

GARDEN LAKES BAPTIST PRESCHOOL



**2022-2023
Parent/Child Handbook**

**Garden Lakes Baptist Church
2200 Redmond Circle
Rome, Georgia**

**Preschool Office: (706)234-6888
Church Office: (706)234-6615
Fax: (706)235-3361**

Email: smears@glbcrome.org

WELCOME!

Welcome to the Garden Lakes Baptist Preschool! It is our honor to offer quality childcare for your family through our Weekday Preschool Ministry.

We believe in three core values for our preschool:

- **Quality childcare** – From infants to 7 year-olds, we promise to provide the best in care for your child.
- **Christian growth** – We believe that faith in Jesus Christ is at the core of everything we do and we hope to share His love with your child.
- **Preparation for school** – Our preschool will provide your child with the best education as we prepare your child to go to school.

Stephanie Mears
Director



We are so thankful that you have given us the opportunity to minister to your child through our Weekday Preschool Program.

Our church values every child placed under our care. Please know that your child's Christian growth and education are top priorities for us.

We would love for you to joins us for worship at our church at 11:00 a.m. on Sundays. During the year, you will hear about other exciting ministries we offer for children including Parent's Night Out and many special events for families with children.

Please let us know if there is anything our church can ever do for you.

God bless,

Garden Lakes Baptist Church

WHO WE ARE

We started in the 1990's as a half day preschool program. We are licensed and regulated by Bright from the Start, Georgia Department of Early Care and Learning, since 2005. The center is regularly inspected by this agency to monitor compliance with government rules and regulations and to ensure we adhere to the highest standards. We are a state licensed Christian preschool and ministry of Garden Lakes Baptist Church. Our staff receives continuing education throughout the year. We are a true Preschool where children get only the best quality care and are valued for their sense of wonder, their need to explore, and their natural desire to learn. We value the support our families provide their children, for the partnerships they build with our staff, and for their willingness to entrust their children into our care. We believe these to be the core values of our preschool:

- Christian growth –We believe that faith in Jesus Christ is at the core of everything we do and we hope to share His love with your child.
- Establish and maintain – a safe, loving, caring, and healthy environment for the children partnerships with parents and links to community resources.
- Encourage children to – explore, manipulate and use the tools and toys around them, solve problems, gain confidence, and build friendships.
- Support children's need for – creative expression, increased independence, closeness, warmth, and compassion.
- Extend children's knowledge through – books, classroom visitors, meaningful conversations and discussions.
- Weave into the program – a sense of respect for others and the world around us, opportunities to express kindness and cooperation, and an appreciation for nature and the arts.

OUR PROGRAMS

Garden Lakes Baptist Church Preschool provides childcare for 6-week- old infants through 5 year-old preschoolers. We offer care on Mondays through Fridays during the normal school year and we also offer a Summer Session.

Our hours of operation are 7:00 a.m. - 5:30 p.m. Our doors remain locked throughout the day. If you arrive at the Preschool, please ring the door bell first. If there is no response, please call the office (706) 234-6888 for assistance.

Please note:

Please remember that your child must be picked up by 5:30 p.m. or there will be additional charges added to your account. The charge is \$10 per minute. We love your children, but love to spend time with our own, so please make every effort to be here by 5:30 p.m.

CURRICULUM

Our school uses Georgia Early Learning Standards, Bright from the Start. The Bright from the Start program reflects the overall goals of Garden Lakes Baptist Church Preschool.

3's and Pre-K use the Abeka curriculum.

Our research and experience tells us that young children learn more through direct interactive experiences than through just listening. We feel that feeling, listening, tasting, smelling, and observing while handling, manipulating, experimenting, and exploring are the best way for children to learn. Many of these learning opportunities are present during play time. Through play, children create their own themes, test ideas, solve problems, and learn to see other's points of view, use language, develop muscle coordination, explore their environment, and make discoveries. Our children have several opportunities throughout each day, both indoors and outdoors, to guide their own play (outdoor play only when temperatures exceed 50F). We provide a wide variety of toys and materials especially chosen for the children to use. These toys and tools and materials especially chosen for the children to use. These toys and tools beckon one to explore and discover, to use one's senses, to build and manipulate, and to cooperate with others. Our teachers are facilitators of play and help extend the play so that it becomes more interesting and more imaginative.

