

Cannon Church Preschool

Parent Handbook

2019-2020



"A friend loves at all times."
Proverbs 17:17

A Mission of Cannon United Methodist Church

Rev. Dr. Tommy Green, Interim Senior Pastor

Rev. Dr Skip Johnson, Associate Pastor

Karen Mayes, Director of Preschool

Kimberly Goodyear, Preschool Program Administration

MISSION STATEMENT

Cannon Church Preschool provides developmentally appropriate learning experiences that teach each child how to learn in a loving, safe, Christian environment.

PROGRAM DESCRIPTION

The Preschool at Cannon United Methodist Church is a nonprofit organization offering a half-day weekday educational program for children one to five years old. **Our program is certified as a Preschool of Excellence by the North Georgia United Methodist Preschool Association.** It is a vital ministry of the total church program to Cannon's children and to children in the surrounding community. **We hold an exemption from being licensed by the State of Georgia.**

We offer an excellent preschool education balanced through creative play, exploration, and discovery.

We emphasize developmentally appropriate skill building.

We wish each child maximum success in emotional, physical, cognitive, and spiritual dimensions.

We want children to leave Cannon Church Preschool with a good image socially, emotionally, physically, intellectually, and spiritually.

GOALS AND OBJECTIVES

We work with parents to--

Nurture positive self image

- ◆ Provide a Christian atmosphere which promotes respect for self and others
- ◆ Foster a love for learning and a positive attitude toward life
- ◆ Develop cooperative, pro-social, responsible behaviors
- ◆ Demonstrate and encourage sound health, safety, and nutritional practices
- ◆ Support emerging literacy (speaking, listening, writing and reading)
- ◆ Enhance gross motor skills and coordination through physically active play and creative movement

We want our students to--

Experience God's love and grace in the adults around them
Learn Christian attitudes and behaviors from adult models
Experience the church as safe and loving
Develop trust in others
Come to a fuller understanding of their immediate world
Develop a sense of belonging
Experience reasonable limits and high expectations
Use all senses to learn through discovery and guided exploration
Use and expand fine-motor skills
Acquire problem-solving and logical thinking skills
Use art and music to communicate
Participate in and value make-believe play
Pray short, simple prayers
Hear and enjoy Bible stories
Sing and talk about God and his son Jesus

PRESCHOOL BOARD OF DIRECTORS

The Preschool Board of Directors consists of church, parent and teacher representatives nominated by the Cannon UMC Nominations Committee and those who serve on the Board by their participation in related Cannon ministries.

The preschool Board's duties include, but are not limited to:

- Approving and monitoring annual budget and expenditures
- Making, setting, and reviewing preschool policies and procedures
- Approving class structure, curriculum, and personnel policies with the Director of Preschool Ministries.
- Providing support for the Director, the staff, the students, and the Cannon community.

The Board meets three times during the regular school year and as needed during the summer. Board meetings start at 7 p.m. and are open to all Preschool parents, Preschool teachers and stakeholders; however, only Board members cast votes. Board member names and tentative board meeting dates are at the back of this handbook.

INSTRUCTIONAL STAFF

Our instructional staff is a team of professional, caring educators dedicated to the appropriate development of young children. The Cannon Preschool Staff have educational backgrounds and experience in early childhood that prepares them to provide successful learning activities for our students. All instructional staff members participate in a continuous program of in-service training to remain aware of the ever-changing needs of today's families and the findings of current research. Furthermore, all instructional staff members have current CPR and First Aid certification. Cannon Church Preschool is fortunate to have such a wonderful staff.

Our program currently is certified by the **North Georgia United Methodist Preschool Association**.

