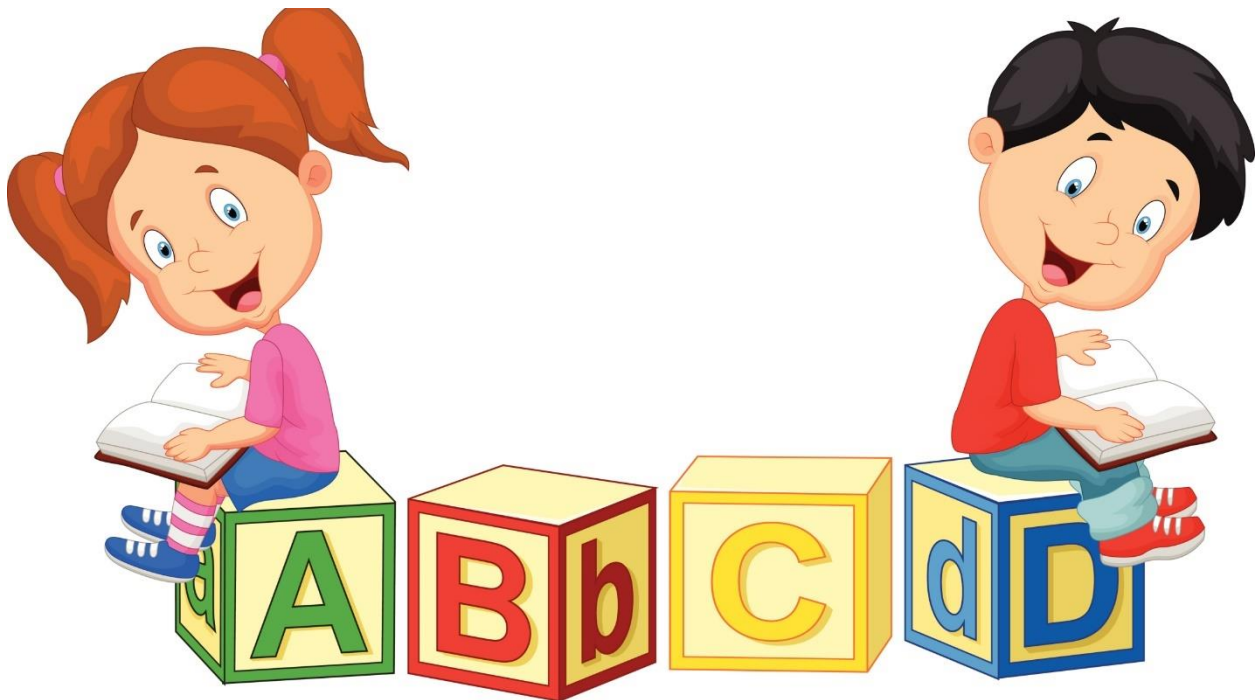




**BURNT HICKORY**  
WEEKDAY EDUCATION

**2024-2025 Handbook**



**770-590-0434**

**WEEKDAY EDUCATION MINISTRY  
MISSION STATEMENT**

**Burnt Hickory Weekday Education 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 Weekday Education 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 Weekday Education 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  
OFFICE PHONE NUMBER 770-590-0434  
[weekday@burnthickory.com](mailto:weekday@burnthickory.com)  
[www.burnthickory.com/weekday-education](http://www.burnthickory.com/weekday-education)  
[www.facebook.com/bhbcweekday](https://www.facebook.com/bhbcweekday)**

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## **BURNT HICKORY BAPTIST CHURCH**

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 COMMITTEE**

Joanna Cheshire  
Caroline Hamby  
Holly Hoover  
Tammy McClure  
Kaye Moon

Weekday Education: 770-590-0434 / [weekday@burnthickory.com](mailto:weekday@burnthickory.com)

