



7 Canebrake Rd. Savannah, GA 31419 (912) 232-7012

# Parent Handbook



Mosaic Preschool is dedicated to guiding and nurturing young children, and we provide a structured educational program for all. The preschool’s philosophy is to instill a sense of confidence and self worth in all children by offering exposure to various teaching practices, and meaningful activities and experiences that build discovery and exploration. This includes instilling a love of learning while focusing on developing the “whole” child, also considering each child’s physical, social, emotional, and spiritual development. This philosophy is based on the scripture passage in Luke 2:52: *“And Jesus increased in wisdom (mental) and in stature (physical) and in favor (emotional) with God (spiritual) and man (social).”*



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## *Mission Statement*

The mission of Mosaic Preschool is to provide a safe, developmentally appropriate environment that is spiritually and physically healthy, supportive, and academically engaging for all young children.

We seek to provide a spiritual foundation that instills in children the knowledge that they are indeed special creations that were crafted and molded in the image of God, coupled with a quality academic program that nurtures all developmental domains. Mosaic Preschool works to create an environment that fosters and encourages positive family and community relationships through active participation and open communication practices.

## Hours of Operation

Normal Hours  
(January thru December)  
**Monday through Friday**  
**6:30 a.m. – 6:00 p.m.**

### *Holiday Closings:*

- Martin Luther King, Jr. Day
- President's Day
- St. Patrick's Day
- Good Friday & Easter Monday
- Memorial Day
- Juneteenth
- 4<sup>th</sup> of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the Friday after
- Christmas Week
- New Year's Day

On the Eve of Thanksgiving and Christmas Eve, the preschool closes at 2:00 p.m.

*\* When a holiday falls on Saturday or Sunday, the preschool will close either the previous Friday, or the following Monday.*

*\*Holiday Payments: When the Preschool is closed for a scheduled holiday, regular tuition payment is still due. Holidays are not considered vacation time.*

## Weather Policy

Severe Weather —In the event of a hurricane or other severe weather, the Preschool will follow the lead of the Savannah Chatham County Public Schools by closing when the school system closes. Please watch the local news for the school system's announcements regarding closings. Also, when

possible, notices of closing will be on the preschool's voicemail. (912-232-7012). When closed due to severe weather, there will be no prorating of tuition.

## Registration and Admission

The preschool accepts all children regardless of race, nationality, or creed, from 6 weeks to 4 years of age. In order to register your child with our facility, you will be required to complete all enrollment forms:

- ✓ Enrollment Form
- ✓ Complete Immunization Records
- ✓ Emergency Authorization Form
- ✓ Parental Agreement
- ✓ Registration Fee

The forms will need to be properly filled out and submitted prior to your child's first day of attendance. All children are required to provide current immunization records (GA form 3231). No child will be able to enroll at this facility without the above-mentioned paperwork. There will be a non-refundable registration/supply fee of \$100.00 due along with your registration packet. This fee will be due each calendar year in March thereafter. The first week's tuition is due prior to your child's first day of attendance.

## Withdrawal Policy

Two weeks' advanced written notice is required if you wish to terminate your contract with the preschool at any time. If such advanced notice is not provided, you will be required to pay two

weeks' tuition in full at the time of withdrawal. There will be no refund for early withdrawal. *Temporary withdrawal during holidays or school breaks is not permitted.*

### Tuition and Fees

Please see tuition schedule in the enrollment packet for the following age groups:

Infants	(6 wks-18 mos.)
Toddlers	(18 - 36 mos.)
Preschool	(3 - 4 yrs.)

Tuition is due each Friday by 6:00 pm for the next week's attendance. Payments can be made to the director or placed in the secure payment drop box outside the director's office.

\*Full weekly tuition is due even if your child is sick or absent or there are scheduled holiday closings.

#### Late Fees:

**Tuition:** Tuition must be paid by Monday each week. Payments made after Monday will be assessed with a \$10 late fee. If the tuition payment is not paid by Wednesday, your child will not be permitted to attend preschool until all late fees and current tuition is paid in full.