Built into our daily routine is group time. This is the time during the day when each teacher implements a curriculum that has been designed for that particular age group. Our program also includes chapel services, music, craft days, and science days. Woven into our curriculum are activities and/or concepts involving art, music, drama, science, math, large and small motor development, literacy and language. We provide chapel services for the 3's and 4's every other Wednesday. Music and movement is provided for all children. Our goal is to provide opportunities for children to learn about God's world and scripture to learn to help them throughout their lives.

Active learning is sometimes messy and often noisy...so dress for a mess!

Garden Lakes Baptist Church Preschool reserves the right to refuse any applicant we discern is not suitable for our program or to decline admission when we are not able to meet the special needs of a child due to not having adequate resources to serve said child. We are proud to maintain low student/teacher ratios, therefore, we must keep our enrollment numbers low. After our enrollment is filled, a waiting list will be maintained for each class. If an opening occurs, we will promptly notify you.

ADMISSIONS

We require the following forms to be on file for each child enrolled in our preschool:

- Enrollment forms signed by parent or guardian.
- Certificate of Immunization Form #3231.
- All call system sheet. This form is for inclement weather, emergencies, or announcements for the Preschool.
- Parental Agreements with the Child Care Facility.
- Authorization to Dispense External Preparations.
- Safe sleep practices policy for under 12 months.
- Infant Feeding Plan required for under 12 months of age.
- Handbook acknowledgment form.
- Please inform the office and teacher of food allergies, we require allergy action forms on file for these children.

Parents are required to complete and sign all enrollment forms and return them to the school by the first day of enrollment. Garden lakes Baptist Church Preschool keeps records on file for five years. For children under 1 year of age, you will need to provide a feeding schedule (updated as needed).

State law requires that a certificate of immunization “Georgia Form 3231” be provided to the center at the time of enrollment. A new certificate is required prior to the expiration of the current certification. We require this form or a signed and notarized affidavit (provided by the Preschool office) citing religious opposition against such immunizations within thirty (30) days of child’s enrollment.

A child’s birthday must be on or before September 1 to be admitted into the class for which he or she is applying (i.e. to be in the two-year-old class, a child’s second birthday must be on or before September 1).

Garden Lakes Baptist Church Preschool requires all children entering the 3-year-old class to be **FULLY** potty trained. “Pull-ups” are not allowed. Children must be completely independent in the bathroom, without the help or presence of a teacher. Our rooms are not equipped for diapering in the classrooms for our 3 and 4-year-olds. It is our experience that some children who are trained at home may not be ready to use these skills consistently in the school environment. Our aim is to keep open communication with parents, and we will notify you if your child is having repeated problems in this area.

Parents are responsible for advising the Preschool of significant changes in any information concerning phone numbers, employment, emergency contacts, family physician, etc. **Change of custody – Please notify the office with ANY change of custody that may occur, along with the court order to be placed in your child’s file.**

TUITION

Registration fee: \$125

Five days a week: \$475.00 per month

Four days per week: \$460.00 month

Three days per week: \$450.00 per month

Drop-in Rate for Existing Students \$40.00 per day

Students not picked up by 5:30 p.m. will be charged \$10.00 per minute. 1 warning only and then you will be charged. After 3 late pickups your child may be dismissed from the program.

Tuition fees are due by the 1st of each month. A late fee of \$25 will be charged after the 10th; after the 15th a late fee of \$50 will be charged. Please be advised that the Preschool will not hold checks to be cashed at a later date. *Students who are 30 or more days delinquent in tuition payments will not be permitted to attend school; however, they will remain responsible for all fees already incurred.*

During these uncertain times (pandemic), your child’s spot will only be held if monthly tuition is paid.

Tuition payments will be applied to any past due balance first. If you choose to pay in cash, you must have exact change as neither the preschool office or the church office keeps change. We also take VISA, AMEX MC and Discover.

***3.5% charge for credit card**

***Returned Check Fee: \$35.00**

***GLBP takes CAPS tuition assistance.**

Families currently enrolled must be in good financial standing with the school to be considered for future enrollment.

