



Northminster Day School Families,

As we prepare for the 2021-22 school year, I want to communicate precautionary measures, 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 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 for our NDS children is, "We will try our best!", as we continue to meet the children where they are, and progress from there.

Over the past few months, I have met with our NDS board, metro area preschool directors, and The Georgia (and Fulton County) Departments of Health, to review recommendations from various resources. Recognizing that the highest priority is the health and well-being of our community, we've developed a plan based off current information and guidelines that best support our school and community.

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 prerecorded meeting, Wednesday, August 18th. This meeting will be recorded to watch at your convenience. After reviewing this handbook, please direct questions to Jen, or myself, via email, where we will answer during our prerecorded meeting.

Looking forward to a wonderful school year!

Sincerely,

Andrea Bourgeois



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 2021-2022 school year begins on August 23, 2021. 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 20, 2021. 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 Failure to provide form 3231 will result from your child being withdrawn from our program.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, authorized adults for pick up or emergency contact information 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 30 miles from NDS).
 2. Written notice/email is given on or before July 31st.
 3. The resulting opening is filled on or before August 23rd.

*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:

Registration for our 2022-2023 Kindergarten class, for currently enrolled families, is Friday, January 21st. Monday, Jan. 24, 2022, registration opens for all currently enrolled NDS families in our Parent’s Morning Out – 4’s programs. Registration will open to the public Thursday, Jan. 27, 2022. 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. Currently enrolled students/ Northminster Presbyterian Church members.
2. Siblings of currently enrolled students.
3. Opens to public.

Fees:

A registration fee of \$125 for the first child and \$100 for additional children (\$250 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 1st (or upon registration after April 1st). May 2023 tuition will be due July 1st. **First and last month’s tuition are non-refundable.**

Monthly Tuition:

Monthly tuition is due on the 1st of the month prior (Example: October Tuition is due September 1st). Email reminders are sent the week prior to due date. Payment received after the 5th will be accessed a \$25 late fee. Payments received after the 15th 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: \$115	2 days: \$225	3 days: \$310
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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 or recommend by teacher .)
 Kindergarten: M-F *Must turn 5 by Sept 1st.

Monthly Tuition:

2-year-old	2 days: \$210	3 days: \$285	
3-year-old	2 days: \$210	3 days: \$275	5 days: \$385
4-year-old	4 days: \$340	5 days: \$385	
Kindergarten:	\$415		





Policies and Procedures

Wellness Policy:

Please do not bring your child to school if he/she shows any of the following symptoms:

- Fever
- Runny nose
- Rash, Skin eruptions
- Diarrhea
- Vomiting
- Unexplained itchy scalp (head lice)
- Sore throat
- Skin infections (ringworm, impetigo, etc.)
- Pink Eye
- Frequent Cough
- Body Aches
- Sneezing/Wheezing

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 virus (Covid, 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 9:35am-12:45pm. 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. To sign up: text NDS to 404-738-7909.

Carpool/Drop Off/Pick Up

Morning carpool for 3's-Kindergarten classes is 9:20-9:35. After this time, please walk your child to the front entrance. Your child will be taken to their class by NDS staff. Parents are not permitted in the building.

Afternoon carpool for 3's-4's classes is 12:45-1:00. *Kindergarten* carpool is at 1:00. Late pick up is in the front office. \$10 late fee will be assessed to your account.

Drop off for PMO and 2's classes is 9:20-9:35. One parent in the building to drop off child. After this time, your child will be taken to their class by NDS staff. Parents are not permitted in the building after 9:35.

Pick up for PMO and 2's classes is 12:45-1:00. One parent in the building to pick up child. Late pick up is in the front office. \$10 late fee will be assessed to your account.

*Please be aware that cell phone use is prohibited during carpool.



Early Morning Drop Off Program

Early Morning Drop Off is 8:20-9:20, Monday-Friday. Early drop off can be used on an “as needed” basis with registration through *Our School Hangout*, and a fee of \$10. Annual registration is offered at a reduced rate of \$5 and added to monthly tuition. Drop off in classroom for PMO-Kindergarten classes from 8:20-8:35. Late arrivals will be walked to class by NDS staff. Drop in use requires “reservation” by 7:00pm the day before use.

To register for annual use, please see NDS office staff (Natalie and Jen) at Children’s Open House.

