

Burnt Hickory Baptist Weekday Education Handbook 2020-2021



770-590-0434

**WEEKDAY EDUCATION MINISTRY
MISSION STATEMENT**

Burnt Hickory Baptist Church Weekday Education Program is a ministry of Burnt Hickory Baptist Church seeking to provide developmentally appropriate classroom settings where preschoolers experience the love of Christ as they learn basic skills.

Notice of Nondiscriminatory Policy As To Students

Burnt Hickory Baptist Church Weekday Education program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships, and other school-administered programs.

Burnt Hickory Baptist Church Weekday Education Program is not licensed by the State of Georgia and is not required to be licensed.

We operate under a license exemption.

Our Letter of Exemption is posted in the Weekday Education office.

**BURNT HICKORY WEEKDAY EDUCATION PROGRAM
OFFICE PHONE NUMBER 770-590-0434**

TABLE OF CONTENTS

INTRODUCTION

Committee & Pastor	page 1
Staff	pages 1-2
Welcome	page 3

GENERAL INFORMATION

Purpose	page 3
Policies	pages 4-16
Health and Safety Issues	page 8, 10, 11, 12, 16
Snack, Lunch, Birthdays	page 12
Discipline Procedures	page 15
The Year at a Glance	pages 17-19
Parents Can Help	page 19-20

RESOURCES USED FOR TEACHING	page 20
-----------------------------	---------

OTHER MINISTRIES OF BURNT HICKORY BAPTIST CHURCH	page 21
---	---------

SCHOOL YEAR CALENDAR	inside back cover
----------------------	-------------------

WEEKDAY EDUCATION COMMITTEE

JoAnna Cheshire, Holly Hoover, Tammy McClure, Kaye Moon

Preschool Office Telephone Number: 770-590-0434

Preschool Office Fax Number: 770-590-0423

Pastor: Rev. Matt Petty

Church Address: Burnt Hickory Baptist Church
5145 Due West Road
Powder Springs, GA 30127

Church Phone: 770-590-0334

Please use church number only in an extreme emergency.

WEEKDAY EDUCATION STAFF

Weekday Education Director:	Joy McKinney	jmckinney@burnthickory.com
Weekday Education Associate Director:	Melodie Presley	mpresley@burnthickory.com
Weekday Office Receptionist:	Heather Hill	hhill@burnthickory.com
Weekday Financial Office:	Joanna Jones	jjones@burnthickory.com

Staff for 12 - 18 Month Olds and 12-24 Month olds:
Charlotte Banks, Tammy Thrower

Staff for 18 - 24 Month Olds:
Debbie Taylor, Sophie Huff

Staff for 2 Year Olds:
Sophie Huff, Tiffanie Tofani, Jean Turner, Jessica Vautier, Serena Wailes, Barbara Whitehead

Staff for Older 2 Year Olds:
Theresa Nelson, Beverly Pleinis, Shanda Steer, Tiffanie Tofani

WEEKDAY EDUCATION STAFF - continued

Teachers of 3 Year Olds:

Lauri Addams, Emily Becker, Melissa Fox, Denise Rose, Gaby Villari

Teacher of Older 3 Year Olds:

Pauline Nawrocki

Teachers of 4 Year Olds:

Kristen Claxton, Lexanne Fricks, Becky Godfrey, Sandy Pope, Robin Smith

Teachers of Early 5's:

Jen Bundy, Barbara Nelson

Kindergarten Teachers:

Wendy Strickland

Kindergarten Centers Room Teacher: Molly Chastain

Music Teacher: Erin Palmer

Computer Teacher: Melissa Fox

Spanish Teacher: Mariela Exposito

Science Teacher: **NEW**

Teacher Assistants:

Mindi Avery, Kelli Carter, Janet Cheshire, Pam Chidester, Janet Coleman, Kate Daniell, CK Dulia, Casie Duncan, Mariela Exposito, Paula Letzelter, Theresa Nelson, Cecilia Stanley, Jennifer Stinchcomb, Sharon Vickers

WELCOME FROM THE DIRECTOR AND STAFF

Welcome to Burnt Hickory Weekday Education Program. We are glad that you have chosen to place your child with us. We feel that every child is special, and every parent is important. It is our desire that every child develop a positive attitude about themselves and school.

Our classes provide the opportunity to learn Bible stories and verses, development through interactive play with other children, planned structured activities, singing, creative movement, and dramatic play to encourage learning.

You will receive a monthly calendar outlining the activities planned for your child's class. If you have further questions about the daily activities or the program, please feel free to call us at 770-590-0434.

We are excited to be working with you and your child and are planning a wonderful, fun-filled year.

OUR PURPOSE

Burnt Hickory Baptist Church Weekday Education Program is a ministry of Burnt Hickory Baptist Church. Our goals are to...

- * Provide a safe, happy, Christian learning environment.
- * Encourage children to grow spiritually, intellectually, physically, emotionally, and socially.
- * Accept each child at his/her developmental stage and facilitate his/her continuing growth.
- * Minister to families through communications, availability, and presentation of the gospel.
- * Support families in the important task of teaching children.
- * Remember according to Psalm 139:14, everyone is "... fearfully and wonderfully made."

Thank you for sharing your child with us. It is a privilege for us to have the opportunity to be a part of your child's life this year.

Expect to hear from us often in the form of newsletters, calendars, and notes. We welcome and appreciate your suggestions and comments.

We are looking forward to a fantastic year together!

2020-2021 BHBC WEEKDAY EDUCATION POLICIES

REGISTRATION

A **non-refundable registration fee** is due upon enrollment into the program. This fee guarantees the child a place, helps purchase supplies, and covers a small portion of salaries prior to the beginning of school. This fee may be prorated if a child registers after the school year begins. The registration fee during the year is prorated as follows:

August, September, and October – full payment of fee

November, December, January, February – one half of fee

March, April, May – one third of fee

Preferential registration for the following year is given to currently enrolled families and church member families. Preferential registration will NOT be considered for the next school year for any student who is not current on fees or immunizations. No registration forms for the following year will be given out or mailed out before registration begins in February. Registration forms for the following year will be given out or mailed out to the community only after in-house registration has occurred. Information will be made available, but no forms. Every child enrolled will need to have a completed registration form, signed financial contract, teacher request form, class list information form, and permission to display photographs form. Samples of these forms are included in this handbook.

