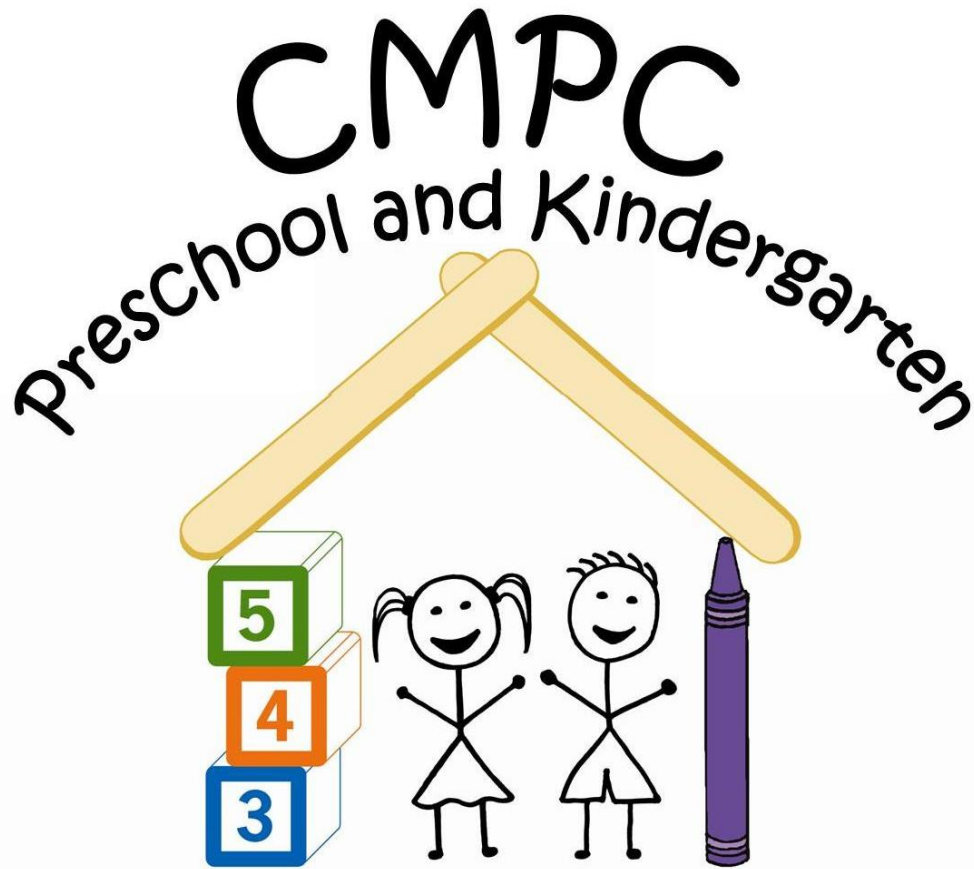


# Parent Handbook



Laying a firm foundation for our children.

## 2024-2025

“Children are a heritage unto the Lord”

Psalm 127:3

# CMPC SCHOOL CALENDAR\*

Open House .....	Aug. 5
First Day of School .....	Aug. 6
Labor Day Holiday .....	Sept. 2
Columbus Day (Fall Break) .....	Oct. 14-16
Election Day .....	Nov. 5
Thanksgiving Break .....	Nov. 25-29
Christmas Program (3s, Pre-K & K) .....	Dec. 16
Christmas Break .....	Dec. 20-Jan. 6
MLK Holiday .....	Jan. 20
Presidents Day (Winter Break) .....	Feb. 14-18
Spring Break .....	Apr. 7-11
End of Year Program (MMO, Older 2s, 3s) .....	May 12
End of Year Program (Pre-K & K) .....	May 13
Last Day of School .....	May 14
End of Year Party .....	May 15

\*Dates are tentative and may change based on Hall Co. Board of Education.  
In MOST cases CMPC preschool follows the Hall County school calendar.