## **WEEKDAY EDUCATION OFFICE STAFF**

Weekday Education Director:	Joy McKinney	<a href="mailto:jmckinney@burnthickory.com">jmckinney@burnthickory.com</a>
Weekday Education Associate Director:	Melodie Presley	<a href="mailto:mpresley@burnthickory.com">mpresley@burnthickory.com</a>
Weekday Office Receptionist:	Theresa Denlinger	<a href="mailto:tdenlinger@burnthickory.com">tdenlinger@burnthickory.com</a>
Weekday Bookkeeper:	Michelle Lochamy	<a href="mailto:mlochamy@burnthickory.com">mlochamy@burnthickory.com</a>
Weekday Resource Room:	Lori Cowley	
Weekday Parking Lot:	Mike McKinney	

## WEEKDAY EDUCATION STAFF (continued)

Teachers (Teacher Assistants) of 12 - 18 Month Olds:

M/W Tammy Thrower (Cindy Baker)  
T/Th Tammy Thrower (Mary Jost)

Teacher (Teacher Assistant) of 18 - 24 Month Olds:

M/W & T/Th Leslie Rogers (Melissa Shirley)

Teachers (Teacher Assistants) of 2 Year Olds:

M/W Jean Turner (Barbara Whitehead); Lisa Evans (Hallie Eppenstein)  
T/Th Lisa Evans (Amanda Riley); Taylor White (Carly Steele-Bowley)

Teacher (Teacher Assistant) of Older 2 Year Olds:

M/W & T/Th Kayla Smith (Becca Feagan)

Teachers (Teacher Assistants) of 3 Year Olds:

T/Th Caroline Harding (Katelynn Smith); Carol Dillard (Lauren Box)  
M/W/F Caroline Harding (Debbie Rennie); Nancy Stanfill (Gary Cameron)  
T/W/Th Lauri Addams (Grace Small); Gaby Villari (Danielle Key)

Teachers (Teacher Assistants) of Older 3 Year Olds:

T/Th/F Candice Ridgeway (Terah Curry)

Teachers (Teacher Assistants) of 4 Year Olds:

M/W/F Karly Howell (Karen Floyd); Lauren Byrne (Lori Smith)  
M-Th Becky Godfrey (Mariela Exposito); Caitlin Moses (Lacey Mitchell)  
Caroline Smith (Heidi Olson); Jyn O'Bryant (Ty Butler)  
Na Edmonds (Amanda Lyle)

Teachers (Teacher Assistants) of Early 5's:

M-F Barbara Nelson (Cheri Milne); Paula Letzelter (CK DeLucia)

Kindergarten Teachers (Teacher Assistants):

M-F Amanda Johnson (Janet Coleman), Erin Palmer (Hailey Fischer)

Kindergarten Centers Room Teacher: Jennifer Wix

Music Teacher: Cindy Morrison

Science Teacher: Lindsey Olsin

Spanish Teacher: Mariela Exposito

Technology Teacher: Stephanie Freeman

## FROM THE DIRECTOR AND STAFF

Welcome to Burnt Hickory Weekday Education. Thank you for choosing to place your child in the care of the staff at Burnt Hickory this year. We know that every child is special, and every parent is important. It is our desire that every child develops a love of learning and grow in confidence and independence.

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 Weekday Education 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. The Brightwheel app will be used as the primary form of communication with parents from the office and teaching staff. We welcome and appreciate your suggestions and comments.

We are looking forward to a wonderful year together!

# POLICIES

## REGISTRATION

A non-refundable registration fee is due upon enrollment into the program. This fee guarantees the child a place and helps purchase supplies. 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. 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 made available to the community only after in-house registration has occurred. Information will be made available, but no forms. Every child must have completed enrollment forms to be assigned to a classroom.

## ENROLLMENT

Enrollment is for the entire school year and there will be no refunds for absences. Our 2024-2025 school year runs from August 12, 2024 through May 15, 2025, 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 form need to be uploaded to your child's Brightwheel account in order for your child to start school.

