



Northway Church
5915 Zebulon Road
Macon, Georgia 31210

Parents,

Welcome to Northway Weekday Preschool! We are excited about this school year and feel privileged to be a part of your child's earliest school experiences.

We strive to offer the best preschool program in this area, successfully combining exceptional curricula with a loving, Christ-centered environment. This handbook is intended to be a quick resource to provide you with helpful details about this school year and to outline our policies and procedures.

Communication between home and school facilitates a child's growth and development and promotes his or her adjustment to the school experience. If you have any questions or concerns, please contact us.

We are looking forward to a great year together!

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Northway Weekday Preschool

Our goal is to provide a well-rounded program, lovingly guided by Christian teachers in a safe and positive environment. Christian values prevail as trained, dedicated teachers give the children many opportunities to learn in a wide variety of areas.

Children develop in five identifiable ways – physically, socially, mentally, emotionally and spiritually. Each child grows and develops at his or her own rate, and we respect, recognize and accept these differences in children. Our preschool utilizes Experience Early Learning’s curriculum, Mother Goose Times, which is skillfully designed for each age level. It is our goal to stimulate curiosity and initiative in children and, at the same time, help them to achieve independence, interact with other children and adults, and develop the ability to think, reflect, feel and conceptualize.

In 1996, our church opened a thriving Morning Weekday Preschool. As time passed we realized that our families needed care for their children a few more hours each day, and we wanted to provide additional Christ-centered support to our community. In 2018, we finalized the process of becoming fully state licensed through Bright from the Start. Our license provides opportunity for us to operate as a typical Weekday Preschool program with extra afternoon hours. Our calendar year reflects a Weekday Day Preschool set up, designed to meet the needs of our school, families, and staff. We schedule Fall, Thanksgiving, Christmas and Winter, and Spring Breaks as closely as possible with other schools in Macon.

WDPS Non-discrimination statement:

Northway’s Weekday Preschool does not discriminate based on race, cultural heritage, national origin, marital status, religion, political beliefs, disability, or sexual orientation. We do not require parents to embrace our belief system and worldview to enroll their child(ren) in our program.

WDPS doctrinal affirmation of gender and sexuality:

Parents should acknowledge and understand that the curriculum and programming of Northway Weekday Preschool is centered in the work and character of Christ shown through the inerrant Word of God. We affirm the biblical belief that gender is assigned by God as distinctly male or female. This truth will be appropriately taught in the classroom and followed in use of pronouns, bathroom assignments, and other practical implications.

WDPS doctrinal affirmation of marriage:

We believe Scripture defines “marriage” to mean only a union between one man and one woman as husband and wife, and the word “spouse” refers only to a person of the opposite sex who is a husband or wife.

WDPS Employment Statement:

Northway Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, medical condition, veteran's status, age, or any other applicable protected class so determined by state or local statute or code, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. The Church does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry like ours and who, in the opinion of the Church, have a work history and a lifestyle that is consistent with the Scriptural principles of the Church. As a church, we can and do discriminate on the basis of religion. We believe that to preserve the function and integrity of the preschool, it is imperative that all persons employed in any capacity shall abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

Statement of Kindness:

We believe Scripture teaches that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are not to be tolerated and are not in accord with these statements. We believe Scripture teaches that God offers redemption and restoration to all who confess and repent of their sin and seek forgiveness through Jesus Christ.

School Year & Summer Schedule

Half day are routine segments allowing children to participate in a variety of individual and group activities, including indoor and outside play.

Half Day 8:30 a.m. - 12:15 p.m.	Registration Fees	Tuition	Infants
Mondays - Fridays	\$225	\$260	\$275
Monday Wednesday Friday	\$225	\$215	\$230

Tuesday Thursday	\$225	\$190	\$200
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Full day includes lunch time with friends, rest, indoor learning activities and playground skills.

Full Day 8:00 am - 4:30 pm	Registration Fees	Tuition	Infants
Mondays - Fridays	\$225	\$600	\$660
Monday Wednesday Friday	\$225	\$545	\$600
Tuesday Thursday	\$225	\$520	\$575

Summer Session

Summer Session is offered for babies (6 weeks or older) through completed Kindergarten. Your child will enjoy summer themed Mother Goose Time Curriculum, Dance & Beats, Bible, Art and group play.

Class Selections

Babies - 6 weeks to early walkers

We understand that social skills begin at an early age. Our program provides opportunities for babies to interact with loving adults and other children their age. Mother Goose Time Baby curriculum uses monthly themes to provide for memorable social interactions, creativity, exploration and discovery. Healthy relationships through quality care in a safe, happy classroom is our goal.

Toddlers - approximately 18 – 24 months old (balanced walking and running well)

The toddlers continue to develop social and emotional relational skills through Mother Goose Time Toddler curriculum. Children continue learning colors, shapes, letters and numbers through play and art. Circle times, Bible, playground, Dance and Beats and art activities are intentional and thematic. Each day welcomes interesting and exciting developmentally appropriate learning.

Two Year Old - two years old by September 1 to be admitted to 2K

Learning social skills are very important for two year old children. Taking turns, sharing, following directions and participating in group times are a few examples of the social skills learned.

Twos learn from curriculum designed to strengthen fine and large motor skills. Writing techniques are introduced with basic lines and circles. These skills lead to the recognition and writing of names along with other letters of the alphabet. Numbers, colors, letters, shapes, science and cultural awareness are taught along with units of study.

