

**SFUMP
PARENT HANDBOOK
2022-2023**



**SFUM
PRESCHOOL**

AUGUST 2022

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.

**“Train up a child in the way he should go, and when he is old, he shall not depart from it.”
Proverbs 22:6**

ADMISSION

A registration form is necessary for each child's file and is required to be completed by the parent/guardian prior to the first day of school. New forms will be filled out each year. All children must have a current immunization record on file and must be kept up to date throughout the school year.

ARRIVALS AND DEPARTURES

School begins at 9:00 with carline starting at 8:55.

****It is imperative that you drive slowly, and with extreme care through the parking lot.****

This year, we will be using a car line drop off/pick up procedure. Carline will run from the upper parking lot of the sanctuary, under the porta cache, down the hill, and under the preschool porta cache. You will not be able to park your car and walk your child to the door.

Please do not allow your children to hang out of the car window during carline.

Children will be dropped off outside of school under the porta cache and a staff member will monitor as the child enters the building.

Every family will be issued a carline tag at the beginning of the school year. You must have this tag with you, displayed in your window, to pick your child up from school. Your child will be escorted to your car by a staff member.

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 Communication Folder on the first day of school. Please check the folder, remove the contents, and return it to school the following day.
2. Provide individual class and school communication through Class Dojo.
3. Provide Facebook notifications through SFUM Preschool page.
4. Make telephone calls or send notes if we feel there is a need.
5. Hold Parent/Teacher Conferences when requested.
6. If the school needs to be closed due to inclement weather, we will follow Baldwin County Public School's decisions.

Please **label** everything that comes to school – lunch boxes, jackets, school bags, etc. As the seasons and clothes change, please remember to label those items.

Parents of Toddlers & 2-year-olds please bring at least three diapers/pull-ups and put any special instructions in the folder. Toddlers & 2-year-olds should bring a lunch box snack and a sippy cup for their drink.

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.

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 or send a message via ClassDojo.

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.**

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 toe shoes are required. **Please no flip flops or crocs.** These types of shoes do not securely attach to the foot and can prove dangerous when climbing on playground equipment.
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.

SNACK

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

BIRTHDAYS

If your child would like to celebrate his/her birthday at school, please notify their 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 the treat can be enjoyed by all.

TUITION AND FEES

<u>Class:</u>	<u>Days:</u>	<u>Tuition:</u>	<u>Registration:</u>
Toddler Class	Tue./Thu.	\$155/month	\$155/year
2-Year-Old	Tue./Thu. Mon./Weds./Fri.	\$135/month \$155/month	\$135/year \$155/year
3-Year-Old	Mon./Weds./Fri. Mon. - Fri.	\$155/month \$175/month	\$155/year \$175/year
4-Year-Old	Mon. - Fri	\$175/month	\$175/year

Second child enrolled receives a 10% discount on tuition.

A **\$50 activity fee** will be collected at or before Meet the Teacher. We have many fun activities and learning opportunities planned for our students this year. We combine each of the costs for these activities into one collective activity fee. This single contribution will cover the costs of many special events and supplies for your student.

This year we are accepting payments through our PayPal website. There will be a monthly fee of \$5 associated with this form of payment to offset the fees that PayPal charges us. If you would like to pay the activity fee via PayPal please pay \$52

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
6530 Spanish Fort Blvd., Suite D
Spanish Fort, AL 36527
2. A grace period extends to the fifth (5th) of the month. **If payment is received after the 5th of the month, the current month's tuition will be due and pre-payment of the following month will be required to be paid at that time as well.** If there is a pattern of late payment for a period of three continuous months, enrollment will be forfeited. In the event of an unexpected financial hardship on the family, please see the director.
3. **A \$20.00 fee will be assessed for a check returned, marked "Insufficient Funds".**
4. The budget for the school is based on the number of children registering. If your child must be withdrawn from the preschool before the end of school for any reason, a written 30-day notice will be required, and a full month of tuition must be paid.
5. Because school starts halfway through the month of August, a partial tuition (half the amount of your monthly tuition) payment will be due on or before the first day of school. The first full monthly payment will be due September 1st. May is also a partial tuition month (half the amount of your monthly tuition) and will be due May 1st. August and May are the only partial payments that will be accepted.

EXTENDED DAY

Extended Day is an optional 1-hour 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 September – December. Parents will be able to register students for January – April beginning in December. This will not be a drop-in program. This program requires preregistration.

To enroll, please fill out the extended day enrollment form. If the extended day enrollment form is not filled out and returned, your child will not be enrolled in extended day. Extended Day is an additional cost of \$50 for 3-day classes and \$85 for 5-day classes. Extended Day enrollment is based on the class in which your child is currently enrolled. Only children in the MWF 3-year-old class can sign up for the 3-day Extended Day. If your child is enrolled in a 5-day class, they will also enroll in the 5 day Extended Day, even if you are not planning to use all 5 days. Please note this is necessary to ensure adequate staffing for the program.