ENROLLMENT

Enrollment is for the entire school year and there will be no refunds for absences. Our 2020-2021 school year runs from August 24, 2020 through May 20, 2021, closely aligning with the Cobb County School District calendar.

A birth certificate (does not have to be a certified copy) and a Georgia 3231 Immunization Form or notarized exemption paper need to be turned in to our office in order for your child to start school.

Each child will be placed by the director. No requests for specific teachers will be taken.

The ages of children admitted are as follows:

12-18 month class – 1 year by September 1st and walking

18-24 month class – 18 months by September 1st and walking

2 year classes – 2 by September 1st

Older 2's classes – turning 3 between September 2nd and December 31st

3 year classes – 3 by September 1st

Older 3's – turning 4 between September 2nd and December 31st

4 year classes – 4 by September 1st

Early 5's – turning 5 between September 2nd and December 31st; also open to students who are already 5 on September 1.

Kindergarten – 5 by September 1st

All children entering classes for 3 year olds and up must be completely potty trained. *Completely potty trained means a child is able to wear regular underwear (not pull-ups), can verbalize the need to potty to an adult, is capable of manipulating his/her clothing to potty, can wipe his/herself, can flush, can wash and dry hands.*

We will not accept a child for enrollment or continue a child's enrollment in the program where the program staff determines that services necessary to protect the health and safety of the child and staff while at the school cannot be provided. Registration will not be accepted for any student who has delinquent fees or whose immunization documentation is not current.

ONE MONTH'S WRITTEN NOTICE IS REQUIRED IF A CHILD WITHDRAWS FOR ANY REASON DURING THE SCHOOL YEAR. Please give official notice of withdrawal to the Weekday Education Director, either by letter or email, jmckinney@burnthickory.com.

SAMPLE FORM

STUDENT'S NAME: _____

FINANCIAL COMMITMENT 2020-2021 SCHOOL YEAR

I understand that my financial commitment to Burnt Hickory Baptist Church Weekday Education Program includes a registration fee and activity fee as well as tuition. _____
initials

I understand that the registration fee is non-refundable. _____
initials

I understand that my child is enrolling for the entire school year and that tuition is based on an annual fee, paid in ten installments, and is not a fee per day or a fee per month. Refunds will not be given for sick days, inclement weather days, holidays, or circumstances beyond our control. _____
initials

I understand that the first tuition payment is due by June 1, 2020. If withdrawal becomes necessary, a refund of the first tuition payment may be given provided that notice of withdrawal is made in writing prior to June 30, 2020. No first payment refunds will be issued after July 1, 2020. _____
initials

I understand that beginning in August, the remaining nine payments will be due on the 5th of the month preceding the month of attendance. Payment will be considered late after the 15th of the month and a late charge will be assessed. The remaining nine payments are due on the 5th of school months August 2020 through April 2021. _____
initials

I understand that all children enrolled in the program have an activity fee which is due at registration. The activity fee for Kindergarten students includes a book fee. _____
initials

I understand that if I decide to withdraw my child written notice is required. I understand that a thirty (30) day written notice is required. _____
initials

I understand that non-payment of tuition subjects my child to dismissal from the program. _____
initials

(Signature of Parent or Guardian)

(Date)

TEACHER REQUESTS

I understand that no request for a specific teacher will be taken for the 2020-2021 school year. Each child will be placed by the director. _____
initials

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Burnt Hickory Baptist Church Weekday Education Program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

SAMPLE FORMS

NOTICE OF EXEMPTION FROM LICENSURE

Burnt Hickory Baptist Church Weekday Education Program is not licensed by the State of Georgia and is not required to be licensed. We operate under a license exemption.

Our Letter of Exemption is posted in the Weekday Education office, along with our Certificate of Recognition as *A School of Excellence for Young Children* from The United Methodist Preschool Association of the North Georgia Conference.

I have been advised and understand that Burnt Hickory Baptist Church Weekday Education Program is not licensed.

(Signature of Parent or Guardian)

(Date)

CLASS LIST INFORMATION

Burnt Hickory Weekday Education Program requests permission to publish your child's name, address, telephone number, email address, and parent's names on a class list. This list would be distributed only to other families in the weekday program.

_____ Permission is granted for our information to be included on the class list.

_____ Permission **is not granted** for our information to be included on the class list.

(Signature of Parent or Guardian)

(Date)

PERMISSION TO DISPLAY STUDENT PHOTOGRAPH/NAME

I hereby grant permission to Burnt Hickory Baptist Church to use or publicly display my child's photograph, video image, or audio clip on the Burnt Hickory Baptist Church website or Burnt Hickory Weekday Education website, or other official church publications without further notice. I acknowledge the church's right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I understand that once my student's photograph, video image, or audio clip is published on a website, it can be downloaded by any computer user. I understand that a student's name may be published along with the student's picture.

Therefore, I agree to indemnify, defend, and hold harmless the members of the Burnt Hickory Baptist Church staff, volunteers, employees, agents, successors, and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

_____ Permission is granted for the use requested above.

_____ Permission **is not granted** for the use requested above.

(Signature of Parent or Guardian)

(Date)

LIVE STREAMING VIDEO ON BURNT HICKORY BAPTIST CHURCH WEBSITE

I understand that Burnt Hickory Baptist Church may offer, on the church website, live streaming of the Weekday Christmas program and/or End of the Year program/Graduation. I understand that these programs will only be available to view during the event and will not be archived for future viewing. These programs may be recorded and offered to Weekday families for purchase.