ENTRANCE REQUIREMENTS

A child must reach the required age by September 1st of the year they enroll to enter our ones, twos, threes, fours, and fives class. **Children must be toilet trained to be in our three, four and five- year old classes.**

An application form which gives pertinent information about the child must be filed with the Director. A registration fee, photo fee and an activity fee for our 3, 4 and 5 year old students is to be paid at the time the child is accepted for enrollment into the preschool. This fee is **non-refundable**. These fees pay for secondary insurance policies for our students, classroom supplies, instructional materials, and equipment needed to begin the year.

A state law requires a current immunization form (**DPH #3231 white Georgia State Form original**) for children upon enrollment.

HOURS OF OPERATION

Our Toddler and T/TH and M/W/F, two-year old classes meet from 9:00am -12:00pm. Our Toddler, M-TH two, Three, Four and Five-year old classes meet from 9:00am to 1:00pm daily.

TUITION

Tuition is an annual expense. For your convenience, tuition may be paid monthly. If you choose to pay by the month, tuition is due and payable on the first day of each month from September through May. You may pay by check, cash, credit card and online. **Please make checks payable to Cannon Church Preschool.** We have a new online payment process. You will be provided a login ID and a temporary password to access your invoices for online payment. A **late fee of \$10.00** will be charged if payment is received after the tenth (10th) of each month.

There is no refund of tuition due to absence. In the case of an extended absence, tuition must be paid in full in order to hold your child's place in the class. We maintain a waiting list and count on a certain level of enrollment to take care of salaries and expenses.

It is expected that parents will honor the terms of 9 month enrollment. If a relocation or unforeseen circumstances make it necessary to dissolve the contract one month's written notice and tuition for the month is required. Please note: Not all months are equal in the number of school days but tuition is divided into equal monthly payments. **Annual tuition rates are determined by the number of days annually not monthly.**

If you participate in an employee benefit plan that includes preschool tuition, please stop by the office to get any necessary forms signed.

If a check is returned, you will be responsible for bank charges, as applicable, as well as a **\$25.00** returned check fee from the preschool. Financial assistance is available on a very limited basis. Applications for financial assistance are available in the preschool office. Consult with the preschool office for current classes and current tuition prices.

ACTIVITY FEE and PHOTO FEE

Cannon Preschool proudly offers many activities and performers on site for our three, four, and five year old classes. These events may include Donuts with Dad, Mother's Teas, the Pumpkin Patch, Puppet Shows, Story Tellers, Special Music Programs, a Petting Zoo, etc. There is an annual fee for all children in the three, four, and five-year old classes which is included in the Registration Fee. The photo fee, which is also part of the registration fee, is for photo development costs throughout the school year and photo books given to each child in our program at the end of the school year

HOME & SCHOOL COMMUNICATION

Our communication to you will be in the form of a monthly newsletter with a calendar of upcoming events, plus other notes as necessary. **Please communicate important messages in writing; verbal messages from children cannot be accepted.** If you need to get a message to a teacher or the director after the

school day has begun, call the preschool office at **678-501-6442**. Teachers may not be able to come to the phone during school hours, but calls will be returned within 24 hours. Calls to teacher's homes need to be limited to those messages that cannot wait until the next school day. If you have an emergency and cannot reach the director at the school office number, please call the church office at 678 972-5463. The church receptionist will locate a staff member to help you. The church office is open from 8:30am to 2:00pm. The school's voice mail, extension 6442, is always available for messages. We make every effort to respond to you promptly.

CONFERENCES with the teachers of Cannon Preschool's 3, 4 & 5 year old students will be held twice a year. Student's progress and school activities will be discussed at this time. This is also the time to discuss any areas of concern that you might have.

MONTHLY CALENDARS will be sent home by the teachers to let you know when we have special studies, celebrations, or activities. Please check your child's book bag daily.

PARENT INVOLVEMENT

Cannon Preschool will be more effective with enthusiastic parent participation and support. Parent involvement is crucial. Parents are invited to participate in a variety of activities that will enrich our program. Our preschool maintains an open-door policy in which parents are always welcome.

