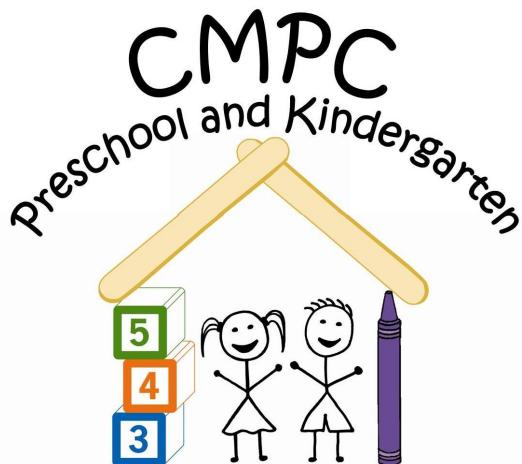


# Parent Handbook



Laying a firm foundation for our children.

2026-2027

“Children are a heritage unto the Lord”

# CMPC SCHOOL CALENDAR\*

|   |                |
|---|----------------|
| Open House .....                              | Aug. 10        |
| First Day of School .....                     | Aug. 11        |
| Labor Day Holiday .....                       | Sept. 7        |
| Columbus Day (Fall Break) .....               | Oct. 12-14     |
| Thanksgiving Break .....                      | Nov. 23-27     |
| Christmas Program (3s, Pre-K & K) .....       | Dec. 14        |
| Christmas Break .....                         | Dec. 18-Jan. 4 |
| MLK Holiday .....                             | Jan. 18        |
| Presidents Day (Winter Break) .....           | Feb. 15-16     |
| Spring Break .....                            | Apr. 5-9       |
| End of Year Program (MMO, Older 2s, 3s) ..... | May 17         |
| End of Year Program (Pre-K & K) .....         | May 18         |
| Last Day Summer Blast .....                   | May 19         |

\*Dates are tentative and may change based on Hall Co. Board of Education. In MOST cases CMPC preschool follows the Hall County school calendar. In case of inclement weather please check for an email from the preschool director or a notification on the classroom communication app.

## Special Days for PRE-K & K Classes

|                        |        |
|------------------------|--------|
| Donuts with Dad .....  | Feb. 4 |
| Muffins with Mom ..... | May. 6 |

# LEARNING AT CMPC PRESCHOOL

- CMPC Preschool & Kindergarten is a ministry of Chestnut Mountain Presbyterian church. We focus on the spiritual needs of children by teaching a biblical worldview. Each week children in all age levels learn about God's word in fun and creative ways. It is our prayer that each child will learn to know Jesus in a personal way as they apply the concepts taught.
- We place a strong focus on social needs in our classroom setting. Teachers create opportunities for interactive learning every day. Although academic development can vary for each student, social needs for their age remain the same. We include learning centers, interactive play, class participation, practice obeying authority, following directions, developing empathy toward others, respect for property, sharing and listening to each other.
- All our age levels focus on academic learning by building and reinforcing skills early. These skills include shapes, colors, letters, numbers, patterning, and fine motor skills. We believe in creating a love for learning and a safe environment for students to try, practice, and make mistakes. We work to develop skills in both advanced and delayed learners. Our small class size allows for small group or one on one interaction and skill development with the teacher.
- Our Pre-K and Kindergarten classes learn and work with letter sounds, phonics, sight words, counting, patterning and other math skills, as well as handwriting development and practice. Pre-K and Kindergarten Georgia standards are covered through hands-on interactive units such as: Community helpers, Transportation, the Farm, Pumpkins, Native Americans, Winter Animal Habitats, Plants and Insects. We instill routines and work on independence in order to prepare students to transition to a larger school environment.

## TUITION & FEES

MOTHER'S MORNING OUT CLASS: 18 months by 9/1/26

(MMO STUDENTS MUST BE WALKING INDEPENDANTLY)

2 day class: Mon. & Wed. 8:30-12:30 \$190/month

TWO YEAR OLD CLASS: 2 yrs by 9/1/26

3 day class: Mon.-Wed. 8:30-12:30 \$250/month

THREE YEAR OLD CLASS: 3 yrs by 9/1/26 & Toilet Trained

3 day class: Mon.-Wed. 8:30-12:30 \$250/month

PRE-K, FOUR YEAR OLD CLASS: 4 yrs by 9/1/26

4 day class: Mon.-Thurs. 8:30-12:30 \$280/month

KINDERGARTEN CLASS: 5 yrs by 9/1/26

5 day class: Mon.-Fri. 8:30-12:30 \$390/month

NON-REFUNDABLE REGISTRATION & SUPPLIES FEE

Upon registration, there will be a NON-REFUNDABLE Registration & Supplies Fee. This fee insures a spot in our program & covers all supplies for the school year.

MMO: \$200 2s & 3s: \$250

Pre-K: \$300 Kindergarten: \$325

# PAYMENT INFORMATION

## PAYMENT SCHEDULE & DUE DATE

There are 10 tuition payments during the school year (August–May). Tuition payments are due by the 10<sup>th</sup> of each month. You will receive an envelope in your child's folder each month as a reminder.

## PAYMENT OPTIONS

- Cash
- Check – Payable to "CMPC Preschool"
- Venmo – Send to @CMPC-Preschool and make sure shield icon is turned off. (on the left side as shown)



CMPC Preschool  
@CMPC-Preschool



Shield Icon

## MORE INFORMATION

- Months with holidays and breaks have the same tuition fees as other months and refunds cannot be made for absences.
- We are a self-supporting nonprofit ministry. All tuition and fees are used to provide the best teachers, equipment and supplies possible.
- Although it is not our desire, if your account falls two months behind you will be asked to remove your child from our program. If you are having trouble in this area, please contact us.

# WHAT TO BRING

## FULL SIZE BACKPACK

Please make sure your child's backpack is full sized. It needs to be able to fit: a folder, water bottle, lunch box or snack bag and extra items.

## CHANGE OF CLOTHES

Please send an entire outfit (shirt, pants, underwear & socks) in a ziploc bag, labeled with your child's name. This will stay at school in case of an accident.

## JACKET

During winter we will go outside if it is above 40 degrees and dry. On rainy or extra cold days, we have use of our church gym and an indoor playground available for younger children.

## DIAPERS & WIPES (MMO & 2s)

Please make sure to send diapers and wipes regularly for your child.

## FOLDER

Your child will receive a folder at Open House. They will bring this to school every day/week in their backpack. It will contain schoolwork and preschool communication. Please check it regularly.

# SNACK & LUNCH

## A SNACK & DRINK

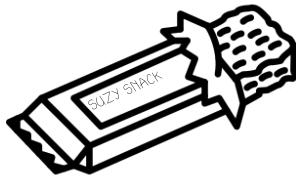
Send a snack and water bottle with your child each day. Please make sure both items are labeled with your child's name.

## LUNCH (MMO, 2s & 3s)

This is **SEPARATE** from snack time, please make sure the snack item is labeled "snack" so it is not confused with lunch items.

\*Pre-K & K classes have a snack at school  
but will NOT eat lunch.\*

**\*\*\*PLEASE LABEL EVERYTHING YOU SEND\*\*\***



# CARPOOL

## MORNING DROP OFF

Carpool begins (for ALL classes) at 8:20 AM on the east (right) side of the building by the preschool wing. We ask that parents drop children off under the portico.

## AFTERNOON PICK UP

Both carpools (A & B) will begin at 12:30pm.

- Carpool A: MMO, 2s & 3s on the preschool side. (Where morning drop off happens.)
- Carpool B: Pre K & K on the west (left) side of the building (under portico), opposite of the preschool wing.

## TAGS

You will be given a carpool tag with your child's name and carpool letter (A or B). Please hang the tag from the rear view mirror so it is visible. This sign must be present in order for us to release your child. You may request more signs for other authorized drivers as needed.

## PLEASE NOTE

Due to liability issues, we WILL NOT be able to buckle your child in their car seat. Please pull forward to a parking space and buckle your child. This allows the carpool line to move smoothly.

# BEHAVIOR MANAGEMENT

## CONSEQUENCES

Teachers facilitate the development of self-control in the classroom by modeling appropriate behavior, redirecting, encouraging, and by setting clear limits for the safety of all children. If redirecting is not successful we will use the time-out method as a means of discipline in the classroom. A child may also lose a privilege if his/her behavior disrupts the classroom continuity. If the behavior cannot be corrected by working with the child, we will talk with you about the issue. If a serious behavior issue persists, you may be asked to remove your child from our program.

## BITING

We will work with a child that has a problem with biting. It is our policy to inform not only the parent whose child is doing the biting, but also the parent whose child is bitten. Again, we will use time-out for the purpose of correcting the behavior. We will give a probation period after the first offense, if the biting persists, we will require a brief leave of absence. If this approach is not successful, we will regretfully ask the family to withdraw their child from class.

## OTHER CONCERNs

In many cases this is a child's first experience in a school setting. A child's brain develops most rapidly during the first 4 years of life. If we find signs of developmental delays, speech issues or behavioral concerns, we may refer you for additional help or testing. Early Intervention of developmental concerns can have a significant impact on school readiness. In some cases our program may not be equipped to meet specific needs.

# CLASSROOM INFORMATION

## TOILET TRAINING

- MMO & 2s teachers can assist with the toilet training process once parents have communicated that desire.
- Children entering the 3s class **MUST BE** toilet trained. Since our three year old classes have one teacher, children must be able to independently use the bathroom. We are available to help them if necessary and can assist if there is an accident.

## BIRTHDAYS

We love to celebrate birthdays at school! Please speak to your child's teacher if you choose to send in a treat. Please send **MINI** cookies/cupcakes, donut holes or packs of gummies.

## SPECIALS

Each week we have P.E., Art & Music for the students. On Thursdays Pre-K & K have a Biblically based chapel time.

## CALENDAR

Each month a calendar will be sent home in your child's folder that lists all the special events and activities. Please keep this as a reference so you are aware of any items your child will need to bring to school.  
(Examples: show & tell, dress up days)

## COMMUNICATION

The best way to stay informed about preschool news/events is to read the following:

- Classroom app on your phone
- Monthly calendar
- Emails from the Director

## A WORD FROM THE DIRECTOR

Dear Parents,

We are so pleased that you have decided to make CMPC Preschool & Kindergarten a part of your life. We hope and pray that this will be a great experience for your family.

We have had the opportunity to minister to parents and children for over 40 years now. We thank God for the blessings we have received through the hundreds of children that have come our way. Our first priority is to serve God by serving you and loving these children.

If you have any questions not answered by this handbook, please feel free to call or email our office anytime. We are looking forward to another great year and are so glad you will be a part of our family.

Blessings,

*Nancy Burkhardt*

Chestnut Mountain Presbyterian Church  
Preschool & Kindergarten

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Flowery Branch, GA 30542

Mailing Address:  
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Chestnut Mountain, GA 30502

770-967-3440 - ext. 2  
[preschool@cmpca.org](mailto:preschool@cmpca.org)

Nancy Burkhart  
Director