **Monthly account statements and tax info are available when requested.**

PAYMENT OPTIONS

1. Online credit / debit card payments with VANCO.
Online payment—www.transfiguration.com then follow information on **"Online Donations and Payments"** menu at the top of the page.
Look for WEEKDAY PreSCHOOL PAYMENTS.

Please pay special attention to the frequency AND the start and end dates.

Preschool tuition should be paid on the 1st of each month, Aug-April of our Preschool year (a total of 9 monthly payments).

If you have used this online giving system (VANCO) in the past (for Preschool or any Parish Offertory or Faith Formation Classes) **PLEASE** use the email and password that you created to originally set up the account. Follow the "forgot email or password" prompt, if necessary. **DO NOT CREATE a whole new account! You will be charged MULTIPLE times if you do not use the password/email recovery steps.**

If you are NEW to VANCO to play online, please also go to the **"Online Donations and Payments"** menu and follow directions to create a new account. Please pay special attention to the frequency AND the start and end dates. Preschool tuition should be paid on the 1st of each month, Aug-April of our Preschool year. (a total of 9 monthly payments).

Payment info Continued:

2. Personal checks or bank bill pay payable to: Transfiguration Preschool.
Always include "preschool" and your child's first and last name on the memo line or account number line.

Once regular classes begin, personal checks for tuition may be sent in, in your child's communication folder, **but MUST be sealed in a well marked envelope, write TUITION on the front of the envelope.** (any envelope will do).

ALL CHECKS AND ENVELOPES SHOULD BE CLEARLY LABELED WITH YOUR CHILD'S FIRST AND LAST NAME AND THE WORDS "PRESCHOOL TUITION".

We prefer not to accept cash. If cash is your only option, it MUST be HAND DELIVERED to the Preschool Director so we may immediately issue you a receipt. Please email the Director if cash is your only option. ksmith@transfiguration.com

REGISTRATION

Please **DO NOT** pay any registration online without first confirming availability from a Preschool Director.

Annual registration is held every January (for families currently registered in the program) and February (for all others) for the following school year. Open enrollment will continue on a first come, first served basis until all possible openings have been filled in each class.

Parents must complete Transfiguration's registration form and pay a non-refundable registration fee (\$200.00 for 2s and 3s; \$225.00 for Pre K) to guarantee their child's placement in the 2023-24 preschool year. This charge enables Transfiguration to provide special resources for the children throughout the school year, all of their art supplies, as well as a t-shirt and preschool bag. We do not offer a sibling discount on this annual registration fee.

After your registration form and fee have been accepted by a Director, you are required to fill out additional permission and information forms provided by the Preschool office. A current state of Georgia Immunization Form 3231 is also required at registration.

All tuition and fees are non refundable.



LATE FEES-

Tuition---A late fee of \$25.00 will be incurred if tuition is not received by the 10th day of each month. This fee will continue to accrue every 10 days that payment is outstanding. If at anytime tuition becomes 1 month delinquent, your child will be suspended and risk disenrollment from the program until your account is made current.

Should you experience special financial situations, please contact the Preschool Director to discuss possible payment plans.

Late Carpool Pick-up—A \$25.00 late fee is charged at 1:46 p.m. (or 12:46 p.m.) and \$1.00 per additional minute thereafter. The clock on our office computers determines the time. Certainly, extraordinary circumstances will be considered on a case by case basis.

RETURNED CHECKS

After the second returned check, all future payments must be made by credit card or money order.

POLICIES AND PROCEDURES

ABSENCES

At the time the Finance Department established budget and tuition, allowances for school holidays/closings, teacher workdays, and snow/weather days were taken into consideration. There will be no prorated fees for these days or for those missed due to illness, vacations, and other occasions, such as grandparent visits. We do not offer make up days.

WITHDRAWAL

When withdrawing your child from Transfiguration Preschool, a 30 day written notice is required so that we may have time to fill the spot with another child. This policy is normal, standard and regularly enforced. If time does not permit, a charge corresponding to the insufficient notice will be billed. All tuition is non refundable. Please refer to Pages 2, 3, 4.

DAILY COMMUNICATION

Your preschooler's book bag not only provides a way to transport artwork, snacks, and extra clothes but also is the main means of the school's communication system. If you need to send in any communication please put it in the folder in your child's book bag. Remember to check your child's Transfiguration bag and folder daily for current notes, financial statements, and fliers, as well as, your child's prized school projects.

If you prefer to call or email, please consider our Part-Time office hours. We generally close the office each day at 2:00pm. We will return your email or phone call as soon as possible on the next Preschool day.



We have the ability to send a Preschool-wide text message through our software system. We will ONLY use this messaging system for a true emergency or change that effects the whole Preschool or a whole Preschool day.