We encourage you to participate and become involved. You are invited to volunteer in the preschool office, work on special projects, assist with fundraisers, and share special interests and hobbies with the children. Participating as a parent will help you get to know other families, make new friends, and enrich the experiences of our children. Please share your time, talents, hobbies, and interests with us. Children need to see adults who are enthusiastic about learning and your modeling will be invaluable.

Ask your teacher how to become involved.

PARENT ASSOCIATION

Our Parent Association is an organization that welcomes all parents of Cannon Preschool to become involved in a partnership between the parents of students and the preschool staff. You are automatically a member of our Parent Association by being a parent at Cannon Church Preschool. We would love for every family to become involved! Your ideas and your talents will help to make Cannon Preschool be the best possible learning environment for your child.

In the past, our Parent Association helped with:

- Scholastic Book Fair which made it possible to have the *Let's Find Out* magazine for our 5-year old students and *My Big World with Clifford* for our 4 year old students beginning this school year.

-The parents provided several delicious meals throughout the school year for our teachers and staff.

-We had our second annual Carnival with big slides, a bouncy house, games and food vendors. It was a wonderful spring celebration which was lots of fun! Our Coins for Carnival fund raiser funded the event.

There will be several meetings throughout the school year. These meetings will be announced in the preschool newsletter. **We would love to have you join us!**

HEALTH, SAFETY & EMERGENCY PROCEDURES

Cannon Preschool wants to maintain a healthy environment. We need to rely on you to follow these guidelines for the protection of the other children. Please do not send your child to school if he/she shows any signs of illness, such as a vomiting, “pink eye” (conjunctivitis), runny nose, red throat, cough, skin rash, fever, or signs of any contagious diseases. A child with a fever of 100 degrees or higher will not be able to remain in the center or allowed to participate in the school day. **A child should be free of fever for 24 hours before returning to school.** If any of these symptoms appear at school and a child has a fever, parents will be notified to pick them up. If a parent cannot be reached, we will call your emergency numbers. It is important that you keep these numbers updated and that you pick up a sick child immediately. Preschool staff does not administer medication. Please space the administration of medication, so that doses do not need to be administered during the preschool hours. There are always changes in our environment and our world that require us to use extra precaution.

This does not apply to medication needed for severe allergic reactions such as an epipen a form must be completed by the parents as well as a physician action plan for treatment course of action. Preschool administration will administer epipen, call 911, contact the parents immediately by phone and transportation to the hospital for care is **Emory Eastside Hospital address: 1700 Medical Way Snellville, Ga 30078.**

A child shall not be accepted nor allowed to remain in the Center if the child has contagious illness or communicable disease. The parents will be notified in writing of contagious illness and the health department will be notified of any communicable disease.

Outside play is part of our daily routine except in the case of extreme weather conditions. Before a child returns to preschool after an illness, parents should make sure he/she is able to participate in the entire program.

In case of an emergency such as **Fire, Severe Weather, Structural Damage or Lockdown and the staff personnel and students should not be able to return into the building, the designated evacuation relocation is the Angel House address: 2424 Webb Gin House Road Snellville, GA 30078. Parents will be notified by phone call from the lead teacher to arrange pick up. (Please see campus map)**

NUT FREE ENVIRONMENT

We have children in our program who have severe, life-threatening allergies to nuts and nut products. With a severe allergy to nuts and nut products, exposure to even a minute amount (1/1000) could result in anaphylactic shock and, without immediate emergency medical assistance, loss of consciousness and death. We have worked with these students’ parents to establish emergency plans.

Please help us to minimize the risks for these students by:

- Speaking to your child about the importance of never sharing any food;
- Avoiding **obvious** nut products for snacks and lunch (i.e., peanut butter filled crackers, peanut butter and jelly, peanut butter cookies, Reese’s peanut butter cups, etc.);

- Checking the labels on products for **nut oil, nut derivatives, nut processed;**
- Giving teachers notice before bringing class treats to school so that alternatives can be available for allergic students, and
- Washing your child's hands before they come to school in the morning.

