



“Train a child in the way he should go, and when he is old
he will not depart from it. “

Proverbs 22:6

North Macon Preschool
Parent Handbook
2024 - 2025

5707 Rivoli Drive
Macon, Georgia 31210
478-477-7777 ext. 108
holly@nmpc.net
Preschool Director: Holly Shepley



Purpose

North Macon Preschool is a ministry of North Macon Presbyterian Church to our members and to the Macon community. We are committed to providing a quality, Christ-centered education in a small, loving environment to children 12 months through 4k.

Mission Statement

The foundation of our preschool is God's Holy Word. We believe that children are made in the image of God and take very seriously our responsibility to help educate, train, and shape the character of our students to be successful in every way for the glory of God.



Objectives/Goals

North Macon Preschool seeks to carry out the following goals for our students:

Spiritual Growth

- Helping children learn that Jesus is their Savior
- Helping children learn how valuable they are because God made them and redeems them
- Helping children learn of the love of God through Bible stories, songs and prayers

Physical Growth

- Helping children appreciate likenesses and differences in God's children
- Helping children develop their large and small muscle control and coordination
- Helping children to observe simple health and safety procedures

Intellectual Growth

- Helping children to learn that their abilities are gifts from God.
- Helping children develop their visual and auditory (language) skills
- Helping children develop creativity using different art and music mediums
- Helping children develop the foundations of reading, writing, and math

Social-Emotional Growth

- Helping children grow in their ability to interact socially within their peer group and environment
- Helping children experience success in working and playing individually and cooperatively



Admissions Policy

Admission is by application to the Preschool. Registration fees are payable when students register and are non-refundable unless you move before the first day of school. A registration fee is due with EACH student enrollment.

Enrollment Information

Members of North Macon Presbyterian Church and returning students will have priority for admission. Children of the community will be admitted on a first-come, first-serve basis.

Registration is complete when parents have completed the following:

- Child Enrollment Form
- Emergency Contact Page
- Medical and Immunization Form
- Registration fees paid

Registration

The registration fee is payable at the time of registration and is non-refundable.

Registration is equivalent to one month's tuition.



Age Requirements

Any child enrolling in the MMO, 2K, 3K, and 4k programs must be of age on/before September 1st of the current year. These requirements concur with Bibb County and are subject to change in accordance with its ruling.

Other Requirements

Children entering 3K must be potty-trained.

Hours and Attendance

Preschool hours are as follows:

MMO (Mothers Morning Out) and 2K (Two Year Olds)

8:30-12:00

3K (Three Year Olds) and 4K (Four-Year Olds)

8:30 – 12:30

Monthly Tuition

Monthly Tuition (10 months)

2 days/week: \$210

3 days/week: \$235

5 days/week: \$310



Tuition Policy

- Tuition payments are due on the 1st of the month and become past due after the 10th of the month.
- **A service charge of \$15.00 for each month will be added to all accounts that are past due.**

Please make all checks payable to North Macon Preschool. Payments may be paid online, mailed, or are accepted in the preschool office. If you choose to pay online you will need to set up a Realm account using the link on the school's website.

Health Record

An immunization form 3231 is required for all preschool students. Please turn these in to the preschool office by the first month of school.

Health Policy

We must consider all the children in our preschool, and we wish to make sure that all are protected from illness. Therefore, if your child becomes sick at preschool, we will inform you immediately.

We ask you not to bring your child to school if he/she has been vomiting, has had diarrhea, or had a fever within the last 24 hours or if he/she has symptoms of a contagious illness.

In cases of emergency, prescribed medications (such as an asthma inhaler or an EpiPen) may be administered by the staff with written consent of the parent. Medications must be in their original container with your child's name, name of drug, dosage, and physician's name written on it. Medical authorization forms must be filled out and are in the preschool office. We will not administer medication unless a form is completed.



Parent Conferences

Communication between parents and teachers plays a major role in the success of the child academically, socially, and emotionally. NMP strives to keep the lines of communication open. Teachers will notify parents when they feel a conference is needed.

Student work is sent home daily and/or weekly. Please take the time to review the work your child brings home. Ask about their day and what they learned.

If you have any questions or concerns about your child's academic progress, behavior, or development, ask your child's teacher to schedule a conference. Drop off and dismissal are not the best times for detailed conferences. If you have any major concerns, please notify the preschool director immediately.

Discipline

It is our goal to get your child so excited about learning that problems are few. We have clear and consistent rules and expectations for your child. If your child chooses to misbehave, we will give him/her a time-out period (one minute per year of the child) to calm down after which the teacher will speak to him/her about the offense and how to change the behavior. Hopefully, this is where the problem will end. If the problem continues, your child will be sent to the preschool office to speak to the director about appropriate behavior. If the behavior is still not corrected, you will be contacted and asked to pick your child up early for the day. North Macon Preschool strictly forbids its staff and teachers from the use of corporal punishment in any form.

If a negative pattern of behavior develops, the following steps will be taken.