SOCIAL MEDIA

Other than emails from the Preschool Office, TOTs or your child's room parent, our teachers and staff are not permitted to use email, texting, or other social networks, like Facebook, to contact preschool families. We ask, in return, that parents only contact our teachers through their child's communication folder or through the Preschool Office.

Please **do not** text, email or use social media to contact our teachers. We respectfully ask that you "unfriend" or "hide" any of our Transfiguration teachers while you have any child, of any age, registered in our program. We ask our staff to do the same. Please respect their personal time outside of preschool hours.

We encourage you to join our Transfiguration TOTs "Closed" Facebook page.

As stated above, most of our correspondence will be relayed through your child's communication folder or emails from the Preschool Office. You may also email or call and leave a message in the Preschool Office. We will pass it on to your child's teacher and she will contact you as soon as possible. 770-977-1442 ext 130

DIAPERS AND POTTY TRAINING

Transfiguration Preschool has no potty training requirements. However we ask for the following items and cooperation. All children who are potty training should be dressed in loose fitting, elastic waist clothes that are easily removed by your child and child's teachers. Any child in "big kid" underwear should always send a change of underwear and clothes each day during potty training. Please label all items with your child's first initial and last name.

POTTY TRAINING Con't

Children in Two year old classes, who are not trained, should send at least 2 diapers each day in their child's book bag. Children who are using "Pull Ups" should wear the style with "velcro" type sides and also send a minimum of 2 each day. Please label the diapers or pull up with your child's first name, on the crease.

If your child is age 3 or older we may request a conference to help you help your child achieve potty training success. **Any Three Yr Old**, not yet ready for "big kid" underwear, should be sent in "pull ups" that have "velcro" type sides, a minimum of 2 each day. We will encourage your child to use the potty with the other children in their classroom at designated bathroom times. Be aware our three year old classrooms do not have specific diaper changing areas.

For any child beginning potty training at home, during the preschool year, please send your teacher a note telling them this information and if they are wearing "big kid" underwear. We will then take your child to the bathroom at our planned group times.

CALENDARS AND NEWSLETTERS

A Calendar specific to your child's classroom, will be sent home monthly. It will list monthly activities, birthdays, resource visitors, holidays and any other information the teacher feels may be of interest to you. Please keep your calendar posted for the entire month. Once a week (generally after 12:30p on Friday afternoons) we will email a classroom newsletter and sometimes a few pictures summarizing the past weeks' curriculum and events. This newsletter explains more in depth any special activities, art projects, special supplies needed, or events that will be occurring in your child's class. It will provide a starting point for talking to your child about her class. By reading this newsletter each week and using the calendar, you should be well informed of our Preschool's program.

CONFERENCES

Conferences may be scheduled at any time for any reason by parents, teacher or director. Please contact the office if you would like to conference with your child's teacher.

All parents of Pre-K children will have the option for a scheduled face to face conference with their child's teacher in November. Conferences are a valuable tool for parents, teachers, and directors to discuss progress and concerns about your child.

CHILDREN WITH SPECIAL NEEDS

Transfiguration Preschool is an equal opportunity provider. Preschoolers with special needs should be brought to the attention of the Preschool administration before the time of enrollment. We will then help determine if our program is suited for the particular needs of your child.

Special needs identified after admission will be discussed as they occur. Our collective years of experience with young children helps us identify potential areas of concern. However, our staff is not specifically trained to diagnose special needs. We will help, to the best of our ability, to offer guidance, and suggest professionals who are certified to assist families and children with specific needs. The best interest of the child with special needs, as well as all other children in the class, must be taken into consideration.

Parents should always keep both administration and the child's classroom teacher informed of any speech, physical, emotional, or behavioral therapies that your child is receiving or has received in the past. It is helpful to both the child and the teachers.

Parents with special needs should notify the Preschool Office. We will make every attempt to provide resources for meetings and programs that will assist parental understanding and enjoyment.

ALLERGIES AND OTHER MEDICAL CONDITIONS

Please see page 18 for specific information.

ATTENDANCE

Attendance in preschool is not required or penalized as in the public and private elementary schools. We believe, however, that it is important to teach children good habits about regular attendance in school. Of course, in preschool, occasional vacations and visits with grandparents are fine but allowing a child to stay home just because he "doesn't want to go" is not advised.

EARLY ARRIVAL

The school day begins at 9:30 am with carpool. Children **cannot** be dropped off before this time. Teachers are preparing their rooms and getting supplies ready for the day and will not be able to adequately supervise children at this time.

