



2025-2026 PARENT HANDBOOK

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Introduction

Welcome to Norcross First Creation Kids preschool! We are pleased to offer a preschool ministry to the families of our community and thank you for allowing us the meaningful task of caring for and teaching your child.

We understand that the preschool years of a child's life are so important. Never again will your child learn as so much so rapidly. We appreciate the faith you have in us and will try our best to provide a wonderful foundation for a lifetime of learning.

We ask that you please read this handbook carefully. Knowledge of our procedures will help things run smoothly throughout the year.

Preschool Mission

Our mission is to provide a quality education in a safe and loving environment. Christian values shape our preschool program as we work toward the development of each child socially, emotionally, physically, intellectually, and spiritually.

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Program Goals

Our goal is to help children develop a life-long love of learning through play-oriented, age-appropriate learning activities and to prepare them for kindergarten and beyond. This includes:

1. Spiritual growth:
 - a. Help children understand that God is our creator, and He loves everyone
 - b. Create love and respect for God and understanding of Jesus as Savior
 - c. Instill Christian values of loving, caring, and sharing
 - d. Understand that I can pray to God any time
2. Emotional growth:
 - a. Build positive self-concept and sense of self-worth
 - b. Develop responsibility, initiative, independence, and self-discipline
 - c. Provide appropriate alternatives to frustration and aggressive behavior
3. Social growth.
 - a. Promote a sense of caring and sensitivity towards others
 - b. Develop increase self-control and friendship skills
 - c. Provide learning through cooperative play
4. Intellectual growth.
 - a. Provide an atmosphere where children discover and explore through curriculum that includes art, science, math, literacy, chapel, music, and play.
 - b. Develop reasoning, thinking and problem-solving skills
 - c. Create eager readiness for reading and mathematics that promote academic success
 - d. Develop familiarity and success with school routines and social settings

5. Physical growth.
 - a. Develop fine and gross motor skills
 - b. Provide time to run, play, climb, and enjoy the outdoors

Tuition

Please make checks **payable to Norcross First Global Methodist Church** and make sure to **include your child's name** in the memo section.

Tuition is based on a 10-month agreement for the school year that runs from August 13, 2025 through May 13, 2026. This is payable in either a one-time annual payment or a monthly fee in accordance with the number of days per week your child attends school.

The tuition is based on the actual number of weeks that the school is open and divided into 10 equal payments. The first tuition payment is due the first week of June or at the time of registration. This payment is applied to your May 2026 tuition payment.

All other tuition is due the first day of each month; payment may be made by checks, cash, money order or online banking. Payment received after the 10th of each month will result in a \$25.00 late fee. A check that is returned for "Insufficient Funds" will be charged an additional \$30 fee.

Please note that there is no reduction in tuition due to holidays, sickness, absences, travel or other absence day by the child, snow days or emergency closures.

Student Withdrawal: If you must withdraw your child from the program, you must give 30 days written notice to the Director or pay the next month's tuition payment. The last month advance tuition payment will be applied to your final month of tuition, provided that a "30 day" written notice has been given. Withdrawals after March 1, 2025 will forfeit the last month advance tuition payment.

Preschool Schedule

Preschool hours

First week of school (August 13, 14, 15): 9:30 am-12:00 pm | All other weeks 9:30 am-1:30 pm, except Early Release Days

The first week of school (August 13, 14, 15) will have a shorter school day to help the children adjust to their new environment. Preschool will begin at 9:30 am and end at 12:00 noon. Please be sure to send a healthy snack with your child; there will be no lunch for the first week.

Beginning Monday, August 18th, preschool will end at 1:30 pm and children will need to bring a lunch. Any new students that begin later in the year will also attend from 9:30 am -12:00 noon, during their first week to allow them time to transition.

Arrivals and Dismissals

One-year-olds

ARRIVALS: Children in the 1's class are walked to their classroom by their parents at 9:30 am. You may enter the church building by the Preschool Office door and wait in the hallway until class begins.

DISMISSAL: Parents of 1's class, pick-up their child at the child's class at 1:30 PM.

Two year olds

ARRIVALS: Children will be dropped off at the entrance door by the preschool office. A teacher will be there to greet them.

DISMISSAL: At the end of the day, we will dismiss your child to you at the same door.