#### Misc. Fees:

**Returned Check Fee:** If your check written out to Mosaic Preschool is returned for insufficient funds, there will be a \$25 returned check fee added to your account. Along with repayment of the original tuition

fee. If there is a second occurrence of insufficient funds, payments thereafter must be made by cash or money order.

**Late Pick-Up Fee:** It is understood that special circumstances may occur, however all children are expected to be picked up no later than 6 pm each day. There will be a \$15 late fee for the first 10 minutes, and \$1 per minute thereafter. Excessive late pick-ups may result in the expulsion of your child.

If the preschool is not notified by parents, the Chatham County Dept. of Family and Children Services will be contacted for any child not picked up within 1 hour after closing.

### Vacation Time

Families are allowed one week vacation per calendar year after 6 months of paid enrollment. **Vacation weeks only will be tuition free.**



The Director must have a two-week written notice prior to your planned vacation week for approval. If no notice is given, or less than two weeks' notice is given, the full weekly fee will be charged. Vacations are not guaranteed and are on a first come, first served basis.

### Arrival/Departure

**All children should arrive by 9:30 am each day. Call the preschool before 9:30, if your child will be late due to an appointment or other emergency**

**circumstances. No child may arrive at the preschool for the day, leave and return after 11:00 for any reason.**

**Upon daily arrival you are to:**

- ✓ Escort your child into the preschool.
- ✓ Assist your child to their assigned room.
- ✓ Sign your child in on the daily log in the classroom.
- ✓ Place your child's belongings in their assigned cubby.
- ✓ Notify a teacher of your child's arrival.

**During daily departure from preschool, you are to:**

- ✓ Enter the preschool to pick up your child.
- ✓ Check your child's cubby for daily report/class work.
- ✓ Assist your child with any belongings he/she needs to take home.
- ✓ Inform a teacher you are leaving with your child.
- ✓ Sign your child out on the daily log.
- ✓ Only authorized individuals (other than parents) will be able to pick up your child with proper picture identification.

### **Transportation**

Mosaic Preschool does not provide transportation to and from the site.

### **Discipline Policy**

We believe that "Discipline" is not punishment for misbehavior. Rather it is teaching a child how

to relate to others and how to work or behave in a particular environment. We attempt to teach acceptable behavior through lovingly administered correction of inappropriate behavior.

- "Rewards" may include hugs, smiles, verbal praise, stickers, or occasional prizes from the teacher's treasure box.
- We do not use spanking as a corrective measure. Usually, a child misbehaves for an underlying reason, and we attempt to determine the child's need as we model the correct behavior.
- Corrective measures may include, but are not limited to: one-on-one counseling, positive reinforcement or spending time on a calming circle. (1 minute per year of child's age).
- A child may be separated from the group for a short time. This technique will be used only when a child expresses temper tantrum type behavior or becomes a danger to self or others. He/she may return when they are ready to demonstrate appropriate behavior.
- If a preschool child continues to misbehave, a parent conference will be necessary to discuss solutions and options. If a child's continual misbehavior is a disruption

to the preschool's program, and /or we feel that a child's physical aggression has become dangerous for other children, and a workable solution has not been found after a parent conference, the preschool reserves the right to remove the child from the roll without prior notice to the parents.

### Communication

The teachers will inform you of your child's ongoing progress and any needed supplies. Daily reports will be given to infants through age 4 preschoolers.

Each month a newsletter and calendar of activities will be distributed. Please retain each of these for reference during the month. Families may also receive communications from the church regarding special events.

The following notices shall be posted for parents and visitors.

- Facility rules and regulations
- Emergency plans and procedures
- Communicable disease chart
- Evaluation reports
- Parental access
- Childcare license
- Name of director and owner with emergency contacts
- Weekly menus

### Parent Conferences

Parents are encouraged to participate in at least one formal conference per year to discuss their child's progress and development. Parents who wish to meet more often are welcome to schedule an appointment with the Director.