LATE MORNING ARRIVAL

When a child frequently arrives late for school, he  is being taught that tardiness is OK. When arriving late, your child misses out on important early morning activities and also disrupts the class. Please make every effort to arrive on time and to drop your child off from the carpool line.

If you arrive after carpool has ended, please park your car in a parking space at the back of the building near the doors marked Child Care. Please do not park along the curb. Then call the Preschool Office direct number, 678-223-7339. We will then know you are waiting outside and come to the doors to let your child in.

PLEASE do not knock on the classroom windows of classes already in session.

EARLY AFTERNOON PICK-UP

Please send a note to your child's teacher, telling them who is picking up your child and the time they will be arriving to pick up. If you need to pick up early, please do so before 1:10pm.

When you arrive for an early pick-up, please park your car in a parking space at the back of the building near the doors marked Child Care. Please do not park along the curb. Then call the Preschool Office direct number, 678-223-7339. Let us know you are outside and then walk to the doors. We will then bring your child to you.

A photo ID will be requested if we do not recognize you or your designated pick-up replacement.

LATE AFTERNOON PICK-UP

Afternoon carpool begins at 12:30 / 1:30 pm. Upon completion, the staff will take any remaining children back to their classroom. If you are running late, a phone call will help relieve your child's anxiety and also notify us of your anticipated arrival time.

Please do not use email to notify us, a phone call is more immediate.

Once at school, please park your car in a parking space at the back of the building near the doors marked Child Care. Please do not park along the curb. Then call the Preschool Office direct number, 678-223-7339. Let us know you are outside and then walk to the doors. We will then bring your child to you.

A late fee may be charged. See page 4 for fee schedule.



PARKING

Whenever it is necessary for you to leave your car and come into the building, our fire codes mandate you park in a regulation parking space. Never park along a curb or in a driveway, even for just a minute. Children should never be left unattended in your car.



WEATHER

Transfiguration Preschool will follow the Cobb County School System for inclement weather situations, unless otherwise directed. We ask that you stay weather aware via local news and radio broadcasts.

- If Cobb County Schools are CLOSED for the day, we are also closed.
- If Cobb County Schools issue a DELAYED OPENING or predetermined EARLY RELEASE we will be closed.
- If Cobb County Schools issue an EARLY RELEASE during the day, we ask that you come in to pick up your preschool child as soon as you hear the early release has been issued.

For very unusual situations and to the best of our ability, we will attempt to call or email you, using the preferred emergency phone number or email you have provided. Information also listed on transfiguration.com and the TOTs Facebook page.

SECURITY

Unless it is pre determined, PLEASE only enter our Preschool through the CHILD CARE doors at the back of our building, near the Playground. Do not enter through the Social Hall, Church Foyer or Church Office doors.



The safety of your child is our most important concern while they are in our care. The following security measures are in place to provide the safest environment possible for your child:

1. All accessible, exterior doors to the building will be locked during preschool hours, except the main church office door and the front to the church foyer.
2. All classroom doors will be locked from the hallway.
3. Parents and other visitors to the building must call or pre plan a visit.
4. All staff, visitors and vendors must have appropriate ID badges visible at all times.
5. Teachers will not be permitted to allow anyone in their classroom without proper identification.

EMERGENCY PROCEDURES

Plans for weather, fire, utility, structural, and intruder emergencies are in place for our Preschool. All staff members have been trained in these procedures and evacuation maps are posted in every room as well as on the main bulletin boards. We conduct regular drills.

CHILDREN'S RECORDS

Children's enrollment records will be retained for 6 years after the child completes our program or withdraws for any reason. If you need copies for kindergarten, please request them before the last week of school. These records are only open to the child's teachers, preschool directors and the child's parents or legal guardians. A written request is required to forward records to another school for evaluation purposes.

CUSTODIAL RIGHTS AND LEGAL REQUESTS

We may not deny a parent access to his/her child without the proper legal documentation. Therefore, any legal document which restricts a parent's access to a child must be presented and on file with the preschool. Please contact the Preschool Office for more detailed information regarding legal requests and/or subpoenas, and possible fees involved.

VISITING YOUR CHILD'S CLASS

We ask that you plan ahead and communicate with your child's teacher and our director when you will visit.

LOST ITEMS

We highly recommend that you label ALL items that belong to your child.

CLOTHING

Please dress your child in clothes that are comfortable and practical for *active and messy* play. Please keep in mind that pants should be easy to get on and off for pottying and diapering purposes. Appropriate clothes for the weather and tennis shoes are recommended. Crocs, flip flops, sandals, boots and other similar shoes are not appropriate. Dresses and skirts are not practical on the playground because they cause tripping and become a hazard when climbing, etc. If your daughter is to wear a dress, please have her wear either leggings, shorts or pants under her dress. All jewelry items are discouraged, however, all necklaces, or dangling toys worn around the neck are never permitted.



