BURNT HICKORY

WEEKDAY EDUCATION

2026-2027 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
www.burnthickory.com/weekday-education
www.facebook.com/bhbcweekday

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BURNT HICKORY BAPTIST CHURCH

Senior Pastor:	Rev. Matt Petty
Pastor of Ministries:	Mike Wynn
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
Kaye Moon

Weekday Education: 770-590-0434 / weekday@burnthickory.com

WEEKDAY EDUCATION OFFICE STAFF

Weekday Education Director:	Joy McKinney	jmckinney@burnthikory.com
Weekday Education Associate Director:	Melodie Presley	mpresley@burnthickory.com
Weekday Office Receptionist:	Theresa Denlinger	tdenlinger@burnthickory.com
Weekday Bookkeeper:	Michelle Lochamy	mlochamy@burnthickory.com
Weekday Resource Room:	Lori Cowley	
Weekday Parking Lot:	Mike McKinney	

WEEKDAY EDUCATION STAFF (continued)

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

M/W	Cindy Baker (Debbie Nuñez)
T/Th	Dionna Hays (Anna Soczewka)

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

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

Teachers (Teacher Assistants) of 2 Year Olds:

M/W	Lisa Evans (Amanda Riley); Jean Turner (Barbara Whitehead);
T/Th	Lisa Evans (Penny Wizner); Amanda Riley (Mary Kathryn Nappi)

Teacher (Teacher Assistant) of Older 2 Year Olds:

M/W	Kayla Smith (Laura Craig)
T/Th	Kayla Smith (Niki Artavia)

Teachers (Teacher Assistants) of 3 Year Olds:

T/Th	Cindy Baker (Grace Small); Caroline Harding (Jenna Kim)
M/W/F	Tiffany Frazee (Amber Cohoon); Caroline Harding (Jenna Kim)
T/W/Th	Lauri Addams (Lauren Box); Gaby Villari (Sarah Morgan)
M-Th	Mindi Avery (Melissa Smith); Alessa Clements (Lauren Stanfill)

Teachers (Teacher Assistant) of Older 3 Year Olds:

T/Th/F	Candice Ridgeway (Terah Curry)

Teachers (Teacher Assistants) of 4 Year Olds:

M/W/F	Heidi Olson (Gena Woods); Caroline Smith (Anita Colley)
M-Th	Na Edmonds (Amanda Lyle); Becky Godfrey (Mariela Exposito); Jyn O'Bryant (Ty Butler); Stephanie Erickson (Kimberly Domon); Kelly Morson (Lindsie Guerrasio)

Teachers (Teacher Assistants) of Early 5's:

M-F	Barbara Nelson (Laura Shinn); Paula Letzelter (Blair Christianson)

Kindergarten Teachers (Teacher Assistants):

M-F	Margaret Joiner (CK DeLucia); Kim Poll (Janet Coleman)

Kindergarten Centers Room Teacher: Chrissy Appling

Music Teacher: Leah Harrell

Science Teacher: Mary Beth Brennan

Spanish Teacher: Mariela Exposito

Technology Teacher: Chrissy Appling

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 and that every parent feels heard and valued. Our school embraces an open-door policy. We love to see and engage with our Weekday families. Whenever a concern arises, please contact us by phone, email, or through Brightwheel.

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 (on Brightwheel and in child's folder) 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.

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.

ENROLLMENT

Enrollment is for the entire school year and there will be no refunds for absences. Our 2026-2027 school year runs from August 12, 2026 through May 12, 2027, closely aligning with the Cobb County School District calendar.

FORMS

A birth certificate (does not have to be a certified copy) and a current 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 1st and walking
18-24 month class – 18 months by September 1st and walking
2 year classes – 2 by September 1st
Older 2's classes – turning 3 between September 2nd and December 31st
3 year classes – 3 by September 1st
Older 3's – turning 4 between September 2nd and December 31st
4 year classes – 4 by September 1st
Early 5's – turning 5 between September 2nd and December 31st, class is also open to students who are already 5 on September 1.
Kindergarten – 5 by September 1st

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.

At Burnt Hickory Baptist Church, our Weekday Education is a ministry founded on Biblical truth and in accordance with the church's bylaws. Families who choose to enroll in Burnt Hickory Weekday Education do so with the understanding that, by enrolling, they agree to support the program's policies, curriculum, and environment as outlined in the church bylaws. If a family's beliefs or actions fall outside the expectations established in the church bylaws, this may result in dismissal from the Weekday Education program. This is not intended to be punitive, but is meant to preserve the unity, integrity, and Christ-centered mission of the Burnt Hickory Baptist Church Weekday Education ministry as we partner with your family during these foundational years of your child's development.

