

BRIGHTON
PRIVATE
SCHOOL
2010-2011

Brighton Student Handbook Signature Page

I have received and read the 2010-2011 Student Handbook

Student's Name: _____

Parent's Signature: _____

Date: _____

Teacher's Name: _____

Brighton Private School

Handbook

2010 – 2011 School Year

**“Flatter me and I might believe you. Criticize me and I may not like you.
Encourage me and I will never forget you!”**

-Author unknown

PRESCHOOL COMMITTEE

Owners: Stacy Haynes and Teresa Hall

Ms. Haynes has a Bachelor's and Master's Degree in Speech & Language Pathology, and a Specialist Degree in Curriculum and Instruction. She has worked in the Paulding County School System for over 10 years. She has worked as a Speech & Language Pathologist as well as a Kindergarten Teacher. She is also an instructor for Georgia Educational Training Agency.

Ms. Hall has worked for the Paulding County School System for nine years, two years as a special education paraprofessional, three years as a pre-school paraprofessional, and four years as a Kindergarten paraprofessional.

Preschool Office Telephone Number: 770-826-8200

Address: 490 Seaboard Ave
Hiram, Ga 30157
770-826-8200

<http://www.brightonpreschool.com>

PRESCHOOL STAFF

Stacy Haynes	Devon Allison	Meranda Hall	
Teresa Hall	Tracie Ramirez	Christa Thomas	Nancy Ellis

OUR PURPOSE

Our objectives in working with your child are to...

- Provide a safe, happy, learning environment.
- Encourage children to grow intellectually, physically, emotionally, and socially.
- Accept each child at his developmental stage and facilitate his continuing growth.
- Support families in the important task of teaching children.

We want to give your child the best possible foundation to start their life long journey in education.

The entire staff would like to welcome you to one of the most exciting and important years in your child's education. We are looking forward to the year ahead and are eager to begin a year of fun and hands-on Learning with your child. Please let us know if there is anything we can do to make this experience as smooth and enjoyable as possible.

We, at Brighton, believe that our Mission is to empower, challenge, and build self-esteem in our children so they will succeed in life!

The Sooner We Start – The Farther They Will GO!

POLICIES

REGISTRATION:

A registration fee of \$150.00 is due at the time a child signs up for the program and is nonrefundable at any time. This fee holds the child's place and helps purchase supplies (curriculum, toilet paper, paper towels, construction paper, paints, pencils, cleaning supplies, soap, etc.). This fee is not applicable toward tuition.

ENROLLMENT:

Each child must be 2 years old on or before September 1 to be enrolled in our 2-year-old program. Children are NOT required to be potty trained. Each child must be 3 years old on or before September 1 to be enrolled in our 3-year-old program, or 4 years old on or before September 1 to be enrolled in our 4-year-old program. Children turning 5 between September 2 and December 31, may enroll in the Early 5's program. The Early 5's class is also open to children who are already 5 on September 1.

Your child should be enrolled for the entire school year and there will be **no refunds for absences.**

*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 PRESCHOOL DIRECTOR. **A months tuition will be required for early withdraw.**

HEALTH FORMS:

We require a certificate of immunization: 1 for each child in the program. We must have this form within the first week of school.

2010-2011 MONTHLY TUITION:

2 Year Olds (2 day – Tuesday & Thursday)	9:00 – 1:00	\$165.00
(3 day – Tuesday, Wednesday & Thursday)		\$230.00
(4 day – Monday – Thursday)		\$300.00
3 Year Olds (3 day – Tuesday, Wednesday & Thursday)		\$230.00
(4 day – Monday – Thursday)	9:00 – 1:00	\$300.00
4 & 5 Year Olds (3 day – Tuesday, Wednesday & Thursday)		\$230.00
(4 day – Monday – Thursday)	9:00 – 1:00	\$300.00
PRIVATE Kindergarten	9:00 – 1:00	
4 day - Monday - Thurs – Friday is an independent study day		\$300.00
PRIVATE 1 st – 2 nd Grade	9:00 – 1:00	
4 day - Monday - Thurs – Friday is an independent study day		\$300.00

Tuition can be paid monthly (1st) or bi-monthly (1st and 15th). Tuition is due in advance. 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 that is 15 days late will make the child subject to suspension until payment is made.

Any tuition payment that is received after the 16th will be subject to a **\$10.00 late fee per week.**

MAKE CHECKS PAYABLE TO: BRIGHTON PRESCHOOL

Please send your payment with your child. Please place your check in a sealed envelope and attach the envelope to the outside of your child's book bag. Payments made in cash should be hand delivered by an adult to the preschool and a written receipt will be issued. **Return Checks: \$25.00 fee**

ARRIVAL AND DISMISSAL:

-2, 3 & 4 year classes meet from 9:00 to 1:00. Drop off begins at 8:50 am. An adult will greet the children at the door until 9:00 AM. **KISS-N-GO**

-After 9:00, please park and accompany your child to the classroom. Dismissal for preschool will begin at 12:55 and end by 1:00. Please come in – This is so we can touch base with you everyday.

