



Parent Handbook 2023-2024

*Train up a child in the way he should go
and when he is old he will not depart from it.
Proverbs 22:6*

A Mission of Cannon United Methodist Church

Rev. Tim Emmett, Senior Pastor
Rev. Dr. Heather Jallad, Pastor of Community Engagement
Caren McErlain, Director of Preschool
Heather Gallagher, Assistant Director of Preschool

MISSION STATEMENT

Cannon Church Preschool provides developmentally appropriate learning experiences that help a child grow 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 four 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 representatives nominated and approved by current board members with the addition of those who serve on the Board by virtue of their participation in related Cannon Church 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 at least 3 times, or as needed, during the regular school year. Email meetings with the Preschool Board members will be engaged for emergency decisions should they arise

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, and fours classes. **Children must be toilet trained to be in our Three- and Four-year-old classes.**

An application form which gives pertinent information about the child must be filed with the Director. A registration fee and photo fee for our 1 and 2 year old students is to be paid at the time the child is accepted for enrollment into the preschool; a registration fee, photo fee, and an activity fee for our 3 & 4 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. A Copy of a certified Birth Certificate is also required at the time of enrollment.

HOURS OF OPERATION

Our One-year old T/TH class meets from 9:00am -12:00pm.

Our One-year old M/W class meets from 9:00am -1:00pm.

All other classes meet from 9:00am to 1:00pm daily on their scheduled days.

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. Our preferred method of payment is Cash or Check. Please make **checks payable to Cannon Church Preschool**.

You may also pay with a credit card and online. There is a **\$10.00 service charge for credit/debit payments**. For online payments, you will be provided with a login ID and a temporary password to access your invoices. Invoices will be available **before** the first of the month, so that payment may be made by the 1st of each month September through May. Without prior communication explaining specific reasons for delayed payment, late fees may apply. Payment after the 5th of each month may be subject to a \$10 late charge.

A **late fee of \$25.00** will be added to your account if payment is not received by the 10th of the month. An additional **\$25.00** (\$50 Total) will be charged, if not paid by the 15th. If payment is not received in full by the 30th with no attempt to pay, the child's spot may be relinquished to a new student.

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. 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 and Four year old classes. These events may include the Pumpkin Patch, Family Picnics, Puppet Shows, Story Tellers, Special Music Programs, a Petting Zoo, etc. There is an annual fee for all children in the Three and Four 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, weekly emails, and 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, Monday-Friday. If you have an emergency and cannot reach the director at the school office number, please call the main church number at 770-972-5463. The preschool office is open from 8:30am to 1:30pm. The preschool's voice mail 678-501-6442, is always available for messages. We make every effort to respond to you promptly. The director can be reached at carenm@cannonchurch.org or assistant director at preschool@cannonchurch.org

CONFERENCES with the teachers of Cannon Preschool's 3 & 4 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. A yearly calendar is given in the Welcome Packet at the beginning of the school year.

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.

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.

Prior to COVID-19, our Parent Association helped with:

- Scholastic Book Fair which makes it possible to fund books for literacy in our classrooms
- Providing several delicious meals throughout the school year for our teachers and staff

The Parent Association has also helped with:

- Purchase of playground equipment
- Supplied Critical Needs (additional hand soap, tissues, paper towels, & wipes)
- Volunteered for Pumpkin Patch

There will be several meetings throughout the school year. These meetings will be announced in the preschool newsletter. We will have a sign-up sheet at Open House. Please volunteer for one of the activities. **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 vomiting, “pink eye” (conjunctivitis), runny nose, red throat, extreme or continuous cough, skin rash, fever, or signs of any contagious diseases or extreme fatigue. 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 without any fever reducing medication before returning to school.** If any of these symptoms appear while your child is at school, 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.

*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 a treatment course of action. Preschool staff will administer the EpiPen, call 911, and contact the parents immediately by phone. Transportation to the hospital for care is **Piedmont Eastside Medical Center 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 and or any symptoms of COVID-19. Parents will be notified immediately to pick the student up from school.

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 causing the staff personnel and students to not be able to return into the building, the designated evacuation relocation will be communicated. Parents will be notified by phone call from the lead teacher to arrange pick up.**

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
- 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 maintain a safe environment for all God’s children and peace of mind for their parents.

LUNCH

Parents of our 9am-1pm Toddler, Two, Three and Four year old students need to send in a lunch. It needs to include nutritional items like fresh fruit or vegetables cut into bite sized pieces, applesauce or dried fruit, cheese, lunch meat, crackers or bread every day. **Please label all food and containers with your child's name every day. We are a nut-free environment- no nuts of any kind are allowed.**

Please send a water bottle, with their name on it, with your child each day.