We know that many children love peanut butter and that it may be difficult to think of alternatives. You will receive a sheet of alternatives to help with lunch and snack ideas. Safety is important at Cannon Church Preschool. Thank you for helping us to maintain a safe environment for all God's children and peace of mind for their parents as well.

LUNCH

Parents of our toddler, 4 day two, all three, four, and five-year old students need to send in a lunch that is **nut-free**. It may include nutritional items like fresh fruit, dried fruit, cheese, or granola bars, every day. **Please label all food and storage items with your child's name.**

The school will provide all students in our one/two-year old classes with a snack and some water. These very young children fare better if they eat the same thing. Parents of students with severe allergies will work with the school to provide snacks that are safe for all children in those classrooms. **Thank you for observing our nut free environment.**

FUNDRAISING

Our tuition covers staff salaries and fixed expenses but, we depend on fundraising for special projects, program improvement needs, and financial assistance. We strive to select fundraising projects that also serve our community. We partner with Dogwood's Pizza, and Chick Fil A, and Culver's for spirit nights.

PICTURES

Cannon Church Preschool provides the opportunity of having pictures taken of your child by a professional photographer. Beth Wrobel, our photographer, does an individual studio quality photograph in the fall and class photo and individual photo in the spring. You will receive notification of package prices from the photographer prior to picture day.

ARRIVALS AND DEPARTURES

Threes, Fours, Fives

For morning arrivals, all preschool children participating in carpool must be dropped off at the Drop-Off Area. (Refer to the carpool map). Unloading from the Drop-Off Zone will begin at approximately 8:55 AM. Carpool ends promptly at 9:10 AM. Please have your child ready for school when the teachers come to your car; i.e. shoes on, breakfast eaten and book bag nearby. If you arrive after 9:10 AM, you should park in a parking place (not at the curb) and walk your child to his/her classroom. **NEVER ALLOW YOUR CHILD TO WALK INTO THE PRESCHOOL BUILDING ALONE! ALSO, PLEASE DO NOT USE THE SOUTH ENTRANCE AT OUR CHURCH RECEPTIONIST DESK BECAUSE THOSE DOUBLE DOORS WILL BE LOCKED FOR THE SAFETY OF YOUR CHILDREN.**

Please make your good-byes positive, upbeat, and brief! We have learned, that children seem to adjust better when they leave the parent rather than the parent leaving them. If your child cries, assure him/her

that you love them and will return for them soon. The preschool staff will do everything possible to comfort your child and help them adjust to their new surroundings. Normally the crying will stop within five minutes. If you are concerned about your child, ask the director or program administrator in the preschool office to check on your child or telephone us later for a report on how your child is doing.

It is best to drop your child off at the Drop-Off Zone. However, should you need to walk your child to his/her classroom, please **do not bring them before 8:55 a.m.** Teachers are busy preparing their classrooms for the day and are not prepared to supervise children. Please respect their needs for preparation time.

Notify the preschool, in writing, of any changes in your authorized “pick up” list or of any other changes on your child’s emergency form or “pick up” routine. A child will not be sent home with anyone except those authorized by the parent on forms kept in the child’s file. A parent must leave a written message with the teacher to make any changes or additions on the “pick up” list. We require identification when someone other than a parent comes for pickup. If your child is going home with a friend, you must send a note or call the office. We cannot accept verbal messages from your child.

