

# FUMC PRESCHOOL PARENT HANDBOOK



**First United Methodist Weekday Ministries**  
Preschool, After Preschool Care, After School Care, and Mother's Morning Out  
100 Mount Salus Drive  
Clinton, MS 39056  
601-924-9961



## WELCOME TO FUMC PRESCHOOL

Dear Parents-

Thank you for choosing FUMC Preschool for your child's early education. The teachers and I look forward to a wonderful year of learning with your child. Your child's preschool experience is an important part of his or her life, and we are here for the children and for you. You may reach me here in the office at 601-924-9961. You may also reach me by email at [kathy@fumccanton.org](mailto:kathy@fumccanton.org).

Sincerely,

Kathy Fisher  
Director of Weekday Ministries

The Preschool Program is a ministry of First United Methodist Church of Clinton, approved by the Administrative Board and by Children's Weekday Ministries Committee.

**ALL INFORMATION IS SUBJECT TO CHANGE**

### Table of Contents

Introduction to Program.....	2
General Program Information.....	3
Philosophy/Core Concepts/Programs Offered.....	4
Scheduled Hours/Required Fees and Payments.....	5
Late Pick-up/Late Payment Fee/Returned Check Fee/Draft/Activity Fee.....	6
Supplies/Registration/Keeping Family Information Current/Insurance/Clothing/Footwear.....	7
Preschool Play Day.....	8
Birthdays/Health and Medical.....	8
Severe Weather/Field Trip Guidelines/Transportation.....	9-10
Non-Parent/Guardian Pick-up Policy.....	10
Arrival/Departure Procedure/Departure (Loading/Pick-up)/Late Pick-up.....	11
Parent Volunteers/Snacks/Bringing Items from Home.....	12
Discipline and Guidance Policy/Dismissal or Withdrawal from Program.....	13
Child Abuse and Neglect Policy.....	13
How Can Parents Help?.....	14

**First United Methodist Weekday Ministries**

Preschool, After Preschool Care,  
After School Care, and Mother's Morning Out  
100 Mount Salus Drive  
Clinton, MS 39056  
601-924-9961

**General Program Information:**

**Kathy Fisher, Director**

In case of the Director's absence, the following FUMC staff are Director Designees:

Lou Torrey  
Lorrie Jolly  
Dana Pope

**Dates/Hours of Operation for the Year 2018-2019**

FUMC Weekday Programs follow the Clinton Public School schedule as to closures and early dismissals.

**School Year for Preschool - August 23, 2018 - May 17, 2019**

For children ages 3 and 4

Preschool Hours:

Early Room:.....7:00 a.m. to 8:15 a.m.  
Preschool:.....8:15 a.m. to 11:30 a.m.  
Playdays (T, Th):.....11:30 a.m. to 2:00 p.m.  
After Preschool Care:.....11:45 a.m. to 5:45 p.m.

**School Year for After School Care - August 8, 2018 - May 24, 2019**

For grades K-5 to 5th grade (or until age 12, whichever comes first)

ASC Hours:.....School dismissal to 5:45 p.m.

**School Year for Mother's Morning - Sept 4, 2018 - May 23, 2019**

For children after first birthday through age 3

MMO Hours (M/Tu/W/Th):.....9:00 a.m. to 2:00 p.m.

**PRESCHOOL**

## PHILOSOPHY

Our philosophy centers on having a school that is a happy, secure learning situation in a Christian environment, where each child may develop intellectually, emotionally, physically, spiritually and socially. We believe in a sound program of small steps that will ensure success for each child.

We believe that our primary objective is to bridge the gap between home and school in such a manner that each child will have his or her self-esteem maintained or raised. We hope that his or her first experience in group learning will be one that will motivate him or her with excitement and a love for learning.

We believe that Preschool should be a place where each child can attain the skills needed to succeed in a formal educational setting. Our classrooms will have a balance of structured and unstructured experiences to accomplish this end. We believe that an experience-oriented curriculum is the best path to educating the whole child.

## CORE CONCEPTS (DAP-developmentally appropriate practice)

\*Learning should be fun; really learning IS fun.

\*Manipulative materials and concrete experiences help children learn.

\*Curriculum grows out of children's interests and needs. Happy interaction is an important part of the curriculum.