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 Pizza and Culver's for Spirit Nights throughout the school year. We offer two chances to support our preschool through Honey Baked gift card sales- remember us before buying your holiday hams. We also host Cannon's Pumpkin Patch which takes many volunteer hours, all proceeds benefit the Preschool!

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.

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.

ARRIVALS AND DEPARTURES

The Preschool hours are 9am – 1pm for all students EXCEPT the Toddlers. Refer to your child's age group section below for specific information regarding Arrival and Departure.

- Arrivals – 8:55 AM – 9:10 AM (Park and walk in to drop off after 9:10am)
- Departures – 12:50 – 1:05pm (Late Fees apply for pick-up after 1:05pm)

NEVER ALLOW YOUR CHILD TO WALK INTO THE PRESCHOOL BUILDING ALONE!

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 assistant director in the preschool office to check on your child or telephone us later for a report on how your child is doing.

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.

Threes and Fours Classes - Carpool

For children in a 3 or 4 year old class, Carpool is provided for safety and convenience. **A carpool tag will be issued at Open House for the students who use the carpool system.**

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**. Morning Carpool drop off 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.

It is best to drop your child off in carpool 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 AM**. Teachers are busy preparing their classrooms for the day and are not prepared to supervise children. Please respect their needs for preparation time.

There will be one day 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. 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.

Dismissal begins at 12:50 PM. For afternoon carpool, follow the directions on the carpool map and place your number in the front windshield. Follow the outside edge of the parking lot and pull close to the car in front of you to avoid traffic back up on Webb Gin House Road. Be in line by 1:05 PM or late fees may be charged.

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 if you are not in the carpool line by 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**.

We will start afternoon pickup at approximately **12:50**. Once your child is put in the car, 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.

Toddlers and Twos Classes – Walk-in

Toddlers and Two-year old’s do not participate in carpool. Parents need to walk 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)**.

- **Toddlers** will use the **MAIN** church entrance at the receptionist desk
- **Two-Year-olds** will use the **EDUCATION** entrance at the preschool office

Please use caution when walking in the parking lot, use the sidewalks and ALWAYS hold your child's hand.

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.

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.

Two-Year-Olds

Two-Year-Olds do not participate in Carpool. Parents will park the **EDUCATION** church entrance and walk their children down the Preschool hall to their classroom. Please sign your child in each day and supply teachers with a phone number that can be reached during school hours. **Arrival begins 8:55 am and ends promptly at 9:10 am.**

Leave the child at the door and rest assured that we will not let your child cry for long. There is a clipboard for each room. Please indicate where you may be reached if your child is inconsolable.

Dismissal begins at **12:50 PM** for walk-in pickup. **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.**

Toddlers

Toddlers do not participate in Carpool. Parents will park by the **MAIN** church entrance and walk their children in. Please sign your child in each day and supply teachers with a phone number that can be reached during school hours. **Arrival begins 8:55 am and ends promptly at 9:10 am.**

Parents must sign in at the time of arrival. If a student is late: If you arrive after **9:10 AM**, you should come to the Preschool (Education) entrance and **walk your child into the school.**

- **Pick up time is 11:50 AM for Tuesday/Thursday** Toddlers 9am to 12noon students and **ends promptly at 12:05 PM.**
- **Pick up time for 9am to 1pm for Monday/Wednesday** Toddlers is 12:50 PM and promptly **ends at 1:05 PM.**

If you are late, the students will be in the Preschool Office and tardy fees will apply. 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.**

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, and then park in the designed parking areas by the Main entrance and walk in with your younger child. (**please see the carpool map**)

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 and fours 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 and experience the worship setting. Two year old classes may attend Chapel periodically during the second semester provided their schedule allows.

CELEBRATIONS

Birthdays should be celebrated! We encourage parents to celebrate their child's birthday with special refreshments for the class. Please keep in mind these guidelines so all classmates may enjoy the celebration.

- We are a Nut Free School- other allergies will be communicated by the Teacher
- Please limit the number of visitors for each celebration.
- Store bought treats (with ingredients listed) for everyone in the class
- No Latex Balloons (choking hazard)
- No gifts are to be exchanged during Preschool hours.
- No party invitations may be distributed unless every child is invited.

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 age appropriate 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 parent's cooperation. If solutions are not found, after exhausting all possibilities, we may ask the 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 current 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 Church 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 a child as a bully
- 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 a student's self-esteem and promote anti-bullying starting in preschool.

PERSONAL ITEMS

Cannon Church Preschool will provide a tote bag for our students to carry "creations" home from school and their lunch bags. **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.

Certain supplies may be requested by the classroom teachers. 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 will be 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 bags, 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, loan programs, 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 1st of the current year 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 is covered by liability insurance should an accident occur during preschool hours.

