



Christ United Methodist Pre-School And Mom's Time Out

3610 South 18th St.

Lafayette, IN 47909

765-474-8534

preschool@christumchurch.org

Facebook: Christ United Methodist Pre-School

It is our VISION that when your children leave our program, we have given them:

- a better understanding of who Jesus is and how He loves them;
- an enhanced self-concept and social skills through play, adventure and investigation;
- a head start to be ready for church, school and academic success;
- unconditional love.

Parent Handbook 2018-2019

Welcome

Welcome to Christ United Methodist Pre-School and Mom's Time Out! We are happy you have chosen to become a part of our family. This Parent Handbook should answer most questions you may have regarding our Pre-School and MTO Programs. Should a question arise, please feel free to talk with our director or teachers at any time.

Introduction

Christ United Methodist Pre-School/MTO is a non-profit organization. We admit children regardless of any religion, race, color, creed or national and ethnic origin. Policies of our Pre-School are set by a Board of Directors consisting of Church members, Pre-School director and parent representatives.

We Believe...

... that each child is created in God's image. We are His children.

... that each child should be helped to have a positive self-image.

...that it is important to meet each child's need for emotional, physical, intellectual, social and spiritual growth.

... that the needs of children change as they grow. Our program will respond.

...that children should have a safe, happy environment which promotes their desire to learn.

... that conditions for learning are most favorable when children enter into experiences freely and joyfully.

... that teachers and staff should be capable and caring. Their values should enable them to be excellent role models.

Purpose

Many things will be covered throughout the year with your child. Our purpose is to provide a caring and sharing atmosphere in which your child can grow emotionally, physically, socially, intellectually and spiritually. When planning curriculum and developmental activities, our teachers include the following areas:

Emotional:

- Self-awareness
- Self-control
- Sense of family
- Self-care
- Self-responsibility

- Self-concept
- Attention span
- Completing a task
- Smooth transitions

Physical:

- Body awareness
- Large motor coordination
- Small motor coordination

- Eye-hand coordination
- Eye-foot coordination

Social:

- Parallel play
- Cooperative play
- Dramatic play
- Role playing
- Etiquette

- Cleanliness/health/safety
- Sense of community
- Cultural awareness
- Responsible use of materials
- Communication with

adults/peers

- Listening to adults/peers

- Sharing/taking turns

Intellectual:

- Pre-reading/reading readiness
- Math/numbers
- Science/nature
- Writing skills
- Language development

Spiritual:

- Faith/Trust in God
- Loving others
- Bible stories/songs/verses

Location

Christ United Methodist Pre-School is located at 3610 South 18th Street, Lafayette. Please use the Education Wing entrance on the west side of the building when dropping off and picking up your child. The doors will be unlocked from 9:00am until 9:30am **and** from 11:35am until 12:15pm. If you arrive outside of these times, please use the main church entrance on the east side of the building. Having the doors locked during school hours ensures the safety of your children. Our phone number is 765-474-8534.

Our Daily Schedule

Young 3's	Monday and Friday	9:15-11:55am
3 / 4 year Pre-School	Tuesday/Thursday OR Monday/Wednesday/Friday	9:15-11:55am
Pre-Kindergarten	Monday-Thursday	9:15am-12:00pm
Mom's Time Out	Tues./Weds./Thurs.	9:15-11:45am

Our daily schedule includes:

- Arrival and activity time
- Circle/Group time
- Arts and crafts
- Snack time
- Story time
- Science
- Music
- Outdoor play (weather permitting)
- Clean-up/dismissal time

Dismissal Times

MTO	11:45am
Young 3's and 3 / 4 Pre-School	11:55am
Pre-Kindergarten	12:00pm

Drop-Off/Pick-up of Your Child

In order to improve communication with our parents and to ensure the safety of our children, we ask that you park your car and bring your child into the building. This is a good time to share information and ask questions. No child is to be brought to school more than five minutes before class begins, nor picked up more than five minutes after class is over. This is a tremendous help to the teachers and is best for your child. It can be frightening to a child to be left when all others have gone. The teachers also have commitments after school and need to be free to leave. If you are going to be detained, please notify the school immediately so that we can reassure your child. Mom's Time Out children will need to be signed in by the person dropping them off each day, leaving a phone number and information.

Please DO NOT park on the curb at any time.

Authorization for Pick-up

When picking up your child, we must have authorization on Brightwheel on the approved pickup list. This includes parents/guardians, grandparents, babysitters, neighbors, friends, etc. **No child will be released to a person without authorization on Brightwheel from the parent or guardian.** The person picking up your child will be required to show a picture ID to the teacher before your child is released into their care provided their name is on the approved pickup list. These procedures are in place to ensure the safety of your child.

School Fees and Tuition

Registration Fee: \$50.00 non-refundable, to be paid at time of registration.

Supply Fee: Depends on class, non-refundable, to be paid at time of registration.

