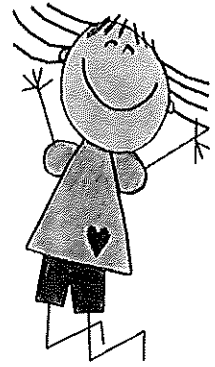


Zoar U.M.C. Preschool & Mother's Morning Out
3895 Zoar Church Road Snellville, GA 30039
770-978-7784 ~ www.zoarumc.org ~ zoarpreschool@yahoo.com



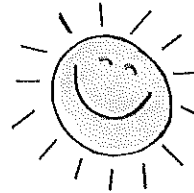
Registration Packet for 2024-2025 School Year

Mission Statement

Zoar Preschool is a non-profit self-supporting school, and we are one of many programs offered by Zoar United Methodist Church. Denominational doctrine is not taught; however, we do teach our children basic Christian principles, scripture and stories that can be found in the Old and New Testaments of the Holy Bible. We strive to teach these basic principles through our daily interactions with the children as well as through our curriculum.

We believe that each child...

- ...is a child of God
- ...has the right to develop to his/her full potential
- ...is loved unconditionally by God and by us
- ...is unique



We believe that weekday programs...

- ...should provide examples of the highest qualities of Christian faith
- ...assist parents in these crucial years of child rearing
- ...provide children the best of early childhood education so that they may develop to their fullest potential, physically, mentally, emotionally, socially, and spiritually.

We commit ourselves to providing weekday programs that bring together the best we know about the education of young children and our highest understanding of the Christian faith.



Dear Families,

Zoar Preschool provides an outstanding Christian based program for young children ages 2 years to 5 years old. We offer 2, 3,4 and 5-day opportunities for all age groups in a loving, nurturing and safe environment that allows children to develop a strong sense of self and to grow creatively and cognitively. Our school days run from 9 am until 1 pm, Monday-Friday. We offer a diverse whole language, thematic based curriculum that includes weekly Chapel, a Literature/Science and Discovery unit, Music, Spanish, Sign language and Physical Education. We have consistently earned the North Georgia Preschool of Excellence Award, and we continually strive to meet the needs of our families. *The Preschool school year will begin on August 12,2024 and will end on May 16, 2025.* Open House/Parent Orientation is planned for Thursday August 8, 2024, at 7pm.

Our **Parents Morning Out Program** allows us to provide a loving, nurturing, and safe environment for children 6 months - 23 months, 2 days a week.

To register your child for the 2024-2025 school year, please fill out the registration form (front and back) included in this package and return along with your child's immunization form and the registration fee to the Preschool Office as soon as possible. *(The registration fee is a yearly fee that is NON-REFUNDABLE)*

Your child's spot cannot be guaranteed until we have received your forms and fees. Keep the remaining packet for your future reference. We have attempted to make this packet as informative as possible; however, anytime you have questions or concerns about any of the policies or procedures, please feel free to call the Preschool Office at 770-978-7784.

Rev. Tracy Sever
Senior Pastor

Jennifer Mullen
Preschool Director

Parent Check List:

- ____ Registration forms filled out and signed front and back.
- ____ Immunization form #3231
- ____ Registration Fee
- ____ Book Bag for bringing home all my child's beautiful handiwork (approximate size should be large enough to accommodate artwork large enough for an 8 ½ x 11 piece of paper)
- ____ Lunch box
- ____ Change of Clothes
- ____ Download Brightwheel app and create child's profile.

School Schedule

Zoar Preschool follows the Gwinnett County School Systems holiday schedule and inclement weather procedures. Therefore, if the Gwinnett County Schools must close school for any reason, we will also be closed. Please watch the local news to see if Gwinnett is closed. Gwinnett County Schools will have early release on October 23 & 24, 2024 and March 5 & 6, 2025. On early release days the preschool will close at 12 noon. Gwinnett county has digital learning days built into their calendar. We will have school on digital days.