-Parents will be notified of any variation of this schedule. It is very important that children **ARRIVE ON TIME AND BE PICKED UP ON TIME**. If there is an emergency, please call our office before noon. **If anyone becomes habitually late picking up his/her child, a late fee of \$2.00 per every five minutes will be charged. If this situation continues, the child will be dismissed from the program.**

TRANSPORTATION CHANGES:

Please send a written note if your child is riding home with someone else. We check IDs

PARENT CONFERENCES:

Communication between school and home is extremely important. Please feel free to call your child's teacher or the preschool director anytime a question may arise.

-Conference shall be held twice a year for all grades starting with the Pre-k4 class.

MESSAGES / NOTES:

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 until 1:00. Unless it is an emergency, leave a message in the office and the teacher will call you after dismissal.

Please send a written note if your child is riding home with someone else. If your home phone number, work phone number, or emergency number should change, please notify us immediately in writing.

DRESS:

Please mark all clothing that a child can remove, such as sweaters, coats, hats, or gloves, **WITH THE CHILD'S NAME**. **Additional clothing in a baggie marked with child's name should be kept at school for emergencies.** Cowboy boots **MAY NOT BE WORN**.

LUNCH / SNACKS:

Please provide your child with a lunch each day. We also have refrigerators and a microwave that we would be more than happy to heat your child's lunch if needed – Just let us know with a note in the lunch box. Snack is determined by class.

BIRTHDAYS:

Special attention is given to birthdays. A decorated cookie or other special treat is appropriate and you may provide special plates, cups, napkins, etc.

DISCIPLINE PROCEDURE FOR STUDENTS:

We try to structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. 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. Then redirection is used with the teacher offering an alternate activity 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 or dangerous to other children in the classroom will be cause for immediate removal from the classroom.

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.

HEALTH & SAFETY ISSUES:

A child should not attend school if any of the following symptoms are present or have been exhibited within the previous **24 hours**:

- temperature of 100 degrees or above
- vomiting
- severe, runny nose
- extreme congestion
- diarrhea
- pinkeye
- persistent, heavy coughing
- other obvious signs of illness

If a child develops these symptoms during the school day, the child will be isolated and parents will be contacted and requested to pick up the child. In the event that a parent cannot be contacted, the emergency contact listed on the registration form will be called.

The director of the school is the only person allowed to administer prescription or over-the-counter drugs to any student. The prescription over-the-counter drugs must be in the original container accompanied by either a doctor's orders or the parents written instructions.

REASONS FOR DISMISSAL:

- Non payment of fees can result in dismissal.
- 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.

****PARENTS CAN HELP! - THESE ARE ITEMS THAT WE USE A LOT OF - DONATIONS THROUGHOUT THE YEAR ARE ALWAYS APPRECIATED****

**KLEENEX
SUPPLIES**

PAPER TOWELS

EXTRA CRAFT

BABY WIPES

LYSOL SPRAY

DISINFECTANT

WIPES

VOLUNTEERS

We appreciate our volunteers! We welcome help for classroom parties, photo days, and special occasions. We also appreciate parents, who cut out lamination, make games, reading to the class (mystery readers), etc. Ask your classroom teacher if you are interested.

LIBRARY

We are in the process of trying to build up a library. If you have any books related to children, family issues (divorce, death, birth of a sibling, etc.), holidays, etc. Please feel free to donate them. Hard books are great for the 2-year-olds.

FUNDRAISERS – (Year Round)

-*Cartridges for kids* – We get money for the school for recycling **printer cartridges**, iPods, cell phones, laptops, DVDs, Video games, cameras - Please donate these items to the school! We have a school contest in January.

-Bobbies Cheeseburger– 1st Tuesday of the month – Brighton earns 10% of Brighton sales

- Box Tops

-T-Shirt Sales – August and January

-Juice pouches

-Printer cartridges

- Old cell phone

- Old Laptops

COMMUNITY OUTREACH

This helps our students learn about the importance of helping others!

-Can Food Drive in October/November for the Calvary Children's Home. <http://calvarykids.org/>

-The Mitten Tree in November/December.

-April – "We are lucky" can food drive

-Bobbies Cheeseburger– 1st Tuesday of the month

-Texas Roadhouse in Hiram

Chick-Fil-A – Donates coupons

Longhorn – Donates kids meal coupons

SHOW AND TELL

Please make sure that the children only bring in their "treasures" during their Star Student week or other special occasions directed by the teacher.

INCLEMENT WEATHER

If Paulding County Schools are closed due to weather – We are too.

-Local Radio and TV Stations

SCHOOL CALENDAR

We follow Paulding County School System's Calendar.

Aug/September	Fall Pictures
September	Grandparents Tea
October	Field trip – Cagle Farms or Sweetwater Farms
December	Santa Visits – Christmas Photos
March	Doughnuts for Dads
March/April	Easter – Egg Hunt and Easter Bunny Visits – Easter Photos
April/May	Spring Photos
May	Muffins for Moms
May	Field Trip – Stevie B's

KINDERGARTEN / 1st GRADE / 2nd GRADE

Attendance is very important! Please be sure your child is here daily to ensure proper knowledge of the material covered and to be evaluated fairly. It is also very important that your child be on time each day.

Supply List:	Box of 24 count crayons	1 boxes of sandwich size baggies (boys)
	10 glue sticks	1 box of gallon size baggies (girls)
	1 can of Lysol Disinfectant	

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.

We are looking forward to a wonderful year together!

The Preschool Staff