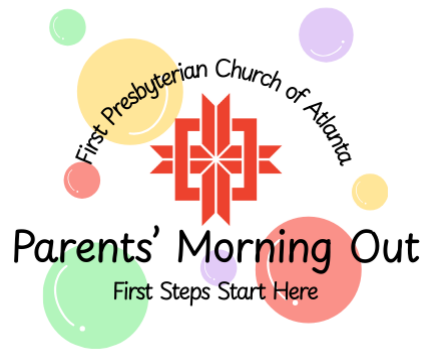




Parent Handbook

1328 Peachtree Street, NE Atlanta, GA 30309

<https://firstpresatl.org/pmo/>

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Outline of Program

First Presbyterian Church offers a faith-based Parents' Morning Out program for children 8 weeks to 23 months by September 1, 2026, where infants and young toddlers can play, explore, and create in a safe and loving environment. Teachers engage children in developmentally appropriate activities including art, story time, music/movement, and outdoor play (weather permitting). The schedule introduces some structured activities and meets all of the children's daily needs. We offer two classes - an Infant Class (8 wks to 12 mos/walking) and a Toddler Class (23 mos and younger).

FPC's Parents Morning Out program is not licensed and has an exemption allowed through Bright from the Start.

Hours

Parents' Morning Out is available every M-F (except for school holidays) from 9:00 am - 1:00 pm (children may be enrolled 2, 3, or 5 days per week). The first day of school for the 2026-2027 year will be Monday, August 17, 2026. The last day of school for the 2026-2027 school year will be May 21, 2027.

Parents' Morning Out is available during the summer months from May (day after Memorial Day) through the second week of August. Like PMO tuition, payments for summer reservations are required in advance. The cost for summer PMO is \$55/day per child. More information about summer PMO will be available in March/April.

Holidays

We will be closed for the following dates during the 2026 – 2027 school year:

September 7, 2026 – Labor Day
November 26 – 27, 2026 – Thanksgiving
December 24 – 25, 2026 – Christmas
January 1, 2027 – New Years Day
January 18, 2027 – MLK Day
March 29, 2027 – Easter Holiday

We will be closed for the following dates during the summer season:

-Memorial Day
-Juneteenth

Registration Guidelines

- Starting March 1, 2026 registration forms will be accepted for the 2026-2027 school year. This registration link can be found online at <https://www.firstpresatl.org/parents-morning-out>
- Students are enrolled in the order that applications and deposits are received. Tuition will be prorated for children who enroll in the middle of a school year.
- The application with the non-refundable registration fee of \$150 per child must be returned to the PMO office. The registration fee is non-refundable and will **not** be applied toward tuition.
- Enrollment options include 2 days, 3 days, or 5 days a week per child. Regular swapping of days is not permitted. *(If a family wishes to switch days permanently and a space exists on the desired day, we will try our best to accommodate the request.)*
- We do not allow make up days for illness or vacation. Any additional days outside of your committed PMO schedule can be purchased as Drop-in days. The rate for Drop-in days is \$55/day per child and must be scheduled and paid for in advance. Please email cgiron@firstpresatl.org or kcovington@firstpresatl.org if you would like to request a drop-in day.
- Confirmation of placement will be sent to parents by email when application and fees are received.
- A wait list will be maintained for children not securing a place in the program.

Financial Information

Registration Fee

A non-refundable \$150 registration fee is required at the time of enrollment.

Tuition Fees for the 2026-2027 school year:

Two Days per week	\$3500.00
Three Days per week	\$4950.00

Five Days per week \$7750.00
Tuition Payment Policy

- Tuition is to be paid in either one full installment, 2 equal installments, or 3 equal installments. If paying by check, please make checks payable to First Presbyterian Church. All credit card and ACH payments can be made through PayPal via the invoice link your family will receive. **There will be no refund if a family withdraws from the program to change programs, schools, etc. There will be no refunds if the program is closed due to Government or Church Mandates.**
- Tuition is due Monday, August 3, 2026 for the 2026-2027 school year.
- A late fee of \$15.00 per week may be assessed to payments received after January 6, 2027.
- Children enrolling after the school year has started will have tuition prorated. **Please note that we prorate tuition based on the number of PMO days available for each weekday enrolled; not based on semester, week, year, or half-year.**

Withdrawal from the Program

A 60-day notice in writing must be given to the Director when a student leaves our program. You are obligated for tuition for those 60 days.

For withdrawals and/or added enrolled days, tuition will be pro-rated on a daily basis.

Late Pick-Up Fees

A late fee of \$5.00 per child will be charged if a parent is later than 1:05 P.M. to pickup their child.

