

# CHILDREN OF GRACE PRESCHOOL



2020—2021 HANDBOOK



Welcome to the Grace Episcopal Church preschool program!

Children of Grace Preschool, more commonly known as COG, offers the following programs:

### Mothers Morning Out

This program is offered to children ages 6 months to 23 months. Children are allowed to attend two days per week. (Any request for exceptions must be made on an individual basis to the administration.)

### Preschool

This program is offered to children ages 2 through 5 years. Children are allowed to attend two, three or five days per week. (Any request for exceptions must be made on an individual basis to the administration.)

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# I. The Program

## Mission Statement

As an outreach of Grace Episcopal Church, the Children of Grace Preschool's mission is to provide a loving, nurturing environment that will enhance each child's self esteem, independence and individuality.

## Philosophy

Our philosophy at Children of Grace is to provide high quality early childhood education and care for children 6 months through 5 years of age within a loving and nurturing environment. Our staff works diligently to prepare children for each school year by building on the foundations from previous years. We strive to meet each child's individual needs be they intellectual, emotional, physical or spiritual.

## COG Governance

Children of Grace is an outreach ministry to the community providing early childhood education for all children without regard to race, color, religion, sex, handicap, creed or national origin.

COG is a program of Grace Episcopal Church and is governed by the church's leadership board, the Vestry. The Vestry oversees COG's budget in a check and balance system and ensures all the preschool's physical plant issues are addressed in a timely manner. The director of COG determines all policies and procedures in consultation with the rector and Vestry. The Vestry meets monthly.

## COG Parent Committees

COG relies on parent committees, made up of volunteer parents, who help with various classroom events and our one fundraiser, Spring Fling, which directly benefits the school. The parent committees work closely with the director to help ensure COG's programs meet the needs of our school community.

## 2020-2021 Calendar

School will start August 17, 2020 and will end on May 12, 2021. COG follows the Hall County school system for all closings, such as, but not limited to holidays, weather closings, teacher work days, etc. A pullout calendar is located in the back of this handbook. At the first of each month your child will bring home a more detailed

class calendar prepared by the teacher to inform you of any extra activities that month.

## Curriculum

Children of Grace and our staff continues to see great student progress and effective kindergarten preparation using The Letter People. Let's begin with the Letter People is a developmentally appropriate Pre-K program emphasizing literacy learning.

Social and emotional development of each child is also a major focus. We emphasize self-awareness, cooperative behavior, and self-confidence at every age. Our program offers learning through free play, interactive story telling, theme based art projects that include both fine and gross motor skills, science experiments, music, outdoor play, manipulatives, and language skills. We know that in combination all of these activities work to nurture a love of learning and foster success in education.

If necessary, a developmental evaluation is performed to determine the appropriate placement for a child. Pre-K student evaluations will be sent home at the end of the academic year so that you may be aware of strengths and weaknesses prior to Kindergarten.

## Religious Instruction

The school provides chapel time twice monthly for the Pre-K classes to experience stories from the Bible and prayers. The Clergy of Grace Church assist in leading chapel. All holidays are celebrated and the religious significance of holidays are included in the curriculum where appropriate. In addition, each class will be taught a mealtime blessing that will be used daily at snack and lunch.

## Student Activities

- **Music**—Music is offered to all classes (except Pre-Toddler) once a week. The Toddler Class will begin music classes after the first of the year. The children are taught both religious and secular songs as well as playing rhythm band instruments. Children in the Younger Two class and up will participate in the Christmas Pageant and Spring Fling program.

## Student Activities cont.

- **Art/Science/Spanish**—Art projects and science experiments are offered to all classes (except Pre-Toddler) once a week. The Toddler Class will begin after the first of the year.
- **Technology**—COG offers technology to children in the Three Year Old and Pre-K classes. Students are allowed to use iPads as it relates to centers and academic enrichment. This will expose students to basic computer skills while reinforcing the curriculum taught in the classrooms.
- **Field Trips**—Pre-K classes will have the opportunity to participate in a variety of field trips throughout the year. Children will not be allowed to attend field trips without parental consent. We require that all Pre-K students wear a COG T-shirt. (T-shirts will be available for purchase in the fall packets and at Open House.)

