

Our Goals

We hope that with the help of our program, each child will:

- Learn to observe the beauty and wonder of God's world.
- Learn more about others and self through informal role- play.
- Have creative opportunities through various arts, including drama and music.
- Become aware that each person is worthy of God's love and the love of other human beings.
- Experience the loving care of adults whose own lives exemplify commitment to the Christian community.

The most important lessons we teach are:

- To share
- To take turns
- To work and play with others
- To know that Jesus loves us

Through this, they are learning to show the love of Christ.

Our Program

Our goal is to nurture the total growth of each child. Our teachers are specially trained and experienced in early childhood education. The classes are limited in size according to the guidelines set forth by the Safe Sanctuary School Program Guide of the United Methodist Church. The teachers are using developmentally appropriate curriculum designed specifically for preschool age children. The children will participate in activities that will promote optimum readiness for reading and math. **No child will be forced into activities for which he/she is not developmentally ready.** Children will be exposed to as many different types as possible. Music and a P.E. will be taught for all classes. An Art class will be taught on Friday for the two, three, and four year old classes. Our four-year-old classes will also experience a curriculum that will allow children to progress at their own level by developing reading readiness skills.

Admission Procedures

1. Open to children ages 6 weeks to 5 years.
2. All required forms must be completed and returned on or before the child's first day of school.
3. All enrolled children must have an updated Blue Slip which includes Chicken Pox vaccination or a letter from the doctor stating they have had the illness. You MUST show proof of the Measles vaccine as well!
4. All enrolled children must show proof of age with a copy of their birth certificate.
5. If the parent chooses to withdraw the child, the director must be notified in writing **two weeks in advance**.

Admission Age and Policy for Placement

Children will be placed in classes based on their age as of September 1st for the current school year. This is consistent with the public school placement law.

Registration

Registration for the fall will be done in March each year. Children already enrolled at FUMC Preschool will have first choice at openings for the year. Currently enrolled children will have 1 week to register.

Registration will then be opened to the public. Registration fees are non-refundable and due at the time of registration to hold your child's spot. In the event classes fill up and more children are interested in registering, children will be placed on a waiting list and called in order as more spots become available. Children are placed in classes according to the days the different age classes are offered. However, when more than one class is offered for the same age group on the same day, children will be randomly placed in each class. All of our teachers are highly qualified and show a great love for this ministry and the children they teach.

Fees

1. The annual registration fee is \$75.00 per child per year. Registration fees are non-refundable.
2. The tuition is due on the 1st of each month and late after the 10th. Make checks payable to FUMC Preschool.
3. You may drop your payment in the payment box located on the desk outside of the preschool office. Only cash should be placed in an envelope. Simply notate your child's name on your check.
4. Receipts will be written and placed in your child's folder for convenience upon your request.
- 5. Full tuition is due regardless of school holidays.**
6. Payments made after the 10th will be subject to a **\$10.00** late charge. Payments made after the 20th will be subject to a **\$20.00** late charge.
7. There will be a \$30.00 service charge for all returned checks. This will be strictly enforced.
8. If payments are not received by the end of the month in which they are due, your child will be subject to suspension from the program.

Supply Fees

A supply fee will be collected each year before orientation. Supply fees are used to pay for your child's FUMC T-shirt that will be worn on special days and field trips, an FUMC bag, and age appropriate supplies to be used in the classroom. Supply fees are also used for special activities such as balloons, costume rentals, play dough, craft supplies, etc. The supply fee is \$80.00 per year. The supply fee is due by July 8th in order for us to have all of the appropriate materials ready when the school year begins.

Pizza Fees

On the last Tuesday and Wednesday of each month, we will celebrate birthdays by having a pizza party. The pizza fee for the year is \$30.00. This will include pizza for the entire year. You may be asked to bring a dessert or other goodies the month your child has a birthday. You are also invited to attend that month and may eat with your child for \$3.00. Pizza fees are due on the first day your child attends in August. June birthdays are celebrated in April, July birthdays are celebrated in May.