\*Always utilize the exploratory, or "let's find out" approach. The children do not know when or where, in all this fun, they started learning.

\*The climate of the classroom should be one of inquiry and fulfillment, not one of force and/or pressure.

## PROGRAMS OFFERED

Four Year Olds: 5 day morning class - (Mo/Tu/We/Th/Fr)

3 day morning class - (Tu/We/Th)

Three Year Olds: 5 day morning class - (Mo/Tu/We/Th/Fr)

3 day morning class - (Tu/We/Th)

After Preschool Care: Monday thru Friday - 11:45 a.m. to 5:45 p.m.

## **BEING TOTALLY POTTY TRAINED IS A REQUIREMENT.**

**All children must be fully potty trained. PULL UPS ARE NOT ALLOWED.** (Fully trained means that a child KNOWS when he or she needs to go to the bathroom, can pull down pants and underwear, wipe without help, and pull up pants.) All classes go to the bathrooms on a regular basis, and we allow children to go to the bathroom as needed. We will not ASK your child on a regular basis if they need to go potty. All children must be able to go to the bathroom and take care of all necessary problems (wiping, hand washing, etc.). We are not responsible for making sure your child maintains proper bathroom hygiene. If a child has contained accidents, a conference will be called for the director or teacher and parents to discuss possible dismissal.

## PRESCHOOL SCHEDULED HOURS

8:30 a.m. - 11:30 a.m.

-Early Room doors open at 7:00 a.m. (\$5 per day except for APC)

-Playday hours are 11:30 a.m. to 1:45-2:00 p.m. dismissal Tues. / Thurs. (\$10 per playday except for APC)  
-After Preschool Care - 11:45 to 5:45 p.m.

**Morning Drop-off:** The children will be unloaded in BACK of the gym beside the covered walkway by a member of the staff between 8:15 and 8:30 a.m. Children being dropped off should be seated on the passenger side of the vehicle. At 8:30, unloading teachers come inside to other morning duties. If for any reason you arrive later than 8:30, you must bring your child inside the preschool building, sign your child in on at the computer in the hallway, and take your child to the custody of his or her preschool teacher before leaving. NO CHILD IS TO EVER WALK IN ALONE FROM A PARENT'S CAR, REGARDLESS OF SITUATION. Preschool doors will lock each morning and parents must ring doorbell for entrance. Children will adjust more quickly to the preschool schedule if brought in on schedule each morning. *The morning drop-off routine is a benefit that we want everyone to be able to take advantage of.*

Children should arrive each day before 8:45 - - social interaction among peers is an important part of the day. A child who has played with friends is ready for class when instructional time begins, but a child who has missed that important part of the morning will not be ready for a group/classroom environment. This transitional time in the mornings gives the children opportunities to see their friends BEFORE going into class. **Late children entering DISRUPTS THE CLASS.**

Early Room is available for those who need it. Children must be escorted into the Early Room (not the child's classroom) beginning at 7:00 a.m. and parents must check-in at that time and pay the early room fee of \$5 to the early room teacher. Payments may be made in advance with tuition payments for the entire month or for a week at a time if desired. Attendance is taken and credit will be given for any absences from prepaid early rooms. Only one teacher is in the Early Room- - if you see another teacher in her classroom, she is preparing for her day - DO NOT leave your child in any other classroom. Thank you!

On the first day of school, Threes will be dismissed at 11:00 a.m. to help facilitate quick learning of the line-up procedure for parent pick up. Fours will be dismissed at 11:20 a.m. If you are carpooling and have threes and fours to pick up, you may pick them up at 11:20 a.m.

## REQUIRED FEES and PAYMENTS

Registration Fee: \$80.00 per child (annually) is not refundable after 30 days without proof that the family is moving at least 50 miles away.

FUMC Tote bag: Upon entry to FUMC a tote will be given. Any additional totes must be purchased for \$11.  
TOTE IS REQUIRED.

