



***“Train a child in the way he should go,  
and when he is old, he will not turn  
from it.” Proverbs 22:6***

**A LOCAL CHURCH  
1994 - 1995**

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## Director's Message

A Local Church Weekday Education  
100 Church Street  
A\_City, A\_State

Dear Parents,

Welcome to our A Local Church Weekday Education Family. We are excited about all the prospects this year holds. We look forward to getting to know each of you and your children personally. We appreciate the privilege that you have given us of participating in your lives and becoming a part of your "extended family", and we hope that you will regard us in that way. We want you to be assured of our interest in your entire family and whatever may influence your child. He or she is the reason we are here, and we (like you) want only the best for your child. It is our intention to make every effort to offer only the best for each child's development in every area: physically, mentally, emotionally, socially and spiritually.

Many opportunities will be provided for you to become involved in the life of our school and to be a partner in your child's development this year. We invite, and urge, you to take advantage of these opportunities. We are looking forward to a happy year together. Call on us whenever we can help in any way.

Sincerely,

A. Director

## A Local Church Weekday Education Calendar 1994-1995

Aug. 25	Thursday	New Parents' Orientation
Aug. 22 - Sept. 2	Monday-Friday	In-classroom visitation
September 5	Monday	Labor Day Holiday
September 6	Tuesday	First day of school
September 22	Thursday	Open House
October 7	Friday	Student Holiday
November 7	Monday	Student Holiday
November 23, 24, 25	Wed., Thur., Fri.	Thanksgiving Holidays
Dec. 21 - Jan. 3	Inclusive	Winter Holidays
January 16	Monday	M. L. King Holiday
January 17	Tuesday	Student Holiday
March 3	Friday	Student Holiday
April 3-7	Monday-Friday	Spring Holidays

The last day of school is dependent on the age of your child.  
Consult the chart below for exact information:

2 year, 3 day	May 24th
2 year, 2 day	May 25th
3 year, 5 day	May 25th
3 year, 3 day	May 24th
3 year, 2 day	May 25th
All 4 year classes	May 26th
5 year class	May 26th
Primary Grades	May 26th



## A Local Church Weekday Education Policy

1. **Admission:** A child must be the correct age, in accordance with the Georgia State School Regulations, by September 1 in order to be enrolled.
2. It is recommended that any child admitted after the first of January should have been previously involved in a preschool program.
3. **Registration:** The proper registration fee must accompany the application in order for a child to be placed. Registration fees are not refundable except in the event of a move out of the area. Fees are not refundable after August 15th in any event.

A waiting list for classes is maintained on a first-come, first-served basis. If you are on the list, you will be called when an opening occurs.

4. **Tuition** is to be paid between the 1st and the 5th of each month. Fees will not be refunded nor deductions made for temporary absence or illness. Please make checks payable to: **A Local Church Weekday Education**. Please identify student on check for proper credit. Because tuition is calculated on a yearly basis, each month's amount is the same regardless of the number of days in the month.

Below is a schedule of tuition prices and registration fees:

Class	Registration Fee	Monthly Fee
2 year 2 day	\$50.00	\$ 70.00
2 year 3 day	\$50.00	\$ 80.00
2 year 5 day	\$50.00	\$ 90.00
3 year 2 day	\$50.00	\$ 75.00
3 year 3 day	\$50.00	\$ 85.00
3 year 5 day	\$50.00	\$ 95.00
4 year 3 day	\$65.00 *	\$ 90.00
4 year 5 day	\$65.00 *	\$100.00
5 year	\$65.00 *^	\$110.00
Primary Grades	\$85.00	\$150.00

\* Includes \$10.00 book and supply fee

^ \$20.00 cooking fee will be required when September tuition is paid

**Tuitions more than two months behind may constitute dismissal.**

5. If tuition is not paid by the 5th of each month, and the parents have not contacted the director about the reason, it will be necessary to impose a 10 per cent charge each month for late payment.

6. **Withdrawal:** We ask that you inform us two weeks ahead of time if a child is to be withdrawn, to avoid payment of an extra two weeks' tuition. If withdrawal is in May, the entire month's tuition is due regardless of notice.
7. **Discipline:** Our policy concerning discipline is two fold:
  - I. Discipline is for the purpose of teaching. Very early in life children need to learn what is acceptable behavior and what is not. Methods of control used at school are for this purpose and include talking with the child, temporary separation from the group, withholding some privilege, etc. We do not use corporal punishment.
  - II. Basic discipline is the responsibility of the home. We seek your cooperation as you actively teach your child right from wrong. We will contact the parent in the event of specific problems. If you do not hear from us, you will know that things are "normal".