Please label your child's outer wear including coats, gloves, and hats. Always include a complete change of appropriate seasonal clothes, including socks and underwear, (labeled with their name), in your child's bag.

OUTDOOR ACTIVITIES

Weather permitting, children in our Preschool play outside as a regular part of the scheduled day. All children participate in this activity. If you feel your child should not be outdoors, please keep your child home. With staff limitations and established class ratios, there are no alternatives available for your child to remain indoors when your child's class is on the playground. Please apply sunscreen at home before coming to school.



CATHOLIC and PRIVATE SCHOOL APPLICATIONS

We are happy to complete any recommendation forms necessary as part of the application process for your child's admittance into a Catholic or other private schools. Please allow us at least 10 days or more to complete these forms.

Attendance at Transfiguration Preschool does not in any way ensure admittance to any Catholic or private school, such as St. Joseph's, Queen of Angels, or St. Catherine of Siena.



PARENTAL INVOLVEMENT

Transfiguration Preschool is grateful for any time and talent that you are able to share with us. Parents are welcome to help at activities both in their child's specific classroom or with the Preschool as a whole through our TOTs organization. Your time, services, and skills can benefit the development of our children. All parents, grandparents and other adult family members are welcome. We ask that each time you come to help you notify your child's teacher at least one day in advance.

TOTS (THANKING OUR TEACHERS)

Our TOTS organization is a great way not only to help out at Preschool but a great way to meet other parents and children within our school. Many parents and children have kept in close contact years after their child has left preschool.



TOTS is run by Preschool parents who help plan teacher parties and activities that celebrate holidays, birthdays and general teacher appreciation events. They serve as our Room Parents.

We encourage parents of currently enrolled students to join the closed "Transfiguration TOTS" Facebook page. It is the best way to keep up to date on preschool happenings and also the easiest and fastest way to communicate reminders and last minute information.

CLASSROOM SUPPLIES

We ask that you send in, a plastic school supply, pocket folder to use as your child's home/preschool communication folder. We also occasionally ask for paper goods such as a roll of paper towel, a box of tissues, container of baby wipes or a sleeve/box of drinking cups. You will be notified if we are in need of these items. Your registration fee and tuition covers the cost of one Transfiguration spirit shirt, and one bag to carry back and forth to school. It also covers craft supplies and special activities during the school year. Since the Preschool does not have sufficient storage, please wait to send your items until you are notified by your child's teacher.



TOYS FROM HOME

Children should not bring personal toys to school. Young children are just learning to share. It is unreasonable to expect other children not to want to play with these toys. There are exceptions to this request. Children's books, classroom teacher lead "show and tell" and items pertaining to the curriculum are always welcome. We cannot be responsible or guarantee the "safety" of any items sent in from home.

HOLIDAY PARTIES

Class parties are held at the discretion of each age group. Each teacher will give ideas/directions for these parties to her *Room Parents*.

BIRTHDAYS

Please let us know if you would like to send in a special Birthday Treat for you child to share with their class. The teachers will offer this treat to the children at the end of the day.

Only a small treat is recommended. Please include every child in the class when planning your celebration. Ask your child's teacher for an accurate count.

Remember that safety concerns do not allow candles, balloons or small prizes/favors, candy; the items are considered safety or choking hazards.



SPIRIT DAY

Spirit Day is celebrated each month typically starting in Sept or Oct. Occasionally teachers designate an additional day for their class. See your child's monthly calendar for the exact date. Please have your child wear their Transfiguration Preschool T-shirt to show school spirit on these and any other days they like.



SCHOOL PICTURES AND OTHER FUNDRAISERS

Individual children's pictures are typically taken in the Fall and Spring. Group class pictures will be taken in late Winter or Early Spring. These photographs are an optional service we offer and there is no obligation to purchase however they provide a good fundraising source for our school.



Throughout the school year, we will offer a few additional fundraiser activities or projects with the option for our families to purchase. There is no obligation to participate.



LUNCH

All children will each lunch at Preschool. Please send a lunch each day they attend.

We believe that part of the educational experience is learning about proper nutrition. Eating lunch at school is a great opportunity to reinforce this concept. Help us by always sending healthy foods for lunch. We follow the American Academy of Pediatrics recommendations for foods that are potential choking hazards. Food that is a choking hazard will be returned home.

Please note: Foods requiring cutting or other preparation must be completed at home. Teachers do not have adequate time to prepare lunch items. Please remember to include disposable spoons when necessary.

