

**Parent Handbook**

**For**

**Sam Jones Children's Learning Center**

100 W. Church Street  
Cartersville, Georgia 30120

Phone:  
(770)382-4772

Judy Smith, Director(ext. 112)

Dear Parents,

Welcome to the Children's Learning Center at Sam Jones United Methodist Church. The information in this handbook should be helpful in familiarizing you with the policies, procedures and programs here at Sam Jones. Please read it carefully and don't hesitate to contact me or your child's teacher if you have any questions regarding the policies.

The Children's Learning Center is a ministry of Sam Jones UMC and is dedicated to creating a program to help parents raise children with strong Christian values while equipping them with all the necessary skills to enter elementary school. Our goal is to provide the finest program in early childhood education and to promote the positive total development of your child in all areas of growth: intellectual, physical, social, emotional and spiritual.

As a parent you can feel confident that you have selected the highest quality program and a place where your child will be happy and secure.

Sincerely,

Judy Smith  
Director Children's Learning Center

The Children's Learning Center  
Sam Jones United Methodist Church  
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Judy Smith, Director, e-mail: [jsmith@samjonesumc.org](mailto:jsmith@samjonesumc.org)

Linda Benton, Education Advisor, [lbenton@samjonesumc.org](mailto:lbenton@samjonesumc.org)

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Merry Bearden, Administrator, [mbearden@samjonesumc.org](mailto:mbearden@samjonesumc.org)

### **Teaching Staff**

Pamela Ruff	4 year 5 days
Peggy Prewett	4 year 5 days
Marian Pitchford	3 year (M-W-F)
Rosemary Purdy	3 year 5 days
Sheila Rosser	3 year 5 days
Lisa Miller	2 year 5 days
Angelena Jarrett	2 year 5 days
Laura Jo Malone	Nursery 5 days
Kay Wilhite	Nursery 5 days
Wenell Wynn	Support Staff

## **The Children's Learning Center Purpose Statement**

The Sam Jones UMC Children's Learning Center early education program is a non-profit ministry of Sam Jones UMC and was established to meet the growing needs of its congregation and the surrounding community for children ages 12 months to 4 years of age. The policies of the Learning Center are determined by the Weekday Committee of Sam Jones UMC. Our teachers are hired annually through this committee. Through their qualified leadership and the limited class size, your child is guaranteed the best possible pre-school education at the lowest possible cost. We are dedicated to creating a program that helps parents raise children with strong Christian values who possess all of the skills necessary to enter elementary school.

### **Admissions**

Children who are 12 months up to 4 years old are eligible to apply for enrollment in the Learning Center. Admissions requirements and enrollment procedures are as follows:

The Children's Learning Center welcomes children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities available to the students at the school.

Children must be of age for the class they are entering by September 1. No exceptions will be made.

Children may be retained at the parent's request.

Children must be fully potty trained to enter the 3 year program or higher.

Student registration takes place in February for all children. Preschool classes are filled as openings are available in the following order of preference: Currently enrolled children and their siblings (Sam Jones UMC members), currently enrolled children and their siblings (non-members), Sam Jones UMC members not currently enrolled, and general public.

Class rosters will be determined based on gender ratio, birthdates, teacher recommendations, and overall best interest of the class.

Parent requests for specific teachers will be considered, but cannot be guaranteed.

All children not placed will be put on a waiting list to fill vacancies as they occur.

Placement of all children in Sam Jones Children's Learning Center is left to the discretion of the Director and the Administrative Staff. Their decisions are final.

We are required by the state to keep an up-to-date immunization record on your child. This is strictly enforced by the state. Please send a copy to the director or to your child's teacher within the first 2 weeks of school.

## Fees

A non-refundable registration fee of \$125 for members and \$150 for non-members is required with registration.

Tuition is due in advance on the fifteenth of each month from August through April. A late fee of \$10.00 will be charged after the 20<sup>th</sup>, with an additional \$5.00 charge added for each additional five days that tuition is delayed. A bank service charge of \$15.00 will also be added for all returned checks. Only cash payments will be accepted after two returned checks. It is assumed you are enrolling your child for the entire school year and budgets are set accordingly. **After the school year begins, a one month's notice or one month's tuition is required before a child may be withdrawn.** We regret that we are unable to make refunds or allowances for absences due to illness or vacations.

All checks should be made payable to The Children's Learning Center. Please include your child's name that you are paying for on the check. Tuition payments may be made in the Learning Center office, the church office or may be mailed to the church.

Our tuition is set as a yearly fee divided into nine (9) equal payments, due August through April.