FEES: TUITION – DIVIDED INTO 10 EQUAL PAYMENTS

1 YEAR OLDS:	(Monday & Wednesday)	$230.00/payment
	(Tuesday & Thursday)	$230.00/payment
2 YEAR OLDS:	(Monday & Wednesday)	$230.00/payment
	(Tuesday & Thursday)	$230.00/payment
3 YEAR OLDS:	(Tuesday & Thursday)	$240.00/payment
	(Monday, Wednesday, Friday)	$260.00/payment
	(Tuesday, Wednesday, Thursday)	$260.00/payment
	(Monday-Thursday)	$280.00/payment
OLDER 3 YEAR OLDS:	(Tuesday, Thursday, Friday)	$260.00/payment
4 YEAR OLDS:	(Monday, Wednesday, Friday)	$275.00/payment
	(Monday-Thursday)	$295.00/payment
EARLY 5's CLASS:	(Monday - Friday)	$320.00/payment
Kindergarten:	(Monday - Friday)	$375.00/payment

Tuition is an annual fee divided into ten equal payments. Tuition is due in advance on the 5th 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. Payments may be made in person at the Weekday Education office during office hours.

Brightwheel has the capability to generate year-end tax reporting for early childhood education spending. Parents will receive a message in Brightwheel from our administration with instructions on how to download and print this report once it becomes available in January or February.

There will be a late fee of $25.00 on payments not made by the 15th 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 checked out at the classroom door. After 1:05, a late fee of $1.00 per minute per child will be charged. After 1:05, the remaining children will be taken to the Weekday office to be picked up. If habitual lateness becomes a problem, the child may be dismissed from the program. If you have children in the 1's/2's and a child in the 3's and older classes, please pick up your younger child first in their classroom (by 1:05) before going to pick your older child up (by 1:15).

PARENTS OF CHILDREN IN THE 3 AND OLDER CLASSES

We encourage you to use our car line 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 car line drop off ends at 8:45. All 3's, 4's and Early 5's classes meet from 9:00 – 1:00. Car line 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 check in and then escort your child to the classroom. If you choose not to use the car line 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, NO CELL PHONE USE IN CAR LINE!

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 car line is over at 1:15, any children remaining will be taken to the Weekday office to be signed out by an authorized adult using our current check out procedure. A late fee of $1.00 per minute per child will be charged after 1:15. If this situation continues, the child will be dismissed from the program. If you choose not to use the car line 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 car line 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. Keep your car line number out so our staff can double-check before releasing your child to you. Do not enter the rear lobby during car line 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 car line 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.

CAR LINE 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

* Drive slowly - our car line 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 car line number is essential for the afternoon pick-up process to work efficiently and smoothly.
  - Place the car line number where the staff member who is outside entering numbers can see it.
  - Leave the car line number in place so the loaders can double-check before loading each child.
* The car line 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 to sign them out. 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 car line), 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 and sign them out.

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 in the lobby 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 disinfectants 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 exemption 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 threating situations, such as an Epi-Pen 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 – 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.
- ✓ HAND, FOOT AND MOUTH – fever-free for at least 24 hours (without fever-reducing medication), well enough to participate in normal activities, and all mouth or skin blisters have fully dried and scabbed over.

* 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.*

PARENT DIRECTORY

If you would like to send party invitations or arrange play dates with other families in your child's class, you will have access to the Parent Directory in Brightwheel. This directory will only contain the information for parents in your child's current classroom. All parents have given permission during the registration process to Burnt Hickory Weekday to publish their information in an online classroom directory in Brightwheel (including student's name, parent names, parent cell numbers, and parent email addresses). If you do not wish for your information to be shared with other parents on this classroom directory, it is your responsibility to opt out in Brightwheel. The information contained in the Brightwheel Parent Directory is provided strictly for the personal use of authorized parents and school staff. Use of this directory for any other purpose, including but not limited to commercial solicitation, political campaigning, or reproducing this data for distribution, is strictly prohibited.

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.

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.

All items that are sent to school such as coats, hats, extra clothes, shoes, lunch bags/boxes, water bottles, thermoses, snack bags, sippy cups, etc. should be labeled with your child's first and last name.