Your child's annual tuition will be billed in equal monthly installments. Tuition fees are the same for each month and are not refundable for temporary absences, holidays, etc. For your convenience, you may pay this through your personal online bill pay. **We require 30-day notice if you intend to withdraw your child from the program. If no notice is given, you will remain responsible for the tuition, including the tuition for the 30 day notice period.**

Garden Lakes Baptist Church Preschool reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions), failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the Preschool personnel, failure to pay tuition or registration fee completely or in a timely manner, failure to turn in immunization records within 30 days of child's first day, and school's inability to meet the special needs of the student.

ARRIVAL AND DISMISSAL

Garden Lakes Baptist Church Preschool does not provide transportation to and from school. Children must be dropped off and picked up by the parent or guardian or by one of the authorized persons listed on the child's enrollment form. **Children will not be released to anyone other than those listed until consent is provided by the parent or guardian and the person picking up the child provides appropriate identification.**

All children must be signed in and out every morning and afternoon. Children will be assigned a student number and parents are required to sign children in/out from the computer in the lobby daily.

Please have your child here by 9:00 a.m. daily. After 9:30 a.m. there will be a \$20.00 fee for late drop off without a Doctor's excuse.

When we are unable to go outside due to weather, the children will have their outdoor time in the gym behind the church. During this time, if your child's age group's outdoor time is first thing in the morning, please take your child and their bag to the gym if it is after 8:45 a.m. Your

child's teacher will inform you of their assigned out-door play time. The sign in/out sheet will be on a clipboard with a teacher in the gym.

When picking up your child and using the pull through, please be sure to pick up your child, buckle your child in his/her car seat, then please pull away from the car pick up line as quickly as possible as a courtesy to other parents.

It is the policy of Garden Lakes Baptist Church Preschool not to allow any child to enter or leave the center unless escorted by an adult. You agree that when delivering your child to the center, you or the person you have authorized to drop off your child will personally deliver your child to his/her teacher or the center staff person in charge. You further agree that when picking up your child, you or the person you have designated, will personally come into the center and receive your child from his/her teacher or the staff person in charge. At no time will you leave the child at the center without first making his/her presence known to the center staff, nor will you take the child from the center without notifying the center staff.

Attendance and punctuality are important factors in quality education. In order for your child to gain the most from school he/she must attend class on a daily basis. Please notify the office if your child is out due to an illness, an emergency or for a vacation.

2022-2023 SCHOOL CALENDAR

May 30	Memorial Day – No School
June 1	First Day of Summer for Preschool
July 4	4 th of July Holiday – No School
July 27-29	Teacher Planning-No School
August 1	First Day of School
September 5	Labor Day - No School
November 23-25	Thanksgiving Break - No School
Dec. 26-30	Christmas Break - No School
January 16	MLK holiday - No School
February 20	President's Day - No School
April 7	Good Friday Holiday-No School
April 10	Easter Holiday – No School
May 25	GLBP Pre-K Graduation
May 31	Last Day of School
May 29	Memorial Day – No School

In the case of inclement weather such as ice, snow or other hazardous conditions, the Garden Lakes Baptist Church Preschool will use its best judgment in determining whether or not to close the Preschool.

Our preschool will not necessarily be closed simply because one or both of the local public school systems are closed. We recognize that many parents will still need child care on these dates and we will do our best to remain open assuming that we believe that our staff and parents may safely travel to the Garden Lakes Baptist Church Preschool.

Please listen to Q-102, 1470 WRGA, 1360 WGJK, South 107 WRGA or 1410 WLAZ for information on any school closings or delayed openings. We will also post any closing or delay by 7:00 a.m. on our web site at www.glbcrome.org and Rome News Tribune (romenews-tribune.com) for immediate updates. Each teacher or director will text you directions.

During a tornado warning, please understand that we are keeping your children safe by going to a designated area in the church. We will be unable to answer the office phone during this time period. Your emergency numbers will be with the teachers and you will be notified if there is a need for you to come to the Preschool. Please refrain from driving during a tornado warning. **We ask that NO child be signed in/out during severe weather, please.** We will be in the safest portion of the church.

Severe weather, fire, and other emergency drills will be practiced monthly so we are familiar with our procedures. In the event of a fire, gas leak, or bomb threat the teachers will lead the children out of the building according to the route established on the evacuation plan posted in each classroom. Each family will receive a Emergency Plan for GLBP.

In the event of loss of utilities or structural damage to the building, the children will be taken to a safe location on the church property and the parents will be contacted immediately.