_____ Permission is given for my child to participate in these programs.

_____ My child will opt out of participation in these programs.

(Signature of Parent or Guardian)

(Date)

FEES: TUITION – DIVIDED INTO 9 EQUAL PAYMENTS (revised 8/3/2020)

1 YEAR OLDS:	(TUESDAY & THURSDAY).....	\$165.00/payment
2 YEAR OLDS:	(MONDAY & WEDNESDAY).....	\$165.00/payment
	(TUESDAY & THURSDAY).....	\$165.00/payment
3 YEAR OLDS:	(TUESDAY & THURSDAY).....	\$175.00/payment
3 YEAR OLDS:	(MONDAY, WEDNESDAY, FRIDAY).....	\$190.00/payment
3 YEAR OLDS:	(TUESDAY, WEDNESDAY, THURSDAY).....	\$190.00/payment
3 YEARS OLDS:	(MONDAY-THURSDAY).....	\$205.00/payment
OLDER 3 YEAR OLDS:	(TUESDAY, THURSDAY, FRIDAY)	\$190.00/payment
4 YEAR OLDS:	(MONDAY, WEDNESDAY, FRIDAY)	\$195.00 /payment
	(MONDAY-THURSDAY).....	\$215.00/payment
EARLY 5's CLASS:	(MONDAY - FRIDAY).....	\$240.00/payment
KINDERGARTEN:	(MONDAY - FRIDAY)	\$ 290.00/payment

Tuition is an **annual** fee divided into 9 equal payments. Tuition is due in advance.....on the 5th of the month preceding the month of attendance. To make a payment by credit/debit/echeck, visit our website, www.burnthickory.com/weekday-education and click on the “Make a school Payment Now” option. If paying by check, please write your child(ren)’s name(s) on the memo line. Cash payments should be hand delivered by an adult to the Weekday Office and a receipt for the cash will be issued at the time of payment.

There will be a late fee of \$10.00 on payments not made by the 15th of the month preceding the month of attendance. There will be **no refunds for days missed** (such as absences of a child, inclement weather, or other instances that necessitate the closing of the facility, etc.).

Any tuition payment as much as 30 days in arrears will make the child subject to suspension until payment is made. If a financial problem should arise, please contact our office. Returned checks are subject to the current late fee.

MAKE CHECKS PAYABLE TO: **B.H.B.C. WEEKDAY**
5145 DUE WEST ROAD
POWDER SPRINGS, GA 30127

You may make a tuition payment online or mail a check to BHBC Weekday or send your payment to school with your child. To send payment with your child, please place your check in a sealed envelope and put inside the school folder. Cash payments should be made in person by an adult in the Weekday Office.

NOTE: Any decision regarding tuition adjustments due to the coronavirus pandemic of 2020 will be made in the second half of the school year as we wait to see how the year progresses and if there are delays or closures.

The following Policies and Procedures are either standard practice at BHBC Weekday Education or have been added due to the COVID-19 pandemic.

CLASSROOM INTERACTION:

Your child's teacher(s) will not be socially distanced from him/her. Your student's class will become a group that will practice healthy hygiene and be together throughout each school day.

Teachers and teacher assistants will not come to school sick and will have temperatures taken each day upon arrival. Teachers and teacher assistants will also wash their hands with soap and water upon arrival each day.

Face masks/face shields are optional for both Weekday staff and students. Adjustments to this policy may be made as required by official mandates or by the BHBC Weekday Education Program. At BHBC Weekday Education, we feel it is important for our students to be able to see expression and our lips and mouths as students learn language. Expression also helps students to process feelings. We also want to be very careful that students are not scared of the masks/face shields, and that masks do not interfere with our ability to comfort and love students within our reach. We will balance what is best for each age group, explain what we wear to students and make wearing masks fun when it is necessary to wear one. A student may not leave a mask at school to wear on "school days." Should you choose for your student to wear a mask, we ask that you wash your student's mask daily or send your student to school wearing a clean mask daily. The American Academy of Pediatrics does not recommend masks for children under age 2.

Music and Science classes meet weekly for many age groups. Chapel meets monthly for the children ages 3 and older. Playground time is daily (outdoor or indoor). Schedules will continue to be adjusted to allow for keeping classes separated as necessary to comply with guidelines set by the state and/or government agencies. To begin the school year, music, science, and chapel will be enjoyed in each child's individual classroom (or outside) and children will only interact with their own class during playground time. This may change during the school year to include each class meeting with one other class for specials and traveling to a designated room for music, science and chapel.

HEALTH SCREENINGS FOR STUDENTS:

In order to comply with the current recommended governmental health agencies, we will have a health screening to ensure students arriving to school are not sick. We will be conducting health screenings and temperature checks each day. When dropping off your child, you will be asked if your student has showed signs or symptoms of illness or taken any fever reducing medication within the last 24 hours. If you answer yes, your student will not be allowed to stay at school. Your child's temperature will be also be taken daily. If your student has a fever of 100.4 or higher, he/she will not be allowed to stay at school. The staff member taking the temperature will show you the thermometer reading, and your child will need to be fever free for a minimum of 72 hours (3 days) without the use of medication to return to school. Other COVID-19 or health related questions may also be asked at drop-off time. Parents will be notified of any changes to the health screening policy throughout the school year.

STUDENT DROP-OFF IN THE MORNING:

PARENTS OF CHILDREN OF ALL AGES are required to use carline for both DROP-OFF in the morning and PICK-UP in the afternoon. (Exceptions may be made at the discretion of the Weekday Education Director.) At this time, parents/guardians/caregivers will not be allowed to escort children to class to decrease the number of people in the secure area of the building. Kindergarten school hours are 8:45-12:45 each day with carline drop-off beginning at 8:35AM and ending at 8:45 AM. All other classes meet from 9:00-1:00. Carline for all other classes begins at 8:50 AM and ends at 9:15 AM. When you arrive in carline, a staff member will greet you and you will be asked the health screening question(s). Before your student exits your car, his/her temperature will be taken. If your child is well, he/she will be helped from the car by a Weekday staff member.

Children ages 2 and younger will be escorted to buggies waiting to take them to their classrooms and children ages 3 and older will be encouraged by a series of staff member to walk to their classrooms. Teachers in the 3 year and older classrooms will be waiting in the classrooms for the children to arrive, Teachers in the 2 year and younger classrooms will be waiting in the lobby to assist with the transporting the children ages 2 and younger to their classrooms.

ARRIVING LATE TO SCHOOL

If your child is late for school (arriving after 9:15 AM), you will need to park at the back of the church campus and come inside the BACK LOBBY. Press the buzzer at the secure door and let us know your child is late. You will need to wait there for a staff member to come out to the back lobby to perform your child's health screening and temperature check.

