

PARENT HANDBOOK  
2022-2023



Welcome to the Brooks United Methodist Preschool program!  
We are excited to start a new school year,  
full of exploration and growth in God's love!

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Brooks UMC School and Brooks UMC Preschool is a ministry of  
**Brooks United Methodist Church**  
Rev. Lesley Langford, Pastor  
119 Morgan Mill Rd. Brooks, GA 30205  
770-719-7593 www.brooksumc.com

Dear Parents,

Welcome to the Brooks UMC Preschool program Ministry. We feel it is a privilege and an important responsibility to work with you and your children, so thank you for choosing Brooks United Methodist to serve your needs!



We realize these are unprecedented times with the development of Covid-19. We have elected to keep our numbers very small so that even in the worst case scenario, we would still be able to serve our families.

Please work with us as we continue to make the necessary adjustments. We will continue to be diligent on hand washing, disinfecting surfaces, limiting shared resources, and limiting germ sharing. We need you to do your part as well! If your child is not feeling well without medication, please keep them home. We want to keep everyone healthy! This continues to be a crucial time to avoid bringing your child to school with any illness. If your child has allergy issues, encourage them to wear a bandana, but we understand this is not always feasible. We just ask that we all try our very best to not spread germs.

In our program we strive to provide each child with opportunities to learn about God and the love of Jesus, to develop a passion for learning, and to grow in self confidence. Our goal is to offer a program encouraging growth in the areas of academics, spiritual, intellectual, physical, emotional, and social development.

Our entire staff cares about each child and we plan very carefully for each child to be met with success and to enjoy learning. We are all dedicated to providing a Christian atmosphere where love, grace, and acceptance are demonstrated by our words and our actions.

Your participation in your child's education program will impact the meaning of their experience. Discuss your child's day with him or her and take pride in all of your child's accomplishments.

This handbook is your guide to the policies and procedures of our preschool. After you have read it, please put it in a convenient place so that you may refer to it during the year. Please feel free to email me or call the church office if you have any questions, concerns, or comments. Monthly calendars and newsletters will be sent home to give you detailed information on events and activities.

We are looking forward to a fun year together! May the Lord Jesus bless you and keep you!  
In Him,

Terri Ingram  
School Director  
tingram@brooksumc.com

## HOURS OF OPERATION

The Brooks UMC Preschool program calendar begins Thursday August 4, 2022 and ends May 25, 2023. Classes will be held 8:30-12:30pm. Children may be dropped off to the teacher in the portico at 8:20am and picked up at 12:30pm in the portico.

## TUITION AND FEES

Tuition is the yearly cost for each child divided into monthly payments. Full tuition continues to be charged if the school is closed temporarily for weather conditions, or any other reason beyond the control of the school. If the school is closed for a period of time of 2 full consecutive school weeks or more, (not including Christmas break) your account will be credited half of the monthly tuition amount and applied to the next month's tuition. There are no cash refunds. The monthly rates for the 2022-2023 school year are as follows:

### **6 wk-23 months class**

\$175 a month – 2 days a week

### **2 year old class**

\$200 a month – 3 days a week

\$225 a month – 4 days a week

### **3 year old class**

\$200 a month – 3 days a week

\$225 a month – 4 days a week

### **4 year old class**

\$225 a month – 4 days a week

### **Kindergarten class**

\$250 a month – 4 days a week

### **Registration Fee:**

*Once at beginning of each school year*

2 days \$175    3 days \$200    4 days \$225    Kindergarten class \$250

### **Supply Fee (Incidentals) for 2 year through Kindergarten classes:**

*Once at beginning of the school year*

\$100

(No supply fee for 6 wk-23 months class)

Tuition is due in full on the first of every month, August through May. A late charge of \$25.00 will be assessed after the tenth of the month. Failure to pay tuition by the fifteenth of the month may result in student withdrawal. Payments may be made by cash or check. Checks should be made payable to: **Brooks United Methodist Church**. No post-dated checks can be accepted. There is a 5% discount for the 2nd child in the Preschool program.

### **DROP OFF PROCEDURES**

Pick up and drop off times can be confusing and congested. Please follow all of the rules and procedures to ensure that things will go smoothly. Please make sure that if someone else will be picking up your child, he or she knows the school's routine.

