

PARENT HANDBOOK



SFUM
PRESCHOOL

ARRIVALS AND DEPARTURES

During the first week of school, please park your car and walk your child into his/her classroom. School opens at **9:00 A.M.** Please check your clock, and give teachers their full preparation time so that they will be ready for your child.

During the second week of school the director and aides will assist with morning drop off. Please note we will be implementing new procedures for signing children in. We will send out additional information concerning these procedures as it becomes available. Please read all information as we are transitioning to a system that we feel is necessary to assure your child's safety.

****It is imperative that you drive very slowly, and with extreme care through the parking lot.**** Please park only in designated spaces. If the drive is blocked to the lower parking lot please use the upper parking lot to unload and park.

After school, all children will wait in their classrooms for pick up. Children will be ready for **dismissal between 11:55 and 12:00 Noon.** **Please wait outside the classroom for the teacher to dismiss your child.** A parent is considered late after 12:05. If you are running late, please call so that we can prepare your child for the wait. Parents will be allowed three late pick-ups per year without being charged. After this grace period, a fee of \$5.00/day will be charged.

Anyone picking up a child must be listed on the registration form and must have id. The director should be notified prior to pick up time if someone other than the parent is picking up the child.

DAILY ACTIVITIES

Classroom activities will vary based on the age of the children. Circle time, center time, story time, snack time, outside/activity time, art, music, Bible story and motor skills are all included on a regular basis. The 3's and 4's usually have some morning table time activities.

Please try to have your child here on time. The early morning time helps the children wake up, warm up, socialize, and prepare to fully participate in the busy day.

BIRTHDAYS

If your child would like to celebrate his/her birthday at school, please notify your child's teacher. We are happy for your child to bring a special snack to share with the class. Suggested snacks include popsicles, cookies, or doughnuts. Please check with your child's teacher to see if allergies need to be considered so that the treat can be enjoyed by all.

COMMUNICATION

We feel that open communication between parents and teachers is of the utmost importance to your child.

To accomplish this, we will:

1. Provide a Daily Communication Folder on the first day of school. All communications (notes and checks) from parents should be sent in the daily folder. Please check the folder and return it to school daily.

2. Provide monthly newsletters and calendars.
3. Make telephone calls or send notes to share with you if we feel there is a need.
4. Hold Parent/Teacher Conferences when requested.
5. If the school needs to be closed due to inclement weather we will follow Baldwin County Public Schools decisions.

Communication - The Two-Way Street

1. Please **label** lunch boxes, jackets, school bags, etc. with permanent marker. As the seasons and clothes change, please remember to label everything that comes to school.
2. Parents of Nursery children and Toddlers please bring at least three diapers and put any special instructions in the folder. Nursery babies should come with all bottles/food they may need and toddlers should bring a lunch box snack and a sippy cup for their drink.
3. If your child is to be picked up by any person other than you, (or will be picked up early), please notify the director and teacher, and **leave a note in the daily folder** with the person's name (or pick up time).
4. If you will not be home during the school hours, please leave an emergency phone number where you may be reached in the daily folder.
5. If your child will be absent due to travel or illness, please notify the director or teacher. We worry about our children when they are absent. If the absence is unexpected, please call after 9:15 AM.
6. All children have a permanent file with the child's doctor's name, phone number and other emergency information. **Please contact the director if there are any changes to be made.**

SNACK

1. Please do not send peanut products.
2. Your child's teacher may advise of additional food restrictions due to allergies.
3. Please note snack time is meant to last for approximately 15 minutes. Please limit the number of choices in your child's lunchbox.
4. Please send juice boxes/bags or thermos containers that have a straw. No twist top bottles.

CLOTHING

1. Please send your child dressed for play. We like to do a variety of things that might get your child messy.
2. Closed toed shoes are required.

3. Every child in the school should always have a seasonally appropriate set of clothes in their backpack. Accidents happen.
4. When the weather gets cooler please send appropriate coats, jackets, or sweaters.

TOILET TRAINING

We know that toilet training is a process, but we expect our three-year-old three-day students to be completely potty trained. If a child is actively potty training and is close to being completely trained that child will need to be placed in the two day three-year-old program where they will remain for the school year unless there are openings in the three-day program when full training is achieved. All students must be fully trained by October 1, if a child needs additional time they will need to remain at home after this point until the child is confident in their bathroom skills. Tuition will continue to be paid and the child's class spot will be held until they can return to school.