Daily School Hours and Schedule:

School hours are from 9:00 a.m. until 1:00 p.m. All of our classes, infant thru 5's follow this time schedule. It is imperative that your child arrives on time every day to ensure that they can participate and enjoy all activities planned for the day and to ensure that your child does not disrupt the class which is already learning. Children learn through play and hands on experiences and structured classrooms.

Carpool Drop-Off and Pick-Up:

AM Drop Off

Morning carpool begins at 8:55 a.m. and ends at 9:15 a.m. Teachers will come to your car and escort your child into the building and to their classroom. Please stay in your car and in line. Do not pass other cars. If you should arrive later than 9:15 a.m. please come to the front door and escort your child to their classroom or to the Director. ***Do not drop your child off at the front door*** and assume they have made it to their classroom. (For safety and security reasons, we must insist that you escort your child to their classroom without exception.)

PM Drop Off

Afternoon Carpool begins at 12:55 p.m. every afternoon. Teachers will escort children to their cars. **PARENTS WILL BE RESPONSIBLE FOR BUCKLING CHILDREN SAFELY INTO THEIR CAR SEATS.** If you should arrive after 1:15 pm you will need to park and come into the school to pick your child up. Pick up time is 1:00 pm or prior. Therefore, beginning at 1:15 p.m., you are considered late and will be assessed a **\$30.00 per 15-minute charge which is payable at the time of pick up.**

*We **HIGHLY ENCOURAGE** using carpool drop-off in the mornings, especially at the beginning of the school year. Following carpool procedures eases the difficult transition children may have when leaving parents to go off and play, especially if it is the first time they are separated from Mom and Dad. The carpool system was designed specifically to alleviate this stressful event.*

Tuition and Fees

- The registration fee and tuition money are used to provide the best staff, curriculum, and equipment possible. Zoar UMC Preschool is a self-supporting, nonprofit organization.
- Tuition is a yearly fee broken into payments for your convenience. You will receive a 5% discount if you pay the yearly fee in full. The first payment is due upon registration and includes the registration fee and the first month's payment. The next payment is due by the 10th of the following month.
- If payment is made after the 10th there will be a \$10 late fee. Payments not made prior to the first day of the next month will be assessed an additional \$30 fee.
- Registration fee must be paid prior to the start of school or on the day your child starts. We cannot guarantee a space for your child unless fees are paid. This fee is non-refundable.
- We strongly encourage attendance through the full ten months of the program to reap the maximum rewards. If, however, family circumstances require you to withdraw your child from the program, please provide a written notice at least one month in advance. You are responsible for 30 days tuition after you turn in your notification of withdrawal.
- Two or more siblings enrolled in the preschool, the second child will receive a 10% discount on the monthly tuition.

MAKING PAYMENTS

Zoar Preschool offers different ways for you to make your monthly tuition payments.

All checks and money orders should be made payable to ZOAR PRESCHOOL. Please include your child's first and last name and your address.

Cash payments must receive a receipt. Please be sure to get a receipt before leaving the premises.

Credit card, debit or auto pay may be used online through the Brightwheel app.

Zoar Preschool Parent Responsibilities

- Keep your child home if they have any symptoms of illness, such as a fever over 100.4 degrees.
- Bookbag large enough to hold extra clothes and your child's beautiful artwork.
- Extra set of clothes including pants, shirt, underwear, shoes, and socks.
- Send a lunch with extra drinks. You may send a cup with your child's name on it to leave at school.
- Tuition is due by the 1st of the month, no later than the 10th. Child will not be allowed to return to school until monthly tuition is paid.
- Tuition payments need to be made through Brightwheel or brought into school if paying with check, cash or money order.

Supplies Needed by age group

2 & under:

- Baby wipes
- Lysol wipes
- Paper towels
- Personal school supplies: Large Crayons (8 count), container of playdough and watercolor paint

3-year-old:

- Baby wipes
- Lysol wipes
- Paper towels
- Personal school supplies: 24 count crayons, bottle of glue, markers, container of playdough and colored pencils

4/5-year-old:

- Baby wipes
- Lysol wipes
- Paper towels
- Personal school supplies: markers, colored pencils and 24 count crayons

Paper plates and disposable cups would be greatly appreciated.