FUMC Tee shirt: \$10 (optional)

Tuition Fees (set by Weekday Programs Committee):

**5 day half day classes - - \$160 / month** (\$1440 per school year)

**3 day half day classes - - \$135 / month** (\$1215 per school year)

After Preschool Care - - \$90 / week for 1 Child - **All payments are due on Monday for the current week and should be paid on time for that week.**

\$160 / week for 2 Children

\$230 / week for 3 Children

### LATE PICK UP:

Mornings at 11:45 a.m. - - \$5 per 5 minutes

Play Days at 2:00 p.m. - - \$5 per 5 minutes

After Preschool Care at 6:00 p.m. - - \$5 per 5 minutes

- -Continued lateness may result in additional fees- -

*\*make sure your watch/clock is correct; we use computer/cell phone clocks to ensure that our time is correct.*

#### **LATE PAYMENT FEE:**

\$20 charged on 11th for monthly Preschool tuition, with the exception of May which is due on the day prior to the Spring Program (**after 3 late charges within a school year the fee increases to \$50 on the 11<sup>th</sup>**)

\* \$15 late fee will be charged on Wednesday to weekly After Preschool Care and **child cannot attend Thursday if not paid. Your child will be dismissed immediately from the program and not allowed back until balance is paid.** There is no discount from tuition for holidays or other days in which we are closed or open late (bad weather, etc.). Payment is due in full whether or not your child is in attendance.

RETURNED CHECK FEE:\$30

#### **PAYMENT OPTIONS**

For your convenience, we accept cash, personal checks, Visa or MasterCard (with a 3.5% +15 cents service charge.) We also offer bank drafting at no charge to you. You may print a draft form from [www.fummclinton.org](http://www.fummclinton.org) or pick up one in the Preschool office. All payments are due on Monday for the current week and should be paid on time for that week. **Checks should be made payable to FUMC Weekday.**

**Checks ONLY (NO CASH) may be sent with YOUR CHILD'S NAME AND PROGRAM ON THE NOTE PORTION OF THE CHECK.** Put the check in an envelope and attach it to his/her tote bag. You may include all fees in one check. **Please notate in DOLLAR AMOUNTS what you are paying for on the check.** Checks or automatic draft are the preferred method of payment because of the ease in tracking transactions for parents and FUMC Staff.

**ALL cash payments must be brought into the office and a receipt must be given at that time.** Teachers are instructed to NOT accept cash from parents in lineup or parking lot. It is the **PARENT'S** responsibility to bring cash money **into the office** and get a receipt. Parents who wish to pay cash may only pay in the office at the beginning of the month. Thank you for understanding!

Playdays can be paid by the month. If the child does not attend one of the paid play days, the computer will credit your account. Teachers take attendance each play day and your child's account will not be debited if not in attendance.

**\*In order for your child to participate in the spring program, all accounts must be up-to-date without any balances past due.**

Tuition is due on time whether a child is present or absent. Classroom activities are ongoing and teachers are in the classroom regardless of whether all children are in attendance.

**Activity Fees are due in August and January. Parents may pay the fee in full or pay one half in August and the other half in January.** Activity Fees help pay for field trips (including teachers and two chaperones), bus driver and transportation costs, Mother's Day gifts, and special items for units during the school year. Three year old classes will receive one magazine subscription ("Clifford") during the school year. Four year old classes will receive one magazine subscription ("Let's Find Out") during the school year. Activity Fees do not pay for play days, school pictures, nor the vision speech and hearing screening to be held in the fall.

\*\*\*Preschool T-shirts are not required to be purchased by the students. Shirts are worn for all field trips and are left at school. If you would like to purchase a FUMC Preschool t-shirt, you may do so or for \$10.\*\*\*

FUMC Staff stop loading the children and come into the building at 11:45 (2:00 p.m. on Playdays). **We are required to notify the authorities if any child is left one hour after closing.** The Department of Human Services handles these actions. Teachers are NOT allowed to take a child home in the event of a parent, guardian, or emergency contact person is not able to be reached for pick-up. This is a state requirement from the MS Department of Health.

## SUPPLIES

Parents are to check over their child's supplies list and bring in necessary supplies on Orientation Day or the first day of school at the latest. **Please label ONLY the items requested by the teacher.**

## REGISTRATION

**\*In order to register for the next school year, all accounts must be up-to-date without any past due balances.** Registration for the following year takes place between January and February. Presently enrolled students are given first preference for re-enrollment, but must register in order to ensure placement on the rolls. Younger siblings are also given first preference for enrollment.