CHECKING A STUDENT OUT EARLY

Early check out must be completed no later than 12:30 PM. To pick up a child before the end of the school day, you will need to park at the back of the church campus and come inside the BACK LOBBY. Press the buzzer at the secure door and let us know that you need to pick up a child. We will then check your student out of his/her class. If you know that you are planning to check your student out early, please send a note in your child's folder or call the Weekday office so that the classroom teacher can prepare your student to check out early and we can quickly and efficiently get your child to you.

STUDENT PICK-UP IN THE AFTERNOON

PARENTS OF CHILDREN OF ALL AGES are required to use carline for PICK-UP in the afternoon. Dismissal for all enrolled children will be by carline and will begin at 12:45 PM and end by 1:15 PM. Parents will be notified of any variation of this schedule. For the safety of your children and our staff, we request NO CELL PHONES IN CARLINE, please!

It is very important that children ARRIVE ON TIME AND BE PICKED UP ON TIME. If there is an emergency causing a delay in pick up, please notify our office at 770-590-0434. When the pick up carline is over at 1:15, any children remaining will need be signed out on a "Late For Pick-up" sheet. A late fee of \$1.00 per minute may be charged. If this situation continues, the child will be dismissed from the program. Parents will need to park and come inside the building for late pick-up and your child's carpool number is required.

If a child is to be picked up by anyone other than the parent, a written note is required from the parent. A photo ID will be required if there is no carpool number. If there is an emergency necessitating a change in pick up, please call the weekday office at 770-590-0434 to make arrangements for the dismissal of your child.

CARPOOL SAFETY

- * No cell phone usage in car line
- * Each child should stay buckled in his/her car seat until the car stops for unloading
 - No child should be hanging out of the window
 - No child should be sticking his/her head or body out of the roof of the car
 - No child should be opening an automatic sliding door while a car is in motion
- * Please drive slowly – our carpool line is not the only event occurring in the parking lot! Cars can be arriving for other activities: Bible study classes, Fitness class, Special events, Church staff, and people just using our parking lot as a cut through.

- * Displaying the carpool number is essential for the pickup process to work efficiently and smoothly
 - Place the carpool number where the staff member who is the outside number caller can see it
 - Leave the carpool number in place so the loaders can double check before loading each child
- * The carpool line begins in the row farthest from the building. If you arrive early for pick up and are driving through the row closest to the building to wait under the canopy, you may be jumping in front of someone who has stopped to wait in the far row. Please be aware and considerate.

ADDITIONAL HEALTH AND SAFETY POLICIES

Handwashing

At a minimum, students wash hands with soap and water when they arrive to school each day, before and after lunch, after using the toilet, after diaper changes, and before carline each afternoon using proper hand washing techniques. Please practice this at home in advance to help us expedite the learning process. Hand sanitizer may also be used throughout the day and is available around the building.

Classrooms, Toys, and Surfaces

All toys are washed and disinfected before they pass to any other classroom or group of students or are returned to our resource areas. Toys are washed with a non-toxic germicide that is sprayed on and air dried. All materials such as baby doll clothes will be washed before being used in any other classroom or with another group of students. Any toy put into a child's mouth will be put into a "soiled toy" bin and washed and disinfected before being returned to classroom use or used by another student. All tables are disinfected before and after snack and before and after lunch. All commonly touched surfaces are disinfected daily. Floors are mopped with disinfectant daily. Classroom carpets are vacuumed daily and cleaned weekly. Each student will be provided a classroom supply box that will stay at school. Inside this box will be his/her school supplies (scissors, watercolor paint brushes, writing instruments, etc.). If classroom supplies or materials do need to be shared, they will be disinfected after use. For children in 2 and under classrooms, during diaper changes, teachers will place the child on a sheet of wax paper and wear gloves. After each diaper change, these materials will be thrown away and clean supplies will be used for the next child. Teachers wash their hands between each diaper change.

Immunizations

The State of Georgia requires a certificate of immunization, Form #3231, or a notarized exception form for each child in the program. The certificate is NOT valid without name and birthdate of child, date of expiration or "X" in Complete for School attendance box, legible name and address of issuer, certified by signature, and date of issue. We must have this form before your child starts school and this form must be kept up to date.

Allergies/Medications

We do **NOT** dispense any form of medication: over the counter, homeopathic or prescription to a child. Please do not send anything in for a child to dispense to his/herself. Medication needed for life threatening situations, such as an epi pin or rescue inhaler, as prescribed in a written physician's protocol, will be administered. Any allergies or medical needs of your child should be documented on their registration form. Teachers will ask each parent to complete detailed allergy or medical forms as needed.

General Illness Guidelines

To protect your child and others at school from certain communicable disease, please keep your child home and/or follow the recommendations below if your child has any of the following symptoms:

- ✓ **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable is sufficient reason to exclude a child from school and to be medically evaluated.
- ✓ **EYES** - thick mucus or pus draining from the eye or pink eye (conjunctivitis) – may return to school when medical treatment has begun.
- ✓ **FEVER - TEMPERATURE** of 100 degrees Fahrenheit or higher-your child should be **fever free** for 72 hours before returning to school without medication to lower the fever.
- ✓ **GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH** - should be seen by a health care provider because these conditions may be contagious and require treatment.
- ✓ **SORE THROAT** - especially with fever or swollen glands in the neck.
- ✓ **DIARRHEA** - 3 or more watery stools in a 24-hour period especially if the child acts or looks ill.
- ✓ **VOMITING** – vomiting in a 24-hour period.
- ✓ **RASH** – body rash, especially with fever or itching – heat rashes and allergic reactions are not contagious and are allowed in school.
- ✓ **EAR INFECTION WITHOUT FEVER** – do not need to be excluded, but medical treatment and follow-up should be provided because untreated ear infections can cause permanent hearing loss.
- ✓ **LICE, SCABIES** – children may not return to school until they have been treated and are free of lice and nits (eggs).

**** IF ANY OF THE ABOVE SYMPTOMS ARE OBSERVED AT SCHOOL, IT WILL BE NECESSARY TO HAVE THE CHILD PICKED UP FROM SCHOOL.**

**** PLEASE CALL OR EMAIL THE WEEKDAY OFFICE TO INFORM US OF ANY ILLNESS THAT MIGHT BE CONTAGIOUS.**

COVID-19 Illness Guidelines

Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in the building.