Zoar Preschool Registration Form

2024-2025

Please check all that apply:

____ ZUMC Member ____ Re-enrolling ____ New Enrollee ____ Sibling Attends Preschool

Information about the student:

Child's Full Name: _____ Goes by: _____

Birth Date: _____ Age: _____ Male or Female

Child lives with: Mother & Father _____ Mother _____ Father _____ Other _____

Previous preschool or childcare? Yes _____ No _____ If yes, please list location _____

Information about the Family:

Parent's relationship to each other: (circle one) Married Divorced Separated Single

Mother: _____ Home Phone: _____ Mom's Cell: _____

Home Address: _____

Home e-mail: _____ Stay at home mom? _____ Currently working? _____

Employer: _____ Work #: _____ Occupation: _____

Best way to contact you: Text _____ email _____ phone call _____

Father: _____ Home Phone: _____ Dad's Cell: _____

Home Address: _____

Home e-mail: _____ Stay at home Dad? _____ Currently working? _____

Employer: _____ Work #: _____ Occupation: _____

Best way to contact you: Text _____ email _____ phone call _____

If there is a separation or divorce in the family, please describe the custody agreement regarding either parent visiting classes or taking the child from school.

Family Religious Preference: _____ Church Membership: _____

How did you hear about our program? _____

Please list any brothers and sisters & their ages here:

Please mark the class you would like to enroll your child in.
Children are placed in classes based on their age as of September 1, 2024.

<u>PMO (Parents' Morning Out)</u>	<u>Yearly Tuition</u>	<u>Registration Fee</u>	<u>Monthly Payments</u>
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Infant and Toddlers, ages 6 months-23 months by date of enrollment

_____ 1 day	\$1050.00	\$105.00	\$105.00
_____ 2 days	\$1750.00	\$175.00	\$175.00/mo.

2-year-old	<u>Yearly Tuition</u>	<u>Registration Fee</u>	<u>Monthly Payments*</u>
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_____ 3 days, T/W/TH	\$2050.00	\$205.00	\$205.00/mo.
_____ 4 days, M-TH	\$2250.00	\$225.00	\$225.00/mo.
_____ 5 days, M-F	\$2450.00	\$245.00	\$245.00/mo.

3-year-old

_____ 3 days, T/W/TH	\$2050.00	\$205.00	\$205.00/mo.
_____ 4 days, M-TH	\$2250.00	\$225.00	\$225.00/mo.
_____ 5 days, M-F	\$2450.00	\$245.00	\$245.00/mo.

4/5-year-old

_____ 3 days, T/W/TH	\$2050.00	\$205.00	\$205.00/mo.
_____ 4 days, M-TH	\$2250.00	\$225.00	\$225.00/mo.
_____ 5 days M-F	\$2450.00	\$245.00	\$245.00/mo.

Tuition is due the first day of each month, August through May. If tuition is paid after the 10th of the month, a late fee of \$10 will be added to your account. Payments not made prior to the first day of the next month will be assessed an additional \$30 fee.

Zoar Preschool Emergency Form

Child's Name _____ Birthdate _____

Address _____ City _____ Zip _____

Mother's name _____ E-mail: _____

Cell phone _____ Work phone _____

Father's name _____ E-mail: _____

Cell phone _____ Work phone _____

Child's Doctor or Clinic's Name: _____ Phone: _____

Current Prescribed medication: _____

Medications will only be administered with written consent on file (No Exceptions).

****My child is currently on medication(s) prescribed for long-term continuous use and/or has the following preexisting illness:** _____

****Allergies or health concerns:** _____

List at least two local people who will be available to assume responsibilities for your child in an emergency if parents cannot be reached.