## KEEPING FAMILY INFORMATION CURRENT

Important: If there is a change of address or employment, the Center should be notified immediately. Telephone numbers for each parent must be current at all times.

## INSURANCE

FUMC Preschool does not provide accidental insurance and it is not available for purchase through FUMC. Parental insurance information must be listed on child's emergency card.

## CLOTHING/\*FOOTWEAR\*

**Dress your child in comfortable, washable PLAY clothes that can be removed easily by the child when going to the bathroom.** If a child gets dirty at school that usually means that he or she had a great day! Please do not scold the children for being dirty when they are picked up; we encourage children to play and explore in the messy world around them. Children NEED to be able to get dirty so they should come to school dressed appropriately.

An extra change of clothing in a plastic bag marked clearly with the child's name may be left at school with your child's teacher in case of accidents such as spills on their clothes. **Names should be printed on all removable clothes, especially jackets and sweatshirts.**

**\*ALL FOOTWEAR SHOULD BE SHOES WITH A CLOSED TOE AND HEEL.\*** Children wearing open shoes (flipflops, Crocs, etc.) take their shoes off to run or remove pebbles. This is not safe on the play-ground. **PLEASE send your child ONLY in closed toe and heel shoes.**

Children will play outdoors when weather permits. Your child should wear clothing suitable for indoor or outdoor wear. Layering clothing helps during those cold morning of Fall and Spring.

## PRESCHOOL PLAYDAYS

Playdays are from 11:45-2:00 on Tuesdays and Thursdays.  
First Playday of the school year is Tuesday, August 29, 2016.

Playdays are for preschool children only. Participation is optional. The charge is \$10.00 per day. If your child is

staying both days and you want to pay by check, you can send one check on Tuesday for both days. Attach Playday checks to the tote bag with your child's name noted on the check. You may pay monthly in advance if you wish. We will carry any unused playdays over to another month.

On Playdays, children need to bring a sack lunch with a drink (milk, juice, or water). Please do not send a thermos unless it has a flip top! The screw-on kind is difficult for the child to replace. We encourage the drinking of milk for healthy eating habits. Water will be supplied to any child who will not drink milk or juice. **Please label lunch boxes with large letters on the outside.** Cokes, Sprites and other soda drinks are NOT to be sent. If a child's lunch contains one of these, it will be replaced with water.

For lunch, children should bring food packed in a thermal lunchbox with **icepacks** if it needs to be kept cold. **Do NOT send food that must be refrigerated or heated up for your child's lunch.** Lunches should consist of foods that your child can easily open and feed him or herself. Water and/or milk will be provided to any child without a drink. Children will be allowed to put away any containers in their own lunchbox/bag and throw away uneaten food. Teachers will not clean out or rinse out containers.

## AFTER PERSCHOOL CARE (APC)

Children attending APC will also attend Playday on Tues/Thurs. The cost is covered in their tuition. Children attending APC will be provided a hot meal at daily at lunchtime. Morning and afternoon snacks are provided for After Preschool Care children as well.

Children in APC will have at least an one hour quiet time each day when they will be able to rest, nap or relax in a quiet, darkened room under the supervision of a teacher. Parents will need to provide a regular Kinder- mat for napping (the thin type). Kinder-mats are red and blue and available at Wal-Mart/MS Discount Drugs/Fred's. Children should also have a SMALL blanket or towel for covering and a SMALL (airline size) pillow if desired. These will be sent home each Friday for laundering. Please LABEL ALL ITEMS.

## BIRTHDAYS

Birthdays can be an important event for a child. Parents may send cupcakes, cookies, or doughnuts to school for their child's class that day. These should be brought with the child in the morning when he/she comes to school. **Please, no favors, plates, drinks or other treats.** This is just a time for him or her to be "special" at school and NOT a party. Please contact your child's teacher to discuss your plans with her.

**If you so desire, a book may be donated to the Preschool Library in your child's name.** This will help your child experience the joy of giving as well as increase their appreciation of books.

**If you wish to invite children in your child's class to your child's birthday party, it is important that you invite every child in the class.** Invitations will be placed in the children's bags- - they will not be distributed unless ALL children are invited.

DO NOT bring gifts for children here to preschool. If you have a gift for a child, please talk with that child's parent to arrange pick-up. It causes disruptions and sometimes hurt feelings for a child to receive gifts at school.