Learning centers include books, art, music, blocks, home living, nature, and puzzles. Teaching units include animals, community helpers, feelings, weather, friends, my family, and God's world. Appropriate Bible thoughts, stories, and verses are used to support each unit.

Three Year Old - three years old by September 1 to be admitted to 3K.

Children must be potty-trained.

The 3K Mother Goose Time Curriculum continues to build upon the foundation laid in the Babies, Toddlers and 2K.

Writing techniques and letter recognition are continued and letter sounds are introduced. In addition, opportunities are provided to make comparisons by classifying, sorting, ordering, sequencing, counting, and number recognition.

Four Year Old - four years old by September 1 to be admitted to 4K.

Children must be potty-trained.

Our four year old's will continue using the Mother Goose Time Curriculum, art, early science, social studies and other topics are integrated with the weekly letter and sound study. Writing techniques are taught with each letter. Journaling is continued and beginning reading skills are introduced. Children's literature is read daily, centering around weekly letters and topics.

Mathematical concepts are taught daily. These concepts include one-to-one correspondence, sorting patterning, graphing, measuring and numeral recognition to 20.

Dance & Beats

Experience Learning Curriculum: Dance & Beats. Children learn to jump, sing and dance along! Our classes explore new rhythms, theme-related lyrics, and instruments unique to the featured musical genre of the month. While dancing along to the music, children build coordination and balance as they learn to creatively express ideas through movement.

Bible

Our Bible Teacher utilizes Northway Sunday Preschool's Ollie Owl Bible Curriculum. Playful devotionals provide opportunities for children come to know God, understand the love He has for them and develop a personal relationship with Him.

Policies and Procedures

Admissions

Classes are filled on a first to enroll basis according to the date of enrollment. If classes are full when a parent attempts to register, the child's name may be placed on a waiting list. Vacancies will be filled as they occur, beginning with the first person on the waiting list. Each year, a new waiting list will be created upon the request of the parent.

Registration

Registration for the upcoming Summer and School year's enrollment is typically held in January. A non-refundable registration fee of \$225 per student, covering Summer and School Year programming, is due annually when a child is registered. The registration fee is \$50 if only enrolling for the Summer. Children are not automatically promoted to the next age level each year. A newly completed registration packet and registration fee must be submitted to re-enroll for upcoming Summer and School Year Programming.

Required Forms

Each child must have the following forms on file for the current school year: Registration Form, Parental Agreement, Medication Authorization (if medication needs to be administered during the school day), Safe Sleep Practice Policy (for all day children), Infant Feeding Plan (for children 12 months and younger), over the counter topical medication form. Please update these forms as needed.

Tuition, Fees, and Fines

Tuition is calculated as a monthly fee and is to be paid on the 1st of each month. If payment is not received by the 1st of the month, a \$20 late fee will be added to the account unless provisions have been made by the director. If the payment is not received by the end of the month the child will not be allowed to return to school until the account is paid in full.

It is preferable to make payments through the PushPay app. Northway staff is available to assist in setting up your private online account. If unable to pay online, please make checks payable to Northway, including your child's name on the memo line. If you choose bill pay through your bank, please assure the check is clearly made payable to Northway Weekday Preschool to assure proper credit. There will be a \$35.00 fee charged for all payments which fail to clear the bank.

Late Pick-Up Fee

If a child is not picked up by your child's scheduled closing time, a late fee of \$1.00 for every minute will be assessed. This fee must be paid before the child can return the next morning. If a child is not picked up within one hour of closing and we are unable to get in contact with individuals on your child's pick up list, the child will be referred to the Department of Family and Children's Services for further action.

No refunds are given for illness, vacation or closure due to inclement weather.

Holding a Spot

After enrolling a child and paying the required \$225.00 registration fee, we will hold the child's spot as long as tuition payment is received by the date due. If tuition is not received, the child's spot will be filled.

Deferred Enrollment

After enrolling a child and paying the required \$225.00 registration fee, should a parent decide to defer starting preschool, we will hold the child's spot as long as the monthly tuition payment is received. If tuition payment is not received, the child's preschool spot will be filled from the waitlist. Once a child is registered we require a one month notice of withdrawal from the program.

Early Withdrawal

Should a family withdraw their child from our program, we require a 30 day notice or a fee of \$50.00 will be charged. The registration fee is non-refundable unless the child is moving out of state. We require documentation prior to the move before a refund is provided. Withdrawing due to a change of school results in forfeiture of the deposit.

Schedule Changes

Once the child's application has been processed, any requested changes to the schedule (days or hours), will result in a \$100.00 fee each time a change is requested. Schedule changes are based on availability.

Parent & Teacher Conference

We value your work at home and are excited to teach your children to see themselves as a special creation of God and to help strengthen their physical and mental abilities, giving them the self-confidence to become healthy, emotionally stable, socially adjusted, reasoning individuals in their world.

Prior to school beginning you will be invited to a parent/teacher conference and at this time the teacher will review a classroom readiness form with you. The packet will include this questionnaire to help us understand where you feel your child is, in terms of development. We do not expect that your child will have mastered all of these skills. Please spend time reflecting on each skill, and answer honestly. This questionnaire will help guide our instruction to meet your child's needs. After completion, we will meet with you to discuss any concerns and help formulate a plan to develop skills at school and at home. Please reach out to your child's teacher if you have any questions while completing each section. This is a good time for transparency regarding your child's abilities and to begin developing a plan for areas of concern.