Dismissal begins at 12:55 PM. For afternoon carpool, follow the directions on the carpool map and place your number in the front windshield. For safety reasons **avoid using your cell phone in the preschool line.** The carpool moves at a pace that requires concentration. Carpool pick up may be slow the first few weeks of school but as we get into the routine, it will be more efficient. **You are considered late after 1:05 PM, there will be a 1,2,3 system of late notices and upon the third offense there will be a \$5.00 charge for every five minutes that you are late.**

There are two days each month scheduled for “walk-in pickup,” meaning no afternoon carpool. Consult your child’s calendar for these dates. These “walk-in” days were requested by parents so that they could meet other parents in the classroom and see other children. You are welcomed to walk in and pick up your child any day. Carpool is provided for safety and convenience. If you walk in, please respect the fact that this is not a good time for a teacher conference. Please call to schedule those when teachers do not have responsibilities for the safety of the remaining children.

Move forward to the parking area parking places to secure your children in car seats. Do make sure that all children are securely fastened into their child seats or seat belts prior to departing. We are not allowed (because of liability issues) to fasten car seats or belts, and we are not allowed to put children in cars that do not have proper restraint systems. Upon departing Cannon’s campus, please observe the traffic signs and drive safely. We want you back tomorrow!

Toddlers and Two-Year Old’s

Toddlers and Two-year old’s do not participate in carpool. Parents need to come in with these young children and bring them to the classroom door. **Please use extreme caution as this is a busy parking lot. Please do not let your children run through the parking lot at any time!** If you have older and younger children, you may drop off the older children, park in the designed parking areas by the children’s entrance area and walk in with your younger child. **(please see the carpool map)**

Younger children need adjustment time and may cry at first. Make your departure as upbeat as possible as young children are masters at reading nonverbal signals. Any hesitation on your part will trigger more separation anxiety. Teachers will do everything possible to comfort children and make them comfortable with the new surroundings. Normally the crying stops within five minutes. Leave the child at the door and rest assured that we will not let your child cry for long. There is a white board (or clipboard) outside each room. Please indicate where you may be reached if your child is inconsolable. Sometimes we do have to “work up” to the normal dismissal time.

If you leave your child crying and you feel anxious about it, ask a staff person in the preschool office to check on your child or telephone the office later for a report on how your child is doing. If your child does not seem to be adjusting, we will work with you to develop an intervention plan and monitor progress.

CURRICULUM

We are thrilled to provide the **Learning Without Tears**, literacy, math and writing curriculum at Cannon Church Preschool. This program will help our students be ready for their continued education in elementary school and beyond!

Young children learn when they play. A good educator addresses the strengths of the whole child so that all areas of growth and development (social, emotional, physical, cognitive, and spiritual) are addressed. Developing a positive self-concept is extremely important. First school experiences should be affirming and successful. We provide a safe, nurturing environment where adults facilitate children's play with encouragement, time, space, and materials designed to help them explore ideas, make discoveries, and build on concepts already developed. *How we know and how we learn are even more important than what we know and what we learn.*

The environment plays an essential role in each child's learning. Our school provides child-centered environments. According to research in the field of child development, children need concrete objects and materials to play with, manipulate, and explore to be successful at more abstract mental tasks. In learning centers, children choose from a variety of activities. They engage in different types of play while practicing a variety of learning skills. Centers include dramatic play, blocks, science, writing, art, sensory play, table toys/manipulatives, and reading. During outside time children are encouraged to engage in imaginative play, explore the environment, negotiate social relationships, and develop gross motor skills.

Activities during large and small group times rely on hands-on activities and investigations and seldom resemble traditional pencil and paper lessons. During these activities, children have the chance to classify, measure, group, sequence, sort, experience and explore objects, materials, and ideas.

During pretend play children try on adult roles and grow more attuned to the specifics of each role while they socialize with each other. Music and movement activities are provided in the classroom and a special resource teacher spends time with classes each week.

CHAPEL

Christian values are taught when teachers share simple stories, pray with children, and celebrate holidays using art, music, literature, and crafts. Threes, fours, and fives classes attend Chapel once a week led by our music teacher. On a rotating basis, church staff including the Senior Pastor, Associate Pastors, Minister of Families with Children, Director of Youth Ministries, Preschool Director, and teachers will conduct chapel. Parents are always welcome to attend. Our goal is to familiarize children with Bible stories, the worship setting and experience.