****A late fee of \$5.00 per five minutes will be incurred after 1:40 pm. If an emergency occurs that causes you to be late, please call the preschool director to make arrangements. If you arrive after 1:40 pm, please come to the Preschool office to pick up your child.**

Three and Four-year olds

ARRIVALS: Morning carpool begins at 9:30am and ends promptly at 9:45am and is located at the Family Life Center Portico Door (covered door on right side of church facing the church from Beaver Ruin Road). Please stop at the bottom of the parking lot and unbuckle your child from the car seat and make sure they are ready to exit the car (with coat on and bag ready) when you pull up to the teachers. **ALL children must exit from the right/passenger side of the car.** Preschool staff will be available to help your child out of the car and walk them into the building.

At times, traffic and other circumstances may cause you to arrive late. If you arrive after carpool is finished, please come to the Preschool Office to sign your child in. A staff member will walk them to the classroom. Please do your best to be on time. Your child misses valuable routines in the morning if he or she is chronically late.

DISMISSAL: Afternoon carpool pickup begins at 1:30pm and ends at 1:40pm. Please arrive promptly to pick up your child. Afternoon carpool is also located at the FLC Portico Entrance Door. Any child that has not been picked up by 1:40 pm will be taken to the preschool office. If you arrive after 1:40 pm, please come to the Preschool office to pick up your child.

****A late fee of \$1 per minute will be incurred after 1:40 pm. If an emergency occurs that causes you to be late, please call the preschool director to make arrangements.**

Carpool Line Safety

To help ensure the safety of all children and preschool staff as well as a smooth, efficient carpool line, please adhere to the following guidelines:

- Remember that we need to unload and load safely, as quickly as possible
- Seat your child on right side of the back seat, closest to the school doors
- Do not use your cellphone in the carpool line
- Hang your carpool number from the rearview mirror so that it is easily visible
- Do not get out of the car during loading and unloading of the children
- Do not pull around the car in front of you, unless directed to do so by a preschool teacher or preschool staff person

Please note that by law we are not allowed to buckle your child into his or her safety seat. Please pull slowly through the breezeway and buckle your child at the top of the hill. Please do not exit your car to buckle your child while in the carpool line as this poses a danger to your child and to you and slows the carpool line.

Child Pickup by another Adult

If your child is to be picked up by another adult or going home with another child's family it is very important that you send a note to the teacher that morning. **A photo ID will be required** to be shown before your child will be released, even if that person is on file as approved to pick up your child. Please share the carpool number with them.

Car Seats ****ALL CHILDREN****

Car seats or age-appropriate booster seats are required by Georgia law and by NFGMC Preschool. **Please be sure to use a car seat every time your child is in the car.** If someone other than the parent is picking up a child from preschool, they must have a car seat for your child for the child to be released.

Clothing and Personal Belongings

We enjoy painting, games, clay, water play, snacks and playing outside. Please dress your child accordingly:

- Please dress your child in **casual play clothes and sneaker/tennis-type shoes.**
- **No belts or snap bottom closure shirts.** It is very important that their clothing be something that they can manage on their own as this helps encourage children to be independent with their bathroom habits.
- Sandals and crocs make it very difficult and sometimes dangerous to run and play. Tennis shoes and close-toed are the safest and easiest for your child on the playground and in the gym.

- All children should have an **extra set of clothes, including socks and underwear, in their school bag in case of "accidents"**. Even if your child is potty trained, he or she could spill water, drop paint, etc. and need an extra change of clothes.
- On cooler days, always send some type of jacket/sweater, as we will be going outside daily, if possible.
- Please **LABEL all your child's belongings**: cups, bottles, clothing, pacifiers, lunch boxes, etc. This includes coats, jackets, and sweaters.

School Bags

Shopping for a backpack and lunch box is an exciting part of school! When shopping for a backpack, please make sure it is big enough for art projects, papers, and notes to be added easily. Those tiny backpacks are cute, but they are not appropriate for school.

Don't forget to wash out the backpacks and lunch boxes occasionally!

Please take the time to look over your child's progress and carefully read all notes from school.

Allergies

It is very important that you advise us in writing of any food or medical allergies your child has.

***NFGMC Preschool is a **nut, peanut, and tree nut free** school due to the increasing number of children with food allergies. For many, this can be a life-threatening situation. Please help us by using alternative products to peanut butter .