Symptoms of COVID-19:

- Fever*
- Cough
- Shortness of breath
- Difficulty breathing
- Respiratory symptoms

Any 2 of the following:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

*fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

While symptoms in children are similar to adults, children may have milder symptoms. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Sore throat, headache, vomiting and diarrhea are less commonly reported.

If a child develops any illness symptoms during the school day, the child will be isolated, and parents will be contacted and requested to pick up the child. If a parent(s) cannot be contacted, the emergency contact(s) listed on the registration form will be called.

We request that in the event of illness you follow the following rules: no fever for 72 hours; no vomiting, or diarrhea for 24 hours before returning to school. If your child is on an antibiotic, please complete a full 24 hours of medication before returning to school.

Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick. While we regret any inconvenience this may cause, in the long run, this means fewer lost workdays for our staff and less illness for all the students and parents.

FOOD ALLERGIES

If your child has a specific food allergy, please notify the director and the teacher in writing before school begins. Arrangements will be made on an individual basis to provide an environment that is sensitive to your child's needs.

Any food sent to school that are intended to be shared must be prepackaged with a label and sealed completely. This includes birthday treats. Any items such as whole apples or pumpkins that a teacher may request for a learning activity or special project will be washed by the teacher or teacher assistant.

SNACKS

Each child will need to bring his/her own snack daily. We will provide water to drink at snack time. If you would like for your child to have juice, please send it in his/her bag, We ask that you provide a healthy snack, such as fruit, crackers, cheese, yogurt, breakfast muffins, granola bars, dried fruit, frozen yogurt, or pretzels. Cookies or snack cakes are okay for special events like birthdays but are discouraged as a snack item on a regular basis. Water will be served at snack time. The school will furnish the paper products and keep "back-up" snacks on hand.

LUNCH

Please send your child with his/her lunch each day. All classes will be eating lunch at school. Lunches may or may not be needed on party days. A note will go home in the school folder if lunch is not needed on a specific school day.

BIRTHDAYS

Special attention is given to birthdays. Please contact the teacher if you plan to send in a special snack for your child's birthday. Any special snack(s) sent to school must be prepackaged with a label and sealed completely. Homemade baked goods or items prepared at home will not be allowed to be given to other students. You may provide special plates, cups, and napkins. ***We ask that NO goodie bags, party favors, or balloons be given to the class. Also, no invitations to parties can be sent home through the school.***

CLASSROOM VISITORS

All visitors will be given a health check similar to students when they arrive which will include temperature checks. At this time, classroom visitors will be limited to therapists, case workers, visitors necessary for the health of students, and those leading or assisting with programs. Our school wide visitor policy will be revisited often. BHBC Weekday Education loves parents and families, and we want to be able to welcome all parents on site as soon as possible.

PARTIES

Several class parties are scheduled for the year. Parents are asked to sign up to help with these parties by sending in food items or supplies. Depending on current guidelines, class parties may be limited to students and teachers/teacher assistants. At the beginning of the school year, parents will **not** be allowed to visit classrooms due to health and safety concerns. We promise your child will have a fun time with his/her classmates during classroom parties and celebrations. **NO GOODIE BAGS OR BALLOONS ARE ALLOWED AT ANY PARTY**, including birthdays. We sometimes post pictures on our FaceBook page (Burnt Hickory Baptist Church Weekday Education Program) of different school activities but we **WILL NOT be posting pictures on social media that contain faces of children** as parents of some students have requested that their child's photo not be posted. As previously stated, our school wide visitor polity will be revisited often. Thank you for your cooperation.

SPECIAL PROGRAMS

Special programs, such as visits from Mother Goose, Sprinkles the Clown, and a petting zoo, are still being planned. As each special program date approaches, we will communicate to you the plans for that activity.

BHBC LIBRARY BOOKS

Students will not be visiting the library at the beginning of the year. Hopefully, as the school year progresses and guidance changes, students will be able to participate in Story time and students in the 3's, 4's, Early 5's and Kindergarten will be able check out books and movies from the BHBC Media Center.

SHARE TIME

Share time is usually reserved for our 3 year and older classes. Each individual class will have a special procedure for "share time," also known as "show and tell." Each classroom teacher will explain how "share time" works in her classroom. Please have your child bring ONE thing that will fit in the book bag to show. ***We ask that no toy guns, swords, or other weapons be brought to school.***

CLOTHING

Please allow your child to wear loose, comfortable, washable clothing. We also recommend that children be encouraged to dress themselves at home. This does wonders for a child's self-confidence! Sweaters, coats, hats, gloves, or anything a child may take off **SHOULD BE LABELED** with the child's name and be large enough for the child to put on by himself or with little help. Shorts and slacks are acceptable. Tennis shoes are recommended. Cowboy boots, flip flops, or Croc type shoes **MAY NOT BE WORN**. Please provide an extra set of clothing each day, enclosed in a large zip-lock bag, for emergencies. Please send a pair of socks for your child to wear on the indoor playground.

For the younger students, using your child's first and last name, please label all items that your child brings to school, such as bottles and/or sippy cups, blankets, stuffed animals, etc.

CONCERNING SEPARATION ANXIETY UPON ARRIVAL

Since students of all ages are dropped off at carline instead of the classroom, it might be difficult for the child to leave the car in the beginning. We are asking that you trust us and allow us to help your child, We will love on your precious one and sooth them.

If you are concerned about leaving a child who is upset, you may pull over in the parking lot and wait in a location where your child cannot see you. Usually by the time you have pulled away from drop-off, he/she will have begun to settle down.

When the teacher can comfort your child, reassure him/her that you will return soon, and involve your child in an activity, the fears and tears quickly disappear. We will not allow a child to cry for an undue amount of time. ***You may call the office and check on your child at any time.*** If we cannot calm your child down, we will call you and allow you to decide whether to take your child home immediately or pick up your child early or just wait a few more minutes. We want every child to have a positive experience here and will work with you to achieve that goal.

BITING

Young children do bite for a variety of reasons. When this occurs, it is frustrating for all involved. We will deal with this issue on an individual basis, seeking the cause, and using appropriate discipline in the classroom. Recurring frequent biting may be cause for dismissal from the program. Please understand that we have a commitment to all families enrolled to work out the best solution for all children involved.

