

POWDER SPRINGS
FIRST METHODIST PRESCHOOL

Parent Handbook
2011 - 2012



"Where Children Come First"

Reverend Susan Gary Ashe, Senior Pastor
Mrs. Rene' Dae, Preschool Director

4329 Marietta Street
Powder Springs, Georgia 30127

Church Office 770-943-5130
Preschool Office 770-943-5869



"Where Children Come First"

Dear Parents,

We're delighted that you've enrolled your child in our Preschool program for 2011–2012. Please know that we will do everything possible to make this a most rewarding learning experience for your child.

Our teachers are loving, caring people who seek to provide a learning environment that will maximize your child's transition into the public schools. Because of our non-discrimination policy we will not be teaching church doctrine. However, basic Christian values and ideals will be taught. We will also be observing Christian and patriotic holidays.

Thank you for allowing us to be of service to you. We appreciate the confidence and trust you show in us by enrolling your child in our program. If I can be of any service to you, please do not hesitate to a call.

Sincerely,

Reverend Susan Ashe
Senior Pastor

A Message From the Staff.....

Dear Parents,

We would like to welcome you to another exciting year at First United Methodist Preschool. Thank you for sharing your child with us. We are looking forward to working with you to make your child's preschool experience the best that it can be. Our goal is for each child to have a great time in an atmosphere of love and acceptance.

We feel that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially and spiritually to the fullest potential. Your child will be introduced to the educational skills that they will carry with them all through school and the social skills that they will use all through life. We all feel that God called us to the ministry of caring for your children by living out the message of God's love expressed through Jesus Christ.

We encourage you to become involved in your child's educational program because we believe your participation will make your child's experience more meaningful. Try to discuss your child's day with him or her and take pride in all of his or her accomplishments.

At First United Methodist Preschool we are proud of our past accomplishments and we are looking forward to a year of new challenges and the opportunities to have your child in our class. As you know, we are here for you when you need us and your thoughts and ideas are always welcome.

In His Service,

Your Preschool Staff

OUR OBJECTIVES IN WORKING WITH YOUR CHILD

SPIRITUALLY: To help your child:

- Grow in the knowledge and love of Jesus and the Bible.
- Develop happy, wholesome feelings toward his/her church and church family.
- Become familiar with selected Bible stories, songs, and verses.

SOCIALLY: To help your child:

- Grow in his/her ability to work and play with others.
- Respect the personal and property rights of others.
- Become more friendly, likable, thoughtful, and helpful.
- Develop an attitude of kindness, cooperation, and courtesy.

PHYSICALLY: To help your child:

- Establish desirable health and safety habits.
- Strengthen and coordinate his/her body through large and small muscle activities.

INTELLECTUALLY: To help your child:

- Progress at his/her own rate.
- Develop independent thinking, problem solving, following directions.
- Carry out planned procedures to the best of his/ her ability.

EMOTIONALLY: To help your child:

- Gradually mature in emotional response.
- Properly express emotional responses.
- Face and overcome emotional problems.
- Develop a positive self image.

READINESS FOUNDATION:

A readiness program for reading, math, music and art will be presented appropriately according to your child's age. Monthly thematic units through the WEE LEARN curriculum will be used to teach and reinforce all skills to meet our objectives.

SCHOOL POLICIES AND PROCEDURES

Entrance Polices

Your child must be the corresponding age by September 1 to be placed in a class. For example, a 22 month old child would be placed in a 1 year old class unless he/she will turn two by September 1. **NO** exceptions will be made.

Tuition

Monthly tuition rates for the 2011–2012 school year are as follows:

2 day 1, 2 and 3 year old classes.....	\$115.00 per month
3 day 2, 3 and 4 year old classes.....	\$135.00 per month
4 day 2, 3, and 4 year old classes.....	\$155.00 per month
5 day 2, 3 and 4 year old classes.....	.\$170.00 per month

Tuition is due on the first of each month. **Please make checks payable to First United Methodist Preschool or FUMP.** Please put your check/money in the pocket of your child's PARENT-TEACHER FOLDER. **Tuition must be in the preschool office by the 5th of each month.** There is a \$10.00 late fee for all payments received after that date. Returned checks will be charged a \$12 fee. Tuition is paid for ten months, August through May.

Lunch Bunch is an optional offering available from 12:00 to 1:00 daily. You must sign up for this at the beginning of the year. Your child can be added to lunch bunch during the year only if there is space available. The cost is \$3 a day, to be included in the tuition check or written separately.

Please contact the Preschool Office should there be a need to make a late payment. Unless arrangements have been made, the preschool board will review accounts which are delinquent over one month and dismissal of the child from the program may be considered.

Registration Fees

There is a **NON-REFUNDABLE REGISTRATION FEE** for consumable materials and supplies used throughout the year. Registration fees are as follows:

One year olds:	\$50
Two year olds:	\$60
Three and Four year olds:	\$85

Activity Fees

Activity fees are charged at the beginning of the school year to cover extra programs that we bring to preschool and certain school-wide celebrations. Activity fees are due by August 21. Activity fees for the school year are as follows:

Two and Three year olds: \$80
Four year olds: \$90

Messages

Please send written messages with your child. Verbal information via a child is not always dependable or accurate. Please do not give messages to the aide during carpool. There will be 25-50 children being dropped off during carpool and it is unfair to expect the aide to remember messages during this time. Enclose all notes in your child's PARENT-TEACHER FOLDER.