Health and Medical Emergencies

Northway Weekday Preschool strives to be a healthy, safe place for all students and teachers. We require a Certificate of Immunization from your doctor or health department (Georgia Department of Human Resources Form 3231). This up to date document must be submitted prior to your child's first day. Please return updated certificates whenever your child receives new immunizations or request your pediatrician's office fax it to 478-476-0959. A Medical/Religious Exemption Form in place of the Certificate of Immunization is acceptable. This form must be signed and notarized.

Parents are not to bring any child who appears ill or who has experienced the following symptoms within the preceding 24 hours: fever of 99.9 degrees or higher, vomiting or diarrhea, runny nose with yellow or green discharge, persistent cough, any unexplained rash or infectious skin condition, or eye infection such as pink eye.

A child with any of the above symptoms will not be accepted into a preschool classroom. Parents will be notified if a child becomes ill during the day. Your cooperation will be greatly appreciated as it will help us to minimize the spread of germs.

If a medical emergency occurs during school hours, the parent will immediately be notified. If a parent cannot be reached, your emergency contacts will be called. If the emergency contacts cannot be reached, the school will notify the doctor listed on the registration form. If neither a parent, emergency contact, or physician cannot be reached, and it is deemed

medically necessary, the school will call an ambulance. It is very important that parents provide current phone numbers to the school and notify the school of changes that have occurred.

Minor injuries like scrapes, bumps, and bruises will be cleaned with warm water. A band-aid and/or ice applied if necessary. An accident/injury report will be filled out, requiring your signature and placed in your child's file.

Communicable Diseases

In the event a child is exposed to a communicable disease, (chicken pox, lice, hand foot & mouth) parent's will be notified through email, texting and a posting outside the classroom door. A complete list of communicable diseases and their symptoms can be found in the lobby.

Lice Policy

Under a no nit policy children may not return to school until the school confirms complete removal of all lice and nits by office personnel.

Hand, Foot and Mouth Disease

A child with red blisters on mouth, hands, feet or diapering areas will be sent home to be evaluated by a physician. The illness is usually not serious, but is extremely contagious. A child with visible blisters needs to remain home for three school days and must be fever free for 24 hours before returning to school. In severe classes, the classroom may be closed for the week.

RSV

RSV is very common and highly contagious. RSV is a contagious virus that affects the lungs and breathing patterns. Symptoms for RSV are similar to symptoms of a common cold. A child with RSV symptoms will be sent home to be evaluated by a physician. A child with a diagnosis from a doctor shall remain out of school for five school days. RSV is usually contagious for 3-8 days and may become contagious a day or two before they start showing illness. After five school days, the child may return if they have been fever free for 24 hours (without medication) and can tolerate normal activities. A cough may still be present, but not frequent.

Pink Eye

If your child is exhibiting redness, irritation, discharge or puffiness you will be asked to pick up from school. After 24 hours on antibiotics and a doctor's note, your child may return to the classroom.

Covid/Flu/Cold Symptoms

Cough, chills, dehydration, body aches, and fever are symptoms of Flu and/or Covid. Once your child has been fever free without medication, they may return to school 24 hours after symptoms begin to subside.

Stomach Bug

Diarrhea, vomiting, chills, and loss of appetite are symptoms of the stomach bug. You will need to pick up your child immediately if your child has two loose diapers of diarrhea type stool. If your child is sent home with any of these symptoms they may not return to school the next day. Your child must be symptom free for 48 hours.

Fever

Keep your child home until there is no fever, without using medications, for 24 hours and symptoms have subsided. If a fever is detected at school, your child's teacher will contact you. They may not return to school the next day.

Ear Infections

Ear pain, dizziness, impaired balance and/or fever indicate your child has an ear infection. Teachers look for unusual fussiness, tugging at the ear, inability to nap, crying more than usual, trouble hearing or responding to sounds, and drainage of fluid from the ear. Though ear infections are not contagious, they may be accompanied by another undetected virus causing the ear infection. If your child is sent home with a fever they must remain home from school the next day. They must be 24-hour fever free without medication.

Croup

Symptoms of croup include barking cough, hoarse voice, problems with breathing and a rasping sound when breathing in. Cold like symptoms including temperature, runny nose and cough. Infants and children may return to school once they feel better and are fever free with no medication.

Seasonal Allergies

Symptoms of seasonal allergies include a stuffy or runny nose, sneezing, itchy eyes and nose, sore throat, cough and dark circles under the eyes. Please ask your pediatrician to write a medical exemption for your child who has symptoms of a runny nose with yellow or green discharge, redness of eyes or a persistent cough.

Medication

Northway Preschool only administers prescribed medication. We do not administer over the counter medication. Parents must complete a written medication authorization form prior to staff medicating their child. Prescribed medications in its original container with the child's name and directions is required. All prescription medications are safely stored by the teacher with the medication authorization form. Medication will be administered by the teacher while a second teacher is observing.

If a child spits out the medication the parent will be notified, but we will not administer the medication a second time.