SCHOOL SECURITY AND VISITORS/VOLUNTEERS

All visitors must sign in at the Garden Lakes Baptist Church Preschool Office. Our doors remain locked throughout the day, so please ring the doorbell. If no one immediately comes to the door, please call the office number, 706-234-6888. We welcome volunteers in our classrooms, however, the State of Georgia requires a background check before we can allow a volunteer in the classroom.

PARENT INVOLVEMENT AND CONFERENCES

Parents are encouraged and permitted access to visit our school at any time their children are in attendance. Several events and season activities are scheduled throughout the year and we urge parents to participate as frequently as they can. From time to time, we will schedule conferences with parents regarding their child's progress in the school. Parents may also request opportunities to discuss issues with the director or teacher. Please feel free to call the office at 706-234-6888 or email us if you wish at glbpassistantdirector@gmail.com.

PERSONAL BELONGINGS

Toys, money, and jewelry should not be brought into the center. They are often lost or may cause safety hazards. Exceptions are books, audiotapes, DVD movies (G rated) or soft animals to cuddle with at rest time. All items brought into the school must have your child's full name on the item. Garden Lakes Baptist Preschool is not responsible for lost, damaged or broken items. Bags are checked each day. Bags cannot have any item that say keep out of reach of children on the item-per state reg.

SEPARATION

It is quite common for a young child to feel some separation anxiety when you leave him/her at the school for the first few times. Some children will cry and may even try to leave with you.

These symptoms usually disappear when the child understands that you will return and when he/she gets to know the staff and the other children. This may take a few minutes, **a few hours, or a few days, depending on the child.** **There are some** things you can do to help prepare your child for his/her first day. These suggestions may also help alleviate feelings of anxiety.

Tell your child ahead of time that you will be leaving him/her at the school. Make it clear that you cannot stay at the school with him/her.

When the time comes that you must leave, say a simple good-bye, reassure your child that you will return, and then leave promptly. Staying when your child is crying only seems to make things worse.

Reassure your child that you will return at a certain time (i.e. after nap) and then return at the appointed time. This will help the child to develop a routine while he/she is at the school.

You are always welcome to visit your child at the school. If your child is having a hard time separating from you, you may wish to postpone visits until he/she feels more comfortable separating from you. If you stop back by, your child may have to go through the pain of separating a second time. If you are concerned about how your child is doing, please feel free to call us at 706-234-6888. Some parents ask a fellow parent to “sneak a peek” at their child at some point during the day. This method leaves your presence out of the picture and at the same time reassures you.

Our staff will take good care of your child and give him/her plenty of affection and attention, while promoting involvement in an activity as soon as possible. Usually the sadness your child expresses ends shortly after you leave. Remember also that separation anxiety may not occur right away. Your child may attend the school for a few weeks and then go through a period of adjustment. Children sometimes are eager to attend the school because it is new and exciting, but when the newness wears off they may wish to stay with you. If this occurs, the suggestions above will still apply. If the anxiety lasts longer than seems appropriate, we will work together to find a solution.

WELLNESS POLICY

The Weekday Preschool is not allowed to administer medication, prescription or non-prescription, of any kind.

Garden Lakes Baptist Church Preschool does not have the facilities to care for sick children. Children should not be brought to school when they are too ill or uncomfortable to participate in the normal daily activities, including outdoor play. Children who get sick at school must be picked up from school as quickly as possible to help avoid exposing other children.

BREAST FEEDING POLICY

If you need a private place to breast feed your baby, please ask a teacher and they will be glad to assist you. We have a room in the Preschool that you are welcome to use to breast feed at any time during the day.

ILLNESS GUIDELINES

Garden Lakes Baptist Church Preschool guidelines concerning when children are too ill to be at school are:

- ! **Fever over 100.4 degrees**
- ! **Unexplained diarrhea (i.e. consistent)**
- ! **Vomiting**
- ! **Unexplained rashes**
- ! **General inability to participate in school activities**
- ! **Discharge from or crusting of the eyes**
- ! **Greenish discharge from the nose**
- ! **Excessive coughing**
- ! **Skin infections and lesions, such as; impetigo or pin worms.**

If your child contracts a contagious disease, please contact the Director so that we can be informed and respond appropriately to the other parents. The Preschool reserves the right to request a physician's written release for your child's re-admission following a communicable disease or serious illness. The staff appreciates your calling to explain any absence—we miss your children when they are absent and are concerned if we do not know why.