Birthdays

Birthdays are special and will be celebrated monthly at our Pizza Day. This will be for our 2-4 year olds classes only. The nursery will celebrate in their classroom. Children whose birthdays fall in that month will get to eat at the birthday table. We will celebrate these on the last Tuesday or Wednesday of the month with the exception of school holidays.

Please make sure your child's teacher knows if you will attend. You may be asked to bring something for this special day, such as table cloths, paper plates, desserts, etc. You may also join your child for his or her special day if you wish, but will need to send \$3.00 for each extra person eating. A letter will be sent home at the beginning of the month in which your child's birthday falls. Please return the letter as soon as possible if you will participate. We order the pizza early and need a head count as soon as possible. To make sure everyone gets enough pizza, **reservations are a must.**

Lunches

Children should bring a lunch and a drink everyday. Thermos bottles, juice boxes or plastic bottles are fine. If you send a thermos, please send a straw rather than using the cup to drink from to avoid spills. Please send things in your child's lunch that are easy for them to handle. Also, please do not send food that has to be microwaved.

Discipline

We use only positive techniques of discipline. Praise and encouragement are given for appropriate behavior. A child may, however, need to be removed from a situation temporarily. We use time-out. Under no circumstances will we use physical punishment or any other procedures which may humiliate, hurt, or frighten a child. Please discuss with your child's teacher her system of discipline. This will be discussed during parent orientation.

Potty Training

If your child is potty training, we will make every effort to help maintain your method at home. However, accidents do happen. Please send your child in pull-ups until he/she is trained well enough that accidents are rare. Children in the three and four-year-old classrooms must be potty trained. These classrooms do not have the facilities for diaper changes.

Allergies

If your child has allergies, please complete the allergy form. Make sure to explain the allergy to your child's teacher. Please report any changes or new information in writing.

Sign-in Policy

All parent's and children should enter the school at the canopy door of the Ministry Center (**you may not park in the drive through area**). The sign-in sheet will be located outside of each classroom door. Every child must be signed in and out everyday. First United Methodist Preschool cannot be held responsible for a child that is not signed in. You must accompany your child to the classroom. No child will be released to an unauthorized person. Notify your child's teacher in writing of any changes.

Please observe all traffic markings in the parking lot, including handicapped spaces. Vehicles parked here or under the canopy may be towed at the owner's expense. The preschool doors will be locked after 9:15 a.m. until 12:45 p.m. Anyone entering the building must do so through the Ministry Center and sign-in at the church office. We try to provide the safest and most secure environment possible. Please follow all rules and regulations so that we may ensure your child's safety.

Visitation and Conferences

You are always welcome to visit the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while class is in session. Conference schedules should be arranged between teachers and parents at mutually convenient times. Changes at home do affect a child's behavior. Please share with us information which will make us more sensitive to your child's needs.

Dismissal for Inclement Weather

We will be dismissed for inclement weather if the Hartselle City School system suspends class. If Hartselle City Schools dismisses during preschool hours, the preschool will dismiss 30 minutes prior. This is so our teachers can pick up their children from school. We observe all school closings that are observed by the Hartselle City School system ONLY. If Hartselle has a 1-hour delay we will open at regular time. If Hartselle has a 2-hour delay we will open at 10:00. If Hartselle City Schools have a 3-hour delay we will dismiss school for the day. If school dismisses early, extended day will be cancelled.

Field Trips

There are normally 3 school wide field trips scheduled each year (Fall, Christmas and Spring). Teachers will include information about field trips in their newsletters and calendars. Teachers have a huge responsibility on field trips and your child's safety is their main concern. Please encourage your child to listen to their teacher and follow all rules while on the trip. **Parents/Guardians are required to attend all field trips.**

Programs/Graduation

We have 3 programs during the year, Christmas and Spring and our graduation ceremony in May. We DO NOT ALLOW seats to be reserved. There is plenty of seating. If you would like to come early you are welcome to come and sit at your seat until the program begins. No signs placed on seats to be reserved please.