- **Enter into the church parking lot from the Brooks-Woolsey Rd. entrance.**
- Drop off time is 8:20-8:30.
- When you arrive, drive under the portico.
- If you arrive *after* the allotted time, and a teacher is not outside to receive your child, you will need to park, enter through the main church doors, and a staff member will be called to come check your child in and walk them to class.
- After the first week, we ask that you allow your child to walk in with the director.

### **PICK UP PROCEDURES**

- Pick up time is at 12:30pm.
- Please be sure you are prompt to pick up your child on time.
- During pick up times, please do the same as morning drop-off and **enter from the Brooks-Woolsey Rd. entrance** and pull forward under the portico.
- Please remain in a single file line.
- You will be given a name card for your child; please show your child's name in such a way that we can see it easily.
- If you do not have your child's name card with you, at the director's discretion you will need to show a valid driver's license. If you need more copies of the name card, please ask the Director. Each tag is on a specific color according to their class. If you need another tag for a babysitter or grandparent, etc. please let us know and we will be happy to make more for you.
- Upon pickup, you may park and enter the building to pick up your child.
- You are responsible for buckling your child into his/her seat.
- If your child will be allowed to go home with another student, this should be written in a note, signed by the parent, and given to your child's teacher.

**EARLY PICK UP:** If you need to pick your child up early for any reason, please send in a note that morning letting your teacher know what time you will need to pick up your child. In the event of an unplanned early pick up, please text 678-458-1762.

### **BEHAVIOR GUIDANCE**

Children in an enriched, active classroom with close teacher involvement are happy and engaged, and behavior issues rarely arise. Nevertheless, in a group setting, conflicts occasionally develop. Our staff treats each child with respect and uses positive reinforcement strategies. When unacceptable behavior occurs, teachers may gently remind the child of the classroom rules, redirect them to a new activity, or give them time to calm down in a quiet area of the room.

### **CURRICULUM**

The Brooks UMC Preschool program is proud to offer educational, fun, hands-on learning experience. Curriculum is obtained from varied sources. Students will receive lessons in Bible, phonics, math, music, history, science, and art. Chapel will be held once a week, dependent upon large group gathering guidelines set forth by the state.

### **WITHDRAWAL**

Students who will need to withdraw from the program are required to give a month's notice in writing. Email meets this requirement. There are no refunds. Prorated tuition may be requested by the parent if the change needs to happen in the middle of the month, provided at least 30 days notice is given.

### **SNACK/LUNCH**

Parents should pack a healthy snack for their child. In addition, a lunch should be sent in with the child. Microwaves are available to heat some items. If lunches are packed with candy items, the candy will be placed in the students backpack to be given by the parent. All students should be sent to school with a water bottle. **For ease of cleaning in the event of spills, please do not send your child to school with anything other than water.** This does not apply to babies that drink breast milk or formula.

Brooks UMC reserves the right to make updates and changes to this information as needed and will contact the families via email when this happens.

2022-2023  
BROOKS UMC PRESCHOOL PROGRAM  
ACKNOWLEDGEMENT FORM

Student Name: \_\_\_\_\_

**PHOTOGRAPH AUTHORIZATION-(PLEASE COMPLETE AND INITIAL):**

\_\_\_\_ Pictures of my child may be taken for use WITHIN the Brooks UMC Preschool program social media or church publications.

\_\_\_\_ Pictures of my child may be taken for use OUTSIDE the Brooks UMC Preschool program social media or church publications.

\_\_\_\_ I understand this may include church publications and other forms of Church or Program media.

**AGREEMENT:** The Brooks UMC Preschool program agrees to provide child care in accordance with the Georgia Exemption Laws from August through May, following the Fayette County School Calendar 2022-2023.

\_\_\_\_ I understand this program operates under an exemption from Bright from the Start and is not licensed.

\_\_\_\_ I understand the qualified candidates will educate and care for my child to the best of their ability.

\_\_\_\_ There is a non-refundable registration fee for all classes due at registration.

\_\_\_\_ Tuition is due on the 1st of each month. A \$25 late fee will be charged after the 15th day of the month. The first tuition payment is due before the first day of class.

\_\_\_\_ I acknowledge that my child must have a current immunization record or exemption form on file and cannot be admitted without this form.

\_\_\_\_ I hereby authorize Brooks UMC to have my child transported to Piedmont Fayette Hospital in the event of a medical emergency.

\_\_\_\_ I give permission for my child to participate in playing on the playground equipment, walking or biking on the walking trail, playing in the gymnasium with items commonly found in a gymnasium, with adult supervision of the BUMC staff.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date