## HEALTH AND MEDICAL

The Center accepts well children only into a group environment. Parents must help the Center maintain this policy. Parents should keep a child at home if he or she seems to show any signs of illness.

Symptoms that are causes for keeping your child at home are:

fever of 99 degrees or more	severe cold
undetermined rash or spots	upset stomach, diarrhea
thick mucus	draining or red eyes
chills	ear ache

suspicion of head lice  
green drainage from nose  
continuous irritability or crying

sore throat  
vomiting or nausea

Should your child have a contagious disease, head lice or any other such conditions, parents should call to let the teacher and director know immediately so that the other parents can be notified. We are required to remain confidential regarding the report of any communicable disease.

**A child who has had a fever needs to be FEVER-FREE FOR 24 HOURS without fever-reducing medicine before returning to school. This means that a child sent home with a fever will not be allowed back to school for AT LEAST one day.**

**IF YOUR CHILD SHOULD BECOME ILL WHILE HE OR SHE IS AT SCHOOL, PARENTS WILL BE NOTIFIED AND EXPECTED TO PICK UP AT THAT TIME.** We are not equipped with a sick room and there is no nurse on staff at FUMC Preschool is not responsible for the care of sick children.

Emergency medical procedures will be followed as listed on the Medical Emergency Card. Parents are to read, fill out, sign and return these cards. Our staff is not allowed to give medicine to any child for any reason!

**The MS Department of Health requires that all children have outdoor play time every day, even in cold weather.** Unless it is raining, too muddy on the playground, or the temperature is below 40 degrees Fahrenheit, we WILL go outside with the children. **If your child is too sick to be able to be outside, consider keeping your child at home that day.** Outdoor play in cool, brisk air has been proven to build children's immune systems and increase lung capacity. This is also a recommendation from the American Pediatric Association.

## **SEVERE WEATHER**

In severe weather we will follow the Clinton Public School dismissal policy. FUMC Staff are trained to evacuate the children in the most efficient manner should there be a weather or fire emergency. In the event of hazardous conditions, the preschool will remain open as long as safety allows.

Fire and tornado drills are conducted on a regular basis. Each room has a posted evacuation map. Each teacher also has an Emergency Evacuation Bag containing needed supplies and information in the event that a true evacuation is warranted. Evacuations: In the event of an extreme emergency (train derailment, tanker truck overturned, gas leaks, building fire), when evacuation is imminent, FUMC staff will evacuate students to our first evacuation site (Wildwood Baptist Church) and a sign will be posted on the preschool building doors stating where the children can be picked up. Parents will be called from the evacuation site for immediate pick-up of their children.

In case of any person or conditions posing an immediate threat or danger to the children, FUMC staff will call 911, follow emergency procedures, and the teachers will protect your child to the best of their abilities.

## **FIELD TRIP GUIDELINES (TRANSPORTATION)**

1. **Room Parents** will arrange transportation and chaperones for all field trips.
2. Teachers will let Room Parents know how many parents are needed for each trip. Most trips will need TWO chaperones from each class to attend and help transport children. FUMC Preschool PAYS entrance for TWO chaperones only on each trip. All other attendees must pay their own entry.
3. At FUMC, a CHAPERONE is defined as a parent or grandparent in attendance on a field trip to assist in transporting and managing children in the class. Teachers or Room Parents will assign each chaperone specific children to help manage. Class field trips are for your child's class and are an important experience in preschool - **- siblings are NOT to attend trips with chaperones.** A chaperone is to be available to assist in the care and management of the children in his or her charge. It is impossible to assist a teacher as a chaperone while also managing another child. Official chaperones must take their own child and possibly another child in their personal

vehicle.

4. If a child's behavior causes disruptions on a field trip, that child's parents may be required to attend the next field trip to assist with his or her child in order for the child to be able to attend the field trip. In this case, said parent will not be considered a class chaperone.

