

# Wesley Way Preschool

2024-2025 Handbook



[WWW.WESLEYWAY.ORG/PRESCHOOL](http://WWW.WESLEYWAY.ORG/PRESCHOOL)  
770-898-3023

Wesley Way United Methodist Church

150 John Wesley Way

McDonough, GA 30252

Senior Pastor – Rev. Michelle Strall

Preschool Director – Samantha Cox

Church- 770-898-3023    Ms. Sam- 678-230-3240

[www.wesleyway.org](http://www.wesleyway.org)

[preschool@wesleyway.org](mailto:preschool@wesleyway.org)

Dear Preschool Families,

Wesley Way Preschool is honored and humbled to partner with you in the nurturing and educating of your child. At Wesley Way Preschool, we understand how precious and important children are and that these are very formative years for them. Our staff is excited that you are allowing us to be a part of this important stage of their lives.

Our staff is prepared and eager to create an environment where your child is loved, respected, and taught both academically and spiritually. We are confident that your child will enjoy learning, interacting with other children, singing, playing, and sharing special fun days throughout the school year.

Thank you for trusting us with your most precious gift from God, your child. We want all families to feel welcome in our school and church. Our preschool is absolutely a family that all cares for not just your child, but your entire family. Please contact me if you have any questions, concerns, or would like to schedule a visit.

Sincerely,

*Samantha Cox*

Preschool Director

*"Train children in the way they should go; when they grow old, they won't depart from it."*

Proverbs 22:6 (CEB)

## ❖ Mission Statement

- Wesley Way Preschool strives to nurture children in a Christian atmosphere while providing them with an academic background that encourages their growth intellectually, spiritually, emotionally, socially, and physically while developing a love of learning that will last always.

## ❖ Administration

- Wesley Way Preschool is a ministry of Wesley Way United Methodist Church. Our preschool is governed by the WWUMC Preschool Board which is comprised of church members and non-church members who are nominated and elected at Charge Conference. It is led by the Director of the Preschool Ministry, Samantha Cox.
- Wesley Way Preschool is exempt from licensing through Bright from the Start: Georgia Department of Early Care and Learning through the State of Georgia but has complied with all the criteria and requirements for this exemption.
  - Exemptions Held:
    - **591-1-1-.46(b)5: Parent's Morning Out, Parent's Night Out, or similar programs which operate for no more than one session of up to four (4) consecutive hours per day and which limit attendance to no more than eight (8) hours a week per child.**
    - **591-1-1-.46(b)6: Nursery schools, playschools, kindergartens or other educational programs for children two (2) years through six (6) years of age that operate for no more than four (4) consecutive hours per day**
- Wesley Way United Methodist Church carries liability insurance that covers Wesley Way Preschool.

## ❖ Biblical Standards

- Wesley Way Preschool's admission policy is opened to families who are supportive of our philosophy, objectives, and standards of education which are based on the Biblical truths taught in God's Word. Our purpose is to serve families who are seeking not simply a private education, but a distinctively Christian foundation for their children.
- Biblical principles are integrated into the daily activities at our school. Our staff is committed not only to academic excellence, but also to teaching students the truths of God's Word. We hope this will complement the beliefs and ideals taught at home as we partner with you to educate your child.

## Preschool Program Information

### ❖ Classes Offered

- PMO (Parent's Morning Out) 6mths-23 months
- 2, 3, and 4-Year-Old Preschool
  - We offer 3 day and 5-day program options
- Age Requirements
  - Children are enrolled in classes based on their age on or before September 1, 2024 according to Bright from the Start Georgia Department of Early Care and Learning through the State of Georgia.

### ❖ 2024-2025 School Session

- Our school program is in session for the 2024-2025 school year from August 5, 2024 to May 16, 2025. We closely follow the Henry County School System calendar for days off and holidays, however there are some days that Wesley Way Preschool is closed when the Henry County School System is open. Examples include: start date, end date, Christmas break dates, and Good Friday.