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 Pastoral Staff 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 will work to make this happen. We are here because we are committed to the wellbeing of your child.

Our Preschool is governed as a mandated 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 occurred.

***W. R. Cannon United Methodist Church
Cannon Preschool***

Meeting Dates for School Year 2023-2024

September 12, 2023

November 14, 2023

March 12, 2024

Board Members

Bryant Gibson, Chairperson
Jamey and Meghan Toney, Vice-Chairpersons
Lee Hester Rhodes, Secretary
Caren McErlain, Cannon Church Preschool Director
Heather Gallagher, Assistant Preschool Director
Leslie Fuller, Parent Representative
Beth Willis, Member at Large, Church Member
Lisa Speers, Member at Large, Church Member
Penny Budd, Teacher Representative
Rev. Dr. Heather Jallad, Pastor of Community Engagement
Donna Freeman, Church Finance Team
Cheryl Pruehs, Church Trustees Team

**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

11:00 A.M.

Loving Childcare provided.

Sunday School

Classes for all ages at 9:30

Please call the church for details 770 972-5463

Church Phone Number 770-972-5463

Church Fax Number 770-985-5521

Stephen Ministry 770 972-5463

Cannon Church Preschool Staff Roster 2023-2024

Office Staff

| | | |
|--------------------|-------------------|--------|
| Director | Caren McErlain | Office |
| Assistant Director | Heather Gallagher | Office |

Toddlers

| | | |
|------------------|----------------------------|-----------|
| Monday/Wednesday | Huette Mabry & Denice King | Room B101 |
| Tuesday/Thursday | Huette Mabry & Denice King | Room B101 |

Two Year Olds

| | | |
|-----------------|---------------------------|-----------|
| Monday-Thursday | Jessie Hamilton & | Room B105 |
| Monday-Thursday | Deb Herron & Frances Rice | Room B107 |

Three Year Olds

| | | |
|-----------------|-------------------------------------|-----------|
| Monday-Thursday | Penny Budd & Carol Kopec | Room B106 |
| Monday-Friday | Courtney Williams & Casey Gallagher | Room B110 |

Four Year Olds

| | | |
|-----------------|----------------------------------|-----------|
| Monday-Thursday | Andrea Diehl & Rebecca McInerney | Room B102 |
| Monday-Friday | Susan Nash & | Room B104 |
| Monday-Friday | Vanessa Dwyer & Pam Greene | Room B103 |

Music

| | | |
|---------------|------------------|------------|
| Tues. / Weds. | Betsay Van Cleef | Music Room |
|---------------|------------------|------------|

Cannon Preschool

School Calendar 2023 - 2024

| | |
|-------------------------|--|
| August 21 | Open House, refer to your letter for date and time |
| August 22 | Open House, refer to your letter for date and time |
| August 23 | First Day of School |
| September 4 | Student Holiday - Labor Day |
| September 15 | DLD- Preschool CLOSED |
| October 3 | Culvers Spirit Night |
| October 5-9 | Student Holiday- Fall Break |
| October TBD (13-31) | Preschool Pumpkin Patch Fundraiser – please VOLUNTEER |
| October 18 & 19 | Early Release- all students released at 11:30 |
| October | Fall Pictures with Beth Wrobel |
| November 1-30 | Honey Baked Fundraiser |
| November 3 | DLD- Preschool CLOSED |
| November 20-24 | Thanksgiving Break- No School |
| December 13 | 3's & 4's Children's Christmas Program 11:30AM |
| December 18 - January 3 | Christmas Break- No School |
| January 4 | School Resumes |
| January 15 | Student Holiday-MLK |
| January 16 | Preschool Registration for 2024-2025 |
| January 22 | Preschool Registration Church Members |
| January 29 | Preschool Registration Community |
| February 2 | DLD- Preschool CLOSED |
| February 15-19 | Student Holiday- No School |
| March 6 & 7 | Early Release – all students released at 11:30 |
| March 1-31 | Honey Baked Fundraiser |
| March 5 | Culvers Spirit Night |
| March | Spring Pictures with Beth Wrobel |
| March 15 | DLD- Preschool CLOSED |
| March 29 | Good Friday Preschool CLOSED |
| April 1 – 5 | Spring Break- No School |
| April 22-26 | Teacher Appreciation Week |
| May 15 | Preschool Moving Up Ceremony 11:30am |
| May 16 | Last Day of School |

Dogwood Pizza Spirit Nights: *subject to change* 9/19, 10/17, 11/16, 12/14, 1/16, 2/13, 3/19, 4/16, 5/7

Note: Cannon Preschool will be CLOSED on GCPS Digital Learning Days (DLD).

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: We do not make up days that are missed for these closings.