PARENT CONFERENCES

Parent conferences are only for children in the 3 year and older classes. During the month of October, your child's teacher will call you to let you know how your child is adjusting to school. Parents of children attending 3's, 4's, or early 5's will have a phone conference at this time. Kindergarten parents will have a face-to-face or phone conference at this time. Parent/teacher conferences are also scheduled for March 22-26, 2021 for all 3's, 4's, early 5's and Kindergarten. The spring conference will be either a phone or face-to-face conference. School will be open as usual during conference week. If you need to talk with a teacher at any time, please feel free to call the school or email the director. We want to be available to answer questions as the need arises.

MESSAGES

Please send all messages to the school **IN WRITING**. Verbal messages are not dependable. When it is necessary to call the school, please remember that teachers are in class and then helping with dismissal until 1:15pm. Unless it is an emergency, leave a message in the office and the teacher will call you after dismissal. Please refrain from texting our teachers during class. If a teacher is reading a text or answering a text, she will be distracted and not teaching the class!

A NOTE ABOUT NOTES

If your phone number, work phone number, email address, home address, or emergency number should change, please notify us immediately in writing. When a child is absent, we request that a written note be sent to school upon return. Please send a note if your child will be leaving school with someone other than the usual pick-up person. We will not send home any solicitations other than those that come directly from the weekday education program or Burnt Hickory Baptist Church. An "Ouch Report" will be sent home if your child has an injury at school. A note will be sent home to let you know if your child is having trouble understanding or following school rules. For the safety and respect of everyone at school, we appreciate your assistance in helping your child understand and follow the school rules.

PLANT POLICY

All plants located in the preschool areas, including offices, classrooms, and welcome centers, will be safe for touching and/or ingesting (but doing such is not encouraged!). Plants placed in the classrooms will be approved by the director and will be located so as not to pose a fall/tip hazard.

ANIMAL POLICY

All animals kept as classroom pets must be approved by the director prior to being placed in a classroom. Procedures for their care and maintenance shall be written and followed. No poisonous snakes, pit bulls, ferrets, turtles, birds, or any wild or dangerous animals will be kept in the facility. Animals visiting the facility must be caged and/or on a leash and controlled by owner/handler. Visiting animals, such as "pet day," should be on a leash, or in a cage, and kept outside of the building. Licensed animal handlers will be allowed to bring animals inside the facility. The handler will be responsible for the animal and clean up. No animals are allowed in the food prep, food service area, or on the playground. Stray animals will be reported to animal control. Facilities staff will be notified and asked to assist in the capture of friendly animals.

DISCIPLINE PROCEDURE FOR STUDENTS

We structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. We will be teaching the children a very simple set of rules that will help each child know in advance what our expectations for appropriate school behavior are. However, when discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Redirection may then be used with the child and an alternate activity may be offered to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this "time out" within the classroom does not affect the behavior, the child is removed from the classroom and taken to the director's office. A parent may be called at this point if the director feels the need for input or assistance in determining the most effective way to handle the behavior.

Any behavior that a teacher deems dangerous to the child exhibiting the behavior or dangerous to the staff or other children in the classroom will be cause for immediate removal from the classroom and a trip to the office. We will make every reasonable effort to cooperate with the parents and the child, but extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from the program.

BULLYING POLICY

Burnt Hickory Baptist Church Weekday Education Program believes that all students have a right to a safe and healthy school environment. Weekday Education Program has an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. The School Director will promptly investigate each complaint of bullying in a thorough and confidential manner. Students who engage in bullying shall be subject to disciplinary action up to and including expulsion.

REASONS FOR DISMISSAL

Non-payment of fees can result in dismissal. Any account as much as 30 days in arrears will make the child subject to suspension until payment is made. However, if a financial need arises that interferes with regular payment, please contact the director for options before dismissal is imminent.

Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents, and a trial period can be arranged.

Repeated tardiness in arrival or picking up a child can result in dismissal from the program.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

Under normal circumstances, if Cobb County Schools close due to weather, we are closed as well. If Cobb County Schools are not in session, please tune into local weather on TV stations, or TV station websites, or our website www.burnthickory.com/weekday-education for announcements concerning closures. You can also be informed through email messages from our director or by signing up to receive text messages from our director (see page 20). By signing up for the REMIND app, you will also receive brief reminders, such as picture days, or urgent updates.

DELAYED START DAYS DUE TO INCLEMENT WEATHER

Under normal circumstances, if Cobb County Schools cancel school for the day **or** has a delayed start day, BHBC will **NOT** have school. Local media will be used to convey this information, and you will receive an email from the director. Text messages will be sent from the director if you sign up (see page 20) to receive them.

SCHOOL CLOSINGS DUE TO COVID-19

Anytime there is a reported case of COVID-19 within the BHBC Weekday staff or student body, we will contact the Cobb-Douglas Department of Public Health. The guidelines and protocols are continually updated and require a call for guidance in each instance. Based on the guidelines in place at the time of the encounter, the director will initiate communication and follow the best practices for cleaning and disinfecting. Presently, contact tracing is an important part of the process.

If a student or family member is diagnosed with COVID-19, the parent or guardian should contact the Weekday Director or Weekday Associate Director immediately so that the process of mitigating the exposure can begin and so that classrooms and all items such as toys and learning aids can be disinfected immediately.

A health alert notification will be sent to any classrooms who have been in contact with an infected student or staff member. The notification may be by email, text, or paper or a combination of these medium.

Some of the following scenarios may be necessary:

- It is expected that each family acts responsibly and communicates with us and quarantine any student who has been exposed to someone who is diagnosed with COVID-19 for the safety of all students and staff.
- Should a student in our program be diagnosed with COVID-19, we will close the classroom (and possibly surrounding areas) for a period of time for additional cleaning measures. That student may required to quarantine at home for 14 days.
- All students and staff members in that class may have to quarantine for 14 days
- If a family member living with a student is diagnosed with COVID-19, the Weekday Director or Weekday Associate Director should be notified. The student in close contact with the family member should be quarantined for 14 days before returning to school. Should the student subsequently be diagnosed with COVID-19, the parent should notify BHBC Weekday. However, the classroom might not be shut down unless a student or teacher in the classroom has been diagnosed.
- If a closure becomes necessary, it may be in select classrooms or school wide.
 - *Target closure – close off affected areas (classrooms, offices, etc.) for deep cleaning and disinfecting
 - *Short-term closure – close facility for facility-wide deep cleaning – 24-72 hours
 - *Long-tern closure – close facility for at least 14 days

* If a classroom is closed due to a case of COVID-19 in that classroom and the teacher is not the one who is sick, lessons will be provided by the teacher for the days of class that are missed. Depending on the age of the children in the class, emailed lessons, virtual meetings, or classroom materials packets may be used.

