



*EDUCATE LITTLE MINDS,
DISCOVER THE JOY OF GOD'S LOVE*



Galilee Christian Church
G PRESCHOOL



2191 GALILEE CHURCH ROAD
JEFFERSON, GA 30549
706-367-8038 GALILEE.ORG

TUITION/FEES

Registration Fee - Due at the time of enrollment to secure spot

1 child	\$75
2 children	\$125
3+ children	\$150

Tuition Fees

Active Attending Galilee Member

5 FULL day M-F 7:00 AM - 6:00 PM	\$165	\$190
3 FULL day Tues, Wed, Thur 7:00 AM - 6:00 PM	\$110	\$130
5 MORNINGS M-F 7 AM - 12:30 PM	\$115	\$125

Sibling Discount -\$10

CLASSES and CLASS SIZES

<u>Class Age</u>	<u>Class Size</u>
8 months - 1 year 1 class offered	6 spots
2 year old 3 classes offered	30 spots 10 children per class
3 year old 2 classes offered	30 spots 10 children per class
4 year old Pre K 1 class offered	10 spots
4 year old Pre K - PREP 1 class offered	10 spots

TUITION/FEES cont.

Tuition is due and payable at the beginning of each week whether the child is in attendance or not.

A four-day grace period shall be allowed for payments, following which the account shall be considered delinquent. A \$25.00 late fee will be charged to your account each week it is delinquent. Should your account become more than two weeks delinquent, we reserve the right to dismiss your child.

A \$30.00 fee will be charge for all returned checks. After two returned checks, payment must be made by cash or money order.

Late Pick-Up fee: If a child is left after 6:00 PM, the parent or authorized escort will be charged a late fee of \$5.00 per minute.

A two-week notice of withdrawal of a child is required in order to get a refund of unused tuition. Unused tuition will then be refunded in full, from the date of the appointed withdrawal.

Due to inclement weather/or closing of school, the preschool will determine tuition on a case-by-case basis.

ENROLLMENT REQUIREMENTS

Preschool Enrollment Ages Accepted: 8 months - 4 years old

Potty Training Policy: 3 and 4-year old's must be completely potty-trained.

An updated Georgia immunization certificate is required upon enrollment.

PRESCHOOL HOURS & HOLIDAYS

7:00 AM - 6:00 PM Monday - Friday

This program runs year-round and will close the following holidays:

New Year's Day

Labor Day

Martin Luther King Day

Thanksgiving (2 days)

Good Friday

Christmas Eve

Memorial Day

Christmas Day

July 4th

December (1 Week)

July (1 week)

DAILY NEEDS

- KINDERGARTEN MAT
- CRIB SHEET
- BACKPACK, LUNCHBOX, THERMOS
- EXTRA WATER BOTTLE
- EXTRA CHANGE OF CLOTHES (APPROPRIATE FOR SEASON)

 EVERYTHING MUST BE LABELED WITH YOUR CHILD'S NAME 

DROP OFF AND PICK UP PROCEDURES

DROP OFF

- Drive thru drop off 7:00 AM - 8:00 AM
- After 8:00 AM children must be checked in at front desk by parent.
- To ensure your child is present during instructional time, please drop off no later than 9:00 AM
- If your child has a doctors appointment, they must have a written note from the office allowing them to return to school.

PICK UP

Parents need to check children out at the desk in their respective preschool area. After 5:00 PM, children will need to be checked out at the desk in the Kids Wing foyer.

PARENT RESPONSIBILITIES

It is the parents responsibility to call the center whenever a child will be absent.

Show and Tell and other special days will be specified by your child's teacher. This should be the only day your child brings in toys or items from home. Violent toys such as plastic guns or knives are not allowed. Galilee Christian Preschool, nor the staff, will be responsible for lost, stolen or broken items. Please do not send expensive or fragile items to school.