A record will be kept on file of the child, including: medication, amount given, and time dispensed and any noticeable adverse reactions. All medications must be picked up each day. It

is the parent's responsibility to pick up the medication. Medication will be stored in a locked cabinet in the classroom. The church will not open after hours for a parent to pick up medication.

Questions for the parent/guardian upon logging in the medication request:

1. When was the last time medication was taken?
2. How do you give the child the medication?
3. What kinds of side effects may be caused by the medication?
4. What successful techniques do you use in administering the medication?
5. How should the medication be stored?

Disposal of medication

1. If the medication is out-of-date or is left over, we will return it to the parents or guardian for disposal.
2. Medication not picked up will be disposed of at the end of the school week.

Allergic Reaction

If an allergic reaction happens while administering medicine, Northway Preschool will do the following:

1. Call 911 if the child is in distress (trouble breathing)
2. Notify the director
3. Notify the parent or guardian
4. Develop an incident report/follow-up plan

Emergency Plans and Procedures

Northway Preschool has Emergency Plans in place to cover all possible emergencies. Parents can request a copy at any time. If an emergency requires relocation, all parents will receive a text message and phone call. Children and staff will be relocated to the Lofts Apartment complex, directly adjacent to Northway Church. Emergency Medical teams, church staff members and Northway Preschool staff will assist in transporting infants, toddlers, preschoolers and children with disabilities and or/chronic medical conditions. Each church staff member is assigned to a particular class to aid in a safe evacuation.

If we are unable to return to the center for any length of time, Northway Preschool will be closed until it is safe to return. All parents will be kept up to date by text messages and phone calls.

Posted Notices:

A bulletin board is located just inside the lobby to the church. On this board, you will find the following items:

- A copy of the center's current license
- A copy of the Rules and Regulations for Child Care Learning Centers

- A copy of our most recent evaluation report
- The current Communicable Disease Chart A statement of parental access
- Names of persons in charge
- A copy of the current monthly menu
- Emergency plans for severe weather and fire
- Visitors statement

Safety and Security Procedures

To maintain a safe environment for our children, Northway Church staff members, including our preschool staff, are required by law to report suspicions of child abuse or neglect, or any inappropriate behavior to local authorities and their direct supervisor. Georgia state law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

Our staff regularly reviews and practices emergency protocols such as fire drills, tornado drills, an intruder in the building, etc. If there is an emergency, parents will be immediately contacted regarding the situation through an alert sent out via text messaging. Emergency plans are posted in the lobby.

In the event that our facility experiences a power failure, that affects climate control or causes structural damage, the children will be evacuated to the Loft Apartment Complex. Parents will be notified and required to come pick up their child.

Parent's right to immediate access

Parents may enter the facility at any time during preschool hours. Ring the front doorbell to gain access and check-in with a director or assistant director before entering areas used by children. You must check-in with the church office before entering church designated areas.

Visitors are asked to schedule appointments with the WDPS Director, and are allowed in the church facility only at the discretion of the WDPS Director. An employee of Northway Church will accompany visitors, at all times, throughout the church.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Northway must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

Insurance

Accident insurance is provided for each child.

Arrival

All Parents are asked to enter the building through the North Entrance doors near the church offices under the covered driveway at the rear of the church. These doors will open at 8:00 a.m. for children enrolled in the early drop off program. Drop off for children enrolled in the half day preschool program begins at 8:25 a.m.

Temperatures will be taken before any children are allowed into the classrooms.

Children should be brought to their respective rooms. If for some reason the teacher is not in the room, please remain with your child until a teacher is present. Children should be accompanied by an adult when entering and leaving school.

Successful Drop Offs

1. Prior to preschool beginning, schedule a happy and memorable family/teacher orientation visit with your child.
2. Create a simple, predictable morning routine for the school year.
3. Bring a lovey or a pacifier until your child adjusts.
4. Be consistent. Your child will find comfort in arriving at the same time each day.
5. Hugs, kisses, goodbye and go. Parents are not permitted in any classroom unless scheduled as a volunteer.
6. Release your stress. If feel nervous, children will sense your anxiety and act on it.
7. Show empathy. Find ways to make it easier.
8. Avoid bribes.
9. Recap the morning challenges and point out successes.

While we aim to help every single child feel safe and successful at preschool, there are sometimes a child is not ready to be away from his/her family. We reserve the right to un-enroll any student who regularly exemplifies such behaviors in a way that negatively affects the entirety of the classroom. This is done at the discretion of the WDPS director and is only done in hopes of serving the entire class faithfully.

Departure

All morning students will be brought to the church lobby by their teachers at 12:05. Pick up time for the morning preschool program is at 12:15. Parents are asked to wait outside under the covered area for their child to be brought to them. Parents of infants can pick up from the infant room. Extended day students will be brought to the lobby at 4:15. The extended day pick up is no later than 4:30.

During parent & teacher conferences all families will be provided two pick-up number cards. These cards must be present at pick-up in order for a child to be dismissed to your care. If a card is not present, administration will provide an identification check. Any adult picking up must be listed on the child's pick-up form. If you forget your pick up card, please step to the side and we will help you after all children are dismissed. Your identification will compared to our office

records prior to dismissing your child.

Please remember that our covered driveway is considered an emergency lane and should NOT be used to park and drop off and pick up children.

Children will only be released to a parent or other persons designated on the registration form. If a parent needs to designate someone not on the registration form, notify the director and teacher of the change prior to pick up. The designated person will be asked to show some form of picture identification when he/she comes to the room. No exceptions will be made. Transportation is not provided.