## Student Celebrations

- **Holiday Parties**—Holidays will be celebrated throughout the year and are an integral part of your child's learning process. Each class has a room parent assigned who works directly with the classroom teacher to coordinate these parties.
- **Birthday Parties**—Birthdays are an exciting time for children. We welcome and encourage birthday celebration at COG. Parties need to take place at snack time or after lunch. The classroom teacher must be consulted when scheduling a celebration. We ask this not only to maintain consistency in the classroom schedule, but to also honor those children who may have allergies. We ask that only mylar balloons be brought in. We also ask no food products containing red dye be brought into the school due to the high instance of staining clothing and/or carpet.  
We would like to encourage parents to donate a book to your child's classroom in honor of his/her special day. This is a great way to not only share your child's favorite story, but continue building our library at COG.

## Visitation

Parents are welcome to visit COG anytime during school hours. By regularly checking in with your child's teacher, parents can stay well informed about their child's progress and activities. We encourage parents to volunteer for field trips, parties, and programs in order to be as fully

involved in your child's experience at COG as possible. **Please follow check in procedures on page 9.**

## Pictures

School pictures are taken each spring at COG. We schedule a professional photographer during a school week for photo sessions that consist of individual and class pictures. Pre-K students will have individual pictures and class pictures made in their graduation caps and gowns. Parents will be given notice of picture day(s) along with a form to indicate individual, sibling, or class pictures only. We ask these forms be returned promptly so we can schedule pictures without too much interruption to the school day.



## Parent Information Sheets

Parent information sheets or "chat sheets" are sent home daily. Our teachers send these forms home in your child's folder. These forms will give you a "snap shot" of your child's day. We encourage using these forms as a springboard to talk to your child about his/her day. Periodically a form known as an Incident/Accident Report form may be sent home to let parents know if your child has had any type of accident or discipline problem. These forms detail the accident or discipline issue along with steps followed to support the child. **PLEASE** check your child's folder daily for these forms.

## Parent/Teacher Conferences

COG provides the opportunity to meet in conference with the director and your child's teacher. Conferences are scheduled at the request of the parents.

## Behavior Management

Effective discipline is helping, teaching, and learning. The purpose of discipline is not punishment. Our goal with behavior management at COG is to support our students in feeling good about who they are, making sound decisions, finding solutions to their problems, having self-control, getting along with others, being responsible citizens, and caring about others.

Within our classrooms, we allow a child the freedom to learn from his/her mistakes and experience the consequences of his/her decisions. With very young children we set developmentally appropriate limits for their safety, the safety of others and the safety of property. Discipline is regarded as part of the total program, and the consequences of misbehavior will be stated in positive terms and discussed with the child.

Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling appropriate behavior, encouraging expected behavior, redirecting children to a more appropriate activity, and setting clear limits for the benefit and safety of all children. If redirecting is not successful a child will be placed in "time-out" as a tool to diffuse the situation at hand and give the child space to effectively reflect on the situation before finding a solution with the aid of his/her teacher. If a child is placed in time out, a parent may not receive a note on the daily chat sheet or receive an incident/accident report. This is because we believe that "time out" can be a tool of behavioral guidance and is not indicative of bad behavior.

No form of physical punishment will be allowed at COG. Any type of verbal abuse will not be tolerated. No child will be denied food, rest, or bathroom privileges as a punishment. If a child's unacceptable behavior continues, the director will notify the parents and a conference may be held. A child may be suspended or ultimately removed from the program for serious misbehavior at any time at the discretion of the director. Please make a point to know your child's classroom rules, so that the two of you can work together in making your COG preschool experience positive.

Please note, children at this age are often motivated by reward. Our classroom teachers do reward children, especially in our younger classrooms, with Skittles when appropriate. Examples include: potty training, following

instructions, etc. However, our goal is to foster intrinsic motivation so Skittles are given sparingly but they are given.

## Biting

For our younger age groups (ie. Pre-Toddlers to Older Twos), biting is considered age appropriate behavior. Because younger children often lack language skills to express themselves appropriately, it is not unusual for them to bite another child out of frustration. Bites usually occur on the arms, hands, faces, and backs. When a child bites, he/she will be redirected to another activity and told "no biting, biting hurts." The injured child will be offered comfort and the wounded area cleaned. The parents of both children will be notified of the incident via an Incident/Accident report. In the rare instance a bite breaks the skin, both sets of parents will be notified by telephone. For the safety and well being of all children, any child who bites another child 2 times in the same day may be asked to leave the school for the remainder of the day. If biting becomes a persistent problem, parents must meet with the teacher and director to discuss possible solutions including counseling or withdrawal from the school.