***We require that you follow any classroom restrictions due to a child in a particular classroom with severe food allergies. You will be alerted to these by your classroom teacher.**

POSITIVE GUIDANCE AND DISCIPLINE

Children are the most important element of our Preschool. Our goal is to foster positive behaviors in a loving, nurturing, and safe environment. Your child will be cared for in a manner that consistently supports your child's growth and development. We will give loving encouragement in times of difficulty, offer positive guidance in decision-making skills, and provide age appropriate *think-about-it* opportunities. Our teachers will work closely with directors in determining these elements of care.

We strive to have an open line of communication between parents, teachers and administration in our Preschool Program. This communication can be very beneficial in sharing the positive events of the day as well as any difficulties that occur. The support and communication between parent, teacher, and child can have a tremendous impact on the success of a child's education. We encourage you to become an active part of your child's learning in these very early years. By establishing a caring relationship, we will all help to make his/her present and future a success.

BULLYING

Any pattern of threats or willful force against a person or property, by any child or adult, will not be tolerated. We expect and encourage respect for all people and property. (See physical aggression page 17)

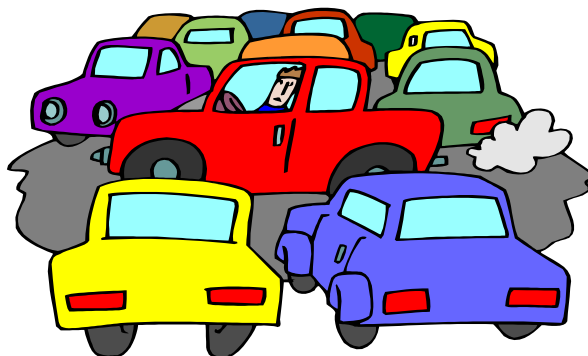
DISENROLLMENT

Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our program. Some possibilities include: behavioral issues that involve a child causing harm, whether intentional or not, to other children and/or a lack of response from parents to our requests regarding their child. A decision to disenroll a child will only happen after our preschool staff and church administration feels every option has been explored. Our Director will assess each disenrollment not only with regard to the individual child's needs, but also the needs of all the children served. The parent will be a central figure in the discussions regarding this issue, but the decision to disenroll a child must be left to the discretion of the Director and church administration.

CARPOOL

Our carpool system is, by far, the safest way for children to enter/leave the building. Please help us with this safety measure and adhere to our carpool system.

Initially, the carpool procedure can be a bit time consuming. Preschoolers only move so fast. Our staff is committed to ensuring your child's happiness and safety. Please practice patience and courtesy with the staff and each other. Our goal is to make this system as efficient as possible. To aid in this process, please cooperate in the following ways.



GENERAL CARPOOL INSTRUCTIONS—ALL CLASSES

We ask for your cooperation in helping us comply with these guidelines. Our staff will work hard to make carpool as easy and fast a process as possible.

1. On any given day, carpool will involve about 50 cars all coming and going during the same 15 minute period. PLEASE use logic, safety, patience and common courtesy when merging or crossing any line. Families with more than 1 child at Preschool may be permitted to merge into lines.
 2. Each time you stop, put your car in “park”.
 3. Please do not use your cell phone when the carpool line is moving.
 4. Move forward in line only when the cars in front of you begin to also move forward. **Do not pass** or try to maneuver around another car still in line.
 5. Carpool is not the appropriate time to discuss details about your child’s day with the teacher. Appointments may be made any time.
 6. Each child / family will be given a carpool number. Please hang your number from the rear view mirror . If at any time you need a replacement or extra number, notify the preschool office.
 7. BY LAW---all children are required to be buckled in car seats. Please ensure that your child remains in his / her car seat until you have stopped for unloading. You are also responsible for making sure your child is appropriately buckled in before you leave in the afternoon. DO NOT allow them to EVER hang out of windows or stand through sunroof!
 8. **Morning (AM) car pool** will begin at **9:30am** and **Afternoon (PM) carpool** will begin at **12:30 / 1:30pm**
PLEASE do not line up more than 15 minutes prior to the start.
 9. During the AM carpool, please remain in your car.
 10. **For PM carpool**, Please wait for your child at your car. DO NOT walk ahead or down the sidewalk. All children must be buckled in their car seats before pulling away from the curb. You may need to get out of your car to ensure the safe buckling of your child into his/her car seat. Our staff is not permitted to buckle children into their seats.
 11. Please make every effort to be on time for drop off and pick up.
If you arrive after carpool has ended, please park your car in a parking space at the back of the building near the doors marked Child Care. Please do not park along the curb. Then call the Preschool Office direct number, 678-223-7339. We will then know you are waiting outside and come to the doors to let your child in.
- Please DO NOT knock on the classroom windows of classes already in session.**
12. If your child is going home with another family, or someone not on your typical pick up list, please call, email our office or send a note to the teacher. You should notify us of a change no later than 30 minutes before afternoon carpool begins. We cannot accept change of transportation plans conveyed to us by children or other adults.
 13. When someone other than the usual driver is picking up your child, send us a note, and please be certain they understand the carpool procedures and will be prepared to show their ID to a teacher.
 14. If a thunderstorm or other dangerous weather occurs during loading or unloading times, carpool will be delayed / suspended until administration determines it is safe to continue. Although not recommended, during this kind of weather delay you may park your car and walk in to drop off or pick up your child.



