

Fannin County Recreation Department

580 Winding Drive

Blue Ridge, GA 30513

706-946-1130

Director of Recreation: Eddie O’Neal

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Lorraine Panter, Preschool/Playschool Director

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**PHILOSOPHY**

The Fannin County Recreation Preschool/Playschool Program staff is committed to fostering partnerships with the children and families we serve through mutual respect and understanding. We provide a nurturing, stable, and loving environment so that children have a sense of security and develop social and emotional skills.

Our teaching staff provides a wide variety of daily activities to expand and develop each child’s physical, creative, cognitive, social, and emotional growth. We believe that children learn through hands-on exploration.

We motivate children with positive reinforcement, age appropriate toys, role models, and activities that help stimulate the many different areas of development. Daily activities encourage artistic expression, physical conditioning, and problem-solving skills. Language development in verbal and listening areas is emphasized. Children learn to grow emotionally as individuals and in group setting.

**GOAL OF THE PROGRAM**

Our goal is to provide the foundation for each child to have a love of learning.

**ENROLLMENT & REGISTRATION & COST**

3 year old class: 15 children per class (1:5 ratio) $175.00 per month

4 Year old class 15 children per class (1:5 ratio) $200.00 per month

Registration is one per year. Registration is held in early Spring (March).

If an opening occurs throughout the year a child may be added.

Availability is on a first come first serve basis.

A fifty ($50) dollar non-refundable deposit is due at registration.

This fee is used to pay for snacks and supplies.

 Children must be age appropriate by September 1st to enroll in the Preschool/Playschool Program.

**Class times:**

3 year olds: meet Tuesday’s & Thursday’s from 8:30 am until 11:30 am

4 year olds: meet Monday, Wednesday, Friday’s from 8:30 am until 11:30 am 3

**PARENT COMMUNICATION**

The staff will use the following methods for communicating with parents:

1. Daily: at drop-off and pick-up times

2. Parent Bulletin Boards

3. Phone Calls

4. Monthly Parent Newsletter

5. Seasonal Letters

6. Parent/Teacher Conferences (1 per session)

7. Keedgo App

**IMPORTANT PHONE NUMBERS**

Preschool/Playschool House 706-258-3067

Lorraine Panter, Preschool Director 706-946-1130

Eddie O’Neal, Recreation Director 706-946-1130

Maria Bowers. Facilities Manager 706-946-1130

**TAX ID NUMBER**

For Income Tax Purposes our ID number relative to child care deductions is

58-6000825.

**PARENT/TEACHER CONFERENCES**

Conferences are tentatively scheduled for November and April. Parents will receive a letter with more information regarding the conferences. Sign up sheets will be posted near each classroom by the teacher. Parents may then sign up for an available time to meet or have a phone conference with the teacher. Each conference lasts around eight – ten minutes.

**POLICIES & PROCEDURES HEALTH POLICY**

Each child must have a completed medical form signed by his/her by the parent

first day of school. Parents of children with severe food allergies will be required to

supply their own daily snack. Special arrangements will need to be discussed with the

child’s teacher. 4

If your child has any allergies such as peanuts or special needs such as a learning difficulty or ADHD, please note this on the General Information Form and contact us prior to the first day of classes to discuss any modifications that need to be made.

**ILLNESS**

For the well-being of your child, classmates and staff PLEASE DO NOT bring a child to school who is running a fever, experiencing diarrhea, cold symptoms, or vomiting. Please try to call your teacher if your child is sick and ALWAYS report any contagious disease (i.e. chicken pox, measles, roseola, mumps, strep, pink eye, or rubella) immediately to your child’s teacher. Also report any cases of head lice, impetigo, or other skin disorders.

Children should be free of all symptoms for 24 hours before returning to school. Call your teacher or the preschool office directly to report absences. It is a state regulation that “any child in attendance who becomes ill or who is suspected of illness shall be immediately isolated from the group and shall be removed from the facility as soon as possible.”

Parents will be called to come and pick-up their child if they become ill during class.

Children will wait in the Preschool Office to be signed out.

**FORM POLICY**

A medical form, general information, discipline policy and birth certificate must be

provided by the first day of school. This includes all parent/guardian information, who is authorized to pick up the child from preschool, release permission, and other additional information. \*Your child will not be allowed to start preschool until ALL forms are submitted.

Keep all forms and emergency numbers up to date. Your child will not be released to any person whose name does not appear on the pick-up list. All persons on this list will be required to present a photo I.D. until recognized by staff.

We use an App and online data base to collect all family information. You will supply the preschool with your child’s information and will be responsible for making changes to your family account as needed. Please reach out to our Preschool Office if you have any questions regarding this service.

**GRIEVANCE PROCEDURES**

If you are experiencing any concerns or have any questions, please go to your child’s

teacher first. If you need further assistance, please contact the Preschool Director. If you have any questions please contact the Director. 5

**SAFETY POLICY**

Most minor injuries will be handled by our staff. In the case of a more severe injury, first aid will be administered and an Accident Report will be completed and parents will be informed. In the case of an emergency, paramedics will be called immediately, and then parents or an emergency contact will be notified.

**EMERGENCY PROCEDURES**

Teachers will practice fire drills, tornado drills and lock down drills each month, as

required by the City Ordinance and the Department of Children and Family Services.

**SCHOOL CALENDAR**

Our program will follow the Fannin County School District calendar. Calendars are typically developed in March. You will receive a text and/or e-mail or message within the KEEDGO App if preschool is closed for a snow day. If you are unsure if preschool is in session, please check the

website fanninrecdept.org, Facebook page or call the Preschool Director at (706) 633-8728.

