



Northminster Day School
2400 Old Alabama Rd
Roswell, Ga 30076
(770) 998-4992
<https://northminster-atl.org/nds>

Parent Handbook and Administrative Information

Location:

2400 Old Alabama Road
Roswell, GA 30022

Hours of Operation:

The 2020-2021 school year begins on Tuesday, September 8, 2020. Our program runs from 9:20am-1:00pm Monday-Friday. NDS follows Fulton County School system regarding holidays and weather-related school closings.

Immunization:

Each child must have form 3231 (immunization) on file by September 4, 2020. Forms that are up-to-date will be carried over from previous years. You will be notified if your form has expired. Failure to provide form 3231 will result from your child being withdrawn from our program.

Change of Address, Emergency information. Etc.:

If your address, phone number, doctor information or pick up authorization changes during the school year, please edit your information www.ourschoolhangout.com/npcdayschool

Withdrawal:

A registration fee of \$125 is **non-refundable and non-transferable**. This fee is due upon completion of the enrollment form.

- Our budget is based upon a student's annual enrollment. Each child registered occupies a place that would otherwise be taken by another child paying full tuition. Thus, no refunds can be made if your child is withdrawn during the school year and will be obligated for 30 days from time of written notice. If your child withdraws prior to July 31st, seventy-five percent (75%) of the Aug and Sept tuition payment will be refunded if all three of the following circumstances occur:
 1. The withdrawal is necessitated by the family moving outside the area (more than 20 miles from NDS).
 2. Written notice/email is given on or before July 31st.
 3. The resulting opening is filled on or before September 8th.

*Your family will receive a 75% refund if your child is professionally diagnosed, and documented to have special needs, that cannot be met, as determined by the Director.



Registration:

Children currently enrolled at NDS will register for the following school year Monday, Jan. 25, 2021. Open registration will begin Thursday, Jan. 28, 2021. Registration is an online application found at www.ourschoolhangout.com/npcdayschool for enrolled and new families.

Class assignments are made based on these criteria:

1. Northminster Presbyterian Church members.
2. Currently enrolled students.
3. Siblings of currently enrolled students.
4. Opens to public.

Fees:

A registration fee of \$125 for the first child and \$75 for additional children (\$200 family max) is due before a child will be officially enrolled for the school year. Registration fees are non-refundable. First month's tuition for the following school year is due April 20th (or upon registration after April 20). May 2021 tuition will be due August 1st. **First and last month's tuition are non-refundable.**

Monthly Tuition:

Monthly tuition is due on the 20th of the month prior (Example: October Tuition is due September 20th). Email reminders are sent the week prior to due date. Payment received after the 25th will be accessed a \$25 late fee. Payments received after the 1st will be accessed an additional \$25 late fee. Invoices can be viewed at www.ourschoolhangout.com/npcdayschool

PMO Classes:

- Parents Morning Out (12-17m) *Age of Sept. 1st
- Parents Morning Out (18-23m) *Age of Sept. 1st

Day Options:

- 1 day: \$105 2 days: \$210 3 days: \$290

Classes:

- 2-year-old program: MWF, WF, TTh, MTTh
- 3-year-old program: MWF, TTh, MTTh, M-F
- 4-year-old program: M-Th, M-F, M-F Older 4's (Must turn 5 by Jan 31st.)
- Kindergarten: M-F *Must turn 5 by Sept 1st.

Monthly Tuition:

- 2 year old 2 days: \$210 3 days: \$275
- 3 year old 2 days: \$210 3 days: \$265 5 days: \$360
- 4 year old 4 days: \$315 5 days: \$360
- Kindergarten: \$385





Policies and Procedures

Wellness Policy:

To ensure that children stay healthy while they are enrolled in our program, please do not bring your child to school if he or she shows any of the following symptoms:

- Fever
- Clear, runny nose that cannot be related to allergies
- Runny nose with colored discharge
- Rash, Skin eruptions
- Diarrhea
- Vomiting
- Unexplained itchy scalp (head lice)
- Sore throat
- Skin infections (ringworm, impetigo, etc.)
- Pink Eye
- Frequent Cough or Croup

Children should not return to school until they are fever/symptom free (without the aid of medication) for 24 hours or until the contagious period has passed.

* If your child is sick with any illness, please keep your child at home.