Two day classes	\$155.00 monthly
Three day classes	\$185.00 monthly
Five day classes	\$210.00 monthly

## **SCHOOL HOURS**

The Learning Center operates daily from 8:00 a.m. to 11:30 a.m.

Children cannot be dropped off before 8:00 a.m. Your understanding and cooperation in this is appreciated.

Dismissal is from 11:15-11:30 daily. To pick up your child in the 2, 3, or 4 years classes, please pull your car up to the double doors under the covered area and the teacher will bring your child to your car. If you need to discuss school matters with your child's teacher or the director, this is not the appropriate time to do so. Please contact the teacher or director outside school hours. An appointment for a conference may be set up if needed. Our teachers are parents and grandparents of young children, too, and need to be free to attend to their families as soon as school is dismissed. If you know you will be late in picking your child up, please make other arrangements for your child. If an emergency situation delays you, please contact the office to advise us. We need to know so that we can reassure your child. A \$10.00 charge will be imposed the first and second time a child is left after the 11:30 dismissal time. A charge of \$10.00 plus \$1.00 per minute will be imposed each time thereafter.

Extended day will be offered 5 days per week, at the cost of \$10 per day per child. Please see Judy Smith to sign up for this.

## **MEDICAL AND HEALTH POLICIES**

Please do not send your child to school if he/she has a fever or shows signs of illness. Symptoms which preclude attendance are: red or discharging eyes, runny nose, coughing, stomachache, diarrhea, chills, fever, sore throat, vomiting, rash or skin eruptions,

and/or earache. Your child will be sent home if he/she comes to school with any of these symptoms.

If your child develops a contagious disease, please notify the director so that other parents can be notified. Notify the teacher of any chronic conditions that are not contagious. If any symptoms of illness are detected upon arrival at school the school reserves the right to send the child home. If illness develops during school hours, the child will be isolated and the parents notified.

No teacher will administer medications to any child. Exceptions must be approved by the School Board. Epi-pens and inhalers for emergency use are permitted for children with severe allergies.

### **DRESS**

Children should wear comfortable, washable play clothes. During the winter months, please dress your child in layers. All clothing items brought to school should be labeled. Also, if your child is potty training, please do not dress him/her in bib overalls or snap-under outfits. This will assist the teacher in quickly attending to your child's toileting needs.

### **BIRTHDAYS**

A young child's birthday is probably the most important day of the year to them. We try to make the "birthday child" feel special on that day. If you plan something special on their birthday, please let the teacher know in advance.

## **HOLIDAYS**

Our holiday and teacher workdays are in compliance with the City of Cartersville public school calendar with the following exceptions: Learning Center classes start the end of August and conclude 1 week before the public schools end in May. For specific dates, please refer to the Children's Learning Center calendar.

## **CHURCH AND SCHOOL RULES**

Please observe the "NO SMOKING" rule in all parts of the building.

When your teacher states it, your child may bring a favorite toy from home. Please label it. No guns, water toys, or other toys that might be dangerous should be sent to school.

## **DISCIPLINE**

The teacher will determine when a child needs to be disciplined and will discuss with parents when discipline has been used. We may use a "time out" or simply talk to the child individually.

**Physical discipline will not be used.**

## **ROOM GUIDELINES**

Walk inside the rooms and hallways. Running is for outside.

Use a quiet voice. Loud voices are for outside.

Everyone is safe in our school. People are for loving, not hitting, biting, kicking, pushing or scratching.

Stand on the floor, not in the chairs, on tables or other equipment.

Sit on chairs (four legs on the floor).

Water stays in the sink. It is for washing hands and faces.

Wash hands with soap after using the bathroom.

## **SNACK TIME**

Snack time is an educational experience in itself. The emphasis is on nutritious snacks, which can be made by the children during class time, or brought in individually. The habits which the children learn now will be with them for a long time. Since we know that bad habits are hard to break, it would be beneficial to your child as well as to the others to encourage good eating habits. Please avoid bringing food containing artificial colors and sweeteners. No red drinks are allowed in the rooms.

## **SNACK SUGGESTIONS**

Cheese – cubed, cream cheese or cottage cheese spread on celery sticks, cream cheese on raisin bread, pumpkin bread or banana bread

Vegetables – carrot sticks, celery sticks, broccoli

Fruit

Nuts and Seeds – alone or with raisins

Yogurt covered raisins

Crackers – graham, wheat, triscuits

Popcorn

Pretzels

Cookies – oatmeal or peanut butter

Muffins

Mini-bagels

Dry cereals

Drinks – apple juice, lemonade, water (NO RED JUICES)

NO Candy Please