Tuition:	Young 3's	2 day/week	\$495.00/year \$105.00/month
	3 / 4 year Pre-School	2 days/week	\$945.00/year \$105.00/month
	3/4 year Pre-School	3 days/week	\$1,125.00/year \$125.00/month
	Pre-Kindergarten	4 days/week	\$1,530.00/year \$170.00/month
	Mom's Time Out	1 day/week	\$495.00/year \$55.00/month

Tuition may be paid in full at the beginning of the year, by September 7th, 2018, or in 9 equal monthly installments. Tuition payments are due the first week of each month, September through May. After the 10th of the month, a \$10.00 fee may be added to the monthly tuition. If payment has not been received by the 15th of the month, your child may not be able to attend Christ UM Pre-School. Tuition may be paid in the Pre-School office by check or cash. Direct withdraw from your bank account can be made on Brightwheel with a \$0.60 processing fee.

Tuition payments meet the operating expenses of the Pre-School each month, therefore payments must be made on time. Fees will not be prorated for absences due to illness, vacations or bad weather.

A processing fee may be charged for any check returned.

Child Care Tax Receipt- Available upon request

First Days of School

Starting school is an exciting experience for a young child and it can be a difficult one. For many children it is the first experience of being separated from their mother or father.

Try to allow the beginning days of school to be gentle, casual and calm. Give your child some extra time, personal contact and love during the opening days of school. **Say good-bye and then leave quickly without hesitation.** If your child cries at the moment of separation, he/she will seldom continue for more than a few moments after you are gone. If there are difficulties, the teacher will discuss the problem with you to help make the adjustment easier.

What to Wear to School

Keep the following situations in mind when preparing to dress your child for school:

Comfort - provide simple clothing that is free of complicated fasteners.

Messy art projects - provide clothing that is washable.

Playground - provide clothing that is sturdy. Consider that drawstrings may get caught in the playground equipment and pose a safety hazard. Please send children in shoes that they can run and play in (NO flip flops/open toes please).

Changing weather - dress your child accordingly. Provide jackets and sweaters even on the first sunny fall/spring days. Please send head coverings, boots, and mittens on cold days. Please have your child wear shorts under dresses to make sure they are covered. Make sure all of your child's outer garments are marked with his/her name.

Book Bags

Book bags/backpacks are optional. However, since students will most likely have papers, art projects, notes and other items to bring home each day, you may want your child to bring a bag to carry their things. It is also a good idea to keep a change of clothing in their bag in case of accidents.

Health and Safety of Your Child

Please make sure your child's immunization records are up to date. Medical forms must be on file in the office prior to the start of school.

Please keep your child home if he/she...

... has a fever (over 101 degrees). Your child should be fever free for 24 hours before returning to school, without the use of medication.

... has a heavy nasal discharge or a constant cough.

... is vomiting or has diarrhea.

... if a laxative has been given to child in the past 24 hours.

... has symptoms of a contagious disease. Symptoms may include sniffles, reddened eyes, sore throat, headache, undiagnosed skin rashes, or abdominal pain. Please notify the director if your child contracts a contagious disease.

Teachers observing symptoms of contagious disease or illness limiting a child's participation, may exercise the right to deny class admittance to the child. If your child is unable to participate in all class activities, he/she is not well enough to be in school. Parents will be notified immediately if a child needs to be picked up. IT IS IMPORTANT THAT WE KNOW WHERE TO REACH PARENTS DURING THE SCHOOL DAY.

Please inform your child's teacher if your child has allergies of any kind.

Illness Requirements

If your child is hospitalized for an illness, no tuition will be charges until your child returns with a doctor's note stating the reason for stay and if the child is free to return to child care.

If your child is not at child care for more than two consecutive days due to an illness, CUMC Preschool will require a doctor's note for your child's return.

Medications

Medication will be administered by the director. All medications must be in the original prescription bottle with the name of the medication, child's name, doctor's name, appropriate dosage information and the times the medication is to be administered. A medication form that is signed by a doctor must be on file.

Absences

Please call the Preschool office at 765-474-8534 if your child is sick and cannot attend child care that day. You can also message on Brightwheel if your child will be absent.

First Aid

In case of minor injury, Preschool staff will administer appropriate first aid. Parents will be contacted immediately if an injury is more serious. If necessary, we will also call an ambulance or paramedics. Until a parent, physician, or paramedic arrives, the Director or a staff member will be in charge and make all decisions about the care of the child. All staff is trained in first aid and CPR.

Emergency Evacuation Drills

CUMC Child Care Ministry conducts monthly fire drills, and timely tornado drills. CUMC Child Care Ministry will follow instructions from the LaFayette Police Department in the case of a lockdown.

Prohibited Substances

Use of tobacco, unintended use of toxic substances, use or possession of alcohol, and use or possession of illegal substances in the facility where preschool is operated when preschool is provided is prohibited.

Open Door Policy

Our door is always open at CUMC Preschool. Parents and guardians are encouraged to drop by anytime during operating hours!

Transportation Policy

CUMC Child Care will never transport children to or from CUMC or during operating hours.

Toilet Training Policy

It is required that all children attending ANY Pre-School (not MTO) class be toilet trained.