** If a family member at home is showing any of the above symptoms, please keep “well” child/children at home.

If a child shows symptoms during the day, we will call a parent for an **immediate** pickup.

If your child is diagnosed with a contagious disease (Chickenpox, Lice, Hand, Foot and Mouth), please let us know as soon as possible so we may notify the class of exposure.

Emergencies:

Our first response to all emergencies is to call 911.

Medications:

Our teachers and staff are not allowed to administer ANY medications. If your child requires an EpiPen or emergency inhaler, for a life-threatening condition, we must have written certification by your physician. We must have an emergency release waiver on file for Inhalers and EpiPens.

Security:

The Day School doors will be closed and locked from 9:45am-12:40pm. To notify the office of late drop-off or early pick-up, please ring bell to request assistance, or call 770-998-4992. Only parents and authorized adults may pick up children from our program. Last minute authorizations can be made via phone or email. The person picking up must present picture ID.



Text Messaging System:

The Day School uses *Callmultiplier*, a text messaging system to alert families of weather-related closings, school updates, news or important information needed quickly. To sign up: text NDS to 404-738-7909.

Carpool/Drop Off/Pick Up

'Phase 1' of morning drop off is for 3's-Kindergarten classes. Carpool will run from 9:15-9:35. NDS staff will take child's temperature (must register below 100 degrees), as well as provide hand sanitizer for each child before entering building.

'Phase 2' of morning drop off, is for PMO (Parent's Morning Out) and 2's classes, and will run from 9:30-9:45. Enter through day school front entrance after temperature screen and hand sanitizer. One parent allowed in the building per family and will be required to wear a mask.

'Phase 3' is late entry for all children and will begin at 9:45 at the Day School entrance. All children will be temperature screened outside of the building, and walked to their class by NDS staff.

*Please note, 3's and older classes, who miss morning carpool, must wait in car for Phase 3 'late check in' to begin. Parents not permitted in building for late drop-off or early pick-up

Afternoon pick up is between 12:40-1:00 each day for PMO and 2's classes. Same protocol. One parent in building (mask and hand sanitize before entering).

Afternoon Carpool will be divided by age groups to allow for safe distancing. 3's classes will pick up 12:40-12:50, 4's classes 12:50-1:00, and Kindergarten at 1:00.

The area in front of the Day School will be blocked during school hours.

Please do not use your cell phone during carpool.

All late pick up is outside at front of school. \$10 late fee will be accessed to your account.



Potty Policy:

Children in the 3's -Kindergarten must be potty trained.

First Accident: Teachers change the child.

Second Accident: Teachers change the child and call parents.

Third Accident: Teachers change the child and the parent will be called to pick up the child.

Fourth Accident: Teachers change the child and the parent will be called to pick up the child. A meeting will then be arranged for the parents and the director to discuss the next course of action.

Biting Policy

First Incident: After first aid, the Teacher/Director will evaluate the severity of the bite, parents may be notified. Boo-Boo Report/ Incident Report will be sent home with the children involved.

Second Incident: After first aid, the Teacher/Director will evaluate the severity of the bite, parents will be notified. Boo-Boo Report/ Incident Report will be sent home with the children involved.

Third Incident: After first aid, Parents will be called to pick up the biter no matter the severity of the bite.

Fourth Incident: After first aid, Parents will be called to pick up the biter and a meeting will then be arranged for the parents and the director to discuss the next course of action.

Learning/Behavioral Differences:

As a small, private preschool, our resources are limited. Our teachers are dedicated and nurturing, however they are not trained to work with either learning or behavioral special needs. As we do not employ any special education teachers on staff, we cannot make any guarantee about our ability to provide an adequate and appropriate educational setting for a child with special needs. We will make an effort to accommodate a child's special needs, however when a child's special need prevent us from providing the program described in this handbook, it may be necessary for the family to find a suitable alternative program for their child.



Northminster Day School Families,

As we prepare for the 2020-21 school year, I want to communicate precautionary measures, that we have implemented, for our upcoming school year. The teachers and administration at NDS are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While we have adopted many new procedures for health and safety, this will continue to be an environment that fosters fun and learning! It is our goal to inspire the best in our students as we provide them with opportunities to create, explore, and learn. Our motto remains, “We will try our best!”, as we continue to meet children where they are, and progress from there.

