

WELCOME



FROM THE ELDERS AT WOODSTOCK CHURCH OF CHRIST

To Our Day School Parents,

Welcome to the Woodstock Church of Christ Day School. Our hope is to provide a quality educational program in a loving environment so each child may grow physically, intellectually and spiritually. We believe a well balanced family life includes all three of these elements.

We extend an invitation to your family to attend our worship services each Sunday, to give you the opportunity to discover a dedicated church family, full of friendly neighbors and full of spiritual rewards for every age group, including children's Bible classes. The source of authority in our Bible studies is the Word of God taken from the Holy Scriptures. You will be considered our honored guest when you and your family visit with us.

Thank you for choosing Woodstock Day School for your child's early educational experience. If we may assist you in anyway, please call on us.

Rick Reynolds

David Cravy

Joe Moody

Stan Dmytrowitz

Church/School Phone Number 770-926-8838

WORSHIP TIMES

Sunday AM	9:30—10:15 Bible Classes (all ages) 10:30-11:30 Worship
Sunday PM	6:00-7:00 Worship
Monday PM	7:00 English as a Second Language Class
Wednesday AM	11:00-12:00 Ladies Bible Class
Wednesday PM	7:30-8:30 Bible Class

OPERATIONAL INFORMATION



The WOODSTOCK DAY SCHOOL is operated under the oversight of the Woodstock Church of Christ. While the program is under the supervision of the elders, a board of directors has been selected to operate and oversee the finances and to insure the policies and purposes of the program are properly implemented. Those currently serving are as follows: Michael House, Chairman; Jeremy Powell, Co-Chairman; Stacie Holdridge, Secretary; Pam Reynolds, Pre-school Assistant; Darlene Pawliki, Nursery Assistant; Kathy Crawford, Jackie Null, Matt Amos, Jan Dmytrowitz.

The classrooms are child-centered and designed for self-discovery learning. The teachers structure this learning by creating an environment that stimulates the child's interest and arouses the child's curiosity and desire to learn. The program includes free choice and teacher-directed activities for individuals and groups. It includes Bible lessons, math, science, language arts, music, art, dramatic play and physical activities suitable for each age group.

DIRECTOR

Gayla Stephens

TELEPHONE

770-926-8838

WEBPAGE

www.woodstock-dayschool.org

OPERATING HOURS

School Day: 9am—noon

MAILING ADDRESS

Woodstock Day School

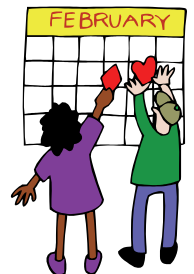
219 Rope Mill Road

Woodstock, GA 30188

Lunch Bunch: noon—1pm

Holidays and School Closings

Our schedule follows the Cherokee County Schools calendar with the exception of opening and closing dates. If Cherokee County Schools are closed for holidays, furloughs, or inclement weather, so are we. Days we will be closed will be announced in the newsletter and on FACE-BOOK.



WOODSTOCK DAY SCHOOL

HISTORY AND MISSION OF PROGRAM

The Woodstock Day School has been in existence for about 30 years. It has evolved from a kindergarten with one class to its present existence as a mother's morning out program for one year olds and a preschool for ages 2-4 years.



The Woodstock Day School is concerned with the growth and development of the "whole" child. The child's physical, emotional, social and intellectual needs are met on an individual basis. Each child is encouraged to develop a good self-concept, basic to all learning.

MISSION STATEMENT

The purpose of our program is to provide quality care, education and development to encourage each child to grow physically, intellectually, socially and spiritually..."And Jesus grew in wisdom and stature, and favor with God and men."

Luke 2:52

PHILOSOPHY

The child's family is primary in his or her life and will be supported, not replaced by the school. Each family is expected to participate in regularly scheduled family activities. Individual life styles and cultural heritages will be acknowledged so that children may learn about each other. Remembering that the young child learns best by "doing," many first hand experiences will be provided. Good health habits, nutritional foods and fresh air will be incorporated into each day's program.



TUITION INFORMATION

REGISTRATION FEE



The registration fee and/or material fee are non-refundable. See the registration form for the amount.

PAYMENT POLICY

Our tuition for the year is payable as a yearly tuition or broken down into monthly payments. Our ten month school year tuition is broken down into ten equal monthly payments for students starting in August.

All invoices are sent by email and are due on the first of the month. All invoices now have the Intuit Payment Systems icon included on the invoice. You can click the icon and pay your invoice through the Intuit Payment System. You can also pay by check payable to Woodstock Day School or you can use your debit or credit card-Visa, Master card, Discover. Payments may be made to the Administrative Assistant at the Lunch Bunch check-in desk each month.

We do not make refunds or deductions in tuition for inclement weather, vacations, sickness or absences; months with holidays have the same tuition as other months. No refunds will be made on any part of tuition paid for the month the child is attending the School and drops out.

We offer a 10% discount on the tuition of second and third, etc. children in a family.

DELINQUENT TUITION

We realize circumstances arise that make it difficult to pay. If this happens, please discuss this with us so we may make satisfactory arrangements. Failure to do this may result in the dis-missal of your child from our school.