Pickup of Children/Mandated Reporting

Generally, persons picking up children must be at least 18 years of age and bring a valid photo identification. In exceptional circumstances, and only with the parent/guardian's written consent, a younger individual may be permitted to pick up a child. Parents of a child in our care are entitled to immediate access, without prior notice, to their child.

Under Bright from the Start regulations, mandated reporters are required to report any suspicion of abuse or neglect to DCFS. The employees of Northway Church are considered mandated reporters, under this law. When children are being picked up from school, staff will ensure that the person doing the pickup is authorized to do so and does not appear to be unwell or impaired. Additionally, if parent(s)/caregiver(s) arrive after 4:30 p.m. to pick up their child(ren), late pickup procedures will be applied due to safety concerns and staffing costs.

Pick up by a person who appears unwell

If a parent/authorized person appears to staff to be unwell or impaired when they arrive to pick up a child and staff is concerned for the safety of the child, staff will suggest that the parent/authorized person not leave with the child. The Director/designate will be involved to assist with this situation and determine if he/she is in a condition which may prevent him/her assuring the child's welfare.

Pickup by an Unknown Person

If the person picking up the child is not known to a staff member, the staff person will consult with other staff members to determine if any other staff knows if this individual is authorized to pick up the child. The child's file will be checked for the individual's name, and photo identification will be required. If the unknown person is not authorized to pick up the child, the parent must be contacted for permission. Should the parent(s) be unavailable, the child cannot be permitted to leave with the unauthorized individual. If an attempt is made to take the child or if the individual does leave with the child, 911 (police) and Public Safety will be called by staff. The Director, Executive Pastor and Director of Operations are to be immediately informed and staff will continue to make attempts to contact the parent(s)/guardian(s).

Late Pick Up Form

Northway Weekday Preschool closes at 4:30 p.m. Parent are expected to allow sufficient time to dress their child, collect clothes, check their cubbies, speak to staff, and leave the center by 4:30 p.m. If the parent/ guardian is aware that they are going to be late, they should call the preschool to advise staff of this and of their plan to pick up their child(ren). Due to the operational staffing costs incurred when a parent/guardian is late, a late fee will be charged when a parent/guardian is late. The Director/designee, or if he/she is not present, the person in charge, is authorized to carry out the directives of these policies.

Guidance and Discipline

Guidance and discipline are based on understanding the individual needs and development of the child. Discipline is always done with the goal of teaching and correcting as opposed to punishment which is vindictive in nature. This distinction is valuable as our commitment to you is that our program seeks to discipline out of love but will never punish. The goal is to teach the child responsible and appropriate behavior, by redirecting the inappropriate behavior. There will be no cruel, harsh, or unusual punishment administered.

Discipline Policy

1. An adult will never shake, pinch, push, strike, or verbally abuse a child. Any of the above may be cause for immediate dismissal. Verbal abuse includes but is not limited to name-calling, using profanity, threatening, taunting, or teasing. No child shall be shamed in front of his/her peers.
2. The adult who is in contact with the child at the time that discipline is needed will deal with the child. Another adult is not to intervene. Discipline will only include those who are directly involved. The adult will use words and/or redirection from the situation as correction.
3. Forms of discipline may include:
 - A. The child will sit in a chair, away from the group for 1 minute per each year of age. (i.e.) A three year old will be in time out for three minutes.
 - B. Discussing the problem and solution with the older child. Asking the child what he or she believes should be done about the situation.
 - C. Diverting the child's attention to another activity. Alternate activities may include the adult and child working alone.
4. If a child cannot be controlled, and the adult involved is ineffective in controlling the situation, the adult will walk away. If the child proceeds to have a temper tantrum, the adult will not try to control the child during the tantrum. The adult will try to ignore the behavior until the child is in control of his or her emotions. The adult will tell another adult about the situation so that, after a few minutes, the second adult may try to talk to the child. In extreme cases, the Director will be contacted.

5. Staff will be made aware of extreme problems and cooperate in carrying out the specific plan developed for that child's behavior. A child exhibiting disruptive behaviors will never be given to another classroom as a form of punishment or as a way to relieve the problem in a classroom.
6. Children will not be excluded from outdoor playtime as a form of punishment. All children are required to play outdoors with their class.

Biting Policy

The purpose of our biting policy is to protect the children and teachers at Northway Weekday Preschool and to encourage children to behave in a socially acceptable manner. Administration, Teachers and Parents shall follow the following guidelines when a bite occurs.

Procedures:

1. Administration and Teachers recognize that at times some children, for a variety of reasons, attempt to bite other children or adults. Some reasons for biting are as follows:
 - A. Infants - Experimental, sensory, teething
 - B. Toddlers - Frustration, fatigue, attention seeking, confined spaces, inability to communicate
 - C. Preschoolers - Aggression, deliberate
2. Staff will use age appropriate behavior strategies for children who are biting. Staff will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests, having smaller groups of children (inside group/outdoor group), and using distraction techniques to minimize incidents.
3. Staff and Parents should recognize that a human bite, which breaks the skin, brings great risk of infection (Tetanus, Hepatitis B, etc...) to the victim. Families are required to keep their children's immunization up to date.
4. When a bite does occur, staff will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water. A cold compress will be applied to the bitten area. Staff will inform the family as soon as possible when a bite occurs. At that time, the family may decide upon follow up medical attention. If the biter is known to be an Infectious Disease carrier, or can be seen to have facial herpes, the Director will convey this information to the Family.
5. A record of all biting incidents will be kept. The accident form is filled out documenting the incident, injury and steps taken by teachers. The behavior form is filled out to document the occurrence. This is especially useful in determining any patterns of biting behavior and in anticipating incidents to prevent them.
6. When a child bites two times on a given day, the child's parents will be called and the child must be picked up from the Center immediately. This is to prevent further incidences and to calm the biter.