### Parental Involvement

Parents are given access to all center areas used by your child. Parents are welcome and encouraged to visit classrooms and volunteer at the preschool. We do not recommend visitation at nap time since children are sleeping and the preschool is very quiet during this time.



### Nutrition

Mosaic Preschool complies with USDA Nutritional Guidelines. Varied meals and snacks with age-dependent serving sizes will be prepared onsite. Parents are to provide breakfast for their child, and it will be served from 7:00 - 8:30 a.m. Nutritious lunch, morning and afternoon snacks are provided by the preschool daily. These meals are offered to waddlers, toddlers 1 & 2 and preschoolers. We reserve the right to make necessary changes to the menu. There is no prorating of tuition when children bring their lunch from home. Home lunches must be labeled, and meet nutritional

guidelines, or the preschool will provide your child with additional food if necessary to meet the requirements. Please give any instructions concerning food allergies or modified diets to the Director in writing. No popcorn, sausage, grapes, cubed cheese, peanuts, hot dogs, and any other food that is similar in shape and size of the trachea/windpipe shall not be served to the children.

## *Curriculum*

Mosaic Preschool curriculum features a hands-on, developmental approach to teaching preschoolers learning through play and exploration. In their classrooms each morning, all children develop reading, language, and math skills through an assortment of activities designed at their learning level. There are also enrichment program opportunities available in foreign language, music, and movement. Additional fees may apply.

Our curriculum spotlights include:

### **High Reach**

Through the High Reach Learning curriculum, preschool children experience a well-rounded balance of fun, stimulating learning activities. High Reach Learning curriculum offers your child many opportunities to develop important skills needed for school success. Our curriculum focuses on active engagement with people and things in your child's natural environment, featuring hands on experiences and real-life adventures. Your child's teacher and the preschool staff are a crucial part of his/her education. High Reach Learning curriculum also supports teachers by offering suggested content that can be adjusted to meet your child's individual needs and interests. High Reach grows with your child's development as

he/she matures and moves to the next age level.

### **Wee- Learn**

We teach the Wee-Learn curriculum for infants and toddlers, which will help your child begin to connect to a meaningful relationship with the Lord. The Wee Learn curriculum provides a range of age-appropriate activities that lay a spiritual foundation for each child in their natural world. As with all our curriculum the lessons are designed to meet your child's individual needs and are age appropriate. Time is allotted daily for spiritual development through planned lessons, bible stories, music & songs, and prayer before meals, with a continual awareness of the needs of each child. Monthly, the 3- and 4-year-olds will attend a chapel service designed for their level of understanding.





## Infant Program

**(6weeks-12 months)**- Each day parents must supply all baby food, formula, juice and adequate supply of disposable diapers, ointments for diaper changes, baby wipes, baby powder, and pacifiers. Linens are provided. Routine diapering will occur every 2 hours or less as needed at designated changing areas. Changing surfaces are cleaned and disinfected after each use. Hand washing is done before and after diapering. We require that all bottles and formulas are prepared daily by the parent. The preschool will not mix any milk formulas. Infants will be fed according to their individual needs. Only the current day's dated formula shall be served. Any leftover formula from feedings will be discarded. Infant staff will hold and feed infants under six (6) months of age and older children who cannot hold their own bottles or sit alone. Feeding chairs will be provided for the use of each child being fed who is capable of sitting up alone. Infants should bring at least 2 complete change of clothing each day. All bottles, clothing and personal items should be marked with the child's name. Infants will be promoted to the Toddler 1 class when they have had their 12th month birthday and are developmentally ready.

- All infants will be required to have a current feeding plan signed by parents
- Infants will have learning activities



- Each infant will be given individual time with their childcare providers.
- Infants will spend 1 hour a day outside, weather permitting.
- Safe Sleep Policy: Infants will be placed on their backs to sleep unless a physician's statement is provided. No objects can be placed in or attached to a crib. Only sleep sacks and wearable blankets are permitted and provided by parents.