## Attendance

For maximum benefit from the program, regular attendance is highly recommended. Our classes begin at 9:05. Being on time helps structure in the school day schedule and helps minimize any emotional stress your child may have. COG does not swap days or add extra days to offset absences for any reason. Should a child need to attend on a day s/he is not currently registered for, a drop in day may be scheduled by calling the office and a drop in fee will be added to your bill. If there is any indication of illness, please keep your child at home and notify the office.





## Policies Regarding Illness

COG is a place for WELL children. Staying at home at the first sign of illness is important. If you receive a call that your child is ill, **PLEASE** make arrangements to pick up your child **ASAP**. **Do Not** bring your child to the preschool if he/she has had any of the symptoms discussed below in the past 24 hours. Control of communicable diseases in preschool takes a cooperative effort on the part of the parents and the preschool. If medication is necessary, please refer to the handbook.

Illnesses requiring temporary removal from the preschool include the following:

### Diarrhea

When persistent diarrhea is noted and if the director feels it is necessary for the child to go home the parents will be notified.

### Temperature elevation of 100.4 or above

When a temperature elevation is suspected, the child's temperature will be taken. If your child has a temperature over 100.4 the parents will be notified immediately and asked to pick the child up as soon as possible.

### Rash

(suspected contagious disease, i.e. measles, chicken pox, scarlet fever, etc.):

When a rash is noted, the child's temperature will be taken. The child's parent will be notified of the rash. If a contagious disease is suspected the parent will be requested to come for the child immediately.

### Lung Congestion:

Serious lung congestion in children will necessitate their absence from the preschool until condition improves.

### Prolonged Vomiting:

If a child has been vomiting before they come to preschool, then the child should be kept home. If vomiting occurs while the child is at the preschool, the parents will be notified and requested to come for the child as soon as possible.

### Lice:

Lice policy of Children of Grace Preschool:

At the first occurrence, follow the treatment prescribed by the Hall County School System.

Treat lice with commercial products available at any local drugstore, and remain out of school until all nits are gone.

At the second occurrence, follow the same procedure as the first occurrence, but parents must show proof that treatment has been completed.

With the third occurrence, the child must remain home for a minimum of 7 full days or until the condition is totally remedied, whichever is longer.

COG shall reserve the right to request a doctor's written release if the director deems it necessary. All parents will be notified if a child becomes ill with a communicable disease such as measles, mumps, chicken pox, etc. Parents are requested to report any illness or symptoms of illness that your child may have as soon as possible to the administration.



## II. Administration

### Enrollment

COG is open to any child from the age of 6 months to five years. The following ages are used only as a guideline when placing children within an appropriate age group at registration: Placement based on age is determined at the time of registration.

Pre-Toddler	6 months - 14 months
Toddler	15 months - 23 months
Younger Two	2 years - 2 years, 4 months
Middle Two	2 years, 4 months - 2 years, 8 months
Older Two	2 years, 8 months - 3 years
Younger Three	3 years - 3 years, 4 months
Middle Three	3 years, 4 months - 3 years, 8 months
Older Three	3 years, 8 months - 4 years
Pre-K	4 years - 5 years

### Tuition

The annual tuition rates for the 2020-2021 school year (not including June & July) are:

- \$1,947.50 annual for two days/week
- \$2,232.50 annual for three days/week
- \$2,498.50 annual for four days/week
- \$2,755.00 annual for five days/week
- \$30.00 per day drop-in fee (availability must be approved by director)

### Tuition Payment Schedule

Ten tuition payments are scheduled based on the total annual tuition rates.

April 1, 2020	1st tuition payment for 2020-2021 school year
May 1, 2020	June summer session payment
June 1, 2020	July summer session payment
July 1, 2020	* 2nd tuition payment and supply/activity fees
August 1, 2020	3rd tuition payment
September 1, 2020	4th tuition payment
October 1, 2020	5th tuition payment
November 1, 2020	6th tuition payment
December 1, 2020	7th tuition payment
January 1, 2021	8th tuition payment
February 1, 2021	9th tuition payment
March 1, 2021	10th tuition payment
April 1, 2021	1st tuition payment for 2021-2022 school year

\* 2nd tuition payment is reduced to accommodate other fees due at this time like activity fees, supplies, T-shirts, and Spring Fling.