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

The ages of children admitted are as follows:

12-18 month class – 1 year by September 1<sup>st</sup> and walking

18-24 month class – 18 months by September 1<sup>st</sup> and walking

2 year classes – 2 by September 1<sup>st</sup>

Older 2's classes – turning 3 between September 2<sup>nd</sup> and December 31<sup>st</sup>

3 year classes – 3 by September 1<sup>st</sup>

Older 3's – turning 4 between September 2<sup>nd</sup> and December 31<sup>st</sup>

4 year classes – 4 by September 1<sup>st</sup>

Early 5's – turning 5 between September 2<sup>nd</sup> and December 31<sup>st</sup>, class is also open to students who are already 5 on September 1.

Kindergarten – 5 by September 1<sup>st</sup>

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 by email to [jmckinney@burnthickory.com](mailto:jmckinney@burnthickory.com).

## FEES: TUITION – DIVIDED INTO 10 EQUAL PAYMENTS

1 YEAR OLDS:	(MONDAY & WEDNESDAY) (TUESDAY & THURSDAY)	\$200.00/payment \$200.00/payment
2 YEAR OLDS:	(MONDAY & WEDNESDAY) (TUESDAY & THURSDAY)	\$200.00/payment \$200.00/payment
3 YEAR OLDS:	(TUESDAY & THURSDAY) (MONDAY, WEDNESDAY, FRIDAY) (TUESDAY, WEDNESDAY, THURSDAY) (MONDAY-THURSDAY)	\$210.00/payment \$230.00/payment \$230.00/payment \$250.00/payment
OLDER 3 YEAR OLDS:	(TUESDAY, THURSDAY, FRIDAY)	\$230.00/payment
4 YEAR OLDS:	(MONDAY, WEDNESDAY, FRIDAY) (MONDAY-THURSDAY)	\$240.00/payment \$260.00/payment
EARLY 5's CLASS:	(MONDAY - FRIDAY)	\$285.00/payment
Kindergarten:	(MONDAY - FRIDAY)	\$340.00/payment

Tuition is an annual fee divided into ten equal payments. Tuition is due in advance on the 5<sup>th</sup> of the month preceding the month of attendance. All payments may be made through the Brightwheel app. If sending a check to school with your child, please write your child(ren)'s name(s) on the memo line and place your check in a sealed envelope and put it inside the school folder. Cash payments may be made in person at the Weekday Education office during office hours.

Using the Brightwheel app, parent contacts may export a simplified record of transactions, including charges and payments, over any date range. This report may be used for year-end tax reporting on early childhood education spending. On this report, the dates of service column will show a month next to each tuition payment. Please remember, our tuition is an annual fee, divided into ten payments and due in advance of attendance.

There will be a late fee of \$15.00 on payments not made by the 15<sup>th</sup> 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.). Returned checks are subject to the current late fee plus an additional fee of \$20.

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.

If mailing a check, make checks payable to Burnt Hickory Weekday Education and mail to:

**BURNT HICKORY WEEKDAY EDUCATION  
5145 DUE WEST ROAD  
POWDER SPRINGS, GA 30127**



## STUDENT DROP-OFF and PICK-UP

### PARENTS OF CHILDREN 2 AND UNDER

Each child must be walked to the classrooms each day and checked in with the teacher each morning. Drop-off time begins at 8:55 AM. Prior to 8:55, the staff members are preparing the classrooms for the day and participating in staff meetings. We suggest that children be handed over the gate or allowed to walk through the gate into the classroom on their own. We ask that parents do not enter the classroom at drop-off time.

Children should be picked up promptly at 1:00 PM. Each child needs to be signed out at the classroom door. After 1:05, a late fee of \$1.00 per minute will be charged. After 1:05, the remaining children will be taken to the Weekday office to be picked up and signed out on a "Late For Pick Up" sheet. This sheet will be used to determine if a pattern of lateness develops. If habitual lateness becomes a problem, the child may be dismissed from the program.