CUSTODY

If there is any concern regarding custody of a child, a copy of the court document verifying legal custody must be presented. We are required by law to release children to their legal guardians unless there is a current court order prohibiting that release. The preschool cannot be placed in a position of arbitrating a child's departure or a parent's visitation rights.

BEHAVIORS AND DISCIPLINE

We strive to offer a loving, fun, and safe learning environment for every child. We try to be positive about discipline and our interventions include but are not limited to . . .

- Redirecting
- Planning ahead (often preventing problems)
- Encouraging appropriate behavior
- Developing and discussing clear and consistent rules
- Encouraging children to evaluate problems and generate reasonable solutions
- Accepting logical or natural consequences
- Time out (only as age appropriate and in an age appropriate fashion)
- Developing behavior intervention plans with parents

Under no conditions will children be subjected to harsh or physical punishment. Children will not be humiliated, threatened, shamed, frightened or subject to profane or abusive language.

If a child's behavior becomes so severe that it compromises the classroom environment for other children, we will seek to remedy the situation with the parents' cooperation. If solutions are not found, after exhausting all possibilities, we may work with parents to seek an alternative program.

BITING POLICY

“Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled, and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written Accident Report is given to the parents of the bitten child and an incident report is given to the parents of the biter when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort, to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.

Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.”

BULLYING POLICY

Cannon Preschool is committed to providing a caring, friendly, and safe environment for all children that is free from bullying. Bullying is defined as the persistent physical, verbal, or emotional abuse of another child or children. It is often planned, and most bullies are aware of the impact of their actions. All alleged incidents of bullying will be taken seriously and investigated.

We aim to:

- Reassure the bullied child that they will be listened to and every effort will be made by the staff to help and support them.
- Not label children as ‘bully’s’.
- Establish facts surrounding the allegations.
- Help a child that has been bullying to recognize and understand the implications of their actions.
- Recognize that children who bully have often been bullied or are being bullied themselves.
- Discuss with the parents/guardians of the child who has been bullying the situation and strategies for managing the behavior.
- Discuss the situation with the parents/guardians of the child who has been bullied and offer reassurance that the situation is being dealt with.
- Record all relevant details of an investigation of alleged bullying.

Resources and activities will be used to develop students’ self-esteem and promote anti-bullying starting in preschool.

PERSONAL ITEMS

Cannon Preschool will provide a tote bag for our students to carry “creations” home from school and their lunch boxes. **Be sure all personal items in the bag are clearly marked with your child’s name. Each child needs a seasonably appropriate change of clothing in his/her pack.** We do messy things and accidents happen. Make sure the clothing still fits and is appropriate.

Children are encouraged to bring flowers, nature objects, and articles pertinent to topics of interest in the classroom. Use plastic not glass containers.

Please do not send any toys from home unless requested by the classroom teachers! “Security comforters” are allowed; however, keep in mind that your child may feel threatened by another child’s natural interest in the item. Absolutely no guns, knives, or other weapons, real or pretend, will be allowed. Small pocket toys, candy, or gum are not acceptable! Keep jewelry and money, either play or real, at home for this can be distracting, easily lost, and dangerous in play.

DRESS

Children need to wear clothes that are practical, comfortable, and washable. Because of outdoor play, art and floor activities, there is much wear on clothing. Children need to be comfortable with play and getting

messy. Make sure your children are adequately dressed for outdoor play in all seasons. We recommend warm, layered clothing in the winter. Classes do go outside even when it is cold, if other conditions permit. **All clothing, lunch boxes, book bags, jackets, sweaters etc. need to be clearly labeled with your child's name.**

Send your children in shoes that are safe and comfortable for play. We encourage all children to wear socks and tennis shoes. Refrain from sending them in **sandals, open-toe shoes, open-heel shoes, or cowboy boots.**

Toddlers and Two-year old's in diapers should bring a supply of disposable diapers and wipes DAILY.