The Director and Church Weekday Education committee reserve the privilege of dismissing any child if severe discipline problems persist, if the child is unable to participate in his or her classroom setting, or if fees have not been worked out. (See item 4.)

8. **Class Hours:**

Class	Start	-	Dismiss
2 Year	9:00 AM	-	11:30 AM
3 Year	9:00 AM	-	11:45 AM
4 Year			
White & Smith	9:00 AM	-	12:00 Noon
Brown & Jones	9:00 AM	-	12:10 PM
5 Year	9:00 AM	-	1:00 PM
1st, 2nd, 3rd	8:30 AM	-	2:00 PM

Ages 2 through 5 will be dismissed one hour early the first week of school. Please pick these children up at their rooms this week only.

9. **Early Care** is offered for your convenience, beginning the second week of school. (See Early Care Fee Schedule on page 8.)

If you do not wish to participate in the Early Care program, we ask that you please not bring your child to preschool or Kindergarten before 8:45 A.M. or to Primary Grades before 8:15 A.M. This is a preparation time for the teachers.

10. **Drop Off:** You will need to bring your child to his or her room the first week of school. Even if there are a few tears, we have found that if the parent leaves quickly, the child will adjust much better. It is best for your child if you do not enter the room or linger outside. We know how difficult it is for you, but this is really the best for your child. We will let you know if there is a problem with his or her adjustment.

It is important for your child to learn to come in alone as soon as possible. Starting the second week of school, there will be someone to help your preschool or Kindergarten child from the car and to his or her room inside at 8:45 A.M.. If a teacher is not at the door, you will need to park and walk your child to his or her room. If you need to come in, please park in the parking area. PLEASE DO NOT BLOCK THE DRIVE-THROUGH.

11. **Early Dismissal:** Any parent who needs to pick up a child early is asked to come in to get him/her at least 30 minutes before dismissal time to avoid the dismissal rush. **Early dismissal will be handled through the office**, so please report to the office and someone will bring your child to you. A note indicating early dismissal should be sent to the child's teacher. Also, a note must be sent to the teacher if someone different is to pick up your child.
12. **Pickup:** Starting the second week of school, please line your cars up at the drive-through by the north side of the church. Each parent will be given a placard to display through the front window of the car to help make pick-up time go as smoothly as possible. We ask that you do not get out of your cars to come in the building. We will put your child in your car at the drive-through. We ask your cooperation for the safety of your child and others. Teachers cannot safely carry on a conversation and watch each child at the same time. This is not the time for a conference with a teacher. If you need a conference with a teacher, please park and come inside to arrange an appointment.
13. Children will not be released to anyone other than the parent and those listed under emergency numbers and on the carpool form, unless a note is sent or a phone call made to the Director's office. Identification may be requested for the safety of your child.
14. Fifteen minutes after dismissal children are placed in our Extended Care at a cost of \$2.00 per hour, unless prior arrangements have been made. This charge must be paid at the time the child is picked up.

Dismissal times:

2 year classes	11:30
3 year classes	11:45
4 year	12:00 White & Smith
4 year	12:10 Brown & Jones
5 year class	1:00
Primary Grades	2:00

15. **Medication:** No medicine, no matter how trivial is to be taken or used at school unless it is administered by a teacher, and accompanied by a written, dated note, signed by the parent. Because of the possibility of adverse effects, this includes cough drops and other medicine available without prescription.
16. **Toys:** Please do not let your child bring toys or stuffed animals to school except on Toy Days. We will notify you in writing when something should be brought from home.
17. **Birthday and School Parties:**  
Parents who help with parties or trips are encouraged not to bring other children because of limited space and the need for the parents to be free to help supervise the children for whom the party or trip is given. We welcome birthday parties at school. We prefer the parent to be present to give the party if it involves more than a simple treat (cookies, cupcakes, etc.). Please let your child's teacher know in advance about birthday parties. We will try to schedule one of your child's snack times around his birthday so you can arrange a little something special that day. If your child has a summer birthday, then he or she may have a 'pretend' party during the year. We do not have parties away from school, exchange gifts, nor send invitations home unless the whole class receives an invitation. We strongly discourage elaborate parties that involve clowns, ponies, etc.

### **Early and Extended Care Policy**

We at **A Local** are very excited about another year of early morning and after school care and fun!

We will begin our early morning and after school care Sept. 12 from 7:30 A.M. until we dismiss daily at 4:00 P.M. The cost for early and extended care is \$2.00 per hour. (see charts on page 8.)

Parents should send with their child a lunch and a note telling us that he or she will be staying in our extended care that day. Please remember to let us know if someone other than you is to pick up your child. (This is the policy of the school.)

Suggestions for lunches: sandwiches, any of the snack-type foods on page 9.

Any food that requires heating should be sent in a microwavable container. Do not send canned food unless you also provide a microwave-safe container for heating it.