### PARENTS OF CHILDREN IN THE 3 AND OLDER CLASSES

We encourage you to use our carline to drop-off and pick-up your children. Kindergarten hours are 8:45 – 12:45 each day with Kindergarten drop off beginning at 8:35. Kindergarten carline drop off ends at 8:45. All 3's, 4's and Early 5's classes meet from 9:00 – 1:00. Carline drop off for these students begins at 8:55. An adult will greet the children at the cars between 8:55 and 9:15 AM. After 9:15 AM, please park and accompany your child to the office to sign in and then escort your child to the classroom. If you choose not to use the carline in the morning, you must park in the side parking area and walk your child to his/her classroom. Children are not allowed to walk into the building alone under any circumstance. They must be accompanied by an adult. We ask that parents do not enter the classroom at drop-off time. Dismissal for children ages 3 and up will begin at 12:50 and end by 1:15. 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 afternoon carline is over at 1:15, any children remaining will be taken to the Weekday office to be signed out on a "Late For Pick-up" sheet. A late fee of \$1.00 per minute may be charged after 1:15. If this situation continues, the child will be dismissed from the program. If you chose not to use the carline in the afternoon, you must also park in the side parking lot and walk through the building to the designated pick up door: a set of double doors that open into the rear lobby where the children are waiting to be picked up. For all 3's, 4's, Early 5's and Kindergarten, your child's carline number is required for walk in pickup. Children are only dismissed from this door during afternoon pick-up. A staff member will deliver your child to you as you wait in the hallway. Please keep your carline number out so our staff can double check before releasing your child to you. Please do not enter the rear lobby during carline dismissal.

If a child is to be picked up by anyone other than the parent, a written note or a note sent in Brightwheel is required from the parent. A photo ID will be required if there is no carline 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.

### CARLINE 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 carline 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, Drop off of children ages 2 and younger, and people just using our parking lot as a cut through.
- \* Displaying the carline number is essential for the afternoon pick-up process to work efficiently and smoothly.
  - Place the carline number where the staff member who is outside entering numbers can see it.
  - Leave the carline number in place so the loaders can double check before loading each child.
- \* The carline 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.

### ARRIVING LATE TO SCHOOL

If your 3's, 4's, or Early 5's child is late for school (arriving after 9:15 AM) or Kindergarten student (arriving after 8:45 AM), you will need to park and come inside the building. Press the buzzer at the secure door and come to the office, sign the child in late and then walk your child to class. If your 1's or 2's child is late for school (arriving after 9:15 AM), you may park on the side of the church, press the buzzer at the secure door near your child's classroom, and take your child to the classroom.

### CHECKING A STUDENT OUT EARLY

If you know that you are planning to check your student out early, please send a Brightwheel message, or 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. For early pickup of 1's and 2's, parents should park on the side of the building, request entrance into the secure area, and proceed to the classroom. For early pick up for 3's, 4's, Early 5's and Kindergarten, parents should arrive no later than 12:30 PM (due to afternoon carline), park at the back of the church campus and enter the back lobby. Press the buzzer at the secure door and proceed to the Weekday office to have the office personnel contact your child's classroom.

### CONCERNING SEPARATION ANXIETY UPON ARRIVAL

Since all students ages 2 and younger are brought into the building by an adult, sometimes it is difficult for the child to let the adult leave. We have found that the quicker the adult leaves, the easier it is on the child to separate and the better the child does.

If you are concerned about leaving a child who is upset, you may wait outside of the classroom in a location where your child cannot see you; however, we suggest that you go ahead and leave the campus. Usually by the time you get to the car, he/she will have settled into the class. Please do not go into the classroom. If the parent of one child comes into the classroom, this might help to settle that child, but often upsets all the other children in the classroom who may also be missing their parent.

If 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 come back and pick up your child early. We want every child to have a positive experience here and will work with you to achieve that goal.

### HEALTH & SAFETY POLICIES

#### Handwashing

At a minimum, students wash hands with soap and water when they arrive to school each day, before and after lunch, and after using the toilet, 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 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 periodically. 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. Forms are to be uploaded through Brightwheel. We must have this form before your child starts school and this form must be kept up to date.

### 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 enrollment form. Teachers will ask each parent to complete detailed allergy or medical forms as needed.