LATE FEES

Children not picked up by 12:10 pm will go to Lunch Bunch, with the usual charge of \$4.00, payable upon pick up.

SNACKS

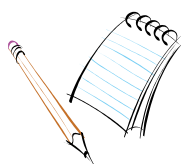
A snack is provided during each school morning at no additional cost.



ENROLLMENT INFORMATION

NON-DISCRIMINATORY POLICY

Woodstock Day School admits students of any race, color and of any national or ethnic origin to all the 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, and national or ethnic origin in the administration of its educational policies, administrative policies and other school administered programs.



Enrollment Procedures

Enrollment opens in mid-February for the following fall term. Enrollment is open for one week to returning students and their siblings and members of the Woodstock Church of Christ only. After that time, new students are accepted on a first come, first serve basis, as space is available.

Your Child's First Day of School

On your child's first day of school, please bring a back pack containing an extra change of clothing (including socks) for the comfort of your child in case of an accident. Include this clothing in your child's backpack each morning.



Toilet Training

Our teachers will be happy to assist you in this process by following your suggestions during the hours your child is in our school. We expect our 3 and 4 year old students to be toilet trained when they enroll. We do understand that accidents happen and we will help your child to change their clothing and notify you at the end of the day. Repeated accidents in a given day will result in the parent being called for early pick up.



Tours

Tours are welcome, please make an appointment with the Director.

Arrivals and Departures



Bring your child into the classroom each morning and sign in on the daily log sheet, listing an emergency number for the day. Be on time! Our classes begin promptly at 9 am. Doors open at 8:55am. School ends at 12:00 noon. Your child will be brought to your car at the end of the day. You will be given a colored identification card for pick up. Please display it in the driver's side window. Please note that the car pool line is a **no cell phone zone**. This is for the safety and security of the staff and other children in the car line. Thank you!



Release of Children

Only parents or persons listed on the information sheet will be allowed to pick up your child. Please complete a permission slip if someone else will pick up your child. We will ask for photographic identification.



Release of a child to either natural parent cannot be denied unless a legal custody document prohibiting such release is on file in the WDS office. A child will not be released to any person who is visibly impaired due to alcohol consumption, substance abuse, prescription drugs or other like substances. The police will be called if a parent or legal guardian insists upon such a release.

Dismissal

We work diligently to help each child adjust to our program. On rare occasions, it may become necessary to dismiss a child. Non-payment of tuition or extremely disruptive, destructive or dangerous behavior of a child are possible reasons for dismissal. Although we have the authority to dismiss a child from our program, we would encourage parents to do so if they or their child cannot abide by our policies or perform adequately in our program of development.

Withdrawal

We ask that you give two week's notice (in writing) in case it is necessary to withdraw your child from our school.

HEALTH AND SAFETY

Health Certificate



A certificate of Immunization (Form 3231) must be on file in our office by the first day of school.

Sick Policy

Children unable to participate in a full program, including outdoor play, should be kept at home. Do not send a sick child to school. If your child becomes sick, or develops a temperature of 100 or more during the school day, we will isolate the child and contact the parent for immediate pick up. A child must not return to school for 24 hours after fever, vomiting or diarrhea has returned to normal.

Emergency Procedures

We regularly practice procedures for emergencies, such as fire or tornado. In case of fire, the children will be evacuated to the parking lot adjacent to the playground and will remain there until further instructions are given by the Fire Department.

In case of tornado warning, the child will be taken to an area of the building designated for safety. Emergency supplies of water and diapers are located in this area.

In case evacuation of the property is necessary, we will relocate the children to Woodstock Elementary School across the street.

Accidents

In case your child has an accident at school, you will be contacted. If you cannot be reached, we will seek medical attention for your child. Your permission is granted by your signature on the information sheet.



PARENT INFORMATION

Parent Involvement



Our parents are encouraged to be involved in school activities. Opportunities to volunteer to help in the classroom are listed on the back of the information sheet. You can discuss your willingness to help with your child's teacher at any time. We hope that you will strive to attend the events for special occasions that are listed in this publication. Details are posted and sent home before each event. It is important to read the newsletter to keep up to date! Also we keep our FACEBOOK page updated with the latest information about

our events at WDS.

Communication

Check out our school website: www.woodstock-dayschool.org. There is lots of information about our school, a registration form you can download and a copy of this Parent Handbook you can download. We also have a FACEBOOK page to post event reminders and to answer questions. Look up Woodstock Day School on FACEBOOK and you can add us to your page. We also use email as much as possible to save on paper. Your child's teacher will give you a monthly calendar for a quick reference for events.



Parent Conferences

We do not schedule parent conferences on a regular basis. If you feel that you have a matter of concern to discuss with the teacher, ask her to call you in the afternoon or schedule a time for a conference. We try not to discuss your child in the presence of the child. It is important for the smooth running of the car pool line that a teacher not spend more than a few seconds with a parent. She will be happy to talk with you after car pool is finished for the day.