Snacks

Each day the children will have a snack time in addition to their lunches. Please send one small snack with your child daily and a water bottle. Please do not send a week's worth at one time. Some suggested snacks include:

Raisins	Apple Wedges	Cheerios	Bananas
Cheese	Crackers	Rice Cakes	Oranges (must be peeled and sliced)
Dry Cereal	Carrot Sticks	Dried Fruits	Grapes (must be cut in 1/2)
Chex Mix	Graham Crackers	Goldfish	

Please note that candy is not allowed.

Lunch

Children are expected to bring their lunch each day they attend preschool (except during the first week of school, August 13-15). Please send a healthy lunch in a lunch box **LABELED** with your child's name. Remember to cut items such as fruit, vegetables, meats (including hotdogs), etc. into bite size pieces to avoid choking hazards. You may send a juice box for lunch such as Apple juice or white grape juice. Please send a water bottle with your child. Check and make sure it doesn't leak. **No carbonated (soda) drinks are allowed.** Be sure to include a napkin and spoon or fork if needed for their food each day.

Please do not send any items that need to be refrigerated or heated. We will not be able to provide either of these services. All lunchboxes will need to stay in the classes during the morning. If you have an item that needs to stay cold, please pack an "ice pack" in the lunchbox. Food that needs to stay warm can be sent in a thermos.

Building Security

To assist with building security and the safety of our preschool children, the following guidelines are enforced during Weekday Preschool hours.

- Outside doors are locked at all times. If you need to enter the building, a staff member will need to let you in. Please come to the doors by the Preschool Office, ring the doorbell, and wait for the doors to be opened.
- If no one is available to open the door, go to the Church office door. It is the covered door located next to the preschool door. Please ring the doorbell there, and a church staff member will be happy to help you.
- If you do not get an answer at either door, you may call the Preschool at 678-533-1321 or the Church at 770-448-4142.

Special Programs

Special program dates are on the school calendar. Any dates not already listed will be announced through weekly newsletters, monthly calendars, and private facebook pages from the teachers and/or director. We encourage you to join us for certain programs when applicable and hope that you will take advantage of those opportunities.

Birthdays

Your child may celebrate his/her birthday at school by sending in a birthday treat or snack for the class. Please arrange this with your child's teacher at least a week before as to what day will work best for the class. You may drop off the class treat with the teacher at the carpool line in the morning or the preschool office.

If you would like to have a birthday party (outside school hours) and send invitations to the entire class, you may give those to the teacher to send home. However, if you are only inviting a few children, we ask that you mail the invitations directly to the children's homes.

Class Rosters

You will be given a list of the students and parents for your child's class; email addresses and phone numbers will be provided when parents have agreed that this information may be shared. You may use this information for arranging play dates with fellow classmates or to send birthday party invitations.

Inclement Weather Policy

If the Gwinnett County School System closes because of inclement weather, we will be closed. Stay tuned to the local radio and TV stations for Gwinnett County information.

If the Gwinnett County School System has a delayed opening, we will be closed.

If an occasion other than weather arises where we need to close school, you will be contacted by the teachers or director.

Absenteeism

We think every school day is important and encourage our parents to be as consistent as possible in bringing your child to school. Please, however, keep your child home if he/she is ill. Please send a note, email, or call the school office if you are going to be out of town or your child is out sick as it will help the teacher plan accordingly. Please note that there are no tuition refunds or reductions for absences of any kind, nor are there any makeup days.

Immunizations

Georgia Law requires that all children in preschools, daycare, and public schools be up to date on immunizations. The immunization requirements are based on the current recommended childhood immunization schedule developed and approved by the Advisory Committee on Immunization Practices of the American Academy of Pediatrics and the American Academy of Family Physicians. There is now only one immunization certificate for children of all ages: **Form 3231, the Georgia Dept. of Human Resources Certificate of Immunization**. All children under 4 years of age must have a "Date of Expiration" entered on the form. Vaccine administration dates ARE NOT required for children less than 4 years of age. Children 4 and older must be marked either as "Complete for School Attendance" or have a "Date of Expiration" filled in. Vaccine administration dates **MUST** be entered. In the case of a religious exemption, an affidavit stating that it is against the family's religious belief and signed by the parent/guardian is acceptable in lieu of a certificate. Please note: **the varicella or chicken pox vaccine is now required for preschools, daycare, and school attendance.**

*****All immunization certificates must be turned in by August 13, 2025, for children to start preschool on August 13, 2025. Children will not be permitted to attend Preschool until a certificate is on file. New students during the year must submit the form before their child can attend preschool.**

Sick Policy

Please keep your child at home if they have any of the following or have had them in the previous 48 hours:

- Severe cough
- Green runny nose
- Sore throat
- Temperature over 98.6 degrees
- Severe headache
- FLU
- Covid
- Upset Stomach
- Vomiting
- Diarrhea
- Undetermined Rash or spots
- Any communicable disease (chicken pox, Fifth disease, measles, lice, pink eye, etc.)