PLEASE be prompt in picking up your child--no later than 4:00 P.M. If you see that you are unavoidably detained you must call the school office. Late fees are as follows:



1st and 2nd time late: \$1.00 every 5 minutes after 4:00 PM  
After 3 times late: \$1.00 for every minute

Children whose parents are habitually late will not be allowed to remain in extended care. **Payment must be made at the end of each week for the child to stay the following week.** Any overdue accounts must be handled through the school office with the director. Special arrangements for payment must be made before the child may return to the extended care program.

All children should have a rest towel for quiet time.

We ask that 2 and 3 year olds furnish a change of clothing in a gallon zip lock bag with the child's name on it (2 year olds should send baby wipes if needed.)

We suggest that children who stay in Extended Care on a regular basis bring a backpack or similar book bag labeled with the child's first and last names and a telephone number where the parent can be reached that day. This will ensure that all of their belongings and papers will be sent home and that we will be able to contact you if you are needed.

We anticipate a good year and look forward to meeting your child in Extended Care.

**Extended Care Schedule:**

2 year	11:45	lunch
	12:00	nap
3 year	12:15	lunch
	12:30	rest time
	1:00	activities (color, play dough, etc.)
	1:30	outside play
4 year	12:30	lunch
	1:00	rest time
	1:30	outside play
all ages	2:00	classes combine
	3:00	refreshments
	3:15	activities (art, music, etc.)

**Early Care  
Fees**

Cost	at \$2.00	per hour
Arrival at	2 Year - 5 Year	1st, 2nd, 3rd
7:30 AM	\$2.50	\$1.50
7:45 AM	\$2.00	\$1.00
8:00 AM	\$1.50	\$0.50
8:15 AM	\$1.00	----
8:30 AM	\$0.50	----

**Extended Care  
Fees**

	Cost at \$2.00					per hour
Pickup After	2 Year	3 Year	4 Year	5 Year	1st, 2nd, 3rd	
11:45	\$0.50					
12:00	\$1.00	\$0.50				
12:15	\$1.50	\$1.00	\$0.50			
12:30	\$2.00	\$1.50	\$1.00			
12:45	\$2.50	\$2.00	\$1.50			
1:00	\$3.00	\$2.50	\$2.00			
1:15	\$3.50	\$3.00	\$2.50	\$0.50		
1:30	\$4.00	\$3.50	\$3.00	\$1.00		
1:45	\$4.50	\$4.00	\$3.50	\$1.50		
2:00	\$5.00	\$4.50	\$4.00	\$2.00		
2:15	\$5.50	\$5.00	\$4.50	\$2.50	\$0.50	
2:30	\$6.00	\$5.50	\$5.00	\$3.00	\$1.00	
2:45	\$6.50	\$6.00	\$5.50	\$3.50	\$1.50	
3:00	\$7.00	\$6.50	\$6.00	\$4.00	\$2.00	
3:15	\$7.50	\$7.00	\$6.50	\$4.50	\$2.50	
3:30	\$8.00	\$7.50	\$7.00	\$5.00	\$3.00	
3:45	\$8.50	\$8.00	\$7.50	\$5.50	\$3.50	
4:00	\$9.00	\$8.50	\$8.00	\$6.00	\$4.00	

## NUTRITIOUS SNACKS AND LUNCH BOX TREATS

Each day a light and nutritious snack will be served. Each parent will be assigned a day each month to supply the snack for the class. It is hoped that you will use the list below as suggestions for types of foods we hope to serve. No candy or gum is permitted, and we hope you will avoid sending excessively sweet cookies and choose a more healthy snack. The primary beverage will be water. By this, we are hoping to develop a taste for water, and for many new and nutritious foods by your child.

Some snack items, such as melon balls, will need advance preparation at home but most things can be sliced at school by the children themselves, such as banana slices, or spread by themselves, such as peanut butter and crackers. If a sharp knife is needed, the teacher will prepare the snack for them.

**Two or three of the items on the following list will provide variety for the children.**

melon balls	orange wedges	dried fruit
apple wedges	unsweetened applesauce	bananas
mandarin orange sections	seedless grapes (cut in half)	
pineapple chunks (unsweetened)		
fruit cocktail (light syrup)	peanut butter and crackers	
carrot sticks (small, thin)	stuffed celery	cucumbers
other raw vegetables: cauliflower, yellow squash, cabbage		
cheese and crackers	graham crackers	granola bars
Pepperidge Farm Goldfish	pretzels	
raisins, trail mix, popcorn (for older children)		
other nutritious cookies (oatmeal, etc.)		

**Please** make sure that you send an adequate amount for every child in the class. If the snack or drink you send needs to be refrigerated, please label the container with your child's name. If you miss your snack day, please send a boxed shelf snack for later.