Tuition payments are accepted by cash or check in the COG office. Debit or Credit card payments are available online through our website. Your emailed bill will have a link to pay your balance online.

Should you choose to pay by check, make it payable to either Children of Grace or COG. Check or cash payments should be given directly to the director or assistant director or placed in your child's folder along with a copy of your invoice. Please do not put any payment down in your child's book bag or in a pocket of a book bag. Teachers only check their students folders.

Tuition payments received after the 10th of each month will incur a \$25 late fee which will be added to your next tuition payment. If tuition is not received by the 15th, your child will not be allowed to attend preschool until the account is brought current. Feel free to contact the administration if you ever have a question or problem with your account.

Please note that a \$25.00 fee will be charged for all returned checks.

Children of Grace follows Hall County Schools for all closures whether they be pre-established holidays, inclement weather, natural disaster, pandemic, etc. Thus, tuition will be charged and not refunded as long as staff is proactively offering, developing and implementing remote learning during times of extended closure. While school buildings are closed, learning has not stopped. Lunch fees will be refunded or credited in the event of closure. Any extra fees for afterschool programs should be discussed with the director of those programs.

### Tuition Assistance

Limited funds are available to provide tuition scholarships for COG families. March 1, 2020 is the deadline for scholarship requests for the 2020-2021 school year. Funds may be awarded after the completion of an application process. Disclosure of personal financial information is part of this process. For additional information about tuition assistance, please speak to the director.

## Fall Registration

Registration is held in January for the next school year. Registration cannot be done over the phone. Children are accepted on a "first-come, first-served" basis within each of the priority categories listed below:

1. Teacher's Children
2. Students currently attending COG
3. Episcopalian siblings of current COG students
4. Non-Episcopalian siblings of current COG students
5. Episcopalians
6. General Public

There is a \$75.00 non-refundable registration fee per child.

## Waiting List

If all available spaces are filled, a child will be placed on the waiting list. When an opening occurs, the child at the top of the list will be notified and a registration fee will be due at that time. A child is not considered enrolled until the registration fee is paid in full.

## Withdrawal

If a parent wishes to withdraw their child from the program at any time or for any reason, the director must be notified in writing 60 days before the action is to take place. Enrollment will be cancelled 60 days from the date of written notice. It shall be the responsibility of the parents to pay tuition during the last 60 days. Students who withdraw during the school year will forfeit their future enrollment at the pre-school.



## Children's Records

It is a requirement of the State Department of Human Resources that a current record be on file for each child. This record shall include:

1. Application form complete with emergency information
2. Current Form 3231 Certificate of Immunization (if for religious or family beliefs, your child is not immunized, please send it in writing to be filed) This information can be faxed directly from your pediatrician's office to our office at 770-536-1587.
3. Emergency medical agreement signed by the parent giving permission to seek emergency medical treatment and waiver of liability for transporting children

***Parents shall provide all required information before your child's first day of school.***

For the safety of your child, all personal information records must be kept current. It is the responsibility of the parents to notify the administration in writing of any changes to pertinent information regarding the family during the school year. All parents are assured of complete confidentiality.

## Grievance Procedure

If you have a complaint that cannot be resolved with your child's teacher you may contact the director. If you feel that the situation has not been resolved or feel uncomfortable speaking with the director, then you may contact the rector of Grace Episcopal Church. We want you to know that we do care and will always listen. Your child's well being is extremely important to us as well as your confidence in the program.

## III. Logistics

### Arrival and Departure Procedures

For safety reasons, COG has implemented a "carpool" system that must be observed by all individuals dropping off or picking up children during carpool times. We want the carpool routine to be safe & pleasant for the children and to move quickly so it is convenient for parents. Please be familiar with policies before the first day of school.

Morning carpool starts at 8:50 a.m. and lasts until 9:05 a.m. Afternoon carpool will last from 12:50 p.m. until 1:05 p.m.

Observing the procedures outlined below will ensure your child is not only properly supervised while waiting to be picked up but that they get safely to your vehicle.

During carpool times, please enter the parking lot from Brenau Avenue. Do not block traffic by attempting to turn left from Brenau Avenue into the parking lot. Instead, form a line along Brenau Ave. so that everyone is turning right into the parking lot. Please do not block any business entrances/driveways along Brenau while waiting in line.