5. Parents can take as many children in their cars for which they have rear seat belts and must meet these guidelines. Children 4 to 6 years old must be in booster seats. If more than 2 children are being transported in a car, a third child may sit in the middle of the back seat with a booster if there is only a lap belting that seat. Children younger than four must be in car seat. Parents who drive must sign a release stating:

- Driver is licensed and has a good record
- Vehicle has current licenses and registration
- Parent has adequate insurance coverage for passengers
- No child will sit in the front seat of a car or van
- Proper child to staff ratio will be met
- Proper seat restraints will be used
- All safety precautions will be followed
- Vehicles will remain together on the entire trip

6. Parents will be able to sign up for chaperone duties in advance; every parent should make an effort to assist with chaperone duties during the school year so that all children have the opportunity to ride the bus.

7. On many trips, extra chaperones will NOT be able to attend (ex: pre-purchased tickets, limited space in room, etc.), so Room Parents are responsible to make sure that all parents have at least one opportunity to assist as a chaperone during the school year. Without chaperones, a class will not be able to attend a trip.

8. Field trips are noted on the class calendar in order for parents to make arrangements to make time to be a part of the field trip experience. Any parent who wishes to participate as a chaperone MUST call their child's class Room Parent in order to be added to the list of chaperones. A chaperone that can help with transportation will be chosen over one who cannot.

9. When the FUMC bus is used, it will still be necessary for at least one parent per class to help with transportation of children in his or her personal vehicle. Due to space restraints, parents cannot ride the bus. If parents will NOT allow their child to be transported by personal vehicle, they may have to provide transportation for their child on a field trip if seats are not available on the bus.

10. Room Parents should report to teacher and director which parents will be chaperoning at least two (2) days before the trip. Most trips are on Wednesdays and Thursdays, so chaperones need to be scheduled by MONDAY before the trip.

11. Parents are required to TURN IN SIGNED PERMISSION SLIPS. These forms MUST be turned in BY THE DAY BEFORE THE TRIP! It is the parents' responsibility, not the teachers or FUMC staff to make sure that a child's permission slip is turned in. **All children must have signed permission slips in order to attend the field trips.**

12. Class field trip are an important part of our program. If your child does not go on a field trip, then you will need to make other arrangements for your child that day during the time your child's class is on the field trip. **NO staff will be at the preschool to care for children who are late OR cannot go to the field trip!** Parents **MUST** make arrangements for childcare elsewhere those days. NO EXCEPTIONS!

### **NON-PARENT / GUARDIAN PICK-UP POLICY**

Children will be sent home only with persons who are listed on the child's registration form and emergency cards.

**WRITTEN PERMISSION NEEDS TO BE SENT EVERY TIME A PERSON OTHER THAN A PARENT IS TO PICK UP YOUR CHILD AND A PHOTO ID WILL BE REQUIRED, EVEN IF THEIR NAME IS ON THE PICK-UP LIST.** If a child will be regularly picked up by a grandmother, sitter, etc., then a current letter from the parent stating who the regular pick-up person is **MUST BE ON FILE AT FUMC.** In case of an emergency, a parent may call and give only the director verbal permission for pick-up by an authorized person.

## ARRIVAL AND DEPARTURE PROCEDURE

Arrival (Unloading/Drop-off)

Pull up to the covered walkway by the preschool entrance. \*

Place your scanned finger on the computer as your child is escorted out of vehicle by teacher **from passenger side.**

Late Arrival: If you arrive late (after 8:30 sharp), turn off your vehicle, escort your child into the preschool building and check-in on computer in hallway. **After checking in, escort your child to his/her teacher.** If you arrive late, you must buzz the monitor for entrance into the building. If class has already started, you are to leave your child quickly in the classroom in order for minimal disruption to the group. **You must always check your child in. You will be called back to preschool immediately if you do not check your child in.**

\*The parking lot and covered walkway from it are ONLY for parents DROPPING OFF children in line-up from 8:15 to 8:30. **If you choose to drop off your child by walking in with him or her, the FRONT PARKING LOT (in front of the Sanctuary) is for you.** You are to walk from that parking lot, down the steps, and to the computer located inside the preschool entrance to check in. The teacher in the parking lot with the main computer is there to speed up the drop off and loading process. **NEVER CROSS TRAFFIC OR ALLOW YOUR CHILD TO GO INTO THE PARKING LOT DURING DROP-OFF TIME.** If you walk with your child to school each day, remember to take those extra steps to the front parking lot entrance (great exercise) OR to come in BEFORE line-up and sit on the bench at the preschool entrance until 8:15 to avoid traffic. **Any children coming into the preschool building before 8:15 will be considered in attendance for Early Room.**

## Departure (Loading/Pick-up)

Pull up to the covered walkway by the preschool entrance.