HEALTH AND SAFETY POLICIES

The following are precautions we use everyday (Updated June 2023):

- Upon arrival, all children will be given a “squirt” hand sanitizer and monitored that it is rubbed into their hands. Or once they enter their classroom, shown where to wash their hands with soap and water.
- For Twos and Threes children, they will be shown where to hang their belongings and then escorted to their classroom upon entry. They will say the pledge of allegiance and a morning prayer in each, individual classroom.
- Pre-K children, on arrival to the Social Hall, will be shown a floor square to sit on while waiting for their classmates to arrive. After the pledge of allegiance and our morning prayer, children will be taken to their classrooms. Each child will be given a named place to hang their personal belongings.
- Each afternoon, after carpool ends, teachers will sanitize (to the best of their ability) toys, furniture, doorknobs and anything else that is touched each day.
- Washing hands frequently—children and staff—always after bathroom visits and before eating. We will also use a waterless hand sanitizer in the classroom. The children are monitored while using the hand sanitizer to ensure that it dries properly.
- During the school day, teachers will report any suspected illness and/or, green or thick mucous, from mouth nose or eyes, excessive coughing, vomiting, diarrhea, suspected fever, to preschool administration. We will then use the primary phone number provided by you and ask that you make arrangements to pick up your child.
- Children are taught to *cover their mouth and nose* when they sneeze or cough. We teach them to **use their elbow or shoulder** NOT their hands.

Classrooms/Cohorts:

Each individual preschool classroom will be considered a cohort. IF a situation arises where the Preschool Office or any preschool governing office recommends a closure due to a contagious illness exposure, we will close the one classroom and not the whole preschool. In the realm of possibilities is the closure of the entire preschool. This might be necessary if a contagious illness reaches an “at large” community or preschool community spread i.e. multiple children in multiple preschool classrooms.

You will be notified in writing and by email if any illness related closings are necessary. No tuition or fee refunds will be possible in this situation.

EXPECTED PARENT PARTICIPATION IN HEALTH AND SAFETY:

Before getting in the car to come to preschool, please observe your child to see that they are feeling well. If your child has a fever and it is above 100 degrees Fahrenheit, they may NOT come to school. Medications should not be given to mask symptoms before coming to preschool.

Please observe them for any other signs of illness like cough, runny nose, difficulty getting a complete breath, diarrhea, mucus discharge from the eyes or nose, complaints from your child about headache, body aches, a sore throat or trouble swallowing, signs of a rash or severe skin irritation or vomiting.

An ill child should not return to Preschool until they are **symptom free for 24 hours, without symptom reducing medications.**

To help keep all children and staff healthy, we ask that you carefully clean and disinfect:

- your child’s lunch box (inside and out)
- their personal belongings including their folder and preschool bag
- launder any outerwear like coats, jackets, sweaters, hoodies, hats, mittens, etc.

It is the parent’s responsibility to keep us up to date with any changes to your cell phone numbers and local emergency contacts.

Whenever your child is in our care, PLEASE MAKE SURE YOUR CELL PHONE is on RING and the volume is up. We need to be able to contact you as soon as possible, especially if your child becomes ill during the preschool day. If we have any difficulty reaching you while your child is in our care, we will ask you to keep your child home the following day.

Illnesses and Infectious Disease (Updated June 2023)

The primary responsibility for the prevention and control of infectious disease lies with individuals, families and public health authorities. Preschool is not responsible for providing expert infectious disease advice or treat students. We will follow required health and safety guidelines set by the Director of Parish of Early Childhood Programs at the Archdiocese of Atlanta. We will also follow any reported guidelines or procedures set by the State of Georgia Bright from the Start. Preschool will comply with any directives from the Office of Catholic Schools.

Attendance at preschool may be denied to any student reasonably suspected of or diagnosed with any contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, teachers and staff.

Preschool reserves the right to require a statement from the student's primary care physician authorizing the student's return to preschool. Preschool will respect all students' privacy. Parents of other children attending preschool may be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying the particular student identified with the disease to the maximum extent appropriate in each particular circumstance.