## Special Days for PRE-K & K Classes

Donuts with Dad .....	Feb. 6
Muffins with Mom .....	May. 8

# LEARNING AT CMPC PRESCHOOL

- Focus on spiritual needs by teaching a Biblical worldview. Daily Bible curriculum teaches quarterly & weekly concepts, and is taught through many approaches. Children will read the Bible with their teacher, create art related to the weekly lessons, have hands-on fun centers where the lesson is reinforced and participate in group activities that support the learning of God's word.
- Focus on social needs in a classroom setting. Teachers create opportunities for social learning every day. Although academic development can vary for each student, social needs for their age remain the same. Social learning includes: learning centers, class participation, obeying authority, following directions, talking with peers, developing empathy for others, respect for materials and property, self-control, and more.
- Focus on academic learning by building skills early; including shapes, colors, letters, numbers, and fine motor development. Pre-K students will learn letter sounds, phonics, sight words, counting numbers, handwriting, and patterns. We believe in creating a love for learning and a safe environment for students to try, practice, and make mistakes. We are equipped to develop both advanced and delayed learners.
- We offer a half-day Kindergarten alternative for students. Class size consists of 12 students with a certified teacher. Common Core GA standards are taught as well as a phonics approach to reading. Hands-on interactive Units include: Friends, Colors & Shapes, Community Helpers, Pumpkins, Native Americans, American Symbols, Penguins, Winter, Rainforest Habitats, The Farm, Plants & Insects.

# TUITION & FEES

## NON-REFUNDABLE REGISTRATION & SUPPLIES FEE

Upon registration, there will be a NON-REFUNDABLE Registration & Supplies Fee. This fee insures a spot in our program & covers all supplies for the school year.

MMO: \$150

2s & 3s: \$200

Pre-k: \$250

Kindergarten: \$275

## TUITION

Tuition is due by the 10<sup>th</sup> of each month.

We offer 3 payment methods:

- Cash
- Check – Payable to “CMPC Preschool”
- Venmo – Send to @CMPC-Preschool and make sure shield icon is turned off.

## PAYMENT SCHEDULE

There are 10 tuition payments during the school year (August – May). Payments are due by the 10<sup>th</sup> of every month.

# WHAT TO BRING

- CHANGE OF CLOTHES

Please send an entire outfit (shirt, pants, underwear & socks) in a ziploc bag, labeled with your child's name.

- A SNACK & DRINK

Send a snack and drink with your child each day. Please make sure the drink is labeled with your child's name.

- FOLDER

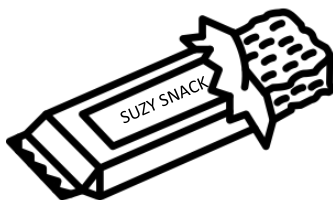
Your child will receive a folder at Open House. They will bring this to school every day/week in their backpack. It will contain schoolwork and preschool communication. Please check it regularly.

- DIAPERS & WIPES (MMO & Older 2 classes)

Please make sure to send diapers and wipes regularly for your child.

- LUNCH (MMO, 2s & 3s)

This is SEPARATE from snack time, please make sure the snack item is labeled "snack" so it is not confused with lunch items.



\*Pre-K & K classes have a snack at school but will NOT eat lunch.

\*\*\*PLEASE LABEL EVERYTHING YOU SEND\*\*\*

# CARPOOL

## MORNING DROP OFF

- Carpool begins (for ALL classes) at 8:20 AM on the east (right) side of the building by the preschool wing. We ask that parents drop children off under the portico.

## AFTERNOON PICK UP

- Carpool A:  
MMO, 2s & 3s on the preschool side. Where morning drop off happens.
- Carpool B:  
Pre K & K on the west (left) side of the building (under portico), opposite of the preschool wing.

You will be given a carpool tag with your child's name and carpool letter (A or B). Please hang the tag from the rear view mirror so it is visible. This sign must be present in order for us to release your child. You may request more signs for other authorized drivers as needed.

## Please note

Due to liability issues, we **WILL NOT** be able to buckle your child in their car seat. Please pull forward to a parking space and buckle your child. This allows the carpool line to move smoothly.

# CLASSROOM INFORMATION

## DISCIPLINE

It is our policy to use the time-out method as a means of discipline in the classroom. A child may also lose a privilege if his/her behavior disrupts the classroom continuity. If the behavior cannot be corrected by working with the child, we will talk with you about the problem. If it persists, you may be asked to remove your child from our program.

## BITING

We will work with a child that has a problem with biting. It is our policy to inform not only the parent whose child is doing the biting, but also the parent whose child is bitten. Again, we will use time-out for the purpose of correcting the behavior. We will give a probation period after the first offense. If the biting persists, we will make a decision with the parent to attempt a brief leave of absence for the child. If this approach is not successful, we will regretfully ask the family to withdraw their child from class.