On rainy days, carpool will take place under the portico that is facing Boulevard (to the left of the main entrance to COG). Please enter the parking lot as you normally would, as this is the only way to enter the carpool line. NOTE: Carpool will take place in this area only during rainy days if the space is available.

Children should unload from the passenger side only unless two or more children are unloading from your car. Have all bags ready to hand to the teacher. A window decal with your child's last name on it will be handed out at Open House on August 17, 2020 so we may identify you properly. Staff will not unload or load a child who is not in a proper car seat. Georgia State Law states children under 8 years old must ride in an approved safety seat or booster that is suited for their height and weight. Children 8 years old and under must ride in the back seat.

Teachers cannot supervise children before school; if you must leave your child a few minutes early in order to make an appointment, make arrangements with the director ahead of time. Do not drop children off or leave children unattended outside of carpool times.

If you want to stop and chat with a friend or teacher, please move out of the carpool first. Additional adults in this area become a distraction and thus it is a safety concern. Please schedule talks with teachers during a time they are not supervising children.

A fee of \$2.00 will be charged for any window decal that needs to be replaced or if you want to purchase extras for different cars.

If someone else is picking up your child, please notify the school. Give them your window decal if possible. Identification is mandatory and we will not release your child to an unauthorized person.

For parents who do not participate in morning carpool, please wait until carpool has ended before entering the building. Carpool has ended when the double doors are closed and no staff members remain outside the building. We ask that you always park in a designated parking space. All spaces in our lot are open during school hours, including handicapped spots. Please do not park behind cars in parking spaces or around the center circle. . If you arrive after carpool on Tuesdays, please do not park in the 5 spaces in front of the small awning. Those are reserved for Parish volunteers. If you walk your child in for the day, please do not plan to have a lengthy, unscheduled visit with a teacher. Once the school day begins, we want to focus on the students.

Children should arrive via carpool so as not to disrupt classroom consistency. If your child arrives after carpool, we request that you take your child to his/her classroom. Please do not drop your child off in the parking lot or main hallway unsupervised.

For parents who do not participate in afternoon carpool, we ask that you pick your child up by 12:30 p.m. and leave the building before 12:45 in order to eliminate confusion when students and teachers prepare for carpool. An adult must accompany children when entering or leaving the building.

**PLEASE NOTE:** A \$5.00 late fee will be charged each time a child is picked up after carpool has ended. An additional \$5.00 will be added for every 15 minutes past the designated pick up time. The late fee will apply to each child.

## Security

COG's doors are locked after carpool and remain locked until school is closed. This ensures the safety of all children in the program. The door on the side of the building (facing Brenau Ave.) remains locked 24 hours a day and is equipped with an alarm. We ask that you only enter through the main preschool doors. Please ring the doorbell located at the entrance to be let in. The doorbell can be heard in the front hallway and the office. You will be waved in after the lock has been released.

## Child Abuse

State of Georgia requires that all childcare providers be on the lookout for and report to the State all cases of child abuse (emotional, verbal, and physical) and or neglect. Grace Episcopal Church and Children of Grace Preschool are therefore obligated to report to the State any and all cases of abuse and or neglect. Once the report takes place, the church and the preschool will not take an active part in its resolution. We consider violation of the Georgia State Child Restraint Law a case of neglect.

## Lunches

*Lunch Bunch: All lunches are \$3.00 each*  
If your child attends school on Monday, Wednesday or Friday you have the option to buy lunch for any of these days. *Lunch Bunch* sign up is available on your tuition invoice. Please circle the dates your child will be participating in *Lunch Bunch*, cross out any days you do not want to participate, and then re-calculate your total due. You must be signed up at the beginning of the month to participate in the *Lunch Bunch*. The lunch plan will start on Monday, August 17, 2020.

If you are on the lunch plan and you will be arriving late, please notify the office by 10:00 a.m. Orders are placed by 10:00 a.m. in order to receive the meals in time for lunch. If you do not notify the office, a lunch will not be ordered for your child. You will need to bring a lunch with you when you drop your child off. There will be no refunds on any lunches nor can lunches be moved (e.g. if your child is absent Monday, they cannot get lunch Wednesday/Friday in place of the missed lunch). If the school is closed for inclement weather, natural disaster, pandemic, etc we will make lunch adjustments.