Parent Teacher Folders

A special folder will come home in your child's backpack on the first day of preschool or sneak a peek. Please keep this folder in the backpack at all times. Important information such as calendars, notes from the teacher or the director, etc. will be in this folder, sometimes on a daily basis. Your teacher will be checking folders daily for any notes, tuition, etc., from you. Please remember that this is your means of daily communication between you and your child's teacher.

Custody of Children

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order, which grants sole custody to one parent or the other, or to a third party. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. Therefore, if you are divorced or separated and the court has awarded you the sole custody of your children, a copy of the court order **MUST** be on file in our office.

Conferences and Progress Reports

There will be parent/teacher conferences one time during the school year for our three and four year old classes. This will be held around the second week of March. Your child's teacher will send you information to schedule your appointment. Please feel free to call your child's teacher any time a question may arise. Either the parent or the teacher of any child may request a conference.

Special Needs Policy

First United Methodist Preschool does not have the facilities or the resources to accommodate a child whom:

- requires special supervision by the teacher
- requires the dedication of special facilities
- interrupts the instructional environment for the remaining students in class
- may pose a risk of infection to the other students

Therefore, the Preschool Board (the Board) reserves the right to accept or decline the application of, or suspend the enrollment of, any child whose condition, in the Board's sole judgment, poses a possible threat to the health, welfare or safety to himself, herself, other students, or staff members.

Should the need arise, the Board may require a child to submit to an evaluation which may include medical examination and testing by a Board approved team prior to, during or after enrollment. The recommendations of this team will be reported to the Board, which will determine subsequent action to be taken. The Board may prescribe reasonable limitations for the child, including suspension, until a decision can be made. All information relating to such evaluations and Board decisions will be treated confidentially.

Withdrawal

Please contact the Preschool Office and submit a written notice of withdrawal **TWO WEEKS** prior to the last day of attendance. We **CAN NOT** refund any money for absences or withdrawal.

Morning Carpool

Morning carpool line is provided from 8:50 a.m. to 9:10 a.m. During this time our aide will be assisting children from your cars to their classes. Three and four year olds **MUST UTILIZE THIS SERVICE DAILY.**

One and two year olds MUST be walked into the classroom by the parent.

Noon Carpool

You must pick up your three and four year olds child in the carpool line. One and two year olds **MUST** be picked up by their parents or designated caregiver in the classroom. Any change to the list of persons authorized to pick up your child must be provided to us **IN WRITING.** Your child will not be released until we can verify (with a parent) that this person may pick up your child. Parents will be given tags with their child's ID to hang on the rearview mirror of the vehicle. Please remember to enter and exit the

parking lot **SLOWLY** and please put your vehicle in **PARK** when your child is getting into or out of your vehicle.

Please be prompt when picking up your child. **Any child not picked up by 12:10 p.m. will be taken to the preschool office and there will be a \$5.00 late fee. After 12:20 p.m. the fee will be an additional \$5.00 for each additional 5 minutes.** This fee is due upon arrival the next day that your child attends school.

If an emergency occurs during preschool requiring someone not on the approved list to pick up your child, please let us know immediately. We will need the person's name and a description of their vehicle. We will also ask to see ID when they arrive.

Tardy

If you arrive at preschool after 9:10 a.m., you must bring your child into her/her room. This is for your child's safety.

One And Two Year Olds

Our one and two year old children need to bring a sufficient amount of diapers or pull-ups for each day. **We do not stock extra diapers or pull-ups at preschool.** Each one and two year old should also bring a sippy cup, labeled clearly with the child's name.

Dress

Please dress your child in comfortable clothes. The preschool day is full of a variety of activities, including going to the playground and painting, as well as other school projects. Please keep these activities in mind when dressing your child for preschool. **COWBOY BOOTS, FLIP FLOPS, CHILDREN'S PLAY DRESS-UP SHOES, and CROCS ARE NOT APPROPRIATE FOOTWEAR FOR PRESCHOOL.** Our playground is covered with mulch so this can be a problem with inappropriate footwear. Please mark your child's name on any piece of clothing that they might take off during preschool. Please send in an extra change of clothes in a zip lock bag, marked with your child's name, for the teacher to keep in the room for the school year in case of an accident.

We do go outside everyday, if only for a short while, weather permitting. Please dress your child appropriately according to the weather. If your child wears a head covering we will make sure he puts it on before going out. Another recommendation is that your child wears clothing that he or she can operate easily. Do not send your child in **belts, buttons, or zippers** that they cannot manipulate on their own.

Toilet Training

All three and four year old children must be completely toilet trained before they may attend preschool. This means that your child must recognize the need to go, enter the bathroom on their own, manipulate their clothing off and on with little or no assistance (this includes zippers and buttons), handle their own cleaning needs, wash hands and return to classroom. More than three accidents in a month will result in the need to withdraw the child.