Remember that preschool children are still developing their chewing and swallowing abilities and are at risk of choking on some foods. Avoid grapes and cherries (unless halved), nuts, seeds, life savers, popcorn, hot dogs (unless cut into small pieces).

For snack and family use, we are providing a list of resource books that we have found helpful. Try these snacks in lunch boxes, too!

1. The Taming of the C.A.N.D.Y. Monster by Vicki Lansky (Continuously, Advertised, Nutritionally, Deficient, Yummies)
2. Feed Me, I'm Yours by Vicki Lansky

3. The Feingold Cookbook for Hyperactive Children by Ben Feingold, M.D. and Helene Feingold (book of preservative and additive-free nutritious snacks and main courses)

### **YOUR CHILD WILL NEED...**

Loose and comfortable clothing that he or she can manage with little help.

Clothing that is suitable for the weather and is washable. Remember, accidents will happen. Two and three year olds will need a change of clothes along with diapers and other supplies.

Play clothes are satisfactory for your child, since we paint (even with smocks, accidents happen) and play outside.

### **YOUR CHILD'S HEALTH**

Please work with the teachers in stressing desirable health habits:

Adequate sleep	Regular elimination
Regular and nutritious meals	Cleanliness
Plenty of water	Outdoor play

To stimulate a good appetite, children need fresh air and physical activity. When children watch a lot of TV, they are inactive and easily influenced by commercial advertising. Children are vulnerable and cannot choose what is best for them. It is your responsibility as a parent to help them make healthy choices. The preschool years are crucial for developing these good habits and preferences.

### **D'Nealian Manuscript and Cursive Alphabet**

On the following page is a copy of the D'Nealian Manuscript and Cursive Alphabet. This is taught in the Cobb County schools and in our classes starting with the 4 year program. For parents of younger children, we are providing this should you desire to use it with your child at home. However, it will not be taught in our 2 and 3 year classes.



D'Nealian™ Manuscript Alphabet

a b c d e f g h i  
j k l m n o p q r  
s t u v w x y z

A B C D E F G H I  
J K L M N O P Q R  
S T U V W X Y Z

D'Nealian™ Cursive Alphabet

a b c d e f g h i  
j k l m n o p q r  
s t u v w x y z

A B C D E F G H I  
J K L M N O P Q R  
S T U V W X Y Z

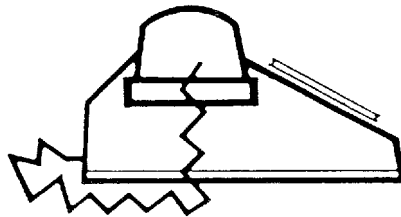
D'Nealian™ Numbers

0 1 2 3 4 5 6 7 8 9

For your convenience you will find telephone numbers of teachers below. We do ask that you limit your calls to teachers at their home to matters of school business, since this is their family time. However, our teachers are dedicated to serving your children and you, so if we can be of help, please feel free to call.

NAME	CLASS	Telephone #
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## THE PRESCHOOLERS' AND KINDERGARTNERS' DAY

**Learning center activity time:** Children choose from a variety of activities, such as art, blocks, home living, skills, books, puzzles and nature.

**Clean-up:** There is a place for everything and the children learn the importance of keeping things clean and returned to their proper place.

**Group time:** One or two group times a day are used to teach the curriculum emphasis, practice a skill, have a story, music or finger-plays. At least one group time a week is used to present a Bible story and Bible thought. Other group times will be used for field trips, cooking or inviting in someone from the community to speak.

**Snack time:** Children learn good manners, good hygiene habits, good food habits, and the importance of giving thanks to God for our food. Parents will be asked to take turns providing the snacks.

**Outdoor play:** Children have highly supervised but usually unstructured play time. They learn to share, take turns, and abide by safety rules.

**Rest time:** The children rest for 10 or 15 minutes after play.



**IT LOOKS LIKE PLAY, BUT WE ARE LEARNING**

- ...to work and play together
- ...to respect the rights of others
- ...to listen as well as speak
- ...to express ourselves creatively
- ...to grow in self-control
- ...to grow from dependence to independence
- ...to listen to directions and to follow them
- ...to develop good working habits
- ...to finish what we start
- ...to clean up after work time
- ...to participate in group activities
- ...to enjoy using a variety of materials
- ...to share toys, equipment and experiences
- ...to develop an interest in books
- ...to develop an interest in the world around us
- ...to improve muscular coordination
- ...to stay with plans for increasingly longer periods of time
- ...to develop new interests and extend old ones
- ...to understand new words and be able to use them
- ...to learn about God's love for us
- ...to BE HAPPY