Place a SIGN with your child's name BOLDLY written on the right side of your front windshield. This is important even as the school year progresses to help speed up the pick-up process. Check out your child on computer as child is escorted into your vehicle from passenger side. **It is the driver's responsibility to correctly fasten the child in. Pull your vehicle as far as possible past the pick-up area to the white line to fasten your child into the seat restraint.** FUMC staff will not fasten your child's seat restraint. It is important to keep the line moving, so DO NOT leave your vehicle parked in the line to come inside.

**Late Pick-up:** If you arrive late, and teachers have gone inside, turn off your vehicle and come inside to pick up your child. A late fee will be charged at the time of pickup. The late fee assessed is \$5.00 for every 5-minute increments. Continued late pick-up could result in extra charges.

**Pick-up in bad weather:** It may be necessary for you to bring your child into the building or come inside to pick up your child should weather conditions be too difficult or dangerous for the teacher to load or unload. Please follow teacher's instructions and be patient and flexible with us as we work to get children loaded into vehicles safely.

## PARENT VOLUNTEERS

Volunteers are a very important part of our program. We could not be the kind of Preschool that you want us to be without your help.

Each room will need two Party Parents and two Room Parents. These parents will not be expected to do all of the work, but will organize.

Party parents will plan refreshments, party favors (if needed) and games if the occasion warrants, then call parents for refreshments and supplies and help needed. Party Parents should try to involve each parent at least once during

the year. The teacher should be contacted as soon as all plans are made. Refreshments should be nutritious and appealing to the children.

Special Events planned throughout the year would not be possible without the help of Room and Party Parents.

**Party Parents responsibilities include:**

- Costume Carnival and clean up
- Thanksgiving Pow Wow and clean up
- Christmas Party-refreshments and games, if needed
- Valentine Party-refreshments
- Easter Egg Hunt-local place for party (if desired), favors, refreshments, games (if needed)
- End of School Party-local place for party (if desired), refreshments, favors and games (if needed)
- End of Year Program-refreshments and clean up

\*It is very important for Party Parents to communicate with each other, their teacher, and other parents who want to assist.

**Room Parents responsibilities include:**

- Costume Carnival and clean up
- Thanksgiving Pow Wow- desserts, set up, and clean up
- End of Year Program-refreshments and clean up
- Field Trips-arrange transportation for class AND for teacher when needed (tell her the plans at least 2 days before a field trip)

\*It is very important for Room Parents to communicate with each other, their teacher, and the director.

**SNACKS**

Mid-morning snacks are provided with a variety of nutritious foods offered. All children will be offered snack with a drink; this is not a meal, so children should have eaten breakfast BEFORE coming to preschool. Teachers will NEVER withhold food from a child for disciplinary purposes or by parent request. *Please do not ask us to withhold food from your child.*

**BRINGING ITEMS FROM HOME**

The teacher will notify parents as to the designated days for Show and Tell, which will not begin until well into the school year. It is done in conjunction with the study of the alphabet. Children are allowed to bring ONE favorite toy (**that easily fits into tote bag and is NOT electronic**), or other object to share with classmates. **We do not allow children to bring toys at any other time. Guns, knives, money, oversized toys and breakable objects should never be brought to preschool.**

**DISCIPLINE AND GUIDANCE POLICY**

First United Methodist Preschool believes that all discipline should be directed to help each child learn self-control. Positive discipline is the best means to this end. Children are praised for acceptable behavior and encouraged to talk about their problems with each other and their teachers.

Re-direction is a first choice for discipline, but when a child needs further reminders of correct behavior, “time out” is the MSDH recommended disciplinary method for children age three and older. Time out is to take place in the play area away from on-going activities, never in an isolated room. One minute per year of age is

recommended.

In the event that these measures do not bring acceptable behavior, the child will be brought in to the office, and the director will talk with the child. If the director feels further disciplinary action is needed, parents may be called to come to the preschool to speak with their child and/or pick up their child for the remainder of the day. It is also the right of the director to have the child miss the next day of school if behavior is inappropriate.