- The Office of Catholic Schools and our Transfiguration Catholic Preschool program require that: children who have a fever over 100 degrees, cough, body aches, headaches, difficulty getting a complete breath, diarrhea, mucus discharge from the eyes or nose, complaints from your child about a sore throat or trouble swallowing, signs of a rash or severe skin irritation or diarrhea/vomiting should not return to Preschool until they are ***symptom free for 24 hours, without symptom reducing medications.***
- Please notify the Preschool Director when your child has been diagnosed by a doctor, any communicable diseases (e.g. strep, pink eye, croup, rsv, flu, covid-19, etc). This will alert us to watch for symptoms, sanitize rooms, and allow for notification of other preschool parents of the illness.
- If your child has any symptoms of a contagious illnesses or if your child or ANY household member is awaiting communicable disease test results, he/she should not return to school until it is safe to do so according to your doctor or Public Health guidelines. A quarantine period may be required before a child is allowed to return to our preschool program. The Preschool has the right to request formal documentation for a safe return to school. Your confidentiality in this, as in all matters, will be maintained.
- During the school day, teachers will report any suspected illness, including suspected elevated temperature, green or thick mucous from the nose, eyes or mouth, excessive coughing, vomiting and diarrhea, to the administration. We will then use the primary phone number provided by you and ask that you make arrangements to pick up your sick child. This policy is in the best interest of your child, teachers and classmates.
- Many children suffer from allergies or frequent colds. If the typical symptoms are accompanied by fever, thick mucous, red inflamed eyes, continuous coughing which disrupts sleep or regular activity or discomfort enough to cause general unhappiness, please allow your child to remain home to rest and recuperate. Your child, classmates and teachers will appreciate it.
- **Head lice** do not carry any disease nor does their presence mean that your child is dirty. Please notify us immediately if your child has or had nits or lice.
- When we are made aware of head lice on any child, we will notify the families of the children in that specific class. We will take measures to prevent the further spread of nits/lice, including extra care taken with toys, rugs, pillows and dress-up clothes in the classroom. We may also inspect each individual child's hair and scalp for the presence of eggs or nits. We also provide plastic bags to separate individual children's coats and bags. A child may return to school when all live bugs and nits are no longer present. Your confidentiality in this, as in all matters, will be maintained.

IMMUNIZATIONS



The Archdiocese of Atlanta requires all children attending Catholic parish pre-schools to meet Georgia state standards for immunization. Transfiguration Catholic Preschool requires a current, **non expired, Georgia** Immunization Record **Form 3231** signed by your doctor or local Health Department on file in our office. This document must be presented at registration, before your child's first day of school or may be faxed by your doctor's office. The form must be updated, as required. Your child may not attend Preschool without a current immunization on file.

CHILD ABUSE

Transfiguration's Preschool, including all staff and regular volunteers, must comply with Georgia law requiring schools and individuals to report all suspected cases of child abuse /neglect/ deprivation to the Department of Family and Child Services, our Pastor and the Director of Parish Early Childhood Programs at the Archdiocese of Atlanta.

EMERGENCY CONTACT INFORMATION

As stated previously, is the parent's responsibility to keep us up to date with any changes to cell phone numbers and local emergency contacts. **Whenever your child is in our care, PLEASE MAKE SURE YOUR CELL PHONE is on RING and the volume is up. We need to be able to contact you as soon as possible, especially if your child becomes ill during the pre-school day.** It is very upsetting to a child who is sick when we cannot reach a parent to come and pick them up.

If we are unable to reach you or anyone on your child's emergency contact list and we feel he/she requires immediate attention by a doctor, we will call 911 and you are responsible for any cost incurred. If we have any difficulty reaching you while your child is in our care, we will ask you to keep your child home the following day.

We highly recommend you answer any call (you many not recognize our phone number) or check your voice mail on days that your child is attending preschool and hours they are in our care. We may be trying to reach you in an emergency.

MEDICATION

Preschool Staff will be unable to dispense medication to any student. If medication is needed for your child, please give it to your child at home before or after the school day.

An exception will be made if the medication needed is related to a life-threatening condition, such as allergic reactions or asthma. Proper medical documentation and forms must be kept up to date by the parent and copies must be kept at Preschool Office and Classroom Notebook.

Please, if your child is receiving any medication at home that will cause a change in his/her behavior, such as decongestants, laxatives, breathing treatments etc., let your child's teacher know.