7. Staff will develop a behavior management program for “repeat offenders” in conjunction with parents, the Director, or other Health Care Professionals.
8. If, at any time, child’s biting behavior becomes especially excessive or hazardous to the children or staff, the Director will disenroll the child from Northway Weekday Preschool in accordance with the “Disenrollment Policy”.

The following strategies will help prevent biting from occurring again:

1. Observation of the child to learn where, when, and in what situations biting occurs. When able to, a teacher will stay close to the child to prevent biting.
2. A biting ring may be worn throughout the school day. A child can be taught to bite on the ring instead of a friend if teeth are hurting.
3. Contact your pediatrician. Is my child not feeling well? Ear infections and teething can cause a child to bite. It is better to allow your child the comfort of home during this short time that they are experiencing pain.
4. Our toddler’s and two year old classes nap each afternoon. If your child is needing to nap in the morning, they may not be ready for our school yet.
5. Is my child getting enough to eat for breakfast, lunch, dinner and snacks? Offer foods with a variety of textures to meet your child’s sensory needs.
6. Suggest acceptable ways to express strong feelings. Help your child learn to communicate her wants and needs (“Amy tell your sister you were still playing with the truck”).
7. Use a reminder system to help your child learn to express strong feelings with appropriate words and actions (“Tell Manuel that you don’t like it when he gets that close to you”).
8. Reinforce positive behavior by acknowledging a child’s appropriate words and actions (You didn’t like being tickled so you used your words to ask me to stop”). Provide opportunities for your child to make choices.
9. Be sure your behavior expectations are age-appropriate and individually appropriate for your child. Expecting a child to do something he or she is not able to do can cause children to feel stress. Stress can lead to biting.
10. Teach your child words for setting limits, such as “no”, “stop”, or “that’s mine”.

Disenrollment for a child exhibiting excessive biting

Purpose: To ensure that each child receives appropriate attention from Teaching Staff.

Policy: Efforts will be made to help children exhibiting excessive biting. If, after attempts to resolve behavioral struggles have been made and the child continues to a) greatly disrupt the normal functions of the classroom, b) poses a safety threat to himself or to other children in the classroom, or c) is in need of more specialized, professional care than our preschool is able to offer, he or she will be unenrolled from the Northway Weekday Preschool.

1. If a child inflicts 3 bites in one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will

be held with the parents to discuss the child's behavior and how the behavior may be modified.

2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be unenrolled from Northway Weekday Preschool.

*If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

Disenrollment Policy for a child exhibiting behavioral difficulties

Purpose: To ensure that each child receives appropriate attention from Teaching Staff.

Policy: Efforts will be made to help children exhibiting behavioral difficulties. If, after attempts to resolve behavioral struggles have been made and the child continues to a) greatly disrupt the normal functions of the classroom, b) poses a safety threat to himself or to other children in the classroom, or c) is in need of more specialized, professional care than our preschool is able to offer, he or she will be unenrolled from the Northway Weekday Preschool.

Behavior Procedures:

1. If a child consistently does not conform to classroom guidelines and expectations or is exhibiting excessive, aggressive behavior (i.e. biting, kicking, spitting, scratching, excessive and consistent hitting or pushing, or self-inflicted violence), a conference must take place between the parents/guardians, teacher, and Director to discuss the specific details of the behavior, as well as an appropriate course of action to negate the child's inappropriate or hazardous behavior.
2. If, after the initial conference, no substantial progress has been made in improving the child's behavior, a second conference between parents/guardians, teacher and Director must take place. Possible methods of action will be discussed. (i.e. behavior modification, counseling or therapy, alternate methods of discipline). At this time, a probation period of one month will be granted to the child. During this period, the parents/guardians and child must seek outside professional help as recommended by the Director.
3. If after the one month probation period, a) no outside professional help has been sought, b) no progress by the child has been observed, OR c) the child, through his behavior, continues to pose a safety threat to himself or any other children at the center, the director will inform the parents/guardians that their child may no longer continue at Northway Weekday Preschool.

Conduct Policy

If your child is experiencing some difficulty, we will notify you. We will make every effort to

work with you to correct behavioral issues. A Plan of Action will be written to address the behavior and the parents must read, sign and return to the Director. If the problems continue, a short suspension period may be necessary. If a child is not adjusting to or benefiting from our program, we reserve the right to dis-enroll the child from our school at the discretion of the school Director.

Potty-Training

Potty-training is not required for children in the younger classes, from 12 months old through 2 years old. Children ages 3 to 5 years old must be reliably potty-trained to take part in our preschool.

Northway Weekday Preschool defines reliably potty-trained as: “a child who can tell an adult when he/she needs to use the bathroom.” Children must wear underwear with minimal to no accidents. Pull-ups are not allowed (excluding naptime).