*If BHBC Weekday closes your child's classroom because of exposure to COVID-19 at BHBC Weekday for longer than 2 weeks total during a school year, you will be issued a partial credit based on the number of days beyond 14 that the class was closed.

*If your child needs to quarantine because of exposure to COVID-19 outside of BHBC Weekday, and Weekday does not initiate closure, tuition will still be due to maintain your child's spot in our program.

THE SCHOOL YEAR AT A GLANCE (ages 3 year and up)

SEPTEMBER

Chapel Topic: God's Beautiful World Genesis 1:1-28

Bible Thoughts: 3's God is good. Psalm 73:1
 God made us. Psalm 100:3
 4's I am wonderfully made. Psalm 139:14
 God cares for you. 1 Peter 5:7

Units: School, Me, Family

Events: 3's & 4's - Tour of Burnt Hickory, 4's, E5's, KG

OCTOBER

Chapel Topic: David & Jonathan Were Friends 1 Samuel 18:1-4

Bible Thoughts:
 3's Help one another. Galatians 5:13
 God is love. 1 John 4:8
 4's Be kind to one another. Ephesians 4:32
 A friend loves at all times. Proverbs 17:17

Units: Friends, Fabulous Fall

Events: Fall pictures, Nature hikes around the school

NOVEMBER

Chapel Topic: Noah and the Ark Genesis 6:1-9

Bible Thoughts:
 3's God sends the rain. Leviticus 26:4
 Give thanks to the Lord. Psalm 106:1
 4's We give thanks to you, O God. Psalm 75:1
 Sing joyfully to the Lord. Psalm 33:1

Units: Food & Nutrition, Thanksgiving

Events: 18-24 month, 2's, 3's, 4's, E5's & KG - Thanksgiving Feasts

DECEMBER

Chapel Topic: Jesus Was Born Luke 2

Bible Thoughts:
 3's Jesus was born in Bethlehem. Matthew 2:1
 The angel said, "I bring you good news". Luke 2:10
 4's For unto us a child is born. Isaiah 9:6
 We have seen his star and have come to worship him. Matthew 2:2

Unit: Joys of Christmas

Events: 4's, E5's, & KG Christmas Program
 18-24 months, 2's, 3's, 4's, E5's & KG Christmas parties

JANUARY

Chapel Topic: Jesus in the Temple

Luke 2:39-50

Bible Thoughts:

3's Jesus went to church.

Luke 2:27

God made the winter.

Psalms 74:17

4's Ears that hear and eyes that see,
the Lord has made them both.

Proverbs 20:12

Work with your own hands.

1 Thessalonians 4:11

Units: Wonderful Winter, Community Helpers

FEBRUARY

Chapel Topic: Jesus, the Children's Friend

Matthew 19:13-1

Bible Thoughts:

3's Jesus said, "Love one another".

John 15:17

We are helpers.

2 Corinthians 1:24

4's Jesus said, "Let the little children come to me".

Matthew 19:14

Jesus said, "You are my friends".

John 15:14

Units: Valentine's Day

Events: All classes ages 3 and up - Donuts with Dad

All classes ages 3 and up - Valentine's Day Parties

E5's, KG - 100th Day of School

MARCH

Chapel Topic: The Easter Story

Bible Thoughts:

3's Trust in the Lord.

Isaiah 26:4

God made the wind.

Psalms 147:18

4's Jesus loves us.

Revelation 1:5

Jesus went about doing good.

Acts 10:38

Units: Easter, Spectacular Spring

Events: 18-24 months, 2's, 3's, 4's, E5's, KG

Easter Parties

3's, 4's, & E5's

Conference Week

APRIL

Chapel Topic: Zaccheus Meets Jesus

Luke 19:1-10

Bible Thoughts:

3's Jesus grew and became strong.

Luke 2:40

God made the animals.

Genesis 1:25

4's God gives us all things to enjoy.

1 Timothy 6:17

God made the flowers.

Genesis 1:11

Unit: Animals

Events: 4's, E5's & KG

Music Man visits

4's, E5's, & KG

School Bus Safety Presentation

All classes

Animals visit

MAY

Chapel Topic: A Boy Shares His Lunch

John 6:1-13

Bible Thoughts:

3's & 4's

Honor your Father and Mother.

Exodus 20:12

Children obey your parents.

Ephesians 6:1

Units: Celebrating Moms

Events: 18-24 months, 2's, 3's, 4's, E5's & KG

Mother's Day Luncheons

All classes -

End of the year play day and picnic

4's & E5's -

End of the year program

Kindergarten

Graduation

Please note.....Units and Special Events are subject to change

PARENTS CAN HELP!

- * PRAY! Pray for your child, your child's teacher, and our program.
- * Always let us know of any concern you may have. We will listen and see how we may be able to address your concern.
- * Take an interest in the school and whatever your child brings home.
- * Encourage him/her to learn to put on and take off coats, mittens, etc.
- * Confer with the teacher about your child, but never discuss the child in his/her presence.
- * Take time to listen to what your child has to say about school.
- * Attend all parent meetings.
- * Let us know where we can do better. If you have suggestions or ideas on how we can improve, please share those with us.
- * Send the following items for use in our classrooms:
 - ONE box of tissue
 - ONE role of paper towels
 - ONE roll of wax paper
 - ONE box of baby wipes (package or refill pack, 1 year olds, please send in 2 boxes)
 - ONE box of sandwich size Ziploc Bags (2 year olds)
 - ONE box of gallon size Ziploc Bags (3 year olds)
 - ONE box of quart size Ziploc Bags (4 year olds)
 - ONE box of snack size Ziploc bags (Early 5's)
 - ONE box of 2 gallon Ziploc bags (Kindergarten)
 - ONE package of washable markers
 - ONE package of LYSOL or CLOROX disinfectant wipes

* For Publix shoppers, we participate in the “Club Publix” program. An account at www.publix.com must be created only once, but each family must sign up annually to choose a school to support at the **Club Publix** page. At checkout, you will be asked to enter your phone number. A percentage of all monies spent will be credited to the Burnt Hickory Baptist Weekday Program account. A check is sent to the school when a minimum of \$250 has accumulated in the school’s account.