## Toddler Program

**(12-36 months)**- Bottles and pacifiers are allowed only at nap time in the Toddler 1 class. Bottles will be offered to Toddler 1 only at rest-time and parents must supply the beverage. Parents may also

bring sippy cups labeled with the child's name. Toilet training is encouraged in the Toddler classrooms and must be successfully completed before the child can be promoted to the preschool 3/4 program. Parents must provide an adequate supply of disposable diapers, wipes and/or training pants each day. Children will be encouraged to use the toilet several times throughout the day as outlined on the classroom schedule. To ensure a bright start for your child, please attempt to have children in the preschool classes each day by 9:00 am so that they may fully participate and benefit from the planned activities for each day. A blanket, pillow, or doll may be brought for rest-time, but it must be small enough to easily fit in the child's cubby or backpack.

## Preschool Program

### **(3 years- 4 years)**

Items your child will need daily are a backpack and a change of clothing. Our preschool children are engaged in a pleasant atmosphere where learning takes place every day.

Daily activities include:

- Arts and crafts
- Math and Science exploration
- Language development
- Music appreciation
- Dramatic play
- Outside and free play

We use a defined preschool curriculum with our four-year-olds in order to prepare them both socially and academically for kindergarten. Our preschool curriculum begins daily at 8:30 a.m. All preschoolers are encouraged to arrive by this time, so they will not miss important instructional time.



## Caring for Children

Mosaic Preschool honors inclusive practices by creating an environment in which

all children can work and play to their potential and are better able to understand and accept differences among themselves. Activities and materials are well organized and accessible to all children in our care. Children are encouraged to interact and support one another when needed, while treating others with respect.

## Accident/Emergency Care

Unfortunately, when groups of children play together, there is the possibility of an accident. The preschool has first aid kits on site to treat minor injuries such as small bumps and bruises. In this case, an Incident Report will be sent home at the end of the day. In the event that your child is involved in a serious accident, or becomes ill, we will first attempt to notify you or your emergency contact by phone. If there is a question about the seriousness of the child's condition, we will contact 911 even before calling parents. The Emergency Medical Authorization Form and your health insurance card copy will be used for obtaining emergency medical treatment.

**(It is important that we have a copy of your health insurance card in our files.)**

St. Joseph's Candler Hospital will be used for emergency treatment unless parents require a specific hospital. All children should be covered by their family's health plan as the primary coverage in the event of an accident or injury while in our care.

## *In Case Of Illness*

For the protection of all the children in attendance, children who are in the contagious stage of any illness may not attend. If your child becomes ill during the day, you will receive a phone call. Please pick up your child within the hour. Please make advance arrangements to have an alternate sitter for your child when he or she is sick, and you are unable to be away from work. If the preschool becomes aware of the preschool's exposure to a communicable disease, you will be notified by letter or email within 24 hours.

## *Sick Child Policy*

1. A child will not be permitted to attend if the child has been sick the night before with a fever. Children must be picked up within 2 hours if notified by the office staff of a sick child.
2. No child will be permitted to attend who has fever of 100.1 degrees (oral equivalent) or higher. The child will be able to attend when the child has been fever free for 24hrs.
3. No child is in the contagious stage of any disease may attend.
4. A child with any contagious disease (i.e., strep throat, tonsillitis, bronchitis, pink eye, etc), must have a note from the doctor to be readmitted to school.
5. A child who has diarrhea (3 loose stools) or is vomiting

may not attend. When the diarrhea or vomiting has ended for 24 hours, the child may return. If the child has a diarrhea germ diagnosed, please immediately notify the Director.

6. Parents are responsible for informing the preschool of a communicable disease in relation to your child. A child with a suspicious rash (other than a diaper rash or a common allergic rash) should be checked by a doctor or the Health Department to determine if the rash is contagious, and a note from the doctor will be required to readmit the child. In the case of chicken pox, the child may return 1 week after the rash began, and when all the chicken pox is scabbed over. Please notify the Director immediately if the Chicken pox or measles are diagnosed. If the child receives a chicken pox vaccination, the



child will be able to attend at

least 24 hours after vaccination was received.