Potty-training often occurs in the spring for the 2 to 2-1/2 year-old classes. Please notify your child’s teachers when you begin potty-training at home. We are happy to support the transition from diapers to pullups in the classroom.

None of the 3 & 4 year olds should be wearing “pull-ups” at school as a “just in case” measure... reliably potty-trained children are past this need.

Please take your child to the bathroom right before class each day. The classes will make trips to the bathroom as a group, and a teacher will accompany a child when needed between group trips. 4K students will only be able to use the bathroom one at a time.

Tips for Potty-Training

1. When your child can sit on the toilet on their own is a wonderful time to begin introduction to potty-training. They are super curious. Allow them to watch the water and hear the flushing sounds prior to seating them.
2. Place a potty seat on your adult toilet. 30 minutes after eating and just before bath time is a wonderful opportunity for sitting on the potty. Bring books and sing songs. Limit screens. Even if nothing happens, something DID happen. Your two-year old has made a positive connection with the potty. Spending this intentional time is a natural progression towards being potty trained without any fuss.
3. If your child is constipated, your doctor may recommend a laxative. If your child has diarrhea/loose stool accident in our care, your child must be picked up immediately, and the 24-hour policy of staying home from time of incident is still in effect.

Repeated Toileting Accidents

While accidents will occasionally occur, children in the preschool program with frequent toileting accidents will need to be withdrawn from the school for one month to work on successful potty-training. A half-tuition rate will be charged for one month, to hold the child’s

spot in the program. If, at the end of a month, the child is still not reliably potty-trained, the parent will need to withdraw the child from the preschool program. The 30 day withdraw notice will not be required in this circumstance.

Diapering Procedures

Diapers are changed on a nonporous surface which is sanitized after each use. Diapers are changed every two hours and as needed throughout the day.

Naps and Safe Sleep Policy

Infants nap schedules are individual to each child's needs.

Safe Sleep Practices/Policies are as follows:

1. Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
2. Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
3. No objects will be placed in or on the crib with an infant. This includes but is not limited to: covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
4. No objects will be attached to a crib with a sleeping infant, including, but not limited to: crib gyms, toys, mirrors, and mobiles.
5. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian, that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
6. Please provide 5 labeled crib sheets per week for infants. Individual crib bedding will be changed daily or more often as needed, according to the rules. Used crib sheets will go home each day for parents to launder.
7. Bedding for cots/mats must be marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. Sheets for sleep mats will be provided by parents and taken home every Friday to be laundered and returned the following week.
8. Infants who arrive asleep at Northway Preschool or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety approved crib for sleep.
9. Swaddling will not be permitted unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.

10. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written authorizing its use to a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.
11. Infants will not be permitted to wear elastic type headbands or bows when sleeping. Infants will not be permitted to wear teething necklaces or other jewelry around their neck while sleeping.

Cruisers through 4K will nap after lunch each day on a nap mat provided by the school. Parents must provide a sheet. A small blanket is allowed. All items must be labeled with the child's first and last name. The sheets will be taken home on Fridays and freshly laundered sheet returned on Mondays. Children that do not nap will remain on their mats and offered quiet activities like coloring, books, or puzzles.

Please assist your toddler in making the adjustment from a crib to a toddler bed. Two year olds must learn to sleep on a nap mat. Cribs are not permitted. Reinforcing this at home will create a peaceful, more relaxing sleeping experience for your child at school.

Supplies

Most school supplies are provided through your monthly tuition and registration fee. If applicable, an additional supply list will be provided to you at the parent/teacher conference. Donations of clorox wipes and lysol spray are appreciated.

Toys

If drop off is routinely a struggle, loveys and favorite toys may be brought into the building. Prior to entering the classroom, place the item lovingly into your child's bag. Hang the bag on the outside of the classroom door and remind your child it will be waiting for them after school. At this age, children have not yet mastered skill of sharing, they may not bring personal items into the classroom. Donations of preschool books and toys are always welcomed.

Clothing

Preschoolers will paint, use markers and glue, cut with scissors and play outside. Comfortable play clothes are recommended. Preschoolers are learning to potty train and to be self sufficient, please dress your child in clothing that they can learn to manage. Sandals, flip-flops, and cowboy boots are not recommended for school wear. Closed-in shoes with rubber soles and regular heel height are safer for running and climbing. Please send in a shoe box sized container with a labeled change of clothing for your child. Necklaces should not be worn, as they are an entanglement and strangulation hazard.

Lunch and Snacks

Breakfast is not offered. Children must not bring breakfast into the classroom. Parents provide a morning and, if in the full day program, afternoon snack for their child. Per Bright from the Start chips, candy, cookies and soda are not permitted. Lunches must follow USDA guidelines. Lunches need to contain a grain, a protein, a fruit and/or vegetable. All lunches must be clearly marked with the child's first and last name. Please report known food allergies on the registration

form. These allergies will be posted in the kitchen and in your child's classroom. Please notify the office and teachers if any medical information changes throughout the school year. Water is provided at snack time and is available at all times. Lunch is provided for children that have forgotten their lunch or whose lunch does not meet the State's healthy lunch requirements. There will be a \$15.00 fee each time.

Infants and toddlers are fed according to their individual feeding schedule. Every child under 12 months old must have a current Infant Feeding Form on file. Update any changes throughout the school year.