### 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 24 hours after medical treatment has begun.
- ✓ FEVER\* - Temperature of 100 degrees Fahrenheit or higher-your child should be fever free for 24 hours before returning to school without medication to lower the fever.
- ✓ GREENISH NOSE DISCHARGE, AND/OR CHRONIC, EXCESSIVE COUGH – WET OR DRY 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, such as chicken pox, measles, rubella, Scarlet fever, 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).
- ✓ RINGWORM, IMPETIGO – best diagnosed by a healthcare professional.
- ✓ COVID – return to school following current CDC guidelines or with a doctor's note.

- \* fever is determined by a thermometer reading 100 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking
- \*\* If any of the symptoms listed in the 'Illness Guidelines' are observed at school, it will be necessary to have the child pickup up from school.
- \*\* Please call, message through Brightwheel "Admin only", or email the Weekday office to inform us of any illness that might be CONTAGIOUS. We may need to notify other parents if the illness is due to a communicable disease.
- \*\* If your child is treated by a healthcare provider, please ask for a "Return to School" note and send it with your child when he/she returns to school.

If a child develops any illness symptoms during the school day, the child will be brought to the Weekday office, 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 enrollment form will be called.

We request that in the event of illness you follow the 24-hour rule: no fever for 24 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 sick child to school 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.

We value your child's health and recognize that preventing the spread of infectious diseases is a very important part of quality childcare. We actively strive to monitor the health and well-being of all children in our care. If a child has certain communicable diseases, it may be that individual state law, our state's childcare licensing regulations, and/or our health and safety policies could require:

- Sending the child home
- Documented evaluation and treatment by the child's health care provider
- Notification of the families of other children in our program and staff members
- Notification of local health authorities (e.g. Health Department)

We will keep you informed of any instances of contagious diseases affecting children who may have had direct exposure at our school as necessary and will report such diseases to the local health authorities where required by law. Written health care provider clearance is required where noted above; additionally, we may require provider clearance for other illnesses at our discretion.

The above guidelines are in place as of the first day of school. Changes to our policies may be made as necessary to comply with state or local mandates. We will continue to monitor updates from the Department of Health and other agencies. In the event that we are required to update health and safety guidelines as warranted by the Georgia Department of Health, any new guidelines will be distributed to all families through Brightwheel notification and by email.

### FOOD ALLERGIES

*If your child has a specific food allergy, please list specific allergies on your child's Brightwheel profile. Arrangements will be made on an individual basis to provide an environment that is sensitive to your child's needs. Additional forms will need to be completed in Brightwheel prior to the first day of school.*

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. You may send a water bottle or 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. 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 or through Brightwheel if lunch is not needed on a specific school day. Lunch will not be needed the first week of school as we will dismiss one hour early for this week only. Please label your child’s lunchbox.

## 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.*

## PARTIES

Several class parties are scheduled for the year. Parents are asked to sign up to help with these parties. Parents are invited and encouraged to attend all the parties to share in this special time. **NO GOODIE BAGS OR BALLOONS ARE ALLOWED AT ANY PARTY**, including birthdays. Please do NOT post pictures on social media that contain other children’s photos. Parents of some students may not want their child’s photo posted on social media. Please respect the privacy of others, Thank you for your cooperation.

## 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 with socks are recommended. Cowboy boots, flip flops, or Croc type shoes **MAY NOT BE WORN**. Please provide an extra set of clothing (including socks and underwear) 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.

## 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 conference at this time. Parent/teacher conferences are also scheduled for March 3-7, 2025 AND March 10-14, 2025 for all 3's, 4's, and Early 5's. Kindergarten students will also have spring conference, date TBA. The spring conference will be a 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 or via the Brightwheel app. When it is necessary to call the school, please remember that teachers are in class until 1:00 or 1:15 (carline). Unless it is an emergency, leave a message in the office and the teacher will call you after dismissal. Please refrain from contacting teachers during class. If a teacher is reading a message or answering a message, she will be distracted and not teaching the class!