Name: _____ Phone: _____

Name: _____ Phone: _____

Emergency Medical Authorization

Should (child's name): _____ Date of birth: _____ suffer an injury or illness while in the care of Zoar Preschool and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care of the child as may be necessary. I(we) shall assume responsibility for payment for services.

Pick Up Authorization

The following people have permission to pick up my child from Zoar Preschool during the 2024-2025 school year: *They must bring a valid state driver's license or state ID card with them to prove their identity before they can leave with your child.*

Parent Signature(s) _____ Date: _____

Preschool Contract

This contract is entered into by and between hereinafter "Parent" and Zoar United Methodist Church", for the purpose of securing arrangements for preschool for _____, hereinafter "child".

The Parent Agrees:

1. To have my child here before 9:15 a.m. in the morning.
2. To provide the following daily supplies for the child: Book Bag and Lunch Box with a nutritious lunch and drink and a change of clothes. (as well as what is listed on special insert "Zoar Preschool Parent Responsibilities")
3. Acknowledge that my child will not be allowed to enter or leave the Zoar facility without being escorted by the parent/guardian, or persons authorized by the parent/guardian.
4. To insure to update the Preschool with any new contact information, especially new cell number or work numbers in case of an emergency.
5. To make other arrangements when the child has a fever (100.4 and above), unexplained rash, diarrhea, vomiting, or any other symptom of a contagious illness.
6. To maintain open communication with child's teacher(s) and Director of the center.

Zoar Preschool Agrees:

1. To escort children throughout the Zoar campus.
2. Provide a loving, safe environment for the children to thrive while your child is in their care during preschool hours (9 am-1pm).
3. Zoar Preschool agrees to keep me informed of any incidents, including illnesses, injuries, death and/or exposure to communicable diseases, which may include or affect my child.
4. Maintain open communication with parents.

Parent's Signature: _____

Date: _____

Printed Name: _____

Zoar Church Signature: _____

Zoar United Methodist Church Preschool Tuition Agreement

At the time of your child's enrollment, and every reenrollment thereafter, you will be asked to sign a tuition agreement. Please read and sign. It will stay in your child's permanent record.

The Parent Agrees:

1. To pay Zoar Preschool the rate of \$_____ per month for preschool services for their child/ren.
2. To pay a registration fee of \$_____ for my child with no family max upon enrollment into preschool. Registration fees are non-refundable.
3. To pay the monthly fee to Zoar Preschool by the 10th of the current month. **A \$10 late fee will be assessed after the 10th of the month.** I understand that for payments not received by the 25th of the current month, my child will not be able to attend preschool until full payment is received. In addition, **a \$30 fee will be assessed if the payment is not received until the 1st day of the next month.** Please communicate with us any issues which may prevent you from paying on time.
4. Tuition may be paid by cash, check or money order at the preschool. PLEASE MAKE CHECKS PAYABLE TO ZOAR UMC PRESCHOOL. Credit card, debit and auto pay may be used through the Brightwheel app.
5. I understand that there will be a **\$25.00 fee for checks that are returned for "Insufficient Funds"**.
6. I understand that tuition will not be reduced, nor does it change the method of payment as outlined in the agreement, due to absence from class.
7. I further understand that in the event my child is withdrawn from class or asked to leave, no part of the tuition paid for the month in which the child is withdrawn is refunded. I also understand that a 30-day notice is required to withdraw my child from the program. Every consideration is given to the child with special needs; however, the Preschool reserves the right to dismiss a child for reasons regarding behavior, emotional disturbances, and health reasons should it become necessary. Please be assured that dismissal would only come as a last resort.
8. We follow Gwinnett County Public Schools calendar with a few exceptions: Preschool begins August 12, 2024, we observe Good Friday on April 18, 2025, and we conclude preschool a few days prior to Gwinnett County Public Schools on May 16, 2025.
9. Holidays, snow days or any circumstance beyond our control that may result in school closings does not reduce the amount of tuition. Cost is figured on the total number of days in the school year and averaged out so that the tuition rate will be the same every month regardless of the number of days scheduled. In the event of inclement weather, listen for school closing announcements on local television or radio. If Gwinnett County Public Schools are closed, then we are closed also.