## TOILET TRAINING

Our MMO & Older 2 class teachers can assist with the toilet training process once parents have communicated that desire.

Children entering the Threes class MUST BE toilet trained.

Since our three year old classes have one teacher, children must be able to independently use the bathroom. We are available to help them if necessary and can assist if there is an accident.

# SPECIAL DAYS

## BIRTHDAYS

We love to celebrate birthdays! To make the children feel special on their birthday we celebrate and sing during their class snack time. This includes a special treat, birthday chair, hat and small gift. Please speak to your child's teacher if you choose to send a treat. Please send mini cookies/cupcakes, donut holes or packs of gummies.

## COMMUNITY HELPERS

During the school year we have several community helpers come visit the children and teach them about their profession.

## SPECIALS

Each week we have P.E., Art & Music for the students. On Thursdays Pre-K & K have a Biblically based chapel service.

## CALENDAR

There will be a monthly calendar sent home in your child's folder that includes the dates that special events and activities are happening in our school and in your child's class.

Please keep this calendar as a reference so you are aware of any items your child will need to bring to school.

(For example: show & tell, special dress-up days, etc.)



## FYI

- Months with holidays have the same tuition fees as other months and refunds cannot be made for absences.
- We base our calendar off the Hall County school calendar, including school closings due to inclement weather.
- We are a self-supporting nonprofit ministry. All tuition and fees are used to provide the best teachers, equipment and supplies possible.
- Although it is not our desire, if your account falls two months behind you will be asked to remove your child from our program. If you are having a problem in this area, please contact us. We will work with you as much as possible.
- You can stay informed about our school events by reading our emails and the calendar sent home in your child's folder each month. There will also be weekly communication from your child's teacher.
- Children go outside each day as weather permits. On rainy or cold days, we have use of our church gym and an indoor playground available for younger children.

# A WORD FROM THE DIRECTOR

Dear Parents,

We are so pleased that you have decided to make CMPC Preschool & Kindergarten Program a part of your life. We hope and pray that this will be a great experience for you and your children.

We have had the opportunity to minister to parents and children for over 40 years now. We thank God for the blessings we have received through the hundreds of children that have come our way. Our first priority is to serve God by serving you and loving these children.

If you have any questions not answered by this handbook, please feel free to call or email our office anytime. We are looking forward to another great year and are so glad you will be a part of our family.

Blessings,

*Nancy Burkhart*

Chestnut Mountain Presbyterian Church (CMPC)  
Preschool & Kindergarten Registration 2024-2025  
Enrolled Students & CMPC Members begins Feb. 1st  
Registration to the public begins March 1st

Registration forms available online at [cmpca.org](http://cmpca.org).  
Tab: ministries/preschool

MOTHER'S MORNING OUT: 18 months by 9/1/24

(MMO STUDENTS MUST BE WALKING INDEPENDENTLY)

- 2 day class: Mon. & Wed. 8:30-12:30 \$170/month

OLDER TWO'S CLASS: 2 1/2 yrs (30 mos.) by 9/1/24

- 3 day class: Mon.-Wed. 8:30-12:30 \$230/month

THREE YEAR OLD CLASS: 3 yrs by 9/1/24 & Toilet Trained

- 3 day class: Mon.-Wed. 8:30-12:30 \$230/month

PRE-K CLASS: 4 yrs by 9/1/24

- 4 day class: Mon.-Thurs. 8:30-12:30 \$250/month

KINDERGARTEN: 5 yrs by 9/1/24

- 5 day class: Mon.-Fri. 8:30-12:30 \$350/month

NON-REFUNDABLE Registration & Supplies Fee:

Upon registration, there will be a NON-REFUNDABLE Registration & Supplies Fee. This fee insures a spot in our program & covers all supplies for the school year.

MMO: \$150

2s & 3s: \$200

Pre-k: \$250

Kindergarten: \$275

Chestnut Mountain Presbyterian Church

Preschool & Kindergarten

Physical Address:

4675 Winder Highway

Flowery Branch, GA 30542

Mailing Address:

P.O. Box 7280

Chestnut Mountain, GA 30502

770-967-3440 ext. 114 or press 2

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

Nancy Burkhardt

Director