PHYSICAL AGGRESSION-Biting-Hitting-Pushing-between students

Physical aggression at any age will be handled in the following manner:

- The child will be told firmly that the aggression is wrong and that it hurts. By the teacher's expression and tone, your child should understand that this behavior is not acceptable.
- The child will be moved to a space, within the classroom, to sit (one minute per age). The child will remain close to an adult who can easily monitor their behavior.
- Both the parents of the child who was aggressive and the parents of the child who received the aggression will be notified in writing of the incident.
- If the behavior continues, the child who is aggressive will be taken to the office. Parents will be contacted to pick up their child.
- If this policy does not deter the behavior, a time away from the Preschool may be suggested. This will not be meant as a punishment for the child but as a chance to break the habit and as a protection for your child's classmates.

EMERGENCY MEDICAL CARE

In the event of a life threatening emergency, we will immediately call 911. Parents will then be notified of the problem and informed of the hospital location used by the ambulance service. At the conclusion, a written report will be filed with Transfiguration's administration, and the Archdiocese of ATL. A copy of this report will also be placed in the child's file. You are responsible for any cost incurred.

ACCIDENT / INCIDENT REPORTS

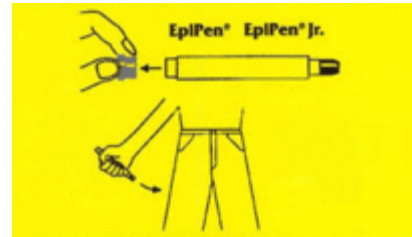
Parents will be notified of a minor injury or incident that causes a child discomfort. Parents are to sign an Incident Form, when one is presented, which will be placed in the child's file. If requested a copy can be made for the parent the next Preschool Day the child attends school.

If a more serious injury occurs parents will be contacted immediately. If outside medical treatment is required, a written report will be sent to Transfiguration's Parish Administrator and Director of Parish Early Childhood Programs at the Archdiocese. A copy of this report will also be placed in the child's file.

ALLERGIES AND LIFE-THREATENING MEDICAL CONDITIONS

Neither our Preschool nor our Church Facility are completely Allergen Free. We cannot guarantee that every person, their belongings or surface, is free of cross contaminates.

- If your child has a severe medical condition, we will ask that you set up a conference time with the preschool administration and your child's classroom teachers to discuss your child's needs.
- Prior to the start of school, you will be asked to complete our Allergy/Medical Action Plan describing details of your child's condition as well as appropriate treatment recommended and signed by your doctor. In addition, an Authorization to Give Medication form must be signed by the doctor and kept in the child's file.
- If a child requires an Epi-pen (2 must be provided), an ID bracelet is highly recommended. There are times, when your child will be with teachers other than their regular primary classroom teachers, in the case of a substitute teacher.
- Parents of children with allergies and other life threatening conditions are expected to keep the preschool administration, as well as, your child's classroom teachers, up to date, in writing, of any medical changes (positive and negative) that occur.
- **It is especially necessary for us to know the severity of any allergies.**
- If any food allergy exists, you will be asked to supply us with a few "safe foods /treats" to be used when other snacks/treats are sent in by other parents.
- Other families will be notified if there is a food allergy present in the classroom and what actions are required by those other parents. In addition to this information, an Allergy Alert Sign will be posted on the door of the child's classroom.
- If a child in a class has a food allergy, which requires an Epi-pen as treatment, that classroom only will be designated as "nut free" or "free" from that specific allergen.
- Expired medications, including Epi-pens, must be disposed of by the parents and a replacement provided.



RETURN TO PRESCHOOL — AFTER ILLNESS

- Families enrolling their child at Transfiguration Catholic Preschool are required to sign a form saying that have read and agree to the policies and procedures in our 2023-2024 parent handbook. Each family will also sign an assumption of risk relating to infectious diseases.

The Office of Catholic Schools and our Transfiguration Catholic Preschool program require that: children who have a fever over 100 degrees, cough, body aches, headaches, loss of taste or smell, difficulty getting a complete breath, diarrhea, mucus discharge from the eyes or nose, complaints from your child about a sore throat or trouble swallowing, signs of a rash or severe skin irritation, or diarrhea/vomiting should not return to Preschool until they are ***symptom free for 24 hours, without symptom reducing medications.***

It is standard practice to send in a “Return to School” note from your doctor after a child has been diagnosed with a contagious illness.

Preschool reserves the right to require a statement from the student's primary care physician authorizing the student's return to preschool. Preschool will respect all students' privacy. Parents of other children attending preschool may be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying the particular student identified with the disease to the maximum extent appropriate in each particular circumstance.

A quarantine period may be required before a child is allowed to return to our preschool program.

AMENDMENTS

The preschool retains the right to amend any policy or procedure at any time, under the guidance of the Pastor, Parish Administrator and/or Office of Catholic Schools. If such a case arises you will be notified in writing and asked to sign an updated parent handbook agreement form.