## A NOTE ABOUT NOTES

If your personal phone number, work phone number, email address, home address, or emergency number should change, please notify us immediately in writing or send us a message in Brightwheel. Brightwheel DOES NOT notify us if you make information changes for your child in the app. We can update Brightwheel with your new address, but Brightwheel does not allow us to edit phone numbers. If you edit your phone number or address in Brightwheel, please let us know so that we may update our internal records.

When a child is absent, we request that a written note be sent to school upon return. Some absences will require a "Return to School" note from your healthcare provider.

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 given to you at pickup for your signature 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. Only 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 Weekday Education believes that all students have a right to a safe and healthy school environment. Weekday Education 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 dismissal from the program.

### 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.

Failure to provide proof of immunization or exemption.

### SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

Under normal circumstances, if Cobb County Schools close due to weather, we are closed as well. Burnt Hickory Weekday Education will not participate in digital learning days. School closure information for Burnt Hickory Weekday Education will be sent through Brightwheel. Other sources of closure information include our website [www.burnthickory.com/weekday-education](http://www.burnthickory.com/weekday-education), local weather on TV stations, or TV station websites, or a recorded announcements on the Weekday phone, and the Burnt Hickory Baptist Church website, [www.burnthickory.com](http://www.burnthickory.com)

### 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, Burnt Hickory Weekday Education will **NOT** have school. Local media will be used to convey this information, and you will receive a message through the Brightwheel app. Burnt Hickory Weekday Education will not participate in digital learning days.

## THE SCHOOL YEAR AT A GLANCE

### AUGUST

Chapel Topic: God's Beautiful World

Genesis 1:1-28

Bible Thoughts and Truths:

2's	God made me.	Psalm 100:3
	A friend loves at all times.	Proverbs 17:17
	Jesus said, "You are my friends"	John 15:15
3's	God made the summer.	Psalm 74:17
	The birds have nests.	Matthew 8:20
4's	I am wonderfully made.	Psalm 139:14
	God cares for you.	1 Peter 5:7

Units: Summer, Me

Events: Tour of Burnt Hickory

### SEPTEMBER

Chapel Topic: God Talks to Moses

Exodus 3:1-21

Bible Thoughts and Truths:

2's	I am wonderfully made.	Psalm 139:14
	God made me.	Psalm 100:3
	But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faith, gentleness, and self-control	Galatians 5:22-23
3's	God is good.	Psalm 73:1
	God made us.	Psalm 100:3
4's	God said, "I will be with you."	Exodus 3:12
	The Lord is good to all.	Psalm 14:9

Units: Me, School, Family

Events: 2's, 3's, 4's, E5's, Kindergarten - Fall Nature Hike on Campus; "Mother Goose" visits

### OCTOBER

Chapel Topic: David & Jonathan Were Friends

1 Samuel 18:1-4

Bible Thoughts and Truths:

2's	The hearing ear and the seeing eye – the LORD has made them both	Proverbs 20:12
	God hears me when I pray to Him.	Psalm 66:19
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, My Senses

Events: Fall pictures, Kindergarten – off-site field trip



## NOVEMBER

Chapel Topic: Noah and the Ark

Genesis 6:1-9

Bible Thoughts and Truths:

2's	Give thanks to the LORD for He is good. God give food to every creature...	Psalm 136:1 Psalm 137:25
3's	God sends the rain. Give thanks to the Lord.	Leviticus 26:4 Psalm 106:1
4's	We give thanks to you, O God. Sing joyfully to the Lord.	Psalm 75:1 Psalm 33:1

Units: Food & Nutrition, Thanksgiving

Events: 18-24 month, 2's, 3's, 4's, E5's & Kindergarten - Thanksgiving Parties;  
2's, 3's, 4's, E5's & Kindergarten "Mother Goose" visits

## DECEMBER

Chapel Topic: Jesus Was Born

Luke 2

Bible Thoughts and Truths:

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

Unit: Joys of Christmas

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

Christmas Program  
Christmas parties

## JANUARY

Chapel Topic: Jesus in the Temple

Luke 2:41-50

Bible Thoughts and Truths:

2's	God made the winter. Jesus went to church.	Psalm 74:17 Luke 4:16
3's	Jesus went to church. God made the winter.	Luke 2:42 Psalm 74:17
4's	Ears that hear and eyes that see, the Lord has made them both. Work with your own hands.	Proverbs 20:12 1 Thessalonians 4:11

Units: Wonderful Winter, Nursery Rhymes, Community Helpers

Events: 2's, 3's  
E5's, Kindergarten

Visits from Community Helpers  
100<sup>th</sup> Day of School

## FEBRUARY

Chapel Topic: Jesus, the Children's Friend

Matthew 19:13-16

Bible Thoughts and Truths:

2's	...God is love.	1 John 4:8
3's	Jesus said, "Love one another". We are helpers.	John 15:17 2 Corinthians 1:24
4's	Jesus said, "Let the little children come to me". Jesus said, "You are my friends".	Matthew 19:14 John 15:14

Units: Valentine's Day, Community Helpers

Events: All classes ages 3 and up  
All classes

Donuts with Dad  
Valentine's Exchange

## MARCH

Chapel Topic: Zaccheus Meets Jesus

Luke 19:1-10

Bible Thoughts and Truths:

2's	God sends the rain at the right time. God said, "I am with you and will watch over you wherever you go"	Leviticus 26:4 Genesis 28:15
3's	Jesus grew and became strong. God made the wind.	Luke 2:40 Psalm 147:18
4's	God gives us all things to enjoy. God made the flowers.	1 Timothy 6:17 Genesis 1:11

Unit: Animals, Spring, Transportation, Safety

Events: 4's, E5's, & Kindergarten  
2's, 3's, E5's, Kindergarten  
3's, 4's, E5's & Kindergarten

School Bus Safety Presentation  
"Mother Goose" visits  
Conference Week

## APRIL

Chapel Topic: The Easter Story

Bible Thoughts and Truths:

2's	Jesus loves me and gave himself for me. God made the animals.	Galatians 2:20 Genesis 2:20
3's	Trust in the Lord. God made the animals.	Isaiah 26:4 Genesis 1:25
4's	Jesus loves us. Jesus went about doing good.	Revelation 1:5 Acts 10:38

Units: Easter, Spectacular Spring

Events: 18-24 months, 2's, 3's, 4's, E5's & Kindergarten  
All classes

Easter parties  
Animals visit

**MAY**

Chapel Topic: A Boy Shares His Lunch

John 6:1-13

Bible Thoughts and Truths:

2's Children obey your parents in everything, for this is pleasing to the Lord

Colossians 3:20

3's & 4's Honor your Father and Mother.

Exodus 20:12

Children obey your parents.

Ephesians 6:1

Units: Celebrating Moms, Family

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

Mother's Day Luncheons

All classes

End of the year activities

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.
- \* Get involved! We love to have parents involved. Discuss with your child's teacher ways you can help in the classroom.
- \* Take an interest in the school and whatever your child brings home.
- \* Encourage your child 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.
- \* For Publix shoppers, we participate in the Publix Partners program. An account at [www.publix.com](http://www.publix.com) must be created only once, but each family must sign up annually to choose a school to support at the *Publix Partners* page. At checkout, you can use the app or you will be asked to enter your phone number. A percentage of all monies spent will be credited to the Burnt Hickory Weekday Education 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](http://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.

### 2024-2025 Supply List

#### One year old classes

- 1 box of tissues
- 2 rolls of paper towels
- 2 boxes of baby wipes (package or refill)
- 1 container of Lysol or Clorox wipes
- 1 box of snack size Ziploc bags

#### Two year old classes

- 1 box of tissues
- 2 rolls of paper towels
- 1 box of baby wipes (package or refill)
- 1 container of Lysol or Clorox wipes
- 1 box of sandwich size Ziploc bags

#### Three year old classes

- 1 box of tissues
- 2 rolls of paper towels
- 1 box of baby wipes (package or refill)
- 1 container of Lysol or Clorox wipes
- 1 box of gallon Ziploc bags
- 1 package of Magic Erasers