### ❖ Admission Requirements

- A child entering Wesley Way Preschool must be at least 2 years old.
- Admission to the Wesley Way Preschool Program is made without regard to race, color, creed, sex, or national origin.
- It is the responsibility of the parents to maintain a current immunization record on file at our school.
- **The following must be completed and signed prior to enrollment:**
  - Registration Application
  - Registration Fees paid.
  - A **current** Certificate of Immunization is **REQUIRED** by the first week of school and must be kept current throughout the school year. Non-immunized children on a religious exemption waiver (must be notarized and on file), may be asked to stay home in the event of a health outbreak.
  - Handbook Acknowledgement Form
  - Photograph Release
  - License-Exempt/Insurance Statement
- When children with developmental or social delays present themselves, efforts will be made to include them fully in all aspects of the program. It is understood, however, that some children may need more individualized interventions and instruction than our staff can provide. In those instances, the director and teacher will encourage parents to pursue assistance through Babies Can't Wait, local school system, or other means.

## Financial Policy – 2024/2025 Fee Schedule

### ❖ Registration Fees

Class	# of Days Attending per Week	Registration Fee
PMO, Tues. & Thurs.	2	\$150
2, 3, or 4 Year Old Class	3	\$200
2, 3, or 4 Year Old Class	5	\$245

- Registration Fee is due at the time of enrollment and is non-refundable.
- Both the registration fee and the application must be submitted in order for your child's name to be placed on the enrollment list. Please make sure that the application is complete.

### ❖ Tuition Fees

Class	# of Days Attending per Week	Monthly Tuition (10 payments)	Yearly Tuition	Yearly Tuition (Discount applied if paid by 8/1/24)
PMO, Tues. & Thurs.	2	\$150	\$1,500	\$1,350
2, 3, or 4 Year Olds	3	\$200	\$2,000	\$1,800
2, 3, or 4 Year Olds	5	\$245	\$2,450	\$2,205

- Tuition is due on the 1<sup>st</sup> of each month. Your account will be considered past due after the 10<sup>th</sup> of each month. A \$20 late fee will be added to any tuition payments received after the 10<sup>th</sup> day of the month. Please make checks payable to Wesley Way United Methodist Church or WWUMC. There will be a \$30 charge for any checks returned by the bank.
- Tuition fees may be paid prior to the start of the school year or in 10 monthly payments beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.
- All tuition payments and fees must be paid before graduation/end of the year program in order for your child to participate in the program.

### ❖ Discounts

- Early Payment in Full Discount
  - Payment in full gives 10% off the total tuition fees if paid by August 1, 2024.
- Sibling Discount
  - You will receive a 10% for each additional child enrolled during the 2024/2025 school year.

### ❖ Refund and Withdrawal

- If it becomes necessary to withdraw your child during the school year, a 30-day advanced written notice is required.
- Registration payments and Tuition payments are non-refundable and non-transferable.
- No refunds or credits will be given because of absences.

### ❖ Referral Program

- We have found that our happy families are our best advertisement. If you refer a new family and they enroll their child, you will receive a \$25 discount off the next month's tuition (for the year they are enrolled).

## Policies and Procedures

### ❖ Accident/Emergency

- Accident Report Form will be completed by the teacher when an accident or injury occurs. An accident is anything physical on the skin
- **Non-Emergency Notification**
  - In case of illness or injury that occurs at school, I understand that the school will evaluate, provide first aid, and contact me, if necessary, for further advice and /or pick up. If the school is unable to reach me, I hereby authorize it to contact my emergency contact person.
- **Emergency Notification**
  - In the event that an injury or illness is extremely serious or life threatening to my child, I understand that the Wesley Way Preschool staff will first contact emergency medical professionals; then contact me or my emergency contact if I cannot be reached. A Medical Release Form will be required for each child and kept on file.

### ❖ Permission for Release Authorization

- Only those persons whom you have written on your registration form will be authorized to pick up your child. In order for your child to ride with someone else, we must have their names listed on the form. These persons must be 18 years of age or older. We cannot accept a phone call or text message for an **unauthorized** person to pick up your child. A change must be sent in writing. We will require picture identification for individuals picking up children.