TUITION AND FEES

<u>Class:</u>	<u>Days:</u>	<u>Tuition:</u>	<u>Registration:</u>
Nursery (5+ mos.)	Mon. - Fri.		
	1 Day/Week	\$75/month	\$75/year
	2 Day/Week	\$150/month	\$150/year
	3 Days/Week	\$200/month	\$200/year
	4 Days/Week	\$250/month	\$250/year
Toddler (14+ mos.)	Wed./Fri.	\$115/month	\$115/year
	Tue./Thu.	\$115/month	\$115/year
2-Year Old	Tue./Thu.	\$115/month	\$115/year
	Mon./Weds./Fri.	\$130/month	\$130/year
3-Year Old	Tue./Thu.	\$115/month	\$115/year
	Mon./Tues./Thurs.	\$130/month	\$130/year
	Mon./Weds./Fri.	\$130/month	\$130/year
4-Year Old	Mon./Tues./Thurs.	\$130/month	\$130/year
	Mon. - Fri	\$150/month	\$150/year

Second child enrolled receives a 10% discount on tuition.
Active Church members receive 10% discount on tuition.

TUITION PAYMENT

1. All fees will be due on your child's first school day of each month. If you cannot come to preschool that day, you may mail your check to: SFUM Preschool

2. Invoices will be emailed the last week of the month for the tuition due on the first of the next month.
3. A grace period extends to the tenth (10th) of the month. **A \$10.00 late fee will be charged to all tuition received on, or after the 11th of the month.** In the event of an unexpected financial hardship on the family, please see the director.
4. **A \$20.00 fee will be assessed for a check returned, marked “Insufficient Funds”.**
5. If your child has to be withdrawn from the preschool for any reason please give the director a month’s notice or more. This notice will allow us to offer to place a child from the waiting list.
6. The first full monthly payment will be due September 1. The total tuition will be divided into nine monthly payments. The last one will be due May 1.
7. A 5% discount is available if a full year’s tuition is paid by September 1.

EXTENDED DAY

Extended Day is an optional extension of your child’s preschool day. Children in the 3-year-old and Pre-K classes may be enrolled in this program at the beginning of the year for Sept. – Dec. Parents will be able to register students for Jan.-May beginning in December. There will not be a drop-in program. This program requires preregistration.

To “enroll,” please write a note to the director asking to be “enrolled”. Please note this is necessary to assure adequate staffing for the program. The cost for the program will be paid at the beginning of each month. Prices below include both regular tuition and extended day rates.

2 Days/week = \$135/month

3 Days/week = \$160/month

5 Days/week = \$200/month

1. Please send lunch separate from snack.
2. Send a lunch that your child can handle independently. The teachers are there to assist, but your child should be able to open most items.
3. No peanut butter, please keep in mind that peanuts are included in a variety of products. If you substitute with sunflower butter or a similar product please indicate this on the packaging.
4. If sending lunchables, please send the cheese, meat, and cracker variety. We ask that you not send the lunchables that require assembly or lots of little pieces. i.e. pizza, nachos etc.
5. Please send juice boxes/bags or thermos containers that have a straw. No twist top bottles.

FOR THE HEALTH AND SAFETY OF ALL

1. If your child does not feel well (sore throat, cough, nausea, earache, diarrhea, etc.) please keep your child home. A parent may be called to pick up a child for the protection of others if the teacher feels it is necessary.
2. If your child contracts a contagious illness (chicken pox, etc.), please contact the school at once. The director will notify other parents.
3. Children entering the 3 and 4-year-old program must be potty trained. Policy information is available in the preschool office.
4. Children need to be 24 hours free of fever and symptoms before returning to school following an illness.

LEARNING CENTERS

Children of all ages love to play. Whether your child is five months or five years old, play is the best tool for fostering learning. As your child plays he is building a foundation for academic skills, learning to get along with others, and developing pride in his accomplishments. At the preschool, the teachers set up several learning centers each day to provide a variety of experiences.

Art is a time to create freely. Because a preschooler isn't always able to translate what he feels into words, art takes on great importance. A child can express his thoughts and feelings and expand his creative powers through color, shape, texture, and design. Creative play can be messy work, so please have your child dress in play clothes.