Students, parents and staff are required to wash hands upon arrival for the day.

CHILDREN MUST BE FEVER-FREE WITH OUT FEVER REDUCING MEDICATION FROM THE LAST FEVER FOR 24 HOURS BEFORE THEY CAN RETURN TO SCHOOL.

The above guidelines will be used to evaluate your child at school. A staff member will contact parents using the enrollment forms you have provided. Please remember to inform the office of any changes in personal phone numbers or emergency contact phone numbers.

Accidental injuries will be reported to parents using an Accident Report Form. Parents are asked to sign the form before leaving with their child. In the case of a critical illness or injury, you will be contacted as quickly as possible. In the event of a medical emergency requiring immediate medical attention, we will call to request police or ambulance service. We will then call the parent/guardian or the emergency contact person if the parent cannot be reached. The child will be transported to the health facility listed on his/her enrollment form or to our closest emergency treatment center. If a child is transported to a medical facility, a staff member will accompany him/her.

All staff members maintain certification in infant/child CPR and First Aid and use the procedures learned to care for medical emergencies and/or injuries not requiring immediate medical attention. First aid kits are available throughout the center. Injuries are noted on the incident report forms and are kept in the child's file in the office.

A medical condition denotes that there is an allergy, chronic condition, or temporary condition of which Garden Lakes Baptist Church Preschool needs to be aware. In this event, the parent or guardian is responsible to:

- Notify the school of the child's allergies, illness, etc.
- Work with the school team to develop a plan that accommodates the child's needs.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide.
- Educate the child (when appropriate age) in the self-management of their food allergy including; safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem.
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

For any child with a special health care need, food allergy, or special nutrition need, the child's health care provider must provide a written, individualized care plan for the child. Allergy information, particularly food limitations and restrictions, will be posted in certain areas for teachers. In an effort to keep all staff fully informed and all children with food and/or other life-threatening allergies as safe as possible, the child's name and allergen will be posted on the chart for before and after care.

Please notify the office of ALL changes in the above. Thank you for your cooperation.

Children will be checked regularly for lice. In the event of a lice outbreak, all parents will be notified. The child found with lice will be sent home immediately. The child will be allowed to return 24 hours after having been treated and rechecked to ensure all live nits have been removed, as verified by the site director or designated staff. If the parents find an outbreak at home, please notify the school as soon as possible so we can check and disinfect for it. We have treatment instructions available in the office for staff and parents. Please know that we will need a release from the Health Department or your personal physician for the child to return to school.

DISCIPLINE

Discipline in our school will focus on positive behaviors. Each child will be treated in a positive manner with gentle reminders of classroom and church rules.

When a child misbehaves, the first course of action will be to verbally reprimand the child and redirect the negative behavior to positive activity. The second step is a time out period. If the child continues to misbehave after being in time out, the child will be taken out of the classroom and placed in the director's office for supervision. At that point the parent will be contacted for a

conference to discuss how best to work together to help the child learn to behave. Under no circumstance will corporal punishment be used to discipline your child.

In the case that a child's behavior causes physical injury, such as biting, hitting, or kicking to the teacher or another child, the child will be removed from the classroom immediately. If this behavior persists, the child may be suspended from the school for a time to be determined by the director and the child's parent. If the child returns and the behavior persists the child may be asked to leave the school indefinitely.

We desire to serve all our families in a caring and compassionate way, while providing for the safety of all children and staff.

BITING

We understand that biting is common at this age and that children bite for many different reasons. Parents will be contacted when their child bites or is bitten. If the problem persists a parent/teacher conference will be scheduled to discuss corrective action. If your child bites ten times they will be asked not to return to the preschool for at least two weeks. If the child returns and the behavior persists the child may be asked to leave the school indefinitely.

It can be quite a shock to find out that your child has been bitten by or has bitten another child. Biting can happen in the best of families and in the best of child care programs. Biting is usually a group phenomenon and can happen any time there is a group of children together.

Young children are very egocentric. They want what they want when they want it! Most often biting occurs when children are toddlers and two-year-olds—when they don't quite have the ability to actually say what it is they want, need, or feel. With the inability to verbalize their wishes, they often resort to biting.

Children also learn through imitation and sometimes a bite may occur because a child has seen others doing it. We may go through a period of time with no biting incidents followed by a period of time in which we have a "rash" of incidents. It is our responsibility to intervene so that biting does not look like a good thing to do.