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 8-12, 2027 AND March 15-19, 2027 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 1:05 or 1:15 (car line). 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 time.

Teachers are instructed to return Brightwheel messages between the hours of 8:15 – 8:50 am and 1:15 – 2:00 pm the days they have class. Our admin staff will be monitoring messages throughout the school day and respond if appropriate. If a teacher is reading a message or answering a message, they will be distracted and not teaching the class!

Please do not text a teacher's personal cell phone even if they have called you from that number. All communication should stay on Brightwheel.

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 suspension or dismissal is imminent.

- Extremely disruptive, destructive, or dangerous behavior (including biting) 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) and birth certificate.

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, 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

DELAYED START DAYS DUE TO INCLEMENT WEATHER

Under normal circumstances, if Cobb County Schools 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.

DIGITAL LEARNING DAYS/EARLY RELEASE DAYS

Burnt Hickory Weekday Education does not schedule Digital Learning Days or Early Release Days. We will have in-person classes on all calendared Cobb County Digital Learning Days and our usual scheduled hours on Cobb County Early Release 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	
	2's, 3's, 4's, E5's & Kindergarten "Mother Goose" visits	
	4's, E5's & Kindergarten "Johnny Appleseed" 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.	Psalm 136:1
	God give food to every creature…	Psalm 137:25
3's	God sends the rain.	Leviticus 26:4
	Give thanks to the Lord.	Psalm 106:1
4's	We give thanks to you, O God.	Psalm 75:1
	Sing joyfully to the Lord.	Psalm 33:1
Units: Food & Nutrition, Thanksgiving		
Events:	18-24 month, 2's, 3's, 4's, E5's & Kindergarten - Thanksgiving Parties	

DECEMBER		
Chapel Topic: Jesus Was Born		Luke 2
Bible Thoughts and Truths:		
2's	God loves us and sent His son for us.	1 John 4:10
	Jesus was born in Bethlehem.	Matthew 2:1
3's	Jesus was born in Bethlehem.	Matthew 2:1
	The angel said, "I bring you good news".	Luke 2:10
4's	For unto us a child is born.	Isaiah 9:6
	We have seen his star and have come to worship him	Matthew 2:2
Units: Joys of Christmas		
Events:	4's, E5's, & Kindergarten Christmas Program	
	18-24 months, 2's, 3's, 4's, E5's & Kindergarten Christmas parties	

JANUARY		
Chapel Topic: Jesus in the Temple		Luke 2:41-50
Bible Thoughts and Truths:		
2's	God made the winter.	Psalm 74:17
	Jesus went to church.	Luke 4:16
3's	Jesus went to church.	Luke 2:42
	God made the winter.	Psalm 74:17
4's	Ears that hear and eyes that see, the Lord has made them both.	Proverbs 20:12
	Work with your own hands.	1 Thessalonians 4:11
Units: Wonderful Winter, Nursery Rhymes, Community Helpers		
Events:	Visits from Community Helpers	

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".	John 15:17
	We are helpers.	2 Corinthians 1:24
4's	Jesus said, "Let the little children come to me".	Matthew 19:14
	Jesus said, "You are my friends".	John 15:14
Units: Valentine's Day, Community Helpers		
Events:	E5's, Kindergarten 100th Day of School	
	All classes ages 3 and up Donuts with Dad	
	All classes Valentine's Exchange	

MARCH		
Chapel Topic: The Easter Story		
Bible Thoughts and Truths:		
	Jesus loves me and gave himself for me.	Galatians 2:20
2's	God said, "I am with you and will watch over you wherever you go"	Genesis 28:15
3's	Jesus grew and became strong.	Luke 2:40
	God made the wind.	Psalm 147:18
4's	Jesus loves us.	Revelation 1:5
	Jesus went about doing good.	Acts 10:38
Units: Easter, Spectacular Spring		
Events:	4's, E5's, Kindergarten "Cat in the Hat" visits	
	4's, E5's, & Kindergarten Bus Safety Presentation	
	18-24 months, 2's, 3's, 4's, E5's & Kindergarten Easter parties	
	2's, 3's, 4's, E5's, Kindergarten "Mother Goose" visits	
	3's, 4's, E5's & Kindergarten Conference Week	