If your child is absent, and you want to pick up their lunch you will need to call by 10:00 a.m. to

place an order. Lunch can be picked up in the office after 12:00 p.m. If you choose not to participate in the lunch plan, please pack a lunch with your child's name on it.

**PLEASE DO NOT BRING MICROWAVABLE FOOD.** *It is against policy for the teachers to leave their rooms unattended for any reason, including in order to heat or cook food.* If your child has a lunch that requires refrigeration, we ask that you enclose a freezer pack in the lunch box. If you forget your child's lunch, it is your responsibility to bring a lunch by the time your child's class eats.

## Snacks

Children will take turns supplying a snack and juice for their class on rotation. Your child will be given a monthly calendar or snack form that will list your time for snack well in advance. We ask that the snacks have some nutritional value. The teachers will provide a list of suitable snacks and drinks you may bring.

## Clothing

We ask that you send your child to school in play clothes and play shoes. Tennis shoes are usually the best choice for school. Children do get dirty whether they are playing outside or inside doing art projects. Our active learners are sometimes messy as they learn, explore, and play. Do not be shocked if your child comes home with paint on their clothes! Each child must have at least one change of clothing (shirt, pants, socks and underwear) left at school to be used in case of an emergency. These articles of clothing are to be placed in a large zip lock bag with your child's name on it. If the clothes are used, the bag will be sent home with the dirty clothes. A new bag with a set of clean clothing must be returned to the school the next day your child attends.

These policies are put in place to ensure that COG does not have to inconvenience the parents in the case a child may need to change clothes.

If your child is in diapers, please dress them in clothes which either have fasteners between the legs or are easy to slip on and off for diaper changes. Also, if your child is in diapers or is in the early stages of potty training, please send extra disposable diapers. It is extremely important in the "potty training" stage that you send your child in easily accessible clothing as they are learning the independence of removing clothing. Cloth diapers or rubber training pants may not be used.

## Outside Play

We play outside part of every day if weather permits. We stay inside if it is rainy, close to freezing, and/or there is a wind factor that is uncomfortable. If your child is restricted from outside play, please keep them home until they are completely well. In the winter, please send a warm coat, mittens/gloves, and a hat.

## Personal Items

Toys are permitted only on days of "Sharing;" Please check with the teacher for the day and what toys would be appropriate. Children are discouraged from bringing chewing gum or candy. Any type of guns, swords, knives, and other toys of destruction are prohibited in the preschool. Although we will try to keep track of personal items brought from home, the preschool cannot be responsible for them. Please mark all items brought to the preschool (e.g. lunch boxes, book bags, jackets, etc.) with your child's name.

## Toilet Training

Toilet training should begin when the child shows some signs of readiness. Once the training has begun, both home and the preschool must work together to accomplish this task. All children must wear pull-ups while potty training. Soiled clothing will not be washed at the preschool, but will be put in a plastic bag to go home. This is recommended in order to maintain a clean environment for all students.

\*\*\*NOTE: children need to be toilet trained to enter the classes older than Middle Three. If your child is not potty trained, s/he will not be eligible to move up, and will remain in a younger class if space is available.



## Medication/ Medication Forms

If your child has received any vaccines or been given any medications prior to attending class, please include a note to your child's teacher.

If your child is to be given medication while at school, a medication form on page 12 must be completed. One form is to be filled out for each medication the child is to receive. Your child's medication must have their name on the bottle and be in the original container. No medication can be administered without a completed medication form. Medication must be given in the presence of the teacher and the Director or Assistant Director.

Absolutely no medicine can be left in bags or diluted in juice (sippy cups) as this poses a major safety issue to all children in the program. It is very easy at a young age to accidentally drink from a friend's sippy cup. NO medicine should enter the preschool without the immediate notification of the director or assistant director.



## Emergency Drills

Fire drills and tornado drills will be practiced periodically. In the event of a fire, tornado or other severe weather, children will be taken to the appropriate designated areas. There are written evacuation plans and teachers are trained to safely evacuate children to designated areas or from the building in the event of an emergency.

## Inclement Weather, Natural Disaster, Pandemic

Under emergency conditions created by severe weather or any other natural or social circumstances, it sometimes becomes necessary to close the preschool. COG follows the Hall County School System' closures. You can find closing announcements for county closings locally on WDUN 550 AM as well as local television and news outlets. We will do our best to communicate via email and Facebook in a timely manner.