Blocks provide opportunities for creative problem solving. Whether building the tallest tower in the world or miniature networks of cities, a child is learning about weight, balance, space, dimension. The addition of cars, planes, or animals creates play scenarios, and invites discussion.

Housekeeping (Dramatic Play) is one of the best-loved centers. Children have the chance to dress up, "cook" in a kitchen, work with "tools", and play-act roles. Children freely try on new roles of family life (and wild life), and let their imaginations run free.

Library (Language Arts) is a place to go to relax, think, get lost in a book, play with a puppet, or share a story with a friend. Through books children find new information, deal with important feelings and changes in their lives, and let their imaginations run free.

Manipulatives such as puzzles, lacing cards and legos help strengthen the small muscles and develop coordination. They also provide a great deal of experience with problem solving and concentration. Manipulatives, such as small blocks and sets of bears and dinosaurs, are also the best math tool available for early childhood education. Children learn similarities and differences as they count, sort, and classify.

Science at a preschool level can be simply a table or box with objects for a child to see, touch, smell, ask questions about, and compare. Science can also be experiments that begin - and sometimes end - with questions, and that opens worlds of wonder.

STUDENT/EMPLOYEE HARASSMENT POLICY

All students and staff are expected to treat each other with dignity and respect, which is free from all forms of intimidation, bullying, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be disciplined, up to and including termination or expulsion. Any violations are required to be reported to the preschool director. A complete policy is available in the preschool office.

DISRUPTIVE BEHAVIORS

Disruptive behaviors of a student shall be behaviors which generally disrupt the classroom, which are disobedient in nature or which are disrespectful to teachers or the director, and shall include, but are not limited to, failure to obey instructions, talking when inappropriate, talking back to a teacher or the director, failing to remain seated, etc.

With respect to disruptive behavior, when such behavior becomes a significant enough concern to a teacher or to the director, then within the judgment of the director and the teacher, a parent/teacher/director conference may be called at which the parent or parents are required to attend. Should the behavior of the child not improve sufficiently within the judgment of the director, then the child may be suspended from the preschool for one week. Should the behavior continue after the one-week suspension, then the director has the authority to extend the suspension.

DISMISSAL FROM PRESCHOOL

Notwithstanding any portion of this Discipline Control Policy, the Senior Pastor or the Associate Pastor of Spanish Fort United Methodist Church has the discretion to determine whether the behavior of a child or the action of a parent of a child enrolled in the preschool warrants immediate dismissal from the preschool. This pertains to all matters relating to the operation of the preschool, including the Discipline Control Policy.

AGGRESSIVE AND/OR UNSAFE BEHAVIOR

Aggressive and/or unsafe behavior shall be defined as behavior in which inappropriate aggression is exhibited, or the child engages in unsafe, dangerous or violent behavior. This behavior shall include, but is not limited to, kicking a student, teacher or property in the room, hitting a student, teacher or property with a hand or other item, throwing items in such a way that it places a person or property at risk, and biting.

In the event that an incident of aggressive and/or unsafe behavior occurs, this incident will be reported to the director and parents within three hours of the incident, and shall be noted on the appropriate form and filed in the student's records.

The first incident of aggressive and/or unsafe behavior shall involve a notification to the parents of the child engaging in such behavior within three hours.

A second incident of such behavior by a child will cause the parents of the child to be called immediately, and will require that the child be picked up from the school immediately.

The third incident of such behavior by a child within a thirty (30) day period will result in a parent / teacher / director conference and can result in the student being suspended from the preschool for one week.

Once a student has been suspended for one week and repeat incidents of such behavior occur, then a second parent/teacher/director conference can be called, and the child may be subject to an additional two-week suspension from preschool. Should incidents continue after such suspensions are complete, can result in an additional week of suspension, and will result in the weekday preschool board president being notified, with the school board determining what further action, if any, should be taken.

In the case of a facial bite, severe bite or broken skin caused by one child's behavior as regarding another, a parent of both children will be called immediately, and a decision will be made by the director and the teacher about what action should be taken immediately.

This policy is written for the safety and well being of the child engaging in such behavior, other children in the classroom, and the teacher. These are general guidelines intended to aid the teachers, director and preschool board in determining the most appropriate action for discipline situations.