Please label all jackets, coats, scarves, hats, books, etc, with your child's name. We cannot be held responsible for clothing or possessions that are worn or brought to school if they are not labeled. Also, we prefer that children not be allowed to wear jewelry for safety reasons.

BEHAVIOR POLICY

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act this way to receive such praise.

Asking a child to stop and think about his/her unacceptable behavior enables a child to work at self-control. This discipline guideline has been established to build self-esteem and offer children the opportunity to make the right choice.

Our staff will:

- Stop unacceptable behavior and explain to the child why it is unacceptable.
- Remind child of appropriate behavior and consequences if behavior continues.
- Remove child from that activity or "time-out". "Time-out" may be a special chair, corner, or a spot on the floor away from the activity that will allow the child to regain self-control and choose more appropriate behavior.
- Counsel with child and he/she may spend a time-out period in the office.
- Repeated unacceptable behavior could result in a parent conference.
- If no improvement occurs, the child will be asked to leave this program and seek a school that better meets his/her needs.

No hitting, kicking, biting, spitting, and loud or abusive language is permitted.

Your full support of these guidelines will ensure your child has a pleasant and safe daily environment.

NUTRITION AND HEALTH

We provide a light breakfast, cereal, sausage biscuits, bagels, and an afternoon snack, goldfish or pretzels. Lunch is not provided. Every child is required to bring their lunch and water bottle or cup every day. Galilee Preschool is a nut free school, so please be sure to remember this when packing your child's lunch. All children with food allergies must provide a doctor's statement.

At least 50% of the staff members on duty have a current CPR/First Aid Certificate. The Director arranges for staff training and inspects the facility for hazards.

Each child is required to have on file a health statement that includes a record of up-to-date immunizations and the signature of the child's source of medical care. If a child's health care summary is not completed within 30 days after enrollment, the child will be dismissed from the program until this information is provided.

No child who arrives noticeably ill, or with a fever shall be admitted for that day. Should a child become ill during the day, he/she will go to the sick room and remain there under adult supervision until a parent or authorized person arrives to take the child home. In the event a child contracts a communicable disease and exposes the other children, notice of exposure will be posted and parents will be notified when they pick up their children. A sick child will not be allowed to return to school until the period of contagion has passed.

Medications are kept out of reach of the children in a covered container. Any nonprescription medication to be administered at school, such as aspirin, cough syrup, or sunscreen, must be accompanied by the parent's written permission and instructions for use. Any prescription medication to be administered by a staff member must be in its original container and be labeled. The label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date, and expiration date if applicable.

SAFETY

FIRE

Galilee Christian Preschool preschool conforms to all the fire regulations as designated by the State Fire Marshall. Quarterly Fire drills are held. Fire detectors, emergency lights and sprinkler system are checked every 12 months for proper function.

TORNADO

A tornado drill will be held during the year. In the event of a tornado warning the children shall be evacuated to a designated area and remain there until the threat has passed.

INCLEMENT WEATHER

We will follow the Jackson County School System for closings due to inclement weather.

POWER FAILURE

In case of a power outage and power is not restored after one hour, the parents will be notified to pick up their children.

COMMUNICATION

Should you have any concerns or problems with the preschool policies or staff, please use the following procedure:

STEP 1: Any concern or problem with policies or staff should be brought to the director within three days.

STEP 2: If the concern/problem is not resolved in STEP 1, an appeal may be made to the Senior Minister and he will communicate with all parties involved. A response will be given in 10 days.

STEP 3: If the concern/problem is not resolved in Step 2, the parent may present the concern/problem in writing to the Church Board of Elders and Deacons. Any decision made by the Church Board will be considered final.

We want good communication between teachers, parents, and children. Please do not hesitate to call us if you feel the need. We will keep you informed of all activities and any problems that might arise. If there may be a reason for a sudden change in your child's behavior, please let us know.

PLEASE READ ALL COMMUNICATIONS SENT HOME

Above all, we hope your stay at the Galilee Christian Preschool is a blessing to both you and your child.

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