**Please print out this page and return it  
to the COG office by July 10, 2020.  
Thank you, Ansley Forrester & Meg McPeek**

A. I have read and agree to abide by all rules and regulations in the 2020-2021 Children of Grace Preschool handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

- B. Children of Grace Preschool and Grace Episcopal Church occasionally publish photographs of preschool children and activities online (at [www.gracechurchgainesville.org](http://www.gracechurchgainesville.org), [www.gracechurchgainesville.org/blog](http://www.gracechurchgainesville.org/blog), [www.gracechurchgainesville.org/cog](http://www.gracechurchgainesville.org/cog), [www.facebook.com/gecgainesville](http://www.facebook.com/gecgainesville), [www.instagram.com/gecgainesville/](http://www.instagram.com/gecgainesville/)) and in the church newsletter, *The Evangelist*.
- C. Children are rarely identified by name, and if identified only the child's first name is used. If you **DO NOT** wish for your child's photograph to appear online or in the church newsletter, please sign and date below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's name: (Please print) \_\_\_\_\_

# Children of Grace Preschool Calendar

## July 2020

Friday, 10 All paperwork and tuition due to COG  
Thursday, 23 Bring fall supplies to COG 10:00 am-12:00 pm

## August

Monday, 10 COG Staff Preplanning  
Tuesday, 11 Preplanning  
Wednesday, 12 Preplanning  
Thursday, 13 Preplanning  
Friday, 14 COG Open House 11:00 am - 12:30 pm  
Monday, 17 Opening of School Liturgy 8:30 am Nave  
First Day of School 9:00 am—1:00 pm

## September

Monday, 7 Labor Day Holiday - No School  
Thursday, 10 Parent Meeting 10:00 am

## October

Friday, 2 PreK Field Trip - Wonderquest at Brenau  
Monday, 12 Fall Holiday—No School  
Wednesday, 21 Mother Goose Visit 11:00am  
Wednesday, 28 Class Halloween Party  
Thursday, 29 Class Halloween Party  
Thursday, 29 Read for the Record

## November

Tuesday, 3 COG is OPEN (Hall County is closed)  
Friday, 20 Pre-K Thanksgiving Feast 11:30 am  
Monday, 23 Thanksgiving Holiday - No School  
Tuesday, 24 Thanksgiving Holiday - No School  
Wednesday, 25 Thanksgiving Holiday - No School  
Thursday, 26 Thanksgiving Holiday - No School  
Friday, 27 Thanksgiving Holiday - No School

## December

Monday, 7 Invited Dress Rehearsal 10:00 am  
for picture taking  
Tuesday, 8 Christmas Program 5:30 pm  
Wednesday, 16 Class Christmas Party 12:00 pm  
Thursday, 17 Class Christmas Party 12:00 pm  
Friday, 18 Pre-K Polar Express 10:00 am  
Monday, 21 First Day of Christmas Holidays

## January 2021

Monday, 4 Teacher Work Day  
Tuesday, 5 First day back from holidays  
Thursday, 14 Parent Meeting/Coffee 10:00 am  
Friday, 15 Fall Registration  
Currently Enrolled Deadline  
Monday, 18 Martin Luther King, Jr. Day - No School  
Sunday, 24 Fall Registration  
Church Members  
Thursday, 28 Fall Registration 9:30 - 11:00 am  
General Public

## February

Thursday, 4 Mother Goose Visits 10:00am  
Thursday, 11 Class Valentine's Party  
Friday, 12 Class Valentine's Party  
Monday, 15 President's Day - No School

## March

Friday, 5 Spring Fling Program  
Tuesday, 16 Spring Pictures  
Wednesday, 17 Spring Pictures  
Friday, 19 Summer Registration  
Currently Enrolled Deadline  
Thursday, 25 Summer School Registration 9:30 - 11:00  
General Public

## April

Friday, 2 Good Friday—No School  
Monday, 5 Spring Break Begins - No School  
Monday, 12 First day back from Spring Break  
Wednesday, 28 Pre-K Q & U Wedding  
Friday, 30 Pre-K Bike Day

## May

Tuesday, 11 Pre-K Graduation 5:30 pm Parish Hall  
Wednesday, 12 Last day of school  
Ice Cream Social 12:00 pm  
Tuesday, 25 First Day 1st Summer Session

# 2020-2021



# Children of Grace Preschool 2020-2021 Handbook



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