Over the past few months, a Task Force of educators, parents, and NDS and Church leadership, has met to review these recommendations from various resources. Recognizing that the highest priority is the health and well-being of our community, this fluid document is a road map of plans based on current information. The COVID-19 pandemic is unprecedented and constantly evolving, in which all changes, included in this handbook, will remain as the “new normal” until further notice. Guidelines for our staff and children were developed by following recommendations of the CDC (Center for Disease Control), as well as the Georgia Department of Public Health, the Georgia Department of Education, and Bright from the Start.

Please feel free to contact us with any questions regarding the policies and procedures outlined in this Parent/Student Handbook. They are in place to ensure that NDS is a safe and enjoyable place for your family.

I look forward to sharing more details with you at our virtual meeting, Wednesday, August 19th at 7:00pm. If unable to attend, the meeting will be recorded to watch at your convenience.



Our Changing School Environment

The Day school is implementing a host of new precautionary measures to mitigate the spread of COVID-19. The current plan is guided by research from the science and medical fields, along with government recommendations. We are creating an environment with new operating procedures, policies, training, and standards of hygiene. Plans and procedures will continue to be refined.

Families, teachers, NDS staff, and the church, all share responsibility for the health and safety of our school community. NDS remains committed to listening and working together to make the 2020- 2021 school year a success.

- We follow CDC, Bright from the Start, and DECAL (Department of Early Care and Learning) guidelines
- Detailed procedures regarding hand hygiene, the use and cleaning of manipulatives, toys, etc., will be followed.
- All NDS parents and staff will wear a mask, as well as submit a health questionnaire. It is imperative that this Google document be submitted by Monday morning at 8:30 a.m.
- Kindergarten students are required to wear a mask.
- All NDS parents and staff will have temperatures taken prior to walking in the building, as well as hand sanitize.
- Parents of children enrolled in our 3 and older classes are not permitted in the building.
- Parents of 2's and PMO classes are allowed one parent in the building to drop off child, after health screening (temperature check and hand sanitize). Please remain 6 ft. apart from one another while in the building.
- All families and staff agree to minimize their exposure outside of school.
- Playground and surrounding grounds will not be available for after school gatherings.
- After school activities have been suspended.
- Early drop off and late stay programs are suspended at this time.
- No use of water fountain.
- No use of bathroom by adult other than NDS staff.
- Arrival/Dismissal will be staggered limiting contact with others outside of their zone.
- No outside visitors – families or prospective parents.
- No parent can enter the building to pick up early or drop off late.



- Front doors remain open during arrival and dismissal to eliminate touching door and handle, as well as provide ventilation throughout the building.
- Special school wide events and enrichment classes suspended.
- Playground limited to one class at a time. Equipment sanitized between classes. Each class brings separate sand toys, balls, chalk, etc. to playground.

Our Classroom Environment

- Each child will wash hands upon arrival into classroom, before eating, after restroom, after playground, in between circle and center time. Children will be requested to wash hands after hand face contact such as blowing nose, or rubbing face (eyes, nose, mouth).
- Children's book bags kept separate in bins outside of classroom.
- When appropriate, windows in classroom will remain open.
- Air purifiers in all classrooms.
- Teachers and administration wear masks.
- Communication remains similar but may include.... email, Zoom, group text, videos, learning packets, and Facebook private pages.
- Each child uses individual art and craft supplies.
- Classes will no longer intermingle.
- Each classroom uses designated bathroom. Sprayed with disinfectant in between use.
- More time dedicated to outdoor learning. Our Natural Playground will also serve as an 'outdoor' classroom. Classes scheduled one per time slot. Additional areas on the Northminster campus will be designated for class outdoor time, as well as outside lunch.
- 2's and older classes will incorporate the CDC endorsed "The Scrub Club" curriculum. The curriculum playfully introduces hand washing, respiratory etiquette, and germs, to children through games, science activities and fun characters.



Virtual Learning

If a mandated shelter-in-place order goes into effect during the school year, we are determined to meet, and go beyond expectations based on recent experience, feedback, and research. We remain dedicated to designing learning experiences that support your child's growth academically, and socially, in innovative approaches to learning with young children. To maintain the goal of school readiness, the 3's and older age groups, will conduct virtual learning. At home 'learning packets' will be provided, along with hands on materials, for art, and other activities, related to the class thematic unit. Video instruction, as well as "live" learning, will utilize platforms such as Zoom and private Facebook pages.