There are a few things we do to try to prevent biting. We model kindness, caring and gentleness so that these behaviors may be imitated by the children. We get to know our children well so that we can sense when tension is in the air and try to redirect a behavior before it happens. We help children use their words to solve problems and work things out. We balance our day so that children have an opportunity to participate in stress relieving activities such as outdoor play, sensory play, music, and art.

In spite of our preventive effort, sometimes a bite will happen. When a bite occurs, we attend to the injured child first. The injured child receives a large portion of comfort and kindness. The biter actually receives little or no attention. We make it firmly clear to the biter that biting hurts and that we do not bite our friends. In an effort to provide limited "reward" to the biter, the attention remains on providing comfort to the child who has been bitten.

When a child is bitten an incident report concerning the incident is sent home with both families (the child who did the biting and the child who was bitten) receive written or verbal notification of the incident. It is our policy to keep the name of the biter confidential. It serves no constructive purpose to provide this information.

FOOD AND NUTRITION

A written and signed feeding plan for children under the age of one year must be completed by the child's parent or guardian. Feeding instructions should be updated regularly as new foods are added or other dietary changes are made.

Some foods are choking hazards for children, such as grapes, marshmallows, popcorn, hard candy, and hot dogs. Please avoid sending these in your child's lunch or snack. Bottles have to be labeled with child name and date.

Garden Lakes Baptist Preschool does not provide lunch or snacks. Please adhere to FDA guidelines for lunch and snack ideas.

The State of Georgia requires that 1 bread, 2 fruits and/or vegetables, 1 meat, and 1 milk product be included in your child's lunch each day. Following is a list of accepted foods per the State of Georgia:

Creditable Bread and Bread Alternatives - bagels, banana nut bread (zucchini, pumpkin, etc.), breading and/or batter on meat products, bread pudding - snacks only, bread sticks, brownies, cereal (whole-grain, enriched, or fortified), chow mein noodles, coffee cake, sweet rolls (breakfast & snacks only), cookies (snack only), corn tortillas & corn products, cornbread, corndog breading, crackers (enriched), croissants, croutons, doughnuts (breakfast & snacks only), dumplings, egg roll/won ton wrappers, graham crackers, granola bars, granola cereal, hush puppies, meat pie crust, melba toast, noodles, pancakes, pie crust (main dish), pita bread, popovers, pop tarts (breakfast & snacks only), pretzels (soft only), puff pastry shells, quick breads, rice (white, brown), rice pudding (snacks only) saltine & soda crackers, snack crackers, spaghetti, stuffing (bread, homemade), taco shells (whole & pieces), toaster pastries (breakfast & snacks only), tortillas, waffles, zwieback.

Non-creditable Bread & Bread Alternatives - bread stuffing (i.e. Stove Top), cakes, chips (potato, corn), cupcakes, gingerbread, hominy, pie crust (dessert), popcorn, potato sticks, pretzels sticks, tapioca, wheat germ.

Creditable Fruits & Vegetables - alfalfa sprouts, apple cider, bean sprouts, some canned soups, cranberry sauce, dates, dehydrated fruits & vegetables, dried beans, dried fruits & vegetables, figs, fruit cocktail as one fruit, fruit pie fillings fruit sauces, fruitsicles (more than 15% full-strength juice), green chilies, juice, juice concentrate, juice drinks (15%), mixed vegetables as one vegetable, mushrooms, olives, plantains, peas & carrots as one vegetable, pickles, pimentos, potato skins, succotash as one vegetable, tomato paste, tomato puree, tomato sauce, tossed green salad as one vegetable V-8 juice, water chestnuts.

Non-creditable Fruits & Vegetables - apple butter, catsup, chile sauce, corn chips, coconut, cranapple as a full-strength juice, cranberry juice cocktail, fruit-flavored powders & syrup, fruit leather, fruit punch, fruit roll-ups, hominy, jello and knox blox, jelly, jam, preserves, kool-aid, lemonade, nectar, pickle relish, pop tart filling, popsicles, potato chips, potato sticks, salsa, tang.