I have read the regulations regarding tuition payment procedures. I fully understand them and agree to abide by them.

_____ Child's Name

Parent Signature

Date

Zoar UMC Preschool Enrollment Agreement

Welcome to Zoar Preschool! The following policies have been created to ensure the smooth operation of the program and the safety of all the children in the program.

Child's Name: _____

Parent Handbook & School Policies

I agree to read the Parent Handbook and abide by the terms and requirements.

Authorization for Medication (if applicable)

I understand that **NO** medication will be administered to my child during the preschool program except for inhalers and Epi-pens for severe allergic reactions. I understand that a completed Emergency Treatment Form, signed by my child's physician must be on file before my child will be given any medications while at school. I further understand that a change in the dosage amount will require a new form. I understand that medication may not be sent to school with my child or in his/her backpack. I am required to bring all medication to the Preschool Office and give it to the Director.

Change of Enrollment/Contact Information

I understand that it is my responsibility to update the Preschool with any new contact information, especially new cell phone numbers or work numbers in case of an emergency.

Media Release-Please choose Either Grant or Deny

Zoar Preschool requests your permission to photograph your child during the year while participating in various school activities. Photographs may be used in Zoar UMC publications, including website entries, Facebook or print brochures. Zoar may edit, copy, exhibit, publish or distribute this photo for purposes of publicizing Zoar UMC's programs.

_____ (Initial here) I **do GRANT** permission for my child to be photographed while enrolled at Zoar United Methodist Preschool for the purposes listed above.

_____ (Initial here) I **DENY** permission for my child to be photographed while enrolled at Zoar United Methodist Preschool.

Classroom Directory Information-Please choose Either Grant or Deny

I give my consent for Zoar United Methodist Church Preschool to publish my child's name, parents' names, address, telephone number, email and child's birthdate in a classroom directory that will be distributed only to my child's class.

_____ (Initial here) I **GRANT** permission for my child's name, parent's names, address, telephone number, email, and child's birthdate to be published in a classroom directory.

_____ (Initial here) I **DENY** permission for my child's name, parent's names, address, telephone number, email, and child's birthdate to be published in a classroom directory. **Please print my child's name only.**

I agree to provide the following daily supplies for my child: book bag and lunch box with a nutritious lunch and drink and a change of clothes.

I agree to make other arrangements when my child has a fever, unexplained rash, diarrhea, vomiting or any other symptoms of a contagious illness. **I agree to keep my child home for 24 hours after the symptoms have ended.**

I acknowledge that my child will not be allowed to enter or leave the Zoar facility without being escorted by the parent/guardian, or persons authorized by the parent/guardian.

I agree to pay a **late pick up fee of \$30.00 per each 15 minutes that I am late after 1:15pm.** I agree to maintain open communication with my child's teacher(s) and Director of the center.

Parent Signature: _____ Date: _____

Printed Name: _____

Health Guidelines

All policies are put in place to keep a healthy learning environment for all students, staff, and families. We have been in contact with the local health department, CDC, and Bright from the Start (state preschool department) for direction and use of guidelines.

As we outline the guidelines for Zoar Preschool, we ask for a measure of grace, cooperation and understanding as we begin the school year. As excited as we are about returning, we will change how we do a few things. The procedures and policies are in effect as of the 2022 – 2023 school year and will remain in effect until further notice. Please be sure to review the following guidelines before the first day of school.

Prevention:

Anyone with a temperature of 100.4 degrees or higher will not be allowed to come to school. No student or staff will be allowed to return until they are fever free for 24 hours without fever reducing medication.

Water fountains are “out of order”. We ask that you please send in a water bottle with your child every day. Please label the bottle with your child’s name.