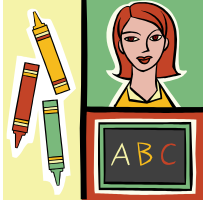
Parent Visits and Phone Calls



Parents are welcome to visit the classroom at any time. We ask that you do not disrupt the schedule for the day. A visit with a purpose, such as reading to the class or helping with an art project, is most productive. Teacher/parent conferences need to be scheduled for a time outside of school hours. If you are concerned about your child's adjustment to the program on a certain day, feel free to call the office. The Director or Aide will be happy to check on your child and report to you.

CLASSROOM INFORMATION

Teacher Qualifications



Our paid staff is composed of trained and dedicated personnel who love children. Many of them have teaching certificates and college degrees. Their goal is to provide individual attention to each child. **We provide CPR training each year in addition to Mandatory Reporting training.** The teachers also attend training sessions in the Spring and Summer provided by the Georgia Preschool Association. **Criminal background checks are performed on each employee.**

Ratios

Our intent is to keep the teacher-student ratio in our Mother's Morning Out at 2 to 8, 2 year old class at 2 to 10, and in our 3 and 4 year old classes at 1 to 10.

Curriculum

We use an excellent curriculum in each classroom that is child-centered, based on the use of leaning centers in the classroom. A child's growth and development is viewed as a process, not an event. Our curriculum provides a range of activities, designed to meet the needs of the child at their level of development along the growth continuum. The curriculum is developed around themes that provide opportunities for children to learn about God's world and how to live in it. Activities which embrace physical, mental, social, emotional, and spiritual development are included under each theme topic.



Guidance Approach

Our teachers will provide many activities for the children in the classroom that will keep them involved and encourage cooperation with others. Positive reinforcement, redirection, encouragement and logical consequences are used to help children learn to control their own behavior in a group. As a last resort, time out is used to allow a child an opportunity to calm down and think through his behavior. Time out is based on the rule of thumb, one minute per year of the child's age. After this brief interval, the child is encouraged to return to the group. We do not use corporal punishment or verbal abuse or discipline associated with food.

Birthdays

Treats for a child's birthday are welcome!! Make prior arrangements with the teacher. We give each child a special "birthday crown" and a gift from the "birthday box" at snack time on their birthday. The class participates in singing happy birthday as they celebrate.



Storage

Hooks are provided outside each classroom door. Please hang your child's backpack and jacket on a hook each morning. We do not have storage space for these items inside the classroom. It is very important that each item belonging to your child be labeled with his or her name.

Toys

Please do not allow children to bring toys to school. Talk with your child's teacher if your child has a comfort toy or blanket that is essential for his or her security.



Clothing



Dress children in comfortable, washable play clothes. Outdoor play is part of each day's schedule. We play outside if the temperature is a least 40. Dress the child accordingly. Label everything—clothes, hats, and coats.

Field Trips

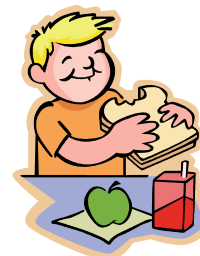
Our School does not permit field trips. Your child will not be leaving the school grounds. We bring in special guests (firemen, policemen, etc.) and have events in our facility to enrich the children's education.



LUNCH BUNCH

Time

Lunch Bunch is an optional extended hour offered each day from 12—1 pm for the 2, 3 and 4 year old children.



Cost



The cost is \$4.00 per day. Ten-day tickets may be purchased in advance for \$30.00. These tickets may be used at any time during the school year. Lost tickets will not be replaced.

Food Guidelines

Please pack a sack lunch for your child which will require no refrigeration, no heating, and no microwaving. Include a beverage for your child. Sippee cup or thermos is acceptable.



Procedure for Lunch Bunch

Each morning walk your child to the fellowship hall where you will check in with the aide on duty at the Lunch Bunch table. She will accept your money or punch your child's ticket and add your child to that day's lunch bunch list. Your child may then place his lunch on the appropriate table.



Lunch Bunch Staff

Our staff consists of teachers and/or parents. This is a paid position. Criminal background checks are made on each regular worker. Volunteers to work this program should see the Administrative Assistant or the Director.

Lunch Bunch Rules

Please review the following rules with your child before he or she comes to Lunch Bunch:

1. No food sharing.
2. Keep hands to yourself.
3. Remain in your seat until the lunch bunch workers give permission to line up.
4. Talk quietly with your friends. Use inside voices.



Discipline follows the same methods used in the classroom. Time out is used as a last resort. On rare occasions, it becomes necessary to dismiss a child from the lunch bunch program. Extremely disruptive, destructive or dangerous behavior of a child are possible reasons for dismissal.

Pick Up Policy



Please pick up your child promptly at 1 pm. Only parents or persons listed on information sheet will be allowed to pick up your child. Please complete a permission slip and leave it with the Lunch Bunch aide if someone else will pick up your child. We will ask for photographic identification. Be sure to check in with the Lunch Bunch worker holding the clipboard before leaving with your child. Please be on time: repeated infractions of pick up time may result in a late charge.