NONDISCRIMINATION

Cannon Church Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis, of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Our preschool is open to all children who will benefit from the program. A child must be at least one by September 1, 2018 to enter the program. We make every effort to accommodate children with special needs and challenges. If we are not adequately staffed to succeed in these efforts, we will work with the family to find a more appropriate alternative.

INSURANCE

The Preschool provides secondary insurance should an accident occur during preschool hours. A secondary policy means that you must first file with your personal insurance carrier and then submit an "EOB" to the school's insurance carrier.

PROCEDURES FOR CONCERN

All concerns are to be directed through the following channels. First, parents should discuss concerns with the classroom teacher. If the concern is not resolved to the mutual satisfaction of the parent and teacher, then he/she should discuss the matter with the Preschool Director. If concerns persist, direct a written concern within (10 working days) to the Cannon Church Associate Pastor overseeing preschool ministries and subsequently to the Preschool Board. Appropriate records and documentation should be kept by all parties on matters relating to the concern. The Associate Pastor and the Preschool Board Chair may appoint a subcommittee at their discretion to investigate and arbitrate the concern. Most problems result from miscommunication and can be resolved by talking to the teacher with or without the program administrator. We want your child to have a positive experience, and all staff members work to make this happen. We are here because we are committed to the wellbeing of children.

Our Preschool is governed as a mandate reporter based on the **Safe Sanctuaries Policy of the United Methodist church regarding child abuse or neglect.** The purpose is to "provide protection of children whose health and welfare adversely affected and further threatened by the conduct of those responsible for their care and protection." (Safe Sanctuary policies are available in the Preschool office upon request.

CONFIDENTIALITY

ALL INFORMATION CONCERNING CHILDREN AND/OR FAMILIES WILL BE KEPT CONFIDENTIAL AND IS FOR PRESCHOOL STAFF AND TEACHER USE ONLY. Teachers refrain from disclosing the names of children involved in discipline incidents or accidents while sharing with parents. Please limit your questions to teachers and staff members. It is not appropriate to confront a parent who was not present when the incident occurs.

W.R. Cannon United Methodist Church

Cannon Preschool

Meeting Dates for School Year 2019-2020

September 23, 2019

January 27, 2020

April 20, 2020

Board Members

Kristen Williams, Chairperson

Lee Hester Rhodes, Secretary

Karen Mayes, Cannon Preschool Director

Kimberly Goodyear, Preschool Program Administrator/ Asst. Children's Director

Dr. Skip Johnson, Interim Senior Pastor

Steve Ridley, Cannon Director of Children's & Youth Ministries

Vanessa Hernandez, Teacher Representative

Beth Willis, Member at Large

Beth Garvin, Member at Large, Trustee Member, Church Member

Cheryl Pruehs, Trustee Member

Nathan Buice, Parent Representative

Ben Spring rose, Parent Representative

One with Christ

One with each other

One in ministry to the community

As members of the Cannon Preschool family and community, we cordially invite you to attend all Cannon Church Activities.

Please join us for worship and fellowship any Sunday.

Worship	8:00, 9:30 (Contemporary), and 11:00 A.M. Loving Childcare provided at 9:30 and 11:00AM
Sunday School	Classes for all ages at 9:30 & 11:00 A.M. Please call the church for details 770 972-5463
Wednesday Night	Activities for all ages. Please call the church for details 770 972-5463

*Church Phone Number 770-972-5463
Preschool Fax Number 888 926-7192
Stephen Ministry 770 972-5463
Covenant Counseling Institute 770-985-0837
Interim Senior Pastor-Dr. Skip Johnson*

