



PARENT HANDBOOK

DUE WEST UMC PRESCHOOL MINISTRY
3956 DUE WEST ROAD
MARIETTA, GA 30064
770-590-0982

2011-2012 HANDBOOK

DUE WEST UNITED METHODIST CHURCH
PRESCHOOL MINISTRY

3956 DUE WEST ROAD
MARIETTA, GA 30064

PRESCHOOL OFFICE PHONE:
770-590-0982 ext. 242

CHURCH OFFICE---770-427-3835

www.duewest.org/pages/Community/Weekday_Preschool/

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WELCOME!!

Dear Parents,

We are excited that your child will be attending the Due West United Methodist Church Preschool Ministry this year! Thank you for sharing your precious child with us. We are looking forward to working with you to ensure that your child has a wonderful year.

The purpose of our program is to provide each child with opportunities to learn about God and the love of Jesus, to love learning, to feel good about himself/herself, and to be prepared with the basic readiness skills needed for their class next year. We strive to offer a balanced program encouraging growth in the areas of spiritual, intellectual, physical, emotional, and social development.

Our entire staff sincerely cares about each child and we plan very carefully for each child to meet with success and to enjoy learning. We are all dedicated to providing a Christian atmosphere where love and acceptance are demonstrated by our words and our actions.

We encourage you to become involved in your child's education program because we believe your participation will make your child's experience more meaningful. Try to discuss your child's day with him or her and take pride in all his or her accomplishments.

This handbook is your guide to the policies and procedures of our preschool. After you have read it, please put it in a convenient place so that you may refer to it during the year. Please feel free to call or email the preschool office if you have any questions, concerns, or comments. Monthly calendars and newsletters will be sent home to give you detailed information on events and activities.

We are looking forward to a great year together!!

Karen Coffeen
Preschool Director
770-590-0982 ext. 242
kcoffeen@duewest.org



Due West
United
Methodist
Church

Dear Parents,

Welcome to Due West Preschool Ministry. Your child is important to us and I am thankful you have trusted us to partner with you to nurture your most precious treasure. This is an exciting time of growth and learning in your child's life and we are privileged to be a part of that. We at Due West Preschool Ministry and the church take that as a sacred responsibility. You matter to God and you matter to us as well.

We believe that spiritual growth for your children and your family is important as well. I would like to invite you to Sunday worship here at Due West UMC. We have age appropriate Sunday school for children, youth, and adults. During worship services each Sunday, we have a Children's Sermon for children 3 years old through kindergarten. The children then go together from the service to Children's Church. I'm glad you're here. Please let us know if there is ever anything we can do to help.

Sincerely,

Dr. Tom Davis
Sr. Pastor

A2

3956 Due West Rd.
Marietta, Georgia
30064-1020

Tel. 770-427-3835
Fax. 770-427-2886

OUR OBJECTIVES IN WORKING WITH YOUR CHILD

SPIRITUALLY: To help your child:

- grow in the knowledge and love of Jesus and the Bible.
- develop happy, wholesome feelings toward his/her church and church family.
- become familiar with selected Bible stories, songs, and verses.

SOCIALLY: To help your child:

- grow in his/her ability to work and play with others.
- respect the personal and property rights of others.
- become more friendly, likable, thoughtful, and helpful.
- develop an attitude of kindness, cooperation, and courtesy.

PHYSICALLY: To help your child:

- establish desirable health and safety habits.
- strengthen and coordinate his/her body through large and small muscle activities.

INTELLECTUALLY: To help your child:

- progress at his/her own rate.
- develop independent thinking, problem solving, following directions, and carrying out planned procedures to the best of his/her ability.

EMOTIONALLY: To help your child:

- gradually mature in emotional response.
- properly express emotional responses.
- face and overcome emotional problems.
- develop a positive self-image.

READINESS FOUNDATION

A readiness program for reading, math, music, and art will be presented appropriately according to your child's age. Monthly thematic units will be used to teach and reinforce all skills and meet our objectives.

DUE WEST UMC PRESCHOOL MINISTRY MISSION STATEMENT

The mission of Due West UMC Preschool Ministry is to provide a safe early learning experience in a Christian environment.

We believe:

1. The foundation blocks for this ministry are Christian values.
2. Each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential.
3. Each child will be accepted and nurtured at their level of development with flexible age-appropriate opportunities.
4. The church is called to ministry, caring for children, living out the message of God's love expressed through Jesus Christ.
5. This weekday ministry is a means to live out the gospel in the community.