### ❖ Arrival and Departure

- Car Line – Morning Drop Off
  - Please line up in the front circle. At 8:55am, the doors will open and staff members will come out to your car and take your child inside. Please have your child unbuckled. Do not pull around other cars, wait on the single file line to move. The doors close at 9:10am. After that time you must walk your child to the door, ring doorbell, and wait on a staff person.
- Car Line – Afternoon Pick Up
  - Children will be picked up in the front circle between 12:30 and 12:40pm. A staff member will bring your child to your vehicle, but it is the parent's responsibility to buckle your child in. Please put your car in park and buckle your child securely before you drive off. According to Georgia State Law, children under the age of 8 are required to be in either a car seat or a booster seat suitable for their age, height, and weight. Do not pull around other cars, wait on the single file line to move.
  - Display car rider information tag prominently on your rearview mirror in order for our staff to see the name.

### ❖ Early Drop Off

- If your child needs to be dropped off before school hours, early drop off is available from 8:30 – 9:00am. The fee is \$2.00 a day and can be paid daily or monthly. Please make arrangements before the morning that you need to utilize early drop off.

### ❖ Late Pick Up Fee

- School ends at 12:30pm. Parents are EXPECTED to be prompt in picking up their children. A late fee of \$5.00 for every 15 minutes late will apply to children picked up after 12:40pm. Payment is expected upon arrival when you pick up your child or the next school day.

### ❖ Curriculum

- Our school uses the Georgia Early Learning and Development Standards (GELDS) to provide a well-rounded and developmentally appropriate curriculum. Additional activities offered include chapel, music, foreign language, and STEM activities which add a wonderful source of creativity and curiosity to our learning experience.
- **Science Technology Engineering Math (STEM)**
  - We offer STEM activities throughout our preschool themes being taught. The children have hands-on experiences to explore while learning. Children love to build, discover, deconstruct, express their creativity, and simply learn by doing.
- **Music**
  - Music is an integral part of Wesley Way Preschool. Teachers use music daily in circle time as well as during activities.
- **Library**
  - Students will attend our library each week and select a book to check out to take home. Books should be returned the next week in the bag provided.
- **Foreign Language**
  - Basic Spanish lessons are provided for our three- and four-year-old students.
- **Preschool Chapel**
  - Each week on Wednesdays, we have preschool chapel time with a Bible story, songs, and prayer with Pastor Michelle. We ask that the children bring a canned or boxed item of food as their offering to be donated to *Helping In His Name Food Pantry* for families in need of Henry County.

### ❖ Calendar and Newsletter

- A calendar and newsletter are published each month with information about activities and events occurring in our preschool.

## ❖ Clothing and Personal Belongings

- Make sure that your child is dressed for school in comfortable, washable play clothes each day as they come to school. Children learn through play and may get messy as they learn!
- A change of weather appropriate clothes need to be sent in on the first day of school that will be left in the classroom in case of accidents, spills, mud, etc.
- Dress children appropriately for the weather. Layering is a good idea on cold days. We will go outside for play whenever possible. All clothing, including hats, gloves, coats, etc. needs to be labeled with your child's name. If your child cannot go outside for play, they should not be brought to school that day.
- Non-slippery shoes are mandatory. No flip flops allowed.
- Electronic devices are not permitted at Wesley Way Preschool is not responsible for lost or damaged electronics.
- Toy weapons (such as guns, knives, etc.) are not permitted.
- We discourage children from bringing security items for comfort, candy, gum, jewelry, money, make-up, and toys from home for hygienic reasons, possible conflicts, and possibility of losing items. We are not responsible for lost items from home.

## ❖ Discipline Policy

- It is the policy of Wesley Way Preschool that our method of discipline is limited to time out, time apart, and parental consultation. At no time will physical discipline be administered to anyone. If the discipline issue is excessive and disruptive to the classroom, and cannot be handled through the above procedures, the child will be dismissed from the program. See the Discipline Policy Form on the application.

## ❖ Medications

- We do not administer any OTC (over the counter) medications. We will administer prescribed medicines listed below.
  - Authorization to dispense prescription medications such as asthma, diabetes, epi pens need to be prescribed by a physician.
  - Medications must be in the original container and labeled with the child's name, date, and a prescribing doctor's name clearly printed on the label.
  - Dates and times of administration must be clearly written on the form.