If you enroll your child in Extended Day, your monthly tuition rate will change to:

3 Days/week = \$205/month (This price includes regular tuition & Extended Day)

5 Days/week = \$260/month (This price includes regular tuition & Extended Day)

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. Keep in mind that peanuts are included in a variety of products. If you use a peanut butter substitute, 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.

The last day to sign up for Extended Day during the fall term is August 26, 2022.

TOILET TRAINING

We know that toilet training is a process, but we require our three-year-old and four-year-old students to be completely potty trained, no pull ups. A child is potty trained when he or she initiates going to the bathroom and can independently adjust clothing necessary to urinate or have a bowel movement.

Each teacher sets regular breaks during the day to allow children ample opportunity to go to the bathroom.

Accidents are expected from time to time and will be treated as such. It will not be considered an accident if the child has an accident each day he/she is in school. Should your child have a bowel movement accident at school, they will be changed as a courtesy the first time. Accidents will be documented and notifications will be sent home if they occur frequently. Accidents will be handled on a case-by-case basis. If a pattern arises or if the child does not appear to be fully potty trained, we will require that he/she be kept home until they are confident in their bathroom skills. Tuition will continue to be paid for the child's spot to be held until they can return to school.

If by the first day of school, a child **is not fully potty trained** and needs additional time, they will need to remain at home until they are confident in their bathroom skills. Tuition will continue to be paid for the child's class spot to be held until they can attend school.

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-year-olds and 4-year-olds usually have 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.

LEARNING CENTERS

Children of all ages love to play. Whether your child is sixteen months or five years old, play is the best tool for fostering learning. As your child plays, they are building a foundation for academic skills, learning to get along with others, and developing pride in their 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 they feel into words, art takes on great importance. A child can express their thoughts and feelings and expand their 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, and dimension. The addition of cars, planes, or animals creates play scenarios and invites discussion.

Christian Education will include chapel service. During this time the children will sing songs, learn a short lesson, and pray together. Godly Play, which is a curriculum of spiritual practice exploring the mystery of God's presence in our lives, helps children to explore their faith through story, to gain religious language and to enhance their spiritual experience through wonder and play.

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 wildlife), 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, playdoh 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.

FOR THE HEALTH AND SAFETY OF ALL

1. If your child does not feel well (sore throat, cough, nausea, earache, diarrhea, etc.) please keep them 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.), contact the school at once. The director will notify other parents, discreetly.
3. If your child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before returning to school.
4. No medications will be administered at school under any circumstances with the exception of life saving medication including but not limited to EpiPen, Auvi-Q, or rescue inhaler.
5. Children entering the 3-year-old and 4-year-old program must be potty trained. Please refer to Toilet Training section of the handbook.
6. Children need to be 24 hours free of symptoms before returning to school following an illness. There will be additional requirements in regard to fevers and COVID-19.
7. If your child becomes ill while at school, the Director will contact the parent/guardian immediately to pick them up. If you are unavailable, your emergency contacts will be called. Your child will be separated from the other children while they wait for you to pick them up

SCHOOL CLOSING

We follow the Baldwin County School calendar; therefore, we will close for the same holidays that the school system closes. When severe weather is threatening our area, if Baldwin County schools close, then Spanish Fort United Methodist Preschool will be closed. In the unfortunate event that a sizeable funeral is to be held at the church, school could be cancelled due to the Preschool's proximity to the facilities used to accommodate the services. The school's closing will be at the discretion of the Senior Pastor and will be to ensure the safety of the children.

In the event of the school closing due to unforeseen circumstances such as a natural disaster (i.e. hurricane) or a national emergency (i.e. COVID-19) SFUMP will follow local, state, and national guidelines. Tuition for that month will not be prorated or refunded.

DISRUPTIVE BEHAVIORS

Disruptive behaviors of a student are considered 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.

If disruptive 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 will be required to attend. Should the behavior of the child not improve sufficiently, the child may be suspended from the preschool for one week. Should the behavior continue after the one-week suspension, the suspension may need to be extended.

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
- Biting.

DISCIPLINE CONTROL POLICY

If an incident of aggressive or unsafe behavior occurs, it will be reported to the director and parents and shall be noted on the appropriate form and filed in the student's records.

- The first incident of aggressive or unsafe behavior shall involve a notification to the parents of the child engaging in such behavior in a timely matter.
- A second incident of aggressive or unsafe 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 aggressive or unsafe behavior by a child within a thirty (30) day period will result in a parent /teacher/director conference and may result in the student being suspended from the preschool for one week.

Additional incidents will result in a second parent/teacher/director conference and the child may be subject to an additional week suspension from preschool. Should incidents continue after such suspensions are complete, an additional week of suspension will occur and the preschool board will notified, with the board determining what further action should be taken.

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

This policy is written for the safety and well-being of all children attending SFUMP and the teachers and staff. These are general guidelines intended to aid the teachers, director, and preschool board in determining the most appropriate action for discipline situations.

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.