If you aren't familiar with our PMO program, we encourage you to come by for a tour of the facility. We are available for tours Monday-Thursday, 9:30 am to 11:30 am. Please call or email ahead of time and make an appointment.

Organization & Structure

Purpose Statement

PMO is a ministry of the First Presbyterian Church of Atlanta, and its purpose is to provide a high-quality academic education integrated with a Christian environment of love, support and acceptance. We welcome all children regardless of their national origin, race or religion. This program is geared to meet the needs of students ages 8 weeks to 23 months, helping them learn through developmentally appropriate experiences.

Philosophy

We believe that learning is an active process. Children of all ages need an opportunity to interact with their physical and social environment to understand the world and to find their place in it.

Our basic goals and objectives are:

- To individualize instruction according to the needs and skills of each student.
- To celebrate each child as a unique creation of God.
- To provide an atmosphere of love and understanding.
- To support developing personalities in a socialized setting.

Outline of Programs

Infants

Children who are 8 weeks-12 months old/walking by September 1 are invited into the infant classroom. Children are encouraged to explore their environment. The infants begin participating in art projects that slowly increase in difficulty throughout the year. Teachers continue to engage children in one-on-one and group interaction. The infants begin each day with group time and songs.

A labeled tote/diaper bag is needed to hold your child's personal items including:

Diapers (at least 3) with your child's name written on the front • Diaper cream (If necessary, please fill out medication sheet) • Bottles • Pacifier • One complete change of clothing • Lunch & AM Snack (if necessary) We provide wipes (Kirkland naturals) but if your child has wipes you would rather use please inform the director or your child's teachers. You will be given an infant preference form to fill out and return by the first day of PMO. We have a schedule that the teachers follow but it can be adapted to each child as needed.

Everything should be clearly labeled!

Bottles

All baby bottles shall be clearly labeled with the individual child's name and date. Formula, breast milk, cow's milk, or milk alternative must be supplied daily in bottles by the parent/guardian. We cannot mix formula in the nursery. Only the current day's formula, breast milk, cow's milk, or milk alternative shall be served. We are able to refrigerate bottles and warm bottles in a bottle warmer. Any formula, breast milk, cow's milk, or milk alternative remaining one hour from the beginning of the feeding shall be discarded or returned to parent(s).

Starting Food

When your baby is ready, we are glad to help with the introduction to baby food. Please let the teachers know when the time comes and how much and when you would like them fed. We provide spoons, bibs and bowls. Please remember we are unable to heat up food.

Toddlers

Children who are one year old and walking by September 1 are invited into this developmentally appropriate classroom. Teachers provide experiences through learning activities that combine sensory, language, art, music & movement, fine and gross motor activities. The schedule introduces some structured activities but, continues to meet all the children's daily needs when they arise. The children participate in one art project a week and begin each morning with circle time.

A labeled tote/diaper bag is needed to hold your child's personal items including:

Diapers (at least 3) with your child's name written on the front • Bottles or Sippy cup • Pacifier • One complete change of clothing • Hat or cap to wear to the playground (optional, must be labeled) • Lunch, AM Snack. We provide wipes (Kirkland naturals) but if your child has wipes you would rather use please inform the director or your child's teachers.

If your child has a pacifier or favorite small blanket or stuffed toy to which he/she is especially attached, you may send it, but please make sure it is **labeled**. Many children find them comforting in the beginning of the school year. Please see that all important items ("loveys", pacifiers, etc.) are in your child's bag before leaving for the day.

Music & Movement

Each class does music and movement each day. Activities focus on sound, rhythm, melody, and harmony and encourage children to create, share, and observe music. Music and movement stimulate the children to be more creative, express themselves, and develop an awareness of spatial concepts.

Art

Each class works on a variety of art projects throughout the year. They work on different sensory activities while focusing a book, shape and color each month.

Lunch/Snacks/Bottles

In general, children enjoy a lunch from home and eating in their classroom.

Please send your child a nutritious lunch as well: _____

- **Do not send any tree nut or peanut food items**
- Send foods that need no heating or refrigeration
- Avoid hot dogs, popcorn, and whole grapes (cut grapes in half)
- No juice boxes
- Pack food in a lunch bag or box clearly marked with your child's name.

Our staff will attempt to send home food not eaten so you will know what your child ate for lunch. Individual fruit containers that don't have a lid, trash, etc., will be thrown away. Although we encourage "healthy" food to be consumed first, children are free to eat their lunch foods in any order, including dessert items.