All students and staff will be required to hand sanitize or wash hands for a minimum of 20 seconds as follows:

- Returning to their classroom after playground time, chapel, or music
- After using the restroom/assisting a child in the restroom
- Before and after diaper changes
- Before and after lunch/snack
- As needed or desired

The classrooms and building will be disinfected regularly as follows:

- All touch surfaces such as light switches, doorknobs, tables, chairs, etc., will be disinfected daily and as needed.
- Bathrooms will be disinfected daily.
 - Each student and staff member will have their own set of supplies (markers, pencils, scissors, crayons, glue, etc.) not to be shared with another.
 - Children’s belongings will be kept in individual designated areas.
 - All hard to clean toys will be removed from the classrooms. Toys will be sanitized by the staff daily after use and separated immediately for cleaning if placed in a child’s mouth.
 - Teachers will wear gloves during snack and lunch distribution.

In the event of illness:

Staff or students with illness of any kind should stay home.

Any individual with the following symptoms will be excluded from school

- Loss of taste or smell
- Diarrhea
- Vomiting
- Fever over 100.4 degrees
- Excessive coughing
- Shortness of breath
- Fatigue, lethargy, malaise that is abnormal for the individual
- Symptoms consistent with an upper respiratory illness
- Or any two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, and sore throat.
- Per CDC guidelines, siblings must also be sent home with the sick child
- If a child goes home with any of these symptoms, as a precaution, the remaining staff and children will be removed from the classroom and the classroom will be sanitized with disinfectant.
- If symptoms appear during the school day, the ill student will be isolated with a staff member and must be picked up within 15 minutes of parent notification. You must have an emergency contact if you cannot pick up within 15 minutes.
- To return to school or work, student or staff member must be fever free for 48 hours (without fever reducing medication).

Acknowledgement:

After evaluating our capabilities as a small private school, Zoar United Methodist Church Preschool has determined that we may make decisions regarding closure due to pandemic or health emergencies independent of Gwinnett County Schools. Zoar UMC Preschool will close when it has been ordered by the Governor or Bright from the Start. This plan is in effect beginning the 2023 – 2024 school year until further notice.

Zoar UMC Preschool will continue to follow Gwinnett County Schools with regards to weather related or natural disaster closures.

By signing this Agreement, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you or your child may be exposed to or infected by COVID-19 on the Zoar United Methodist Church campus. You further acknowledge the risk of exposure to or infection by COVID-19 at any campus building may result from the actions, omissions, or negligence of you or others, including, but not limited to Zoar United Methodist Church (UMC) employees, volunteers, program participants and their families, or others whom you may come in contact.

You voluntarily agree to assume all the proceeding risks and accept sole responsibility for any injury, illness, damage, loss, claim, liability, or expense, of any kind, that you may experience or incur in connection with Zoar

UMC for the 2024-2025 academic year (collectively, the "Claims"). You agree not to sue Zoar UMC; its employees, agents, and representatives, for any of the Claims, including liabilities, causes of action, damages, costs, or expenses arising out of or relating to the Claims. You acknowledge and agree that this includes Claims based on the actions, omissions, or negligence of Zoar UMC, its employees, agent, and representatives, and irrespective of whether a COVID-19 infection occurs before, during or after participating in any Zoar UMC program.

I, _____, am a Zoar UMC Preschool parent (___) or staff member (___) and acknowledge the above health and safety protocols in place. I acknowledge these protocols will be shared with other individuals taking care of my child or in my household. I agree to abide by the above policies.

Signature: _____ Date: _____

Zoar United Methodist Church

3895 Zoar Church Road

Snellville, GA 30039

770-972-5905

www.zoarumc.org

To all Zoar Preschool Families:

I, _____, have been made aware that the Mother's Morning Out and Preschool programs at Zoar United Methodist Church, located at 3895 Zoar Church Rd., Snellville, GA 30039, are not licensed through the State of Georgia. Under current regulations, the church is considered exempt and has gone through proper process to receive approval from Bright From the Start, Georgia Department of Early Care Learning.

Signature: _____

Date: _____