Celebrations

We will have class parties for Thanksgiving, Christmas, Valentine's Day, and Easter. Parents will have the opportunity to sign up for food, drinks, plates, etc. You may also offer to volunteer at these events.

Birthday Parties

We will celebrate each child's birthday as close to the actual date as possible. Your child's teacher will notify you of a date for the "party". Birthdays occurring during the summer months will be observed during May.

It is customary for parents to bring refreshments for their class. These special refreshments can be brought to school at the beginning of the day and will be served at our regular snack time. Due to a high risk of allergies, **NO PEANUTS OR PEANUT BUTTER PRODUCTS.**

At times we are asked to send home invitations to a private party. We are happy to do this when the entire class is invited. Otherwise, we ask that you find another way to deliver your invitations.

Parent Volunteers

Research shows that parent involvement in early care and learning programs can actually benefit a child's cognitive and social progress. Parent volunteers in our program is one way to reap this benefit, while providing a valuable resource for your child's classroom and our school. If you enjoy reading to children, preparing materials for crafts, aiding in snack or lunch times or teaching new songs or games please contact us in the office.

Communication

Communication between home and school is essential to ensure a child's success. Parent/teacher conferences will be scheduled as needed during the school year. We communicate through email, Facebook and text messaging for sending important need-to-know information. It is important we have a current email address on file.

School events, updates, and pictures are regularly added to our closed Facebook page, Northway

Weekday Preschool. Upon registration you may request to be added to this group or to not be included.

Schedule Calendar & Closings

The calendar is designed to meet the particular needs of our school. We try to schedule Thanksgiving, Christmas and Spring Holidays as closely as possible with other schools in Macon. If the church office closes, we will also be closed for security reasons. With regards to closing due to inclement weather, we follow the same schedule as Bibb County Public Schools. However, in the event public schools are closed for other reasons, such as bus issues, we will try to keep our regular schedule. On those occasions, you will be notified by email, Facebook, phone call or text message.

Parent Conduct

Northway Weekday Preschool reserves the right to dismiss a child based upon the inappropriate conduct of his/her parent or guardian. Inappropriate conduct includes but is not limited to:

- Abusive or profane language, spoken or written, to employees of Northway Church.
- Disrespectful attitudes expressed toward Northway employees.
- Out bursts of anger directed toward Northway employees in front of other children at Northway.
- Abusive or profane language or out bursts of anger on church property, including but not limited to the parking lot.

Violation of these guidelines will result in the dismissal of the parent's child from Northway.

Court orders effecting enrolled child

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Northway Church must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with Northway administration, both parents shall be afforded equal access to their child as stipulated by law. Employees of Northway cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Northway will report any violations of these orders to the court.

Mandated reporting or suspected abuse

Employees of Northway Church are considered mandated reporters, under the law. Employees of Northway Church are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect.

Northway employees take this responsibility very seriously and will make all warranted reports to the appropriate authorities. DCFS is designed to protect the welfare and best interest of all children. Staff will call the 24-hour Child Abuse Hotline at 855-GACHILD (855-422-4453) if he/she suspects that a child has been harmed or is at risk of being harmed by abuse or neglect. If child is in immediate danger of harm, staff will first call 911. As mandated reporters, the staff of Northway Church cannot be held liable for reports made to DCFS which are determined to be unfounded, provided the report was made in “good faith”.

Sunday Mornings at Northway Church

Welcome to Northway Preschool! In addition to our excellent Weekday program, Northway Church offers engaging Sunday morning programming for the entire family. We invite you to worship with us on Sunday mornings at 9:00 or 10:30. Families can expect 2 full hours of programming for children ages birth-5th grade.

We strive to provide ministry areas that are inviting, clean, and safe. Check in begins at 8:50 at the Preschool counter in the rear foyer of the church. Children are assigned to rooms by birth dates. All children will receive two security tags; one to wear and one for their bag. Parents will also receive a matching tag to be presented to the classroom leader upon pick up. All our volunteers are carefully trained and background checked.

We look forward to worshipping and growing with your family.

In Christ,
Kim Michael
Director of Preschool Ministries

How to Become a Christian

You're not here by accident. Jesus loves you, and He wants you to have a personal relationship with Him. There is just one thing that separates you from God. That one thing is sin.

People tend to divide themselves into two groups, good people and bad people. God says that every person that has ever lived is a sinner, and any sin separates us from God. That includes you and me.

“For all have sinned and come short of the glory of God.” Romans 3:23

According to man's rules, people should be punished or rewarded according to how good they are, and it might be hard for you to understand how Jesus could love you when other people don't seem to. But I have great news for you! Jesus DOES love you! More than you could ever imagine! And there's nothing you can do to make Him stop.

“God demonstrates His own love for us in this: While we were still sinners, Christ died for us.” Romans 5:8

All that's left for you to do is to accept the gift that Jesus is holding out for you right now.

“If you confess with your mouth, “Jesus is Lord”, and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved. Romans 10:9-10

The Parent Handbook of Northway Preschool was discussed with me. I was given a copy of the Parent Handbook for the 2023-2024 school year. I have reviewed this handbook and understand that this is a part of my contractual agreement with Northway Preschool. I understand that I will be notified of any changes to these policies.

Child's Legal Name: _____

Parent Signature: _____

Date: _____