Every child will need a packed snack and lunch. We ask that you prepare the food as you wish for us to present it to the child. For instance, any food your child eats cut up will need to be sent in already cut to the proper size for the child. We are unable to refrigerate snacks or lunches, so please pack an ice pack in the lunchbox if necessary. If you choose to send nut butter, please let the teacher know what type of butter you are using. Always pack at least one Sippy cup or a bottle with your child's name on all parts (pack a water cup separately if your child has milk at lunch). Include on the label if the food is for AM Snack or Lunch. We suggest you send finger foods and a non-staining drink. Pack any utensils your child will need their lunch box. Please remember we are unable to heat up food.

PLEASE NOTE: We are a peanut/nut free program, so please keep this in mind when preparing your child's snack and lunch.

Health & Safety

Health Forms

A current immunization record (GA form #3231) is required and must be submitted prior to the child's first day attending PMO. It is the parent's responsibility to update the file should the health records change during the year. **Please contact the director if you have any questions about immunization policies and procedures.**

Emergency Information

If a parent plans to be away from the listed contact number, an applicable phone number must be provided, in order that PMO can at least contact one parent, or designated person, at all times.

Parents are required by law to let us know if your child has any allergy, handicap, or other special needs and if he/she is under a doctor's care for any such condition. This information will enable us to continue appropriate care and education.

Should the child suffer an injury or illness while under the care of First Presbyterian Church, and the Director of the Parents' Morning Out Program is unable to contact parents/guardian immediately, First Presbyterian Church shall be authorized to secure medical attention and care as may be necessary. The parents/guardian assume responsibility for payment of services. The parents/guardian authorize Children's Healthcare of Atlanta or Piedmont Hospital (to provide emergency treatment). The parents/guardian understand that these hospitals may route an emergency vehicle elsewhere if they cannot accommodate the ambulance. The parents/guardian agrees to keep the school informed of changes in telephone numbers where they can be reached.

Medication

We do not give medication during PMO.

Epi-Pen Policy & Procedure

First Presbyterian PMO cannot be responsible for administering emergency treatment in the event of a life-threatening emergency or any invasive procedure such as the administering of epi-pens unless a liability waiver has been signed, notarized and submitted to the office. Please send EPI-PEN's with allergy action plan prior to the first day of PMO.

Food Allergies

We are a peanut and tree nut free environment.

Food allergies should be noted on your child's health form. Please speak directly to the Director and your child's teacher about specific foods to be avoided and/or provided.

Illness

If your child has been diagnosed as having a Communicable disease, please notify us immediately, as we are required by state law to notify the parents of other children in the preschool. **We reserve the right to ask that children who have had a communicable disease bring a release statement from their doctor before returning to the preschool.**

According to Georgia state law, children who are ill cannot remain in the school and should be symptom free, without the aid of medication, for 24 hours prior to returning to school. Being ill includes:

- Frequent or deep cough
- Sore throat
- Undetermined rash, sores or spots
- Fever of 100 degrees or more
- Upset stomach or diarrhea
- Consistent mucous discharge (any color)
- Red, glassy, eye(s) with a discharge
- Vomiting

Days missed due to student illness cannot be made up.

Please keep in mind that this age group has one of the highest absentee rates of any of the age groups at school because, for many, it is their first exposure to childhood illnesses.

Green, Runny Noses and Rashes

For infants and toddlers, the most common “ailments” we see are “green, runny noses” and unexplained rashes. Both are signs of contagion. Since two’s are particularly susceptible to so many “bugs”, we ask that parents cooperate by keeping children with signs of contagion at home. If your child’s green runny nose is due to an allergy, a note from your child’s doctor is needed to document that fact.

Sick Child at School

If a child becomes ill during the school day, one or both parents will be notified. In the event that parents cannot be contacted, those listed on your emergency pick-up form will be called. Pick-up arrangements and pick-up of child must be made immediately.

For this reason, it is imperative that emergency numbers are current and up-to-date. Please remind all persons designated to pick up your sick child that they will be expected to pick up children immediately when notified of a child’s illness.

Discipline

Discipline will be treated as a positive learning experience promoting independence and self-esteem within the child. Discipline will be administered under the following guidelines:

- Behavioral standards, limits and rules shall be developmentally appropriate for the age of the child.
- Guidance and expectations shall be consistent.