Children in MTO must wear disposable diapers. Cloth diapers are not permitted

Discipline

It is necessary to use discipline. Our goal is self-discipline from within the child. We use techniques of distraction and redirection, support of the child's control by teacher proximity, or removal from the group until he/she has gained control. The child is then welcome and encouraged to return to the group setting.

Parent Visitation and Participation

Parents are welcome to visit. Sometimes, especially during the first few weeks, it can be upsetting to your child when you leave without him/her. It is up to you to decide if your child can handle the visits. Please make arrangements with your child's teachers.

We encourage our parents to be involved in their child's pre-school life. Let us know of any special talents or interests that you would be willing to share with the children. On occasion, parents may be asked to sign up to help with a special classroom project.

We do ask that siblings be left with a caregiver during parties/visitations/field trips.

Progress Reports/Conferences

MTO/ Young 3's and 3 / 4 Pre-School:

Spring Report Cards and Conferences

Pre-Kindergarten:

Fall & Spring Report Cards and Conferences

Student Confidentiality

In order to preserve and protect student confidentiality, a signed and dated authorization from the child's parents and/or legal guardian will be required before Christ UM Pre-School will release information about a student to any person or organization, including any lawyer, counselor, counseling center, doctor, family member, etc.

Termination of Enrollment

Enrollment will be considered terminated if...

- CUMC Preschool receives one month advance written notice
- Parents fail to comply with the Agreement, Parent Handbook, or any other rules
- CUMC Preschool in its sole discretion, determines it unable to meet the needs of the child, or that it is not in the best interest of CUMC Preschool or the children enrolled.

Outdoor Play

By State regulation, we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy. If the weather is below 25 degree we will not go outside or if there is a heat index.

School Closings/Delays

Christ UM Pre-School follows the Tippecanoe School Corporation (TSC) when inclement weather (including fog) is an issue. If TSC cancels school, Christ UM Pre-School will also be cancelled. If TSC has any kind of delay, Christ UM Pre-School classes will be cancelled. Please listen to local radio or television stations when weather is questionable. Cancellations will also be alerted on Brightwheel.

Newsletters

A newsletter will be sent home every month. The newsletter may include the following: what children have been doing in class, upcoming field trips, special programs, important dates to remember, snack helpers and helpful hints to our parents. Weekly newsletters will also be sent home by the teachers informing parents of what took place during the past week.

Field Trips

Special field trips may be planned during the year. If you wish your child to attend these trips, permission slips will need to be signed by the parent/guardian at the beginning of the year. This will cover all trips through the year. Notices will be posted and the field trip will be mentioned in the newsletter. **Siblings are not permitted on field trips.**

Snacks

Snacks will be provided by Christ UM Pre-School. Each child will be assigned a day to bring snack for his/her birthday. Snacks must be packaged and purchased. No homemade snacks are permitted.

MTO children need to bring a lidded, sipper cup each day they attend. This is to help control spills. Snacks for MTO will be provided by the school.

Please inform teachers of any allergies.

Birthdays

We will celebrate birthdays for each child as close as possible to their birth date. If your child has a summer birthday, we will celebrate his/her half-birthday. You may wish to bring a special snack, but please do not send party favors or bags. We are happy to celebrate birthdays but encourage celebrations away from the class. Also, please do not distribute invitations at school.

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at our preschool program.

Children will be actively supervised with the required number of qualified adults.

Our preschool will not care for children in areas that are being remodeled, repaired or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The preschool will take the following steps to maintain the preschool:

1. Clean the preschool daily.
2. Keep the preschool in a sanitary condition at all times.
3. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated
4. Wash all soiled items prior to sanitization.

Alternative Care/ Substitute Policy

In the event of a serious illness outbreak (including but not limited to H1N1 flu), CUMC will make every effort to remain open. We encourage frequent hand-washing and sanitizing, as well as coughing and sneezing into elbows. Children and adults must be free of a fever for 24 hours without the use of medication before returning to school. If we cannot maintain safe child ratios, CUMC will close for a temporary time. Families of children attending CUMC, State Licensing Agency, and County Health Department will be notified if we close. We will follow guidelines and recommendations of the County Health Department for reopening. In case of an emergency, such as fire to building or structural damage, CUMC will close as well. It is also wise that parents have an alternative care person in place in case of child illness or CUMC Preschool closure.

Our Staff

Director

Lauren McCool

Mom's Time Out

Rebecca Boardman

Jennifer Maple

Young 3's

Rebecca Boardman

Jennifer Moseley

3/4 Pre-School Teachers

Nikki Sliger

Virginia Huycke

Pre-Kindergarten Teachers

PK A Samantha Hooper

Christina Fischer

PK B Jama Ford

Elaina Donahue

Pre-School Board of Directors

Chairperson

Pastor

Pastor Scott Mann

Director

Lauren McCool

Teacher

Jama Ford

Parent Rep.

Amy Meyer and Melaine Shepler

Church Members at Large

Brian Hall

Marcia Stroup

Megan Keller

Amy Schulze

Emily Mayer