Backpacks

We ask that you provide a REGULAR SIZE backpack for your child. Small backpacks are cute but not practical for artwork (most papers are at least 8 ½ x 11). Please send this backpack with your child EVERY DAY. Important notices, as well as your child's schoolwork, will be sent home via backpacks. Please check your child's backpack daily and always make sure that your Parent/Teacher Folder is kept in there. Also, backpacks are to be kept cleaned out. Keep toys and personal items at home unless specified by your teacher.

Security Items

One and two year olds occasionally still need to carry their security items with them wherever they go. We have no problem with this as long as it is labeled. However, please have your 3 and 4 year old preschooler leave all security items (i.e. pacifiers, blankets, stuffed animals, etc.) at home. These are not appropriate for a preschool classroom and cause more of a disruption for these age groups.

Toys

Children are asked to leave personal toys at home. "Toy Day" or "Show 'n Tell" will be scheduled by their teacher at which time they may bring in their favorite toy. Please remember that no weapons or replicas are allowed at preschool.

Attendance

We expect children to attend preschool every day. However, **if a child shows any signs of an illness please keep them at home for their health and the health of our other children.** If you are planning an absence in advance, please let your child's teacher know ahead of time. Unless your child has a communicable disease, it is not necessary to contact the preschool office when he/she is absent.

Health

Parents: Do not send a child to school if he/she shows the following signs of illness:

- Fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Rash of unknown origin
- Severe cold symptoms – bad running nose, coughing, etc.

Please do not bring your child to preschool until they do not show any signs of symptoms for at least 24 hours.

If your child is not well enough to go outside to the playground, then he/she is not well enough to come to school. Please do not ask the teacher to keep them inside.

Medication

We will not give medication at preschool. This includes breathing treatments. If a child needs medication it is best to leave them at home. We will only administer epinephrine shots for allergic reactions.

Allergies

If your child has an allergy of any kind, please see that we have written information explaining their allergy and their reactions. We will try to keep him/her as comfortable as possible if a minor allergic reaction occurs. Some children, and teachers, have allergies to perfumes and colognes. Please keep this in mind as your child dresses in the morning. Strong scents can be troublesome for others.

It is very important to keep your emergency numbers on file updated. Please keep your cell phones and pagers turned on when your child is at preschool if you are not at home.

Parent Involvement

The staff and parents working together play a vital role in the growth of your children. We value your time and talents in your child's classroom and appreciate any questions or insight you may offer. You will be asked to assist in coordinating at least two classroom parties during the school year. Your teacher may also need help throughout the year on individual class activities. The times and dates will be announced in the monthly calendar and newsletter.

Parents are requested not to bring brothers or sisters of students on special days. This time should be set aside to give your preschooler your undivided attention and the place of importance he or she needs.

Class Parties

We will have 4 main parties during the school year: Pumpkin/Harvest, Valentine's, Easter, and an End of Year party. The purpose of these parties is to enrich the child's awareness of seasonal events and holidays. You will be able to sign up to help at these parties in your child's classroom. We would like to keep these parties as simple as possible. Your child's teacher will give you suggestions for the food to send. Please do not bring decorations or party favors to these parties. The children will make seasonal decorations for the rooms and our emphasis is on the celebration rather than material things.

School-Wide Celebration

Our classes will participate in several special events: Thanksgiving Feast, Christmas Book Swap, Donuts for Dad, Spring Art Show, and Muffins for Mom. All parents and family are invited to join us for these days.

Birthday Parties

You are welcome to provide a special snack on or near your child's birthday. Summer birthdays can be celebrated with an "unbirthday" party. We suggest that you send in cookies (individual or large message cookies), Rice Krispie Treats, donuts or other foods that are easy to eat and clean up. **PLEASE DO NOT SEND CUPCAKES, BALLOONS OR CANDLES!** You may send a drink for each child. Please check with the teacher before bringing a birthday treat.

Snacks

Every child in our preschool will have a mid-morning snack. Each child needs to bring a snack such as graham crackers, cheese crackers, etc. Children should also bring a juice box or water. Please do not send in soft drinks or candy for snack. If your child has any specific food or drink allergies, please notify his/her teacher immediately. Snack must be in a separate box/bag if your child also attends lunch bunch.

Lunch Bunch

If your child is registered for Lunch Bunch you must send a lunch, separate from snack, with your child on the morning he/she attends. Lunches must be ready to eat. **We will not be able to warm up or cook your child's lunch** as we will be preparing the food for several children. Please be sure your child's lunch box, bag or cup has their name on it. **All children must be picked up by 1:00 p.m. Any child not picked up by 1:10 p.m. will be taken to the preschool office and there will be a \$5 late fee. After 1:20 p.m. the fee will be an additional \$5.00 for each additional 5 minutes.**

I have read the Powder Springs First United Methodist Preschool Parent Handbook. I fully understand and agree to abide by the policies and procedures printed in the handbook.

Parent Signature

Date

Please return to your child's teacher.