- Corporal or physical punishment shall not be used. Neither will a child be threatened.
- Discipline shall not be humiliating, shaming, or frightening to the child.
- Positive attention and redirection are recommended techniques to avoid discipline problems.
- A child who displays continuous challenging behavior will be handled in the following manner:
 - Parents will be kept abreast of any behavior issues.
 - The child will be redirected in the classroom environment unless behavior is dangerous to others.
 - The child will be warned of the consequences of continued misbehavior.
 - Minimal use of “cool out time” for major behavior problems or as a reflective teachable moment is used.
- If the situation continues, a plan of action will be developed with the family.

Biting

Biting is normal and natural, and nearly every child bites another child at some time. Usually, when children bite, it is because they lack the skills to cope with frustrating situations such as wanting another child’s toy. We handle biting by redirecting the biter to another activity and/or modeling the appropriate words to say. When an incident occurs, teachers notify parents of the bitten child as well as parents of the child who bit.

The teachers handle biting incidents in the classroom as a normal part of the two-year-old day. However, when chronic biting incidents escalate or persist to the detriment of others in the classroom, more aggressive measures may be necessary.

Arrivals & Departures

Child’s Arrival

For allergy and choking concerns, please make certain that children do not have any unfinished food in their hands during drop off.

Separation

What if my child cries? Separation anxiety is a universal phenomenon. The separation and attachment process is a very natural part of child development. The anxiety accompanying separation will not disappear overnight. Your child’s teacher are professionals and will reassure your child and give them the attention they need during this difficult time. Typically a quick drop-off is best for parent and child.

Release of Children

We will only release your child to the parents and anyone listed on the authorized pickup form or in writing from the parents. A note or email is fine if someone new is picking up your child. On the first day we may ask to see ID’s of anyone other than the parents during pickup.

Miscellaneous

Dress

Children should wear comfortable, washable clothes. While we have washable paint and markers, some spills and stains will occur. In the toddler room, rubber soled shoes should be worn for safety. We discourage children from wearing boots, hard soled shoes, open-toed sandals, or jellies/Crocs as they can be dangerous on the playground or wet surfaces.

Each child must have a complete change of clothing. "Potty trainers" will need more. Please mark each item. PMO cannot be responsible for any clothing that is not properly marked.

Hats, gloves, and coats are needed for outside play during fall and winter months.

Supplies

PMO provides all supplies, which are necessary for a typical day (wipes, spoons, paper, glue, project materials.) Please pack the essentials your child will need for the morning.

Diapers/Potty Training

The goal of First Presbyterian PMO is to meet the needs of each child. For children that begin toilet training in the toddler class, teachers will work with each child on an individual basis to assist efforts at home towards toileting success.

The toddler age group is at various stages of potty habits. The majority of our toddler children will not be ready to use the potty at school. Potty training should be well under way at home before children use the "potty" at school. Teachers will work with you in this process.

For those children still in diapers: Dress children in simple play clothes without belts and extra accessories, which are easily lost when changing diapers. One-piece outfits are particularly difficult to manage and are discouraged at school.

For those children who are potty training: Pull-ups are best used when a child is completely trained. Velcro/easy-open pull-ups prevent the entire outfit (bottoms) being changed for a fresh "pull-up".

Incident Report Form

Minor accidents sometimes occur. Parents will be notified of minor scrapes, bumps and bites on an Incident Report Form, which will be sent home with your child. Please sign the form and send the back copy back to your child's teacher.

In the event of a biting incident, parents of both the child who was bitten and the child who bit will be notified. The names of children involved are kept confidential.

Parking Procedures

Parents are asked to park only in designated parking spaces. The use of handicap parking spaces is for those persons with a handicap-parking sticker. Please leave your PMO hangtag visible when parking in our lot, so that security may find you if there is a problem or if we need you to move your car. When parking, please use only one parking space. Please do not double-park as our parking lot is not easily negotiated when cars are in un-marked spaces.

CHILDREN SHOULD NEVER BE LEFT UNATTENDED FOR ANY REASON IN PARKED CARS!

When the parking lot in the back of the church is full, parents may park in the “LAZ” lot across Peachtree Street. Tickets may be validated at the security desk or with the PMO office.

Parents are asked to be mindful of all children as they come and go, observing speed limits and being watchful of persons crossing into the building. Please use the exit and entrance driveways as marked.

PMO Parking 2026-2027

In an effort to provide a safe and stress free PMO drop-off and pick-up, we have made the following arrangements for parking. Please carefully review the attached map as well as the reminders below.