* For Kroger shoppers, we participate in the Kroger Community Rewards program. Please go to www.krogercommunityrewards.com to register your Kroger Plus card and designate our school as a recipient. A check is sent to the school quarterly. Earnings are also based on a percentage of monies spent.

* Sign up to receive text messages or email messages from our director. Text to 81010. In the message area - parents of 1’s and 2’s, type @1-2bhbc20 ; parents of 3’s, type @3bhbc20; parents of 4’s, type, @4bhbc20 ; parents of Early 5’s, type, @e5bhbc20 ; parents of Kindergarteners, type @kbhbc20 . These will be brief reminders, such as picture days, or urgent updates, such as weather closings.

RESOURCES USED FOR TEACHING AT BURNT HICKORY BAPTIST CHURCH WEEKDAY EDUCATION PROGRAM

RESOURCES: For ages 2 and younger

Our program is based on the Wee Learn Curriculum Guides for Infants, Twos, and Threes. This is a Biblically-based program for preschoolers. Your child will participate in a variety of activities.

Some of the activities include:

- working with paints and crayons
- building with blocks
- play dough
- playing together with other children of the same age
- handling manipulatives
- putting together puzzles
- enjoying Bible stories and verses
- learning to share
- taking turns
- making choices
- listening to stories being read aloud
- participating in group time
- learning good health and hygiene habits
- participating in interactive dramatics programs
- experiencing and learning foundational truths of the Christian faith

RESOURCES: For ages 3 and up

We use several basic curriculum guides and pull activities from other sources as well. Some of them are:

The Bible	A Beka Books for Kindergarten
The Everything Book	Bible Lessons for Little People
Land of the Letter People	Wee Learn Curriculum Guides
“Read it Once Again” Units	Every Day Counts
Our Own Creative Minds and Yours	Creative Resources For Preschool Teaching

**OTHER MINISTRIES OF
BURNT HICKORY BAPTIST CHURCH**

Sunday Morning Worship Service (8:15 AM & 9:30 AM & 11:00 AM)

Life Groups for all ages (Sunday mornings – 8:15 AM & 9:30 AM & 11:00 AM)

Adult Discipleship Life Courses (Wednesday PM)

Ladies Fitness Class

Preschool & Children's Ministry

NOAH Special Needs Ministry

Student Ministry

College & Singles Ministry

Ladies Bible Studies

Congregational Nurses Ministry

Men's Ministry

Weekday Education Program for children 12 months through Kindergarten

Weekly Wednesday Family Night Supper

Women's Ministry

Recreation Programs

Homeless Shelter Ministry

Support Our Soldiers Ministry (SOS)

Crossroads Job Seekers Networking Ministry

Celebrate Recovery

For questions or more information about Burnt Hickory Baptist Church, please call our church office at **770-590-0334** or visit our website at www.burnthickory.com.

BURNT HICKORY BAPTIST CHURCH WEEKDAY EDUCATION PROGRAM 2020-2021 SCHOOL CALENDAR

August 24	Monday	1 st Day of School for Kindergarten and Early 5's classes
August 31	Monday	1 st Day of School for All 4's classes
September 7	Monday	No School/Labor Day Holiday
September 8	Tuesday	1 st Day of School for 3's, 2's, 1's who attend on Tuesday
September 9	Wednesday	1 st Day of School for 3's, 2's, 1's who attend on M/W or M/W/F
September 28-October 2	Monday-Friday (Inclusive)	No School /Cobb County/Fall Break
October 13-16	Monday-Friday	Fall Pictures
November 3	Tuesday	No School/Cobb County Student Holiday/Election Day
November 18,19,20	Wednesday, Thursday or Friday	Thanksgiving Parties – 18-24's, 2's, 3's, 4's, E5's, KG
November 23-27	Monday-Friday (Inclusive)	No School/Thanksgiving Holiday
December 9, 10, 11	Wednesday, Thursday or Friday	Christmas Parties – 18-24's, 2's, 3's, 4's, E5's, KG
December 14	Monday	*Christmas Program - 4's, E5's, KG - 7PM
December 17-January 5	Inclusive	Christmas and New Year's Day Holidays
January 18	Monday	No School /MLK Holiday
January 25	Monday	*Community Open House 6:30-8:00 PM
February 3 or 4	Wednesday or Thursday	*Donuts with Dad - 3's, 4's, E5's, KG
February 11 or 12	Thursday or Friday	Valentine's Parties - 3's, 4's
February 15-19	Monday-Friday (Inclusive)	No School /Cobb County/Winter Break
February 23	Tuesday	100 th Day Celebration - E5's, KG
March 15-19	Monday-Friday	Spring Pictures
March 22-26	Monday-Friday (Inclusive)	Conference Week - 3's, 4's, E5's
March 31 or April 1	Wednesday or Thursday	Easter Parties –18-24's, 2's, 3's, 4's, E5's, KG
April 2-9	Friday-Friday (Inclusive)	No School/Good Friday/Spring Break
May 5, 6, .7	Wednesday, Thursday, or Friday	*Mother's Day Luncheons – 18/24 month, 2's, 3's, 4's, E5's, KG
May 18	Tuesday	*Play Days & Picnics - all T/Th 1's, 2's, 3's & T/W/Th 3's, M-Th 3's, & Older 3's classes AND Last day for these classes
May 19	Wednesday	*Play Days & Picnics - all M/W 1's & 2's, M/W/F 3's, all 4's, E5's & Kindergarten AND Last day for all classes
May 20	Thursday	*End of Year Program - 4's & E5's - 9:30 AM
May 20	Thursday	*KG Graduation - 7 PM

*These events are scheduled but may/may not take place based on the Guidance in place for Gatherings when the event occurs.