Cannon Church Preschool Staff Roster 2018-2019

Office Staff

Director	Karen Mayes	Office
Program Administrator	Kimberly Goodyear	Office

Toddlers

Monday/Wednesday	Sharon Pearson & Huette Mabry	Room A121
Tuesday/Thursday	Sharon Pearson & Huette Mabry	Room A121
<u>Two Year Olds</u>		
Tuesday/Thursday	Susan Nash & Heather Fox	Room A123
Mon/Wed/Friday	Susan Nash & Heather Fox	Room A123
Monday-Thursday	Amanda Davis & Kayla Donarski	Room A125
<u>Three Year Olds</u>		
Tuesday/Thursday	Bianca Herrera & Tyler Patterson	Room B110
Mon/Wed/Friday	Debbie Oler & Melanie Loder	Room B110
Monday-Thursday	Penny Budd & Carol Kopec	Room B106
Monday-Friday	Danielle Saigh & Jenny Bollinger	Room 108
Monday-Friday	Andrea Diehl & Ursula Walter	Room B107
<u>Four Year Olds</u>		
Monday-Thursday	Vanessa Hernandez & Pam Greene	Room B105
Monday-Thursday	Kristian Hoffman & Assistant	Room B103
Monday-Friday	Michele Misner & Evonne Cramer	Room B104
Monday-Friday	Tracey Duncan & Michelle Thesing	Room B102
<u>Fives Class</u>		
Monday-Friday	Laura Morgan & Joann Calendine	Room B101
<u>Music</u>		
Monday- Wednesday	Kathryn Gibson	Room A133
<u>Resource</u>		
Wed/Thurs/Fri	Marianne Spann	Room A133

Cannon Preschool School Calendar 2019-2020

August 22	Open House for TTH, M-Th classes
August 23	Open House for MW, MWF, M-F classes
August 26	School Begins MW, MWF, M-Th, M-F classes
August 27	School Begins TTH classes
September 2	Student Holiday - Labor Day

September 9 & 10	Chapel Begins
September 23 & 24	A Butterfly Tale
September 25 & 26	Kids play Screenings/ speech
October 2,3 & 4	Pictures with Beth Wrobel
October 10-14	Student Holiday- Fall Break
October 16 & 17	Gwinnett County Fire Truck
October 21-25	Scholastic Book Fair
October 23 & 24	Gwinnett County Early Release -all students released at 12:00
October 25	Culver's Spirit Night
November 12	Chick Fila Spirit Night
November 25-29	Student Holiday – Thanksgiving break
December 18	3's, 4's, 5's Children's Christmas Program 11:30AM
December 23-January 3	Student Holiday – Christmas break
January 6	Students return MW, MWF, M-Th, M-F classes
January 7	Students return T/TH, classes
January 16	Preschool Registration for 2019-2020
January 20	Student Holiday-MLK
January 22 & 23	Donuts with Dad
February 11	Student Holiday
February 17	Student Holiday President's Day
February 19 & 20	Gwinnett County Early Release – all students released at 12:00
March 13	Chick Fil A Spirit Night
March 30-April 3	Student Holiday-Spring Break
April 11	Culver's Spirit Night
April 19	Student Holiday-Good Friday (Cannon Preschool Church Holiday)
April 20-22	Spring Pictures with Beth Wrobel
May 6&7	Muffins with Mom
May 13	End of Year Celebration (Fours and Fives) 11:30AM
May 13	Last Day of School for MW Toddler class
May 14	Last Day of School for TTh, M-Th classes
May 15	Last Day of School for MWF, M-F classes

Dogwood Pizza Spirit Nights: 9/17, 10/15, 11/19, 12/17, 1/21, 2/18, 3/17, 4/21, 5/5

In the event of inclement weather during scheduled school periods, listen to your radio or television for school closings. **We will follow the school closing notices for Gwinnett County Schools; if they are closed, we will be closed as well.** If school openings are delayed, we will be closed due to our half day schedule. Please listen to WSB radio (750AM). NOTE: Due to the arrangement of our classes we do not make up days that are missed for these closings.