1. The designated PMO spaces are not “official” parking spaces; rather, they will be used only for PMO morning short-term parking. If you have reason to stay at the church aside from dropping-off, we ask that you use a regular parking space in the back lot or the “LAZ” lot across the street. If you park across the street, be sure to bring your ticket with you to validate at the FPC security desk.
2. If you choose to take 15th Street to Arts Center Way, we ask that you proceed in the Weekday Preschool Carpool line (indicated on the map) until you reach the parking lot driveway. Please do not bypass that line to turn right into the parking lot in front of cars waiting in the carpool line. Drivers may not see you approaching to their left as you try to turn into the church parking lot.
3. Please remember that you will not be able to enter the church parking lot from Peachtree Street for drop-off or pick-up due to Preschool Carpool.
4. Parking is always available in the “LAZ” lot across the street. The 16th Street entrance into the church will remain unlocked and accessible if you choose to enter that way. Don't forget your parking ticket!
5. There are metered spaces available on Arts Center Way and on Peachtree Street in front of the church. Parking on 16th Street is not permitted by the City of Atlanta, and ticketing may occur if you park there.

Please help keep our children safe and follow this plan.

Playground

During school hours, students are under direct supervision of PMO staff personnel. After school hours, students are not permitted to play on the playground without a parent or supervising adult present. Siblings of students and other children are not permitted to play on the playground during school hours.

We do go outside everyday so please make sure your child has the appropriate clothing for the weather. If your child has been sick, they need to return to school only when they are able to go outside. We are unable to keep them inside while the rest of the class goes out to play.

Inclement Weather/Closings

In the event that we experience inclement weather causing schools to close, we will follow the decision of the Atlanta City Schools. Please listen to the radio or television and if Atlanta City Schools make the decision to close schools for inclement weather, we will also close. When possible, the school's phone message and website will be updated for closings. We will not have make-up days for these school closings.

Should PMO need to close for any reason due to an emergency not indicated by Atlanta City School closings, an email notification will be sent.

Evacuation

The following procedures have been established for the safety and care of your child in the event of an accident or emergency:

- Fire or tornado drills are conducted multiple times each year.
- A plan of action for fire and tornado is posted in each classroom.
- Parents will be notified in the event of evacuation.

Communication

Since a mutual interest exists in helping your child, you will be kept well informed about our classroom activities through notes, calendars and newsletters. Additionally, you may email kcovington@firstpresatl.org or cqiron@firstpresatl.org with information that you wish to be conveyed to your child's teachers.

Let us know in writing, in advance, if someone different will be picking up your child. For the child's protection, we cannot send children home with anyone that is not on the pick-up authorization list without written confirmation from the parent.

If parents wish to speak with a staff or faculty member, and they are unavailable when you call, please leave your name and number(s) and times you may be reached. Every effort will be made to return your call as quickly as possible. If the call is about an emergency situation, please indicate this to the office personnel.

Sharing Classroom Photographs on social Media

Photos will be shared on the class Shutterfly site that is only accessible to parents and family members. In addition, media may also be shared to our private, parents-only Instagram page: @fpc.pmo

Curriculum

PMO is an art and faith-based program. The goal of our program is to nurture and encourage every child's positive self-image in an atmosphere of love and care. PMO may be the first experience your child has in a group setting. Our goal for this age group is that they experience a fun and happy transition from home to school in a safe and stimulating environment and that they begin to widen their world with new peers, new adults and new situations.

Begin to tell your child about PMO. Say that he/she is going to play with some new friends for a little while. Mention the teachers by name and talk about "your" new school and "your" new friends.

In the school bag, pack disposable diapers, and a complete seasonal change of clothes, as well as an empty drink cup with lid. Please label all contents.

Pacifiers

In the toddler class we find that typically children are so busy with school activities they soon forget about their pacifier, but if you believe your child needs his/her pacifier, please discuss the use with the classroom teachers.

Security Object

If needed your child can bring a special security object such as a stuffed toy or a blanket. Each child is permitted to bring one security object to school with him/her if you believe it will help your child's sense of security while at school. Once again, we encourage leaving the item at home or in the car as soon as possible. Bringing a special item from home can inhibit social development when the child fears a friend may take his special item. Some children separate easily and some don't; some may say good-bye one day and cling the next.

Administration

Director & Assistant Director

The Director is on campus and in the PMO office Sunday-Thursday 8:30AM-5:00PM. The Director and Assistant Director will oversee and manage the educational programs and operations of PMO. The Director and Assistant Director manages admissions and hires and supervises all faculty and staff. He or she works with the faculty and staff to design and evaluate curriculum and programming.

Faculty

Our teaching standards are maintained each year as staff members attend workshops and in-service training. Continuing education and current professional literature keep staff members abreast of new ideas and research in early childhood education. Additionally, all faculty and staff are certified in CPR/First-aid, including the proper use of an Epi-pen and AED (automated external defibrillator).