Children cannot be accepted back into the Program until all symptoms are gone, and they are medication free for 48 hours. This includes fever reducing medication (Tylenol, Advil, etc.)

If a child has an identifiable disease, a release form from a medical source may be required before the child is allowed back at school. The Director will notify parents in writing if an identifiable disease has been introduced into the classroom.

COVID Policy

In addition to the above sick policy, the preschool will follow CDC and NFGMC church guidelines regarding COVID-19.

If your child has been exposed to or has contracted COVID-19, please keep your child at home until the appropriate quarantine period as defined by the CDC is over. This will help keep our children, teachers, volunteers, and staff members healthy and reduce the likelihood that we would have to shift to virtual learning or close a class for a period.

Preschool Progress Reports and Teacher Conferences

Our Preschool classes have two progress reports during the year. One will be issued in late fall and one in early spring. If you wish to have a personal conference, let the teacher know and she will schedule one with you. Likewise, if she feels the need to have a conference with you, she will contact you. Throughout the school year, the teachers will keep you informed of any situation she feels needs special attention. Please send a note to the teacher if she can help you in any way.

Behavior Policy

Children feel safe and learn best when discipline and structure is part of their classroom. Our staff strives to offer a safe, well-ordered, and loving environment for every child.

Our teachers use a positive discipline approach. This includes:

- Positive reinforcement to encourage good behavior
- Addressing mistaken beliefs rather than just misbehavior
- Using positive time-out and cool-down time to allow children to regulate their emotions and behavior without shaming
- Focusing on solutions and teachable moments when mistakes are made

If a child is disturbing the group or individual activities, is hurtful to him/herself or others (physically or emotionally), is damaging or destroying property or is not in control of his/her emotions, he or she may be removed from the situation. Redirection is our first approach when correcting unacceptable behavior. Under no circumstances will any form of corporal punishment be administered to a child by the preschool staff. If a problem occurs that cannot be handled by the teacher, assistants, Director and/or any other preschool staff, the parent will be called to take care of the situation.

Consistent, inappropriate, unmanageable behavior or behavior that creates a situation where the health, safety or welfare of any child is at risk will be grounds for dismissal from our program.

Special Needs

Our staff is not trained in learning disabilities or behavioral, physical, or emotional development challenges. Children with mild physical handicaps and/or developmental delays are enrolled at the discretion of the NFGMC Preschool Board and the director. We strive to serve the needs of each individual child, but if we feel we are not qualified; we will refer parents to the Gwinnett County Schools or your Current County School. We support the services they provide and will help in any way that we can to make your child successful in the educational setting. If a parent refuses county services, we reserve the right to dismiss the child if we are unable to meet the special needs of the student.

Picture Use Approval

We take many photographs of the children during the school year. We would like your permission to use these photos on our website, social media sites, bulletin boards, picture albums and/or publications and brochures. A release form will be provided to give permission to use photos.



A Child's Ten Request-ments

1. My hands are small; please don't expect perfection when I make my bed, draw a picture, or throw a ball. My legs are short; please slow down so that I can keep up with you.
2. My eyes have not seen the world as yours have. Please let me explore safely. Don't restrict me unnecessarily.
3. Housework will always be there. I'm only little for a short time - please take time to explain things about this wonderful world and do so willingly.
4. My feelings are tender; please be sensitive to my needs. Treat me as you would like to be treated.
5. I am a special gift from God; please treasure me as God intended you to do; holding me accountable for my actions, giving me guidelines to live by, and disciplining me in a loving manner.
6. I need encouragement to grow. Please go easy on the criticism; remember you can criticize the things I do without criticizing me.
7. Please give me the freedom to make decisions concerning myself. Permit me to fail so that I can learn from my mistakes. Then someday I'll be prepared to make the decisions life requires of me.
8. Please don't do things for me. Somehow, that makes me feel that my efforts don't quite measure up to your expectations. I know it's hard, but please don't try to compare me with my brothers and sisters.
9. I learn by modeling and observing others. Please set a good example for me.
10. Please take me to Sunday school and Church regularly, setting a good example for me to follow. I enjoy learning more about God.