Late Stay Program

Late Stay is 1:00-2:00, Monday-Friday. Late stay can be used on an “as needed” basis with registration through *Our School Hangout*, and a fee of \$10. Annual registration is offered at a reduced rate of \$5 and added to monthly tuition. Carpool for 3’s-Kindergarten classes is from 1:50-2:00. Pick up for PMO and 2’s classes are from 1:50-2:00 in the building. Drop in use requires “reservation” by 7:00pm the day of use.

To register for annual use, please see NDS office staff (Natalie and Jen) at Children’s Open House.

*Both programs begin Tuesday, September 7th

Site link: www.ourschoolhangout.com/npccdayschool

Please enter your **email address as your username and your password:**

- After login, you will see a calendar with **EDO ‘as needed’** and **Late Stay ‘as needed’**. To sign up for EDO or Late Stay, select the day and click the ‘sign up now’ button
- Select your child/children from the list of names and click ‘next’ to proceed to the payment screen.

After School Special Activity

We have currently added one after school special activity back to our program.

Creative Movement and Dance is a premier ‘on site’ dance instruction company. They have been with NDS for ten fabulous years, and we are thrilled to have them back again this year.

Pre-Ballet will be offered on Mondays from 1:00-2:00 for those children in our 3-year-old classes.

Ballet/Tap for our 4’s and Kindergarten children.

To register, please follow the link below, or you may register at Children’s Open House.

<https://www.creativemovementanddance.com/registration-payments/make-a-payment/617-northminster-day-school.html>



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 be arranged for the parents and the director to discuss the next course of action.

Biting Policy

First Incident: Boo-Boo Report/ Incident report will be sent home with the children involved.

Second Incident: Boo-Boo Report/ Incident Report will be sent home with the children involved.

Third Incident: A parent will be called to pick up.

Fourth Incident: A parent will be called to pick up.

*A meeting will 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 learning or behavioral special needs. We do not employ special education teachers on staff and cannot guarantee our ability to provide an adequate and appropriate educational setting for a child with special needs. 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.



Our School Environment

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 2021-2022 school year a success.

- Detailed procedures regarding hand hygiene, the use and cleaning of manipulatives, toys, etc., will be followed.
- All NDS parents and staff will submit a weekly health questionnaire. It is imperative that this Google document be submitted by Monday morning at 8:00am
- Masks are optional for children and fully vaccinated teachers
- All NDS parents and staff will hand sanitize when entering the building
- Parents of children enrolled in our 3's 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.
- Playground and surrounding grounds will not be available for after school gatherings.
- No prospective parents, during school hours. Tours will remain after school hours.
- No parent can enter the building to pick up early or drop off late.
- Playground limited to one class at a time. Equipment sanitized between classes.

Our Classroom Environment

- Each child will wash hands with soap and water throughout the school day.
- When appropriate, windows in classroom will remain open.
- Air purifiers in all classrooms
- Communication through email, Zoom, group text, videos, and Facebook private pages.
- Each child uses individual supplies.
- Classes are self-contained.



Dedicated 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. We are excited to introduce our new 'Parking Lot Play Area' to the left of the school/church building. This area was transformed over the summer to an additional 'play' space for our NDS children. We will continue to add more activities to this space throughout the school year.

Virtual Learning

If a mandated shelter-in-place order goes into effect during the school year, we are determined to keep our children engaged in learning. 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 school will be notified, as well as a deep clean of the building. The specific class infected will quarantine for up to 10 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 positive diagnosis, the child will be required to quarantine from the school for 10 days.
- If there is a COVID-19 positive diagnosis, of an unvaccinated teacher's family member (same household), the NDS unvaccinated teacher will quarantine for 10 days total. The teacher's class will not be required to quarantine.
- If there is a COVID-19 positive diagnosis of a fully vaccinated teacher's family member (same household), the NDS vaccinated teacher will be required to mask for a total of 14 days in the building.
- 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 (and Fulton County) Departments of Public Health, the Georgia Department of Education, and the CDC, as recommendations and requirements change throughout this pandemic.

- NDS families must submit our Health Questionnaire each Sunday. This form is available on our website <https://www.ourschoolhangout.com/npcdayschool>. If an 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.
- Communicate absences to the preschool office and/or your child's teacher.
- 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.**
- 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 another school year during this pandemic. We want to ensure that although we have created specific policies regarding the health of our staff, children, and families, our goal remains the same. Your family's health and happiness will always be our primary goal.

Sincerely,

Andrea Bourgeois
Northminster Day School Director