CONFLICTS INVOLVING PARENTS

If any parent has an issue with a teacher or director regarding treatment of their child or operation of the preschool, then that parent must request a parent/teacher/director conference. This must be done by calling the preschool office and making an appointment with the teacher and director. Under no circumstances should a conflict involving behavior of a child or the operation of the preschool be discussed or dealt with during drop off or pick up times relating to the children, or during the operation hours of the preschool, unless a parent/teacher/director conference has been scheduled. The teachers and the director need the time of the drop off and/or pickup times and hours of operation to educate and interact with the children, and to either safely bring the children into the building and classrooms or to dismiss them to their parent or caregiver.

This is not intended to prevent general discussions between parents or teachers as to how the child's day has gone, or to confirm information necessary to the operation of the school including dates, times, or necessary school supplies, but is to provide for the orderly operation of the school and to prevent attempts to resolve conflicts in front of the children.

WEAPONS AND ALCOHOL/DRUG

The Senior Pastor of Spanish Fort United Methodist Church and the director of the preschool are authorized to have removed from church property any person bringing weapons, alcohol or illegal drugs onto the church property. Any person so removed may be readmitted to the property when the Senior Pastor and/or the director of the preschool determine that such person no longer presents a danger to the safety or security of the children and/or staff. Law enforcement officials may be notified if any person is found in the possession of or in the act of using weapons, alcohol or illegal drugs on church property. Additionally, should it be in the judgment of the Senior Pastor and/or the director of the preschool that any person is under the influence of illegal drugs or alcohol, then the Senior Pastor and/or the director of the preschool have the additional discretion to have that person removed from church property.

With respect to law enforcement officers, should an officer be on duty, he should follow the guidelines of his agency or employer as it relates to firearms. If the formal guidelines of such agency or employer require such law enforcement officer to be armed, then such officer may remain on church property. Should the formal guidelines or rules of the agency or employer of such officer not require officers to remain armed, then no such

weapons should be brought onto the church property or in the preschool. Whether uniformed, plain-clothed or undercover, law enforcement officers should take extra precautions to not to display firearms in front of children

HISTORY AND PURPOSE OF THE PRESCHOOL

Spanish Fort United Methodist Preschool (SFUMP) was established in 1980 as an outreach program of Spanish Fort United Methodist Church. SFUMP strives to meet the educational and social needs of early childhood in a Christian atmosphere, and to expand the world of the child to include friends in the community, as well as in the home and church. Through a curriculum that is developmentally age appropriate, each child will have the opportunity to experience a wide range of readiness activities.

PARENT PHOTO CONSENT FORM

Spanish Fort United Methodist Preschool would love to include your child's picture in newspaper articles, Facebook posts and other children's magazine publications. If you wish to grant permission or if you do not wish your child to be included fill out the appropriate box below and return.

2018-2019
I _____ give permission to Spanish Fort United Methodist Preschool to include my child _____ in all publications such as newspaper articles, magazines and Facebook posts. If at any time I wish for my child to no longer be included I will let the Director know in writing.
Parent Signature: _____

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Parent Signature: _____
Parent Name: _____

Receipt of Orientation Handbook for Spanish Fort United Methodist Preschool

You have received a copy of the Orientation Handbook in your folders. Please take time to review the handbook. If you have any questions, please feel free to contact us at the preschool office. This signature page receipt regarding the Orientation Handbook must be signed and returned within seven (7) days of the beginning of the preschool year, unless enrolling after the beginning of the year. In that event, this signature page should be signed and returned within seven (7) days of enrollment. The return of this signed receipt page of the Orientation Handbook shall be a representation that such handbook has been read and understood by the signor, and that the signor agrees to abide by the rules of the Spanish Fort United Methodist Preschool. This signature page must be signed by all persons who regularly engage in contact with the Spanish Fort United Methodist Preschool, including parents, stepparents, guardians, grandparents, etc., to the reasonable satisfaction of the director of the preschool.

Child's Name _____

I have reviewed the Orientation Handbook for Spanish Fort United Methodist Preschool, and represent that I understand its policies and agree to abide by the rules of Spanish Fort United Methodist Preschool.

Sign: _____ Date: _____

Print: _____