**DROP OFF PROCEDURE**

Children MUST be dropped off and signed in at the classroom door with

acknowledgement by the teacher/teacher assistant. After the first week of school, parents need to say your good-byes in the hallway then send your child into the classroom.

Classroom doors will be opened:

Mornings: 8:00 am

We ask that you respect these times because the teachers and assistants are busy preparing for the day.

**PICK UP PROCEDURE**

Children will be signed out and picked up by an authorized adult at the classroom door. Pick up will be at the following times:

Classroom doors will be opened:

Mornings: 11:30am. If the authorized pick up person does not pick the child up by 12: noon. If the pick up person is later than 10 minutes, a charge of $1.00 per minute of lateness will be issued. 6

**IMPORTANT SAFETY & COURTESY NOTE**

During drop-off and pick-up, please drive cautiously and park legally as well as

familiarizing yourself with the stop signs and other children and parents departing.

**CLOTHING**

Please dress your child practically and appropriately. We will be painting, getting messy and playing outdoors, so dress your child in casual play clothes. In cases of an accidental spilling, falling, or getting wet, we ask that you bring a full change of season appropriate clothes (top, pants, underwear and socks) in a clear plastic zip lock bag labeled with the child’s name to be kept in the child’s cubbie.

**PERSONAL BELONGINGS**

We strongly recommend that preschoolers do not bring money, toys, electronic games or items of value from home. The Preschool/Playschool is not responsible for personal belongings that are brought to preschool.

**TOILET TRAINING POLICY**

Children MUST be completely toilet-trained BEFORE they start the program. NO

DIAPERS, TRAINING PANTS, OR PULL-UPS are allowed. This adheres to sanitary

guidelines set forth by GADECAL. NO EXCEPTIONS will be made. Toilet trained means being able to wipe themselves, flush the toilet and wash their hands.

**PARENT PARTICIPATION**

Parent participation is encouraged, but not required. The Preschool Program hosts holiday parties each year, offering the parents an opportunity to meet other

participating families. As well as a Farewell Picnic in May.

**NUTRITIONAL POLICY**

The Preschool does not serve snacks which contain peanuts or peanut

oils. All snacks provided are based on the Department of Nutrition from the Fannin County BOE.

Any child with specific dietary restrictions due to medical reasons, allergic reactions, or religious beliefs shall provide the preschool a precise food plan for snack time with written instructions from both the child’s parent/guardian and clergy or doctor. In the best interest of the child’s health and safety, parents of children with severe food allergies or complex dietary plans may be asked to provide their own snacks from home. All food provided by parents will be clearly labeled with the contents of the package, child’s name and date.

This food will not be shared with other children. Perishable food will be refrigerated.

**DISCIPLINE PROCEDURE**

No participant shall on the basis of race, gender, creed, sexual orientation, national origin or disability be denied equal access to programs, activities, services, benefits or to be limited in the exercise of any right, privilege, advantage or opportunity. In keeping with our program goals, we encourage fun for all of our participants; however certain rules are necessary to ensure everyone’s safety and enjoyment.

**DISCIPLINE POLICY**

Our discipline policy is to first and foremost REDIRECT the child to stop the

inappropriate behavior. By controlling the situation, there should not be a need for any additional discipline. However, sometimes a child needs to be removed from play to relax and calm down during a rest period. If a problem arises that needs to be addressed, the teacher will notify the Preschool Director and then contact the parents to work out a plan to be reinforced at home as well as in school. Our primary objective is to avoid a situation wherein a specific child continues to disrupt the experiences of the other children in the classroom.

The following outlines the form of discipline that will be used in cases of aggressive behavior.

**BEHAVIOR**

I .Participants are expected to exhibit appropriate behavior at all times. The staff will set limits from the start of the program and attempt to correct improper behavior. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed for particular activities as deemed necessary by staff.

Participants shall:

1. Show respect to all participants and staff

2. Refrain from using foul language

3. Refrain from causing bodily harm to any participant or staff

4. Show respect for equipment, supplies, and facilities 7

II. **DISCIPLINE**

A positive approach will be used regarding discipline. The staff will set limits from the

start of the program and attempt to correct inappropriate behavior. The Fannin County Park & Recreation department reserves the right to dismiss a participant whose behavior either endangers the child or others or if grossly disruptive. Each situation will be evaluated on

its own merit. Appropriate action will take place as soon as possible.

III. PROCEDURE

If a participant exhibits inappropriate actions the following guidelines will be followed.

The Preschool Program teacher will determine the severity of the action and will

immediately take the appropriate steps to correct it.

The steps to be followed:

1. a. Positive verbal reminder of appropriate behavior
2. b. Redirection to another activity
3. c. Direction to a quiet time activity
4. d. Temporary removal from classroom

Repetitive or intentional violent behavior will result in the teacher completing a

conduct report that will be given to the Preschool Director. A copy of the conduct report will also be given to the parents. Depending on the severity of the incident, the

Preschool Director may dismiss the child from the program.

If the action requires dismissal from the program, the Preschool Director will contact the Recreation Program Director after investigation of the incident.

If an action involves a person with a disability, staff will contact. A copy of this Discipline Policy signed by the parent or guardian must be kept on file.

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THANK YOU FOR SELECTING

Fannin County Recreation Department

FOR YOUR

Preschool/Playschool

AFTER SCHOOL Program

AND

SUMMER CAMP EXPERIENCE!

The Fannin County Parks and Recreation Department’s

Summer camp & After School Programs are not licensed by the state of Georgia nor are they required to be because of exemption. For more details visit www.decal.ga.gov or call 404-657-5562.

Fannin County Parks and Recreation Department

Summer Camp

And

After School Program

580 Winding Road

682 Park Drive

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www.fannincountyrecdept.org

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