Arrival and Departure

You must accompany your child to their classroom. Classes begin promptly at 9:00 a.m. Please try to be on time. Children often feel uncomfortable when they come in late. Teachers will begin their daily routine at 9:00. By arriving between 8:50 and 9:00, your child will be ready to begin instruction at 9:00. Teachers are preparing their lessons before 8:45 and are not ready for the children yet. Class ends at 1:00 p.m. You must pick your child up in the classroom. Please be on time. If you must be late, please call and let us know. **There will be no charge for the 1st late occasion, however, on the 2nd and every subsequent occasion that your child is not picked up by 1:00, you will be charged a \$15.00 late penalty.** Repeat occurrences may involve the withdrawal of the child. Children will be released only to properly identified persons. The names of persons authorized to pick up your child must be on file. If someone different is picking your child up, please send a note to let the teacher know to expect someone other than the child's normal ride. Remember, whoever picks up your child must be listed on the child's information card.

Clothing and Possessions

Please mark all your child's belongings with your child's name. Don't forget toys, books and lunches. Every child needs a complete change of clothing at school at all times. Please send an outfit in a gallon Ziploc bag, labeled with your child's name that can be left at school. Remember to change the outfits as the seasons change. Dress your child in clothing that is durable and comfortable. Keep in mind that sometimes learning is messy. Since we go outside whenever weather permits, dress your child accordingly. Select shoes which give support and allow freedom of movement. **Loose sandals, cowboy boots, and shoes that slip off easily, can inhibit activity.** Guns, ropes, knives, and toys which encourage rough play are to be left at home. Comfort toys, blankets, bears, etc. may be brought if needed; all others are to be left at home. Please be sure the item is

marked with your child's name. **We find that toys brought from home cause distractions and disruptions. Toys that are brought may be taken by the teacher.**

Health

No child should come to school visibly ill. If a child becomes ill or injured at school, we will contact you ASAP. If there is an emergency situation, and no one can be reached, we will utilize the emergency medical release you provided. If your child must have medicine while at school, you must come to the school and give it to your child.

We ask that you keep your child at home with any of the following:

Fever of 100 or more	Coughing	Mumps
Questionable rashes	Diarrhea	Chicken pox
Impetigo	Strep throat	Vomiting
Measles	Pink eye	Flu
Hand, Foot and Mouth	Fifth Disease	

If your child is being treated with antibiotics, they should be on the drug for at least 24 hours before returning to school. If they are being treated for the flu, please allow your child to be on Tamiflu for 3-5 days before returning.

If your child has a continually **clear runny nose** due to non-contagious allergies please let us know. Remember we want all of your children to remain healthy and happy.

Book Orders

Periodically you will receive book orders from Scholastic. This is a great chance for you to select good quality books at a reasonable price while also helping the Preschool. We receive free merchandise for our school when we purchase books. In the past we have gotten several TV's, books, puzzles, etc. So, every time you order books we are getting new things for your child's school. Orders must be received by the deadline stated on the attached form of the book order. All orders are done online at Scholastic.com.



Preschool Only

- 1 day a week/\$110 per month
- 2 days a week/\$140 per month
- 3 days a week/\$175 per month
- 4 days a week/\$220 per month
- 5 days a week/\$250 per month

Preschool + Extended Day

- 1 day a week + 1 ext. day/\$170 per month
- 2 days a week + 2 ext. days/\$200 per month

- 3 days a week + 2 ext. days/\$225 per month
- 3 days a week + 3 ext. days/\$250 per month

- 4 days a week + 2 ext. days/\$240 per month
- 4 days a week + 4 ext. days/\$285 per month

- 5 days a week + 2 ext. days/\$300 per month
- 5 days a week + 3 ext. days/\$325 per month
- 5 days a week + 4 ext. days/\$335 per month
- 5 days a week + 5 ext. days/\$375 per month

Registration \$75/year

Supply \$80/year

Pizza \$30/year

Thank you for choosing our program. We hope you have a good year.
Please read through the handbook carefully, sign and return this page to your
child's teacher.

Child's Name

Teacher

_____ I have read and completely understand the FUMC Student
Handbook.

_____ I have questions concerning the handbook and would like to
schedule a conference with the Director.

Mom's signature

Dad's signature

Date _____