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Parent Handbook

St. Teresa of Avila Catholic Church
Preschool/Mother's Day Out
4921 Columbia Road
Grovetown, Georgia 30813

(706) 447-4522

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WELCOME

Dear Parents,

This is a very special time in your child's life. The years before your child enters a formal educational setting will be some of the most important and valuable to his/her development.

You play a major role in helping your child reach his/her full potential. Research in the area of child development points out that most of a child's intellectual development takes place before they enter a formal classroom. This means that children spend a great deal of time with their first, and perhaps most important teachers - their parents. Indeed, as parents, your involvement in your child's learning experiences will have much to do with how well your child succeeds in school and later in life. By working together, I believe we can all help your child become the best person possible - socially, emotionally, and academically.

We are looking forward to working with you this year as we help your child experience the joys of learning. We stand ready to assist you in any way we can. Please feel free to get in touch with us at any time. Your participation and encouragement will be major contributions to your child's success this year.

Sincerely,

Nicole Durrwachter

Nicole Durrwachter, Program Administrator

Office: 706-447-4522

or ndurrwachter@st-teresa.com

PARISH ADMINISTRATION

Father Tim McKeown, Pastor

Terri Vigna, Pastoral Assistant

Parish Office: (706) 863-4956

Parish Office: (706) 863-4956

Email: tmckeown@st-teresa.com

Email: tvigna@st-teresa.com

OUR HISTORY & PURPOSE FOR MOTHER'S DAY OUT & PRESCHOOL

The Mother's Day Out program of the St. Teresa of Avila Catholic Church began in 2003. The purpose of our program is to provide care, education, and development for each child enrolled to his/her greatest potential - spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with Catholic teaching.

OUR PHILOSOPHY FOR MOTHER'S DAY OUT & PRESCHOOL

We offer a program that addresses physical development, emotional and social development, language and literacy development, and cognitive development as outlined in the Georgia Early Standards (Developed by: Bright from the Start - Georgia Department of Early Care and Learning). Children are safe, secure, and cared for in a nurturing Christian environment. We are here to assist you by supporting your child's growth, development, and learning potential.

ADMISSION POLICY FOR MOTHER'S DAY OUT & PRESCHOOL

Childcare and Educational programs in the Diocese of Savannah admit students regardless of sex (unless traditionally a single sex school), national origin or disability, if with reasonable accommodation on the part of the program, the disabled person could be accommodated. In admitting students, Catholic programs give preference to Catholic students living within parish boundaries; secondly, to Catholic students living outside boundaries; finally, to non-Catholic students.

BRIGHT FROM THE START EXEMPTION STATEMENT

St. Teresa of Avila Preschool & Mother's Day Out programs are not a licensed childcare facility. Additionally, these programs are not required to be licensed by the Georgia Department of Early Care and Learning and are exempt from state licensure requirements.

NOTICE OF VIDEO

Video of your child during the St. Teresa of Avila Preschool & Mother's Day Out programs to appear on TV display at the entrance of the Education building during school hours. May also be used in case of emergency.

ENROLLMENT FORMS

All children entering the St. Teresa of Avila Preschool and Mother's Day Out programs must have the following forms **completed and signed before attendance**:

- Application for Admission
- Child's Personal Description
- Child's Health Statement
- Consent for Medical Treatment/Child's Medical Information
- Parent Signature Page
- Photo Release
- Copy of child's current immunizations (Georgia Form #3231)

POLICIES & PROCEDURES FOR MOTHER'S DAY OUT & PRESCHOOL

1. **Drop Off:** Follow times per your child's classroom. Four-year-old 9:15, Three-year-old 9:30, One-year-old and Two-year-old classes at 9:45.

2. **Pick-Up:** Follow times per your child's classroom. Four-year-old 1:15, Three-year-old 1:30, One-year-old and Two-year-old classes at 1:45.

If you are late getting your child, you will be charged \$5.00 for every five minutes you are late. Please watch the time. Be sure you consider traffic and weather conditions, and make sure you allow yourself time to get to church. This will be enforced from the very first day. If an emergency occurs, please call us so we can assure your child that you are on the way. Also, if someone else is going to pick up your child, you must email ndurrywachter@st-teresa.com and notify us at the front desk, 706-447-4522 or your child's teacher.

If someone we do not know comes for your child, they need to be prepared to show us valid identification

3. **Absences:** If your child is going to be absent, call us and let us know. Then we can offer that spot to someone who needs an extra day.

4. **Toys from Home:** Toys need to be left at home unless the teacher requests them. We do allow a "security animal or object" for the one's and two's if necessary to help them adjust.

5. **Parties and Celebrations:** Parties are held on special occasions.

6. **Siblings:** NO SIBLINGS are to attend any Field Trips.

7. **Lunch:** Send lunch each day and include a drink and utensils if needed. Sandwiches are not necessary. Try to pack food that your child normally eats. If you send too much lunch or not enough we will put a note in your child's lunch box. Lunch boxes need to be cleaned out and washed daily. Make sure your child's name is on the outside.

8. **Illness:** Children who have a fever over 99, diarrhea, vomiting, pink eye, or any contagious illness should be kept at home. **Children must be fever free for 24 hours before returning to the program.** If a child becomes sick at school, we will isolate them and call you or someone on your emergency contact list immediately. Medications will not be given by our staff. Please let us know if you give your child medication(s) before he/she comes to school. Medication can sometimes change a child's behavior or disposition.

9. **Head Lice:** Children who are suspected of head lice will be sent home. Children may not return until they are completely nit-free.

POLICIES & PROCEDURES FOR MOTHER'S DAY OUT & PRESCHOOL (continued)

10. Dress: Children should wear play clothes appropriate for the weather. All removable clothing (jackets, hats, sweaters, etc.) should have your child's name on them. Jackets or sweaters must be sent in everyday until the weather is warmer in the Spring. We do go out to play on those cool mornings.