Creditable Meat & Meat Alternatives - beef jerky, canadian bacon, some canned soups, cheese (American, cheddar, cottage, feta, romano & parmesan, ricotta, mozzarella, swiss), cheese food & cheese spread (Velveeta & cheese whiz), corndogs, dried beans & peas, eggs fish sticks, frankfurters (beef, pork, turkey), luncheon meats, peanut butter, refried beans, sausage, turkey ham, vegetable protein products (VPP), vienna sausage, yogurt.

Non-creditable Meats & Meat Alternatives - bacon-bits, bacon, cream cheese, streak of lean, meat analogues (100 & VPPS - veggie burger, hot dogs, meat strips, etc.), nut butters other than peanut butter, peanuts and other nuts and seeds pigs feet tails and ears, powdered cheese in boxed macaroni and cheese, tofu.

Creditable Milk & Milk Products – low-fat milk (1%), skim milk, acidified milk, cultured milk, hot chocolate or coca, lactose-reduced milk, milkshakes, UHT (farm best), formula or breast milk.

Non-creditable Milk and/or Milk Products - cocoa mix, cream cheese, cream soups, cream sauces, cream (whipping and sour), custard, evaporated milk, half and half, ice cream and ice milk (purchased or homemade), imitation milk (Meadow Fresh, Royal American, etc.), nonfat dry milk, pudding, pudding pops, sherbet, tapioca, yogurt, whole milk, 2% milk.

CLOTHING

Dress for a mess! Dress your child in comfortable play clothes. Rubber sole shoes (tennis shoes) are recommended. Please don't send children in clothes that can't get dirty. We will have activities with paint, glue, etc., and weather permitting your child will be outside on the playground every day. Please send an extra set of clothes in case of accidents.

Most children have trouble with jump suits, overalls, or any other suit that comes off at the shoulders. Clothing that they can manage in the restroom is essential. Items of removable clothing (hats, coats, gloves, etc.) should be plainly marked with your child's first and last name.

Any items that cannot be identified will be placed in the front of the building close to the sign in/out sheet.

VISITORS

Visitors are always welcome at our school. To ensure the safety of all the children, visitors must sign-in at the Director's office before entering any of the classrooms. Please respect that the children are in a classroom environment and make your presence as inconspicuous as possible.

PARENT/TEACHER CONFERENCES

Your child's teacher will be happy to schedule a conference with you if you feel the need for one. Please contact the Preschool office at 706-234-6888 to set up a time convenient for you and your teacher.

FIELD TRIPS

Field trips will be scheduled two or three times per year for the older children. Because of State requirements, parents/guardians **MUST** accompany and transport their children on these field trips. Garden Lakes Baptist Church Preschool does not transport children for any reason. In accordance with state law and with the obvious need to protect our students, car seats must always be used when transporting children. Before each field trip there will be several forms that must be completed and returned before your child can participate in the field trip.

SUPPLIES

A school supply list will be provided at the beginning of the school year. Parents of children in diapers are expected to supply diapers, baby wipes, and a toddler size bed sheet for nap time.

Each child will need a bag for their belongings. This should always hold a change of clothes and undergarments. We will put in here any items he/she needs to take home, messages, and important notices from the school, etc. **Please note that at no time should medication of any type be left in the bag.** Any items labeled "KEEP OUT OF REACH OF CHILDREN" may not be kept in your child's bag. Please be sure to label everything!

MESSAGES

Should you have any special messages for your child's teacher or the director, please contact the preschool office at 706-234-6888.

BIRTHDAYS

We are happy for you to send in cupcakes/cookies to celebrate your child's birthday. Please notify your child's teacher prior to sending cupcakes/cookies.

POLICY CHANGES

Garden Lakes Baptist church Preschool reserves the right to add to and/or change its policies from time to time without notice and each parent agrees to be bound by such policies in effect.

CHURCH RELATED FUNCTIONS

Children of the Preschool will be invited to activities provided by Garden Lakes Baptist Church periodically throughout the year. Please feel free to attend any time!

FUNDRAISERS

Our preschool holds fundraisers several times a year to raise money for art supplies, toys, playground equipment, etc. Our thought is to go with fundraisers that will also benefit you. For instance, Scholastic book fairs, Scholastic book flyers every quarter, Thirty-one, Square One Art, and school pictures are some examples. Thank you for your support of the children!

CALL OR CONTACT

Please feel free to call/contact our director or assistant director with any questions or concerns you have at any time. Our office number is 706-234-6888. Our email address is glbassistantdirector@gmail.com.