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. 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, or during operation hours of the preschool, unless a conference has been scheduled. The teachers and the director need 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. It 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/DRUGS

The Senior Pastor of Spanish Fort United Methodist Church and the director of the preschool are authorized to remove any person bringing weapons, alcohol, or illegal drugs onto 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

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.

SECURITY

In our ongoing effort to keep your children as safe as possible, SFUMP has a security system in place. The front doors are open starting at 8:55am – 9:15am for school drop off. They will also be open at the start of carline for school dismissal. All other times the doors will remain locked. If you arrive after the doors have been locked, you will need to ring the doorbell to gain admission into the school. If it is a person who is not recognized as a child's parent, they must be prepared to show picture identification to enter the school or pick up a child.

If someone from your Emergency Contact List is picking up your child, he/she will need to be prepared to show picture identification. Please call or email the preschool office in advance to inform us of the change in pick-up. Your child will not be released to any person not on your Emergency Contact List.

PRESCHOOL HOLIDAYS AND EVENTS

Please remember, apart from the start and end of school, SFUMP will follow the Baldwin County School calendar. SFUMP will cancel classes if Baldwin County cancels classes.

Meet the Teacher – August 16

First Day of School – August 17

HOLIDAYS – NO SCHOOL

Labor Day – Monday, September 5

Fall Break – Friday, Oct. 7 – Tuesday, Oct. 11

Veteran’s Day – Friday, November 11

Thanksgiving Break – November 21 – November 25

Christmas Break – December 19 – January 3

MLK Jr. Holiday – Monday, January 16 & Tuesday, January 17

Mardi Gras Holiday – February 20 – February 24

Spring Break – March 27 – March 31

Good Friday – April 7

Last Day of School – May 12

SPECIAL EVENTS

Our preschool will celebrate many holidays. Most preschool events will happen on two dates to include all classes. If needed, we will send out links to Signup Genius for each event informing you of the date of your child’s class party/special snack and what you can sign up for your child to bring. These school parties are during school hours and are usually just a special snack or a special school day. Parent’s will drop off and pick up like a normal school day.

PARENT PHOTO CONSENT FORM

Throughout the school year, there may be times when Spanish Fort United Methodist Preschool staff, church staff, or other organizations, with the approval of the SFUMP Director, may take photographs of students and audio/videotape students in a way that would individually identify a specific student. These images could be used on social media, website, and newsprint. If you wish to grant permission or if you do not wish your child to be included fill out the information below and return.

I, _____, Parent/Guardian of _____
grant unto Spanish Fort United Methodist Preschool the permission to use my child's image / photograph and/or videotaped image for the purposes mentioned above. I understand and agree that SFUMP may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the preschool director in writing. Furthermore, I hereby consent that such photographs, films, recordings, projects, and tapes are the property of the school, and they shall have the right to distribute, duplicate, reproduce, and make other uses of such photographs, films, recordings, projects, and tapes as they desire free and clear of any claim whatsoever on my part.

Please check the appropriate box:

I DO give my permission to you to include my child's image on videotape or photos as he or she participates in class conducted at Spanish Fort United Methodist Preschool.

I DO NOT give my permission to you to include my child's image on videotape or photos as he or she participates in class conducted at Spanish Fort United Methodist Preschool.

Printed Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Full Name of Student: _____

Date Completed: _____

Spanish Fort United Methodist Preschool Parent Contract/ Receipt of Parent Handbook

My child, _____, is enrolled at Spanish Fort United Methodist Preschool for the 2022-2023 school year. I acknowledge that the school year begins at 9:00am on Wednesday, August 17, 2022, and ends on Friday, May 14, 2023, at 12:00pm. I understand that, once classes begin, Spanish Fort United Methodist Preschool will follow the calendar of Baldwin County Public Schools (BCPS) and will be closed to students on all days that BCPS are closed (plus any additional days that are deemed necessary by SFUMP or SFUMC).

I understand that my Registration Fee paid at the time of enrollment is non-refundable.

I acknowledge that tuition is due on the first day of each month and considered late if not received on the 5th of the month. If payment is received after the 5th of the month, the current month's tuition will be due and pre-payment of the following month will be required to be paid at that time as well.

I understand that the school year for SFUMP lasts eight full months and two half months, and I agree that I am obligated to pay the full tuition rate for each month of this term, regardless of whether my child is absent due to illness, vacation, or holiday. I accept that tuition must be paid on time, even if my child is absent.

If, for any reason, I must terminate my child's enrollment at SFUMP prior to May 2023, I agree to provide a minimum of 30 days' notice in writing to the Director of the Preschool, and that I will be liable for all tuition through the end of that 30-day period.

I acknowledge the availability of the Parent Handbook on the school website and recognize that I may request a paper copy of this handbook at any time. I hereby agree to comply with all policies and provisions of SFUMP. I understand that failure on my part to read the parent handbook does not exempt me from any of the policies contained therein.

Signature of Parent or Legal Guardian

Date