1. *verbal warning* – the parent will be notified of the issue by the teacher,



2. *conference* – the parent will be asked to meet with the teacher and preschool director to discuss a plan to reach a positive conclusion,
3. *dismissal* – if no progress is being made, the preschool reserves the right to dismiss the child.

Discharge Policy

Our hope is that all problems can be resolved in any situation that may occur.

Parent Termination

Parents can withdraw their child at any time for any reason. If you choose to withdraw your child, please contact the preschool director. No paid tuition will be refunded or prorated.

Mutual Decision Between Preschool and Parent

If both agree that placement in the preschool is inappropriate, enrollment will be terminated. No paid tuition will be refunded or prorated.

Preschool Termination

1. If a child has special needs that cannot be served by the preschool.
2. If parents are uncooperative, such as but not limited to:
 - a. Failure to pay tuition
 - b. Failure to submit required health information
 - c. Failure to observe Policies and Procedures as outlined in this Manual.
 - d. If a child's behavior is habitually disruptive and corrective measures are unsuccessful.

The Preschool Board reserves the right to dismiss a student at any time.



Drop Off and Dismissal

Drop off and pick up for MMO and 2K

Park in the back of the church and enter through the preschool entrance. Please walk your child to his/her classroom in the mornings. Come to your child's classroom to pick him/her up at the end of the school day. If your child has a 3K or 4K sibling, we will provide after-care until 12:30.

Drop off and pick up for 3K and 4K:

Form a carpool line for drop off and pick up on the side/front of the church pulling under the awning in clockwise formation. The first car should pull up to the doors closest to the sanctuary. Teachers will collect your child in the morning and bring the children to the cars and will place them in their car seats at the end of day. Please stay in your car to help avoid accidents. Place the number issued to you in the left side of your windshield of your car to help with the flow of dismissal.

*****Please use caution in the parking lot and drive slowly*****

Late Fee for Dismissal

An overtime fee of \$5.00 for each ten minutes late after 12:45 will be charged when a parent is late picking up a child. We understand emergencies happen and this would not apply.

Messages

Verbal messages concerning change in dismissal or pick up will not be accepted from the child or parent. Please give a written note or text to your child's teacher.

PLEASE DO NOT PLACE NOTES IN TOTE BAGS.



Release of Children

Children will be released only to those persons whose names are listed on the enrollment form. Identification will be required of persons picking up a child for the first time. Parents should advise the office in writing if a person not listed on the enrollment form is to pick up the child.

Holidays

Holidays were taken into consideration at the time tuition was established. Therefore, no deduction can be taken for holiday absences. There will be no adjustments made in case of a tornado or other natural circumstances not controlled by us. In weather situations that require closing, please check the radio and TV; we will follow the same operating procedure as the Bibb County public school system under those circumstances.

Clothing

Please send an extra set of clothing in your child's bag for any accidents.

Please dress your child in comfortable clothes.

Please dress your child in comfortable, closed-toe shoes.
(our playground has woodchips, and it is a problem for open-toe shoes)

Personal Belongings

We cannot be responsible for any personal belongings brought in by your child. However, we will do our best to protect them. Please label everything belonging to your child. This will assist us in returning lost items. Please **DO NOT** send toys, stuffed animals, etc. to preschool unless it is their show-n-tell.



Visitation

We have an open-door policy at the preschool and your family is always welcome. Please notify your child's teacher at least a day in advance if you or a grandparent would like to come and read to your child's class or if you would like to volunteer to help your child's teacher.

Snacks

MMO-2K parents will be given a schedule to bring juice and snacks periodically throughout the year. (Example: 64 oz. apple juice and pretzels) If your child is on a special diet or has any known food allergies, please let your child's teacher know and make arrangements accordingly. 3K and 4K students are to bring their own snacks and water bottles daily.

For your child's birthday, you may provide refreshments. Please make these simple and easy to serve. Please notify your child's teacher several days in advance if you wish to furnish refreshments. Please do not send large cupcakes with mounds of icing. Instead, consider sending Rice Krispy Treats, muffins, or cookies. No goody bags please.

*****No peanut butter or nuts allowed for snacks or parties****



I, the parent/guardian of _____ have
read and agree to the terms and policies in the
North Macon Preschool Parent Handbook for the
2024-2025 school year.

Signature

Printed Name

Date



I, the parent/guardian of _____ understand that North Macon Preschool meets the exemption status for a faith-based program and therefore is not a licensed facility.

Signature

Printed Name

Date



I hereby give North Macon Preschool the right and permission to publish, use photographs or video, and/or audio recordings of my child, a student enrolled at North Macon Preschool. I understand that such reproductions could be used to publicize or promote the school system, and/or my child's school through its own media productions (Website, social media, printed and/or online brochures, reports, promotional videos, etc.) or through the commercial media (television, radio, Internet or print). I waive any right to inspect and/or approve the finished product and do release North Macon Preschool from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation or reservation or any fee.

Please circle one:

I agree.

I do NOT agree.

Child's Name

Guardian Name

Date