## ❖ Biting Policy

- Even though biting is a perfectly normal stage of development during early childhood, Wesley Way Preschool strives to maintain a safe and healthy environment for all children in our care. Biting occurs for many reasons whether it is for teething, a lack of language, frustration, attention getting, being overly tired, or simply just trying to get a reaction from someone. If a child bites someone, the child will be removed from the situation and the parents of that child will be called and informed immediately. The parents of the child that was bitten will also be called to make them aware. If biting incidents become a recurring issue, the parents will be called and a conference will be set up to work on strategies to aid in correcting this issue. If biting continues to be a constant without improvement, Wesley Way Preschool reserves the right to suspend the child until the issue is under control.

## ❖ Potty Training

- Students in the 2 year old class will be taken to the restroom if they are potty training. Please use pull-ups if your child is potty training. If a child has not completely mastered using the restroom, for sanitary reasons, please do not send them in underwear.
- All 3 and 4 year olds should be completely potty trained before the start of school. If a child has an accident, the child will be changed in the restroom. If a child that is 3 years old is not potty trained, please notify the Preschool Director and we can discuss options for your child.
- We define potty trained as the child can:
  - Recognize the need to go to the bathroom
  - Enters the bathroom on his/her own ability
  - Is able to adjust his/her clothing
  - Manages to wipe his/her self without assistance
  - Washes and dries hands and rejoins class

## ❖ Snacks and Birthday Snacks

- A nutritional snack and drink is to be sent from home to school each day with your child. Be sure to label all water bottles, cups, bags, etc.
- Do not send any food that needs to be heated or refrigerated.
- You may send in a special snack for your child's birthday.

### ❖ School Sickness Policy

- Wesley Way Preschool will make every effort possible to protect the health and safety of your child and provide the cleanest and safest conditions possible. However, cooperation from the parents is imperative. Knowingly sending your child to school not feeling well, hoping he or she will feel better, possibly exposes every other child and staff in the classroom to a potential illness. You would likewise appreciate the same respect. Thank you for your help and understanding as we work together to keep all our children and staff healthy and ready to learn.
- Keep your child home for a 24-hour period after they have been free of these symptoms without the aid of medication:

Diarrhea	Fever	Flu
Severe Cough	Pink Eye	Hand, Foot, and Mouth Syndrome
Head Lice	Sore Throat	Thick, cloudy, green, or yellow discharge from nose
Vomiting	Rash	Any communicable diseases

- A doctor's excuse or clearance may be requested before your child can return to school.

### ❖ Inclement Weather

- In case of inclement weather, Wesley Way Preschool will follow the Henry County School System for closure. Please check with your local TV or radio station for school closings as well as updates on the playground app.

### ❖ Safety

- The safety and well-being of your child is our primary concern. We know that you want us to be diligent in assuring that your child is cared for during the time that he/she is in our care. In order to provide the best possible care for your child, we require the following:
  - All preschool staff will have a current background check on file, trained in First Aid/CPR, and wear a nametag.
  - All preschool staff, church staff, and volunteers are trained in the Safe Sanctuaries policy mandated by the North Georgia Conference of the United Methodist Church.
  - If a student is to be released early or other than carline, the child must be signed out and photo identification must be presented.
  - We will conduct monthly emergency safety drills (including fire, tornado, and lockdown/intruder drills).
  - All doors to the church will be locked during school hours. If you need assistance, please ring the doorbell to the right of the front doors.
  - We will follow all guidelines set for us through Bright from the Start: Georgia Department of Early Care and Learning.

## ❖ Preschool Communication

- 770-898-3023– Church office number
- Preschool Phone Number- Director- Samantha Cox- 678-230-3240
- Communication with our students' families is very important to us. Please save this phone number in your records as a direct line to the preschool. We will not be able to answer or reply to texts during car line in the morning or afternoon, but we will check it as soon as possible and respond because your communication with us is important. If it is not answered immediately during school hours, please leave a message as we may be participating in a special event. You may still call the church office on Mondays-Thursdays to reach the preschool as well at (770)898-3023.
- You may also email questions to [preschool@wesleyway.org](mailto:preschool@wesleyway.org) to reach the preschool director.
- Please also use the Playground app as a form on instant communication with your child's teacher and/or the director.
- If you ever have any questions or concerns, feel free to let us know. If you wish to speak with your child's teacher, we will gladly set up a time to talk or meet with you.