11. Diaper Bags: Diaper bags should include at least 2 disposable diapers, and "baby wipes". Your child's name should be on the outside of the diaper bag. An extra outfit in the bag is helpful for those in diapers or those still potty-training.

12. Inclement Weather: We will follow closings due to inclement weather according to Columbia County Schools. If there is a delay for Columbia County Schools due to weather, our program will be closed for the entire day.

13. Placement: Georgia Law permits a child who turns five years old before Sept. 1st to enter public school. Decisions about placing a child who is already in the program will be made by the Director.

14. Communication: Communication is so important. You will receive text, email, notes and announcements about upcoming events. All of these are sent for your benefit. Please take time to read what we send home. Check your child's folders each day.

15. Immunization: Georgia Form #3231 needs to be completed by your child's pediatrician and submitted within the first month after your child's enrollment and must be always kept current. If not received, your child will need to stay home with you until we receive it.

SCHEDULES FOR MOTHER'S DAY OUT & PRESCHOOL

The Preschool/ Mother's Day Out Programs will operate Monday thru Friday throughout the week there will be structured learning through play-focused activities. There will be a curriculum used in each room.

We follow Columbia County schools schedule for holidays and on early release days, we closed for the day. We are closed for Church Holidays: St. Patrick's Day, Good Friday and Easter Monday.



CLASSROOM STRUCTURE FOR MOTHER'S DAY OUT PROGRAM

One's

Must be 1 Yrs. Old by
September 1, 2026

1:6 Ratio

T & Th only (closed M, W, F)

Must register for a minimum of 2 days

Two's

Must be 2 Yrs. Old by
September 1, 2026

1:8 Ratio

May choose 2 or 4 days per week

M, W or T, Th or M-Th (closed Fri.)

Must register for a minimum of 2 days

CLASSROOM STRUCTURE FOR PRESCHOOL PROGRAM

Preschool Three's

(Must be potty trained)

Must be 3 Yrs. Old by
September 1, 2026

1:10

Teacher: Student Ratio

May choose 4-5 days per week

(Must register for a minimum of 4 days)

Fridays are reserved for

5 days a week student.

Preschool Four's

(Must be potty trained)

Must be 4 Yrs. Old by
September 1, 2026

1:10

Teacher: Student Ratio

May choose 4-5 days per week

(Must register for a minimum of 4 days)

Fridays are reserved for

5 days a week student.

FEES & TUITION FOR MOTHER'S DAY OUT PROGRAM

REGISTRATION FEE: \$100.00 per child (**Non-Refundable**) This fee is due in full at the time of registration.

TUITION: The tuition schedule varies based on the selected times and hours of instruction provided to your child. The current Tuition Rate Schedule (below) is used to determine your monthly rate. The tuition amount will be the same every month, including the months with reduced number of instructional days such as August, November, December, April, and May.

There is no reduction in payment in the tuition amount if your child is sick or on vacation. Payment of your tuition assures that your child's place in our program is maintained during his or her absence.

You are responsible for the days you sign up for. **Monthly tuition payments are due in full on or before the 10th of each month.** Please speak with the Director if you wish to set up a bi-monthly payment.

LATE FEE: If payment is not received by the 10th of the month, a \$10 fee will be added to the amount due.

Returned checks will be assessed a \$25 fee. You will have 5 days to present payment for your regular tuition and the returned check fee.

FEES & TUITION FOR MOTHER'S DAY OUT PROGRAM (continued)

Refund conditions: Four weeks written notice is required to discontinue your child's enrollment. There are no refunds for advance tuition payments or registration fees.

TUITION SCHEDULE FOR MOTHER'S DAY OUT PROGRAM YEAR 2026-2027		
Tuition (Active Parishioners)		Tuition (Non-Parishioners)
2 Days \$205/Month		2 Days \$230/Month
4 Days \$255/Month		4 Days \$280/Month

FEES & TUITION FOR PRESCHOOL PROGRAM

REGISTRATION FEE: \$100.00 per child (**Non-Refundable**) This fee is due in full at the time of registration.

TUITION: The tuition schedule varies based on the selected times and hours of instruction provided to your child. The current Tuition Rate Schedule (below) is used to determine your monthly rate. The tuition amount will be the same every month, including the months with reduced number of instructional days such as August, November, December, April, and May.

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Returned checks will be assessed a \$25 fee. You will have 5 days to present payment for your regular tuition and the returned check fee.

Refund conditions: Four weeks' written notice is required to discontinue your child's enrollment. There are no refunds for advance tuition payments or registration fees.

TUITION SCHEDULE FOR PRESCHOOL PROGRAM YEAR 2026-2027		
Tuition (Active Parishioners)		Tuition (Non-Parishioners)
4 Days \$255/Month		4 Days \$280/Month
5 Days \$275/Month		5 Days \$300/Month

WHOSE CHILD IS THIS?

Author Unknown

"Whose child is this?" I asked one day
Seeing a little one out at play
"Mine", said the parent with a tender smile
"Mine to keep for a little while
To bathe his hand and comb his hair
To tell him what he is to wear
To prepare him that he may always be good
And each day do the things he should"

"Whose child is this?" I asked again
As the door opened and someone come in
"Mine", said the teacher with the same tender smile
"Mine, to keep just for a little while
To teach him how to be gentle and kind
To train and direct his dear little mind
To help him live by every rule
And get the best he can from school"

"Whose child is this?" I ask once more
Just as the little one entered the door
"Ours" said the parent and teacher as they smiled
And each took the hand of the little child
"Ours to love and train together
Ours this blessed task forever."