7. The preschool will be required to report notifiable communicable disease to the Chatham County Health Department.
8. Colds spread very easily among the children. Children with mildly stuffy or clear runny noses and no fever will be permitted to attend. When a child becomes listless or is having fever with a cold, or is very congested with a heavily running nose (yellow or greenish), he/ she may not attend. Children with heavy coughs or with difficulty or rapid breathing may not attend. In children under 6 months old, problems with breathing could indicate a serious condition.
9. No child with head lice will be permitted to attend for at least 72 hours, after proper treatment has begun.

### Administering Medication

If your child needs prescription medicine administered, you must complete a Medication Form per state law. Medication Forms are found in the front office. It must state the child's physician and phone number in case of adverse reaction to medication. If a reaction occurs, parents will be notified by phone immediately. All medication must be in the original container, clearly labeled with the child's name and directions for the exact dosage and times to be administered. Medication may not

be in a child's bag; it must be handed directly to the director. At the end of the day, the medication will be returned to the hand of the parent. We will not continue to administer medication for more than 2 weeks unless authorized by the physician.

Over-the-Counter medicine (e.g. *Tylenol, Motrin, Aspirin*) may be administered under the following conditions:

1. Medicine administered between 12:00p.m.-4:00pm, Monday through Friday unless written note from doctor.
2. Will only administer the amount as directed by a doctor or on the label.

### Security

The Preschool provides a safe and nurturing environment that promotes learning and child development. As a safety feature, the preschool has a secured entry system for building access. All authorized parents/guardians will be required to enter an assigned code to gain entrance. Parents must sign children in and out of the preschool when entering the classrooms. Children will be released only to those persons authorized on the registration form. Any other arrangements must be made in writing or through the Director. Picture identification will be required of people not known by the staff. Authorized persons must be 16

years of age or older to pick up any child.

### Lock Down Policy

In the event that there is a threat to the children of our preschool, we may have a lockdown. This means we will lock all classroom doors and place the children away from all windows. Examples of threats would be having an enraged parent or person who has threatened to come into the center, having an unauthorized person trying to pick up a child, or being advised by the local authorities that there is just cause for us to lock all doors. People may not enter or leave the building until the local authorities tell us the situation is over.

### Emergency Evacuations

Your child's safety and protection are of utmost importance. In the event of a fire or other facility emergency that requires evacuation, or severe weather occurs, Mosaic Preschool has developed plans to properly handle such situations. These procedures are posted in the preschool for parent viewing. Parents or people on the contact list will be notified immediately and should make the proper arrangements to pick up children within 2 hours if such an event



should occur or a late fee will apply.

### Dress Code/Outdoor Play

Children should dress in comfortable clothing, appropriate for the weather and play. Children will have outdoor playtime each day that weather conditions permit. For safety reasons, closed-toed shoes are recommended, and should fit securely. (i.e., no flip flops). All personal items and clothing must be clearly marked with the child's name. Children should have an extra change of clothes in their cubbies at all times. Dirty or soiled clothing will be placed in plastic sacks in your child's cubby to be taken home.

All personal items (i.e. backpacks, blankets, artwork, etc.) must be taken home on Fridays due to church activities which share the same classrooms over the weekends.

For your child's safety and care, please refrain from bringing personal items such as toys, candy or gum to the preschool. Exceptions will be made for scheduled sharing days.

### Special Activities

During the warm season, the preschool may arrange for the children to enjoy water related activities outside on the playground. A parental

authorization form must be completed for your child to participate on these occasions.

*Child Abuse/Neglect*

According to Georgia law, Mosaic Preschool is required to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.



Dr. Andrew J. Young, II, Pastor  
7 Canebrake Road  
Savannah, GA 31419  
(912) 232-5658

Weekly Worship Services

Sunday  
10:00 am Morning Worship

9:45 am Kaleidoscope Kids Ministry  
Infants- Age 12

**A United Methodist Congregation**