First United Methodist Preschool reserves the right to drop a child from our rolls if he or she seems unable to participate in group experience or is unable to follow rules and guidelines of the program. In this event, a two weeks notice will be given.

CORPORAL PUNISHMENT, TOTAL ISOLATION, OR WITHHOLDING OF FOOD SHALL NEVER BE USED AS DISCIPLINE MEASURES AT FUMC PRESCHOOL.

### **DISMISSAL OR WITHDRAWAL FROM PROGRAM**

If a child continues to have discipline problems or has behavior such as, but not limited to biting, hitting, kicking, or behavior harmful to others, it will be handled as follows:

- A conference between the parents and the director will take place.
- If the behavior continues then the child will be given a two week probationary notice stating if the behavior does not improve within that time, then the child will be dismissed from the program.
- The child will be dismissed from the program.

The director reserves the right to remove a child from the rolls if extreme discipline problems are manifested without a two-week notice. This will only be in the case of behavior that is injurious to others.

If parents choose to remove their child from FUMC Preschool for whatever reason, a two-week paid and written notice is to be given to director. Parents should request a conference with the director before making a choice for removal of a child from the program mid-year.

### **CHILD ABUSE AND NEGLECT POLICY**

FUMC Preschool has well-trained, loving teachers on staff. All staff are required by state law to go through extensive background and criminal checks in order to work in the program. Please be assured that the rules and regulations set forth in our handbook are in the best interest of the children in our care, and are mandated by Mississippi law. As early childhood educators, we are here not only to put the children first in learning and school-readiness, but also to give the children loving life/learning experiences. We are required by state law to be “mandatory reporters” of any suspected neglect or abuse of the children in our care. Any teacher who suspects neglect or abuse of a child will report to the director, who is required to investigate and report any suspicion of abuse or neglect to the MS Department of Human Services and the MS Department of Health.

### **HOW CAN PARENTS HELP?**

- Read this Policy and Procedures handbook carefully. Read all notes sent home with your child.
- Make sure your child gets plenty of rest, gets a good breakfast and leaves each morning in a peaceful, unhurried frame of mind. Following a bedtime and morning routine is a real stress-reliever for children and parents alike.
- Label all items belonging to your child (especially jackets).
- NEVER send cash in your child’s bag. Follow all guidelines in this handbook for sending payments via your child’s bag.
- Help teach your child self-reliance by allowing him to do things for himself, allowing him plenty of time.

Children learn best by DOING, not watching or hearing.

- Encourage your child at home to hang up his or her own jacket/coat or put them in a special place, pick up his or her toys and dress without help as much as he or she is capable.
- Let your child be sure of your love and understanding. Show an interest in all his or her accomplishments and creative efforts. Remember the art experience is more than the finished product. Children do not need to be told their artwork is “pretty”. They need to know you are interested in what they do. Ask them to tell you about it.
- Report any upsetting experiences that will help the teacher to understand your child’s behavior in school. Please report to the teacher if the child shows an unwillingness to come to school that lasts a week or more.
- Help your child learn his name, address and telephone number.
- Any concerns you have about your child and/or your child’s classroom should begin with a discussion with your child’s teacher. If you still have concerns after talking to the teacher, then it would be appropriate to talk to the Director.

#### POSITIVE SUGGESTIONS TO HELP YOUR CHILD ADJUST TO PRESCHOOL:

It is important that your child’s first school experience be a positive one. How smoothly it goes may affect how he feels about group situation in the future. How Mom or Dad adjust and react to the experience plays a LARGE part in how a child transitions to a school environment.

Parents should try to describe in advance the day at school; toys and activities much like he or she has at home, but with other children. Be sure to include that Mom, Dad or other adult will come to pick up him or her at lunchtime.

Parents should leave immediately after bringing their child to school. Taking advantage of the drop-off benefit is a good way to make this your routine. Some parents are hesitant to leave their child with a teacher that they do not know. The teachers at FUMC Preschool are trained, capable, loving teachers with the best adjustment if this is done. After school has been in session for several weeks and class routines are established in the children’s mindset, parents are encouraged to visit more.

INFORMATION IN THIS HANDBOOK IS CURRENT AS OF NOVEMBER 2018 AND IS SUBJECT TO CHANGE.