Cleaning and Sanitizing

Cleaning and sanitizing will continue by our Jan Pro cleaning service. Our disinfectant, *Envirocleanse*, will be used daily in all classrooms. Each Sunday, a disinfectant 'fogging' treatment will be applied by our cleaning crew throughout the dayschool building. Nightly cleaning will continue by our service as well. Each afternoon, disinfectant will be used on tables, chairs, countertops, toys, doorknobs, sink faucets, and toilets.

In addition, we are using MicroShield 360, an EPA/FDA approved antimicrobial coating that prevents 90+ pathogens (common cold, flu, MRSA, e. coli, mold, and odors) from living on a treated surface for an entire year. It is colorless, odorless, and hypoallergenic. More information can be found at <https://vimeo.com/458225975>

Large playground equipment cleaned with Simple Green All Purpose Cleaner (non-toxic and biodegradable).

Children will have individual bins outside of classrooms, which will be sanitized daily. Our teachers will clean high touch surfaces, as needed, with a disinfectant, throughout the day.



COVID Diagnosis/Exposure Protocol

We have created Zones (hallways) to better identify areas of the building.

Zone 1 – Rooms 112, 115, 116, 117 (PMO and 2's classes)

Zone 2 – Room 106, 107, 108, 109 (downstairs, 3's and five day 4's classrooms)

Zone 3 – Room 202, 203, 204 (upstairs, four day 4's, Older 4's/Young 5's and Kindergarten classes)

Zone 4 – Front foyer, office space, teacher resource room

- In the event of a COVID-19 diagnosis of a teacher or child, the 'zone' will be closed for 48 hours, to deep clean and evaluate exposure. The specific class infected will continue to quarantine for up to 14 days total.
- If a family member of a child is being tested for COVID-19, the child will remain at home while waiting for results.
- If a COVID-19 diagnosis of a family member of a teacher or child (same household), the NDS teacher/child will quarantine for 14 days total. The teacher/child's class will not be required to quarantine.
- NDS will notify parents, teachers, and church staff, of a positive case of COVID-19, while maintaining confidentiality
- If a child's classroom is closed over an exposure, NDS siblings of children in the affected classroom will be required to quarantine as well.



Northminster COVID-19 Health Policy

We will continue to closely monitor guidelines from the Georgia Department of Public Health, the Georgia Department of Education, the CDC, and Bright from the Start, as recommendations and requirements change throughout this pandemic.

All NDS families must submit our Health Questionnaire each Sunday. This form is available on our website <https://www.ourschoolhangout.com/npcdayschool>. If any answer on this form changes during the week, please notify Andrea at 770-331-4686 or the Day School Office at 770-998-4992 as soon as possible.

- If your child is sick with any illness, keep your child at home.
- If a family member is sick, keep your child at home.
- Communicate absences to the preschool office and/or your child's teacher.
- If a child tests positive for COVID-19, that child must quarantine at home for 14 days. The Georgia Department of Health will be notified and NDS will follow their guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case, and the class will be quarantined for 14 days. A deep cleaning of classroom and bathrooms will occur.
- If a child becomes symptomatic during the day (with symptoms of an illness that would not allow them to be in a group setting) the child's parent will be called to pick up. **Parents should take no more than 30 minutes to pick up their child.** Children will be moved to an isolation area with office staff until pick-up is possible (Fellowship Hall). Parents will contact office upon arrival and NDS staff will walk child outside at front entrance.
 - If the child has not had any known exposure risk, they will be required to remain at home until they are symptom free for a period of 24 hours without the aid of medication.
- If symptoms are ongoing, but not related to COVID-19 or other illnesses, that would exclude your child from the preschool setting, you must present a doctor's note stating that your child is free and clear to attend school. NDS may still request the child remain at home.

Thank you for trusting us with your children and being patient and flexible as we navigate this new normal. We want to ensure that although we have created strict policies regarding the health of our staff, children, and families, our goal remains the same. Your child and family's health and happiness will always be our primary goal.

Sincerely,

Andrea Bourgeois

Northminster Day School Director