DUE WEST UMC PRESCHOOL MINISTRY BOARD

Kelly Frost 770-919-0565

Marcy Olhausen 678-581-2706

Jim Williams 770-420-8824

Tom Austin 678-799-2187

Brian Hambrick 404-312-8401

Lori May 770-429-5559

Susan Kidd 770-794-1992

Gwen Stevens 770-424-2769

JoAnn White 770-795-1712

Karen Coffeen, Preschool Director
770-590-0982

Debra Hebert, Due West Sunday School Superintendent
770-363-1970

Luke Thompson, Due West Trustees representative
678-756-5678

Steven Brumbeloe, Due West UMC Assistant Pastor
770-427-3835

DUE WEST UMC PRESCHOOL MINISTRY STAFF
PRESCHOOL OFFICE 770-590-0982 ext. 242

Director Karen Coffeen
Office Assistant Denise Luders

<u>Class</u>	<u>Teacher</u>	<u>Assistant</u>
Infants:		
Monday & Wednesday	Kelli Harris	Laura Price
Young One Year Olds:		
Tuesday & Thursday	Kelli Harris	Laura Price
One Year Olds:		
Monday & Wednesday	Dana Augur	Amy Novis
Tuesday & Thursday	Dana Augur	Amy Novis
Young Two Year Olds:		
Monday & Wednesday	Pam Schaefer	Seana Alexander
Tuesday & Thursday	Pam Schaefer	Shelly Kubek
Friday Twos	Pam Schaefer	Seana Alexander
Older Two Year Olds:		
Tuesday & Thursday	Beth Ashford	Diane Rochler
Three Year Olds:		
Monday-Thursday	Judy Morrison	Debbie McGaha
Monday, Wednesday, Friday	Lisa Dreyer	Patti Pass
Monday, Wednesday, Friday	Donna Moskal	Diane Rochler
Tuesday & Thursday	Paula Deiters	Seana Alexander
Four Year Olds:		
Monday-Friday	Nina Micale	Christine Alfonsin
Monday – Thursday	Michelle Davalos	Nancy Alfieri
Monday - Thursday	Colleen Kehoe	Susan Kelley
Young Five Year Olds		
Monday – Friday	Tammy Armentrout	Leigh Tinney

Our entire staff has been carefully chosen to ensure a quality preschool program. Each person has a pre-employment and every 10 years background check, a yearly health exam and a biennial Tuberculosis test. They also attend a biennial CPR and first aid class, yearly child abuse prevention training, plus six hours of preschool related continuing education. Each person is a Christian who loves children and wants the best for each child in our program.

OPERATION POLICIES

DAYS AND HOURS OF OPERATION: The preschool ministry program operates from Wednesday, August 24, 2011 until Tuesday, May 15, 2012. We follow the Cobb County Schools schedule except their beginning and ending dates, their early release days, and Good Friday.

All infant through two year old classes meet from 9:00 to 12:00 with an optional “lunch bunch” hour on Mondays through Thursdays until 1:00 PM beginning the third week of school. The three, four, and five year old classes meet from 9:00 to 1:00. We have early release days for staff meetings when everyone is dismissed at 12:00. The staff meetings are on Wednesdays the first half of the year and Tuesdays the second half of the year.

Classes are limited to the following number of children and the number of days per week: infants and young ones---4 children, 2 days, one year olds---6 children, 2 days, young two year olds---8 children, 2 days, older two year olds---10 children, 2 days, three year olds---12 children, 2, 3 or 4 days, four year olds---14 children, 4 or 5 days, and young fives---16 children, 5 days.

ARRIVAL: 9:00-9:20 AM Parents of children in the Two Year Old through Young Five Year Old classes should use the drop-off line. Staff members will be at the covered door entrance facing Burnt Hickory Road to help your child out of the car and insure that he/she gets to his/her classroom safely. Please follow the instructions on the map on the next page. Please be sure you understand the flow of traffic. We unload two cars at a time. Watch carefully when the cars are moving. If you arrive after 9:20 (or after the door is closed) you will need to walk your child to his/her class. If the outside door is open, there is someone there to help your child. If not, be sure to walk your child all the way to the classroom and notify the teacher of your arrival.

Children in the Infant and One Year Old classes must always be walked to their classroom.

Parents with two children (and one is an infant or one year old) should drop off the older child in the drop-off line first and then drive around to walk the younger child in to class.

The covered door entrance is for car line only. If you are walking your child to their class, please park in the back of the building and enter the door closest to the playground (it is blue with the cross and flame painted on it). Walk your child all the way to the classroom. Do not let your child walk to the room by him/herself. Do not enter a room or leave a child in a room unless there is a preschool staff member in the room. The entire staff is in prayer time from 8:45-9:00.

To ensure the safety of the children the doors on the preschool wing are locked from 9:30-12:45 every day. If you need to get to our classrooms during that time, please enter through Admin. 2. Park on the backside of the building opposite the Family Life Center. The door is on the left, partway up the sidewalk and up some steps.