APRIL		
Chapel Topic: Zaccheus Meets Jesus		Luke 19:1-10
Bible Thoughts and Truths:		
2's	God sends the rain at the right time.	Leviticus 26:4
	God made the animals.	Genesis 2:20
3's	Trust in the Lord.	Isaiah 26:4
	God made the animals.	Genesis 1:25
4's	God gives us all things to enjoy.	1 Timothy 6:17
	God made the flowers.	Genesis 1:11
Units: Animals, Transportation, Safety		
Events:	18-24 months, 2's, 3's, 4's, E5's & Kindergarten Easter parties	
	All classes 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	Honor your Father and Mother.	Exodus 20:12
	Children obey your parents.	Ephesians 6:1
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 wash their hands, put on and take off coats, shoes, 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 Kroger shoppers, we participate in the Kroger Community Rewards program. Please go to 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.

2026-2027 Supply List

One year old classes
1 box of tissues
2 rolls of paper towels
1 roll of wax paper
1 package of washable markers
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 roll of wax paper
1 package of washable markers
1 box of baby wipes (package or refill)
1 container of Lysol or Clorox wipes
1 box of gallon size Ziploc bags

Three year old classes
1 box of tissues
2 rolls of paper towels
1 roll of wax paper
1 package of washable markers
1 box of baby wipes package or refill
1 container of Lysol or Clorox wipes
1 box of sandwich Ziploc bags

Four year old classes*
1 box of tissues
2 rolls of paper towels
1 roll of wax paper
1 package of washable markers
1 box of baby wipes (package or refill)
1 container of Lysol or Clorox wipes
***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 roll of wax paper
1 package of washable markers
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 roll of paper towels
1 roll of wax paper
1 package of washable markers
1 container of Lysol or Clorox wipes
2 boxes of 2 or 2.5 gallon Ziploc bags
Kindergarten students will have an additional supply list from their classroom teacher

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

Special Needs Ministry

Student Ministry

College & Singles Ministry

Ladies Bible Studies

Men's Ministry

Burnt Hickory Weekday Education for children 12 months through Kindergarten

Weekly Wednesday Family Night Supper

Women's Ministry

Burnt Hickory Music & Dance

LifeCare Resources

Counseling Center

Local and International Missions

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.

BURNT HICKORY WEEKDAY EDUCATION
2026-2027 SCHOOL CALENDAR

August 9	Sunday	Parent Orientation (no children please)
August 12 and 13	Wednesday and Thursday	1st Days of School
September 7	Monday	No School/Labor Day Holiday
September 21-25	Monday-Friday (Inclusive)	No School/Cobb County/Fall Break
October 6-9	Tuesday-Friday	Fall Pictures
November 3	Tuesday	No School/Cobb County Student Holiday/Election Day
November 18, 19, or 20	Wednesday, Thursday, or Friday	Thanksgiving Parties – 18-24 months, 2's, 3's, 4's, E5's, K
November 23-27	Monday-Friday (Inclusive)	No School/Thanksgiving Holiday
December 3	Thursday	Christmas Program – 4's, E5's, K - 7PM
December 14 or 15	Monday or Tuesday	Christmas Parties – 18-24 months, 2's, 3's, 4's, E5's, K
December 17-January 4	Inclusive	Christmas and New Year's Day Holidays
January 18	Monday	No School /MLK Holiday
January 25	Monday	Community Open House 6:30-8:00 PM
February 3 or 4	Wednesday or Thursday	Donuts with Dad – 3's, 4's, E5's, K
February 5	Friday	100th Day Celebration – E5's, K
February 10, 11, or 12	Wednesday, Thursday, or Friday	Valentine's Exchange (No class parties)
February 15-19	Monday-Friday (Inclusive)	No School /Cobb County/Winter Break
March 8-19	Monday-Friday (Inclusive)	Conference Weeks – 3's, 4's, E5's
March 22-25	Monday-Thursday	Spring Pictures
March 24-25	Wednesday or Thursday	Easter Parties – 18-24 months, 2's, 3's, 4's, E5's, K
March 26	Friday	No School/Good Friday
April 5-9	Monday-Friday (Inclusive)	No School/Spring Break
April 28-30	Wednesday, Thursday, or Friday	Celebrating Mom – 18-24 months, 2's, 3's, 4's, E5's, K
May 11	Tuesday	Play Days – all T/Th 1's, 2's & 3's, Older 3's classes AND last day for these classes
May 12	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 13	Thursday	End of Year Program – 4's & E5's - 9:30 am
May 13	Thursday	Kindergarten Graduation – 7 pm