#### Four year old classes\*

- 1 box of tissues
- 2 rolls of paper towels
- 1 box of baby wipes (package or refill)
- 1 container of Lysol or Clorox wipes
- 1 package of washable markers
- \*4s MWF 1 box of quart size Ziploc bags
- \*4s M-Th 1 additional container of Lysol or Clorox wipes

#### Early 5 year old classes

- 1 box of tissues
- 2 rolls of paper towels
- 1 box of baby wipes (package or refill)
- 1 container of Lysol or Clorox wipes
- 1 box of snack size Ziploc bags

#### Kindergarten classes

- 1 box of tissues
- 2 rolls of paper towels
- 1 box of baby wipes (package or refill)
- 1 container of Lysol or Clorox wipes
- 1 box of 2 or 2.5 gallon Ziploc bags

## RESOURCES USED FOR TEACHING AT BURNT HICKORY WEEKDAY EDUCATION

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

Bible Lessons for Little People

Land of the Letter People

Wee Learn Curriculum Guides

Creative Resources For Preschool Teaching

“Read it Once Again” Units

Our Own Creative Minds and Yours

Every Day Count

**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

Burnt Hickory Weekday Education for children 12 months through Kindergarten

Weekly Wednesday Family Night Supper

Women's Ministry

Homeless Shelter Ministry

Celebrate Recovery

Burnt Hickory Music & Dance

LifeCare Resources

Pastoral Counseling

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](http://www.burnthickory.com).

**BURNT HICKORY WEEKDAY EDUCATION  
2024-2025 SCHOOL CALENDAR**

August 4	Sunday	Parent Orientation (no children please)
August 12 and 13	Monday and Tuesday	1st Days of School
September 2	Monday	No School/Labor Day Holiday
September 23-27	Monday-Friday (Inclusive)	No School/Cobb County/Fall Break
October 8-11	Tuesday-Friday	Fall Pictures
November 5	Tuesday	No School/Cobb County Student Holiday/Election Day
November 20, 21, or 22	Wednesday, Thursday, or Friday	Thanksgiving Parties – 18-24 months, 2’s, 3’s, 4’s, E5’s, K
November 25-29	Monday-Friday (Inclusive)	No School/Thanksgiving Holiday
December 12	Thursday	Christmas Program – 4’s, E5’s, K - 7PM
December 16 or 17	Monday or Tuesday	Christmas Parties – 18-24 months, 2’s, 3’s, 4’s, E5’s, K
December 19-January 3	Inclusive	Christmas and New Year’s Day Holidays
January 20	Monday	No School /MLK Holiday
January 27	Monday	Community Open House 6:30-8:00 PM
January 31	Friday	100th Day Celebration – E5’s, K
February 5 or 6	Wednesday or Thursday	Donuts with Dad – 3’s, 4’s, E5’s, K
February 12, 13, or 14	Wednesday, Thursday, or Friday	Valentine's Exchange (No class parties)
February 17-21	Monday-Friday (Inclusive)	No School /Cobb County/Winter Break
March 3-14	Monday-Friday (Inclusive)	Conference Weeks – 3’s, 4’s, E5’s
March 25-28	Tuesday-Friday	Spring Pictures
April 7-11	Monday-Friday (Inclusive)	No School/Spring Break
April 16 or 17	Wednesday or Thursday	Easter Parties – 18-24 months, 2’s, 3’s, 4’s, E5’s, K
April 18	Friday	No School/Good Friday
May 7, 8, or 9	Wednesday, Thursday, or Friday	Celebrating Mom – 18-24 months, 2’s, 3’s, 4’s, E5’s, K
May 13	Tuesday	Play Days – all T/Th 1’s, 2’s & 3’s, Older 3’s classes AND last day for these classes
May 14	Wednesday	Play Days - all M/W 1’s & 2’s, M/W/F 3’s, T/W/Th 3’s, M- TH 3’s, all 4’s, E5’s & K AND last day for all classes
May 15	Thursday	End of Year Program – 4’s & E5’s - 9:30 am
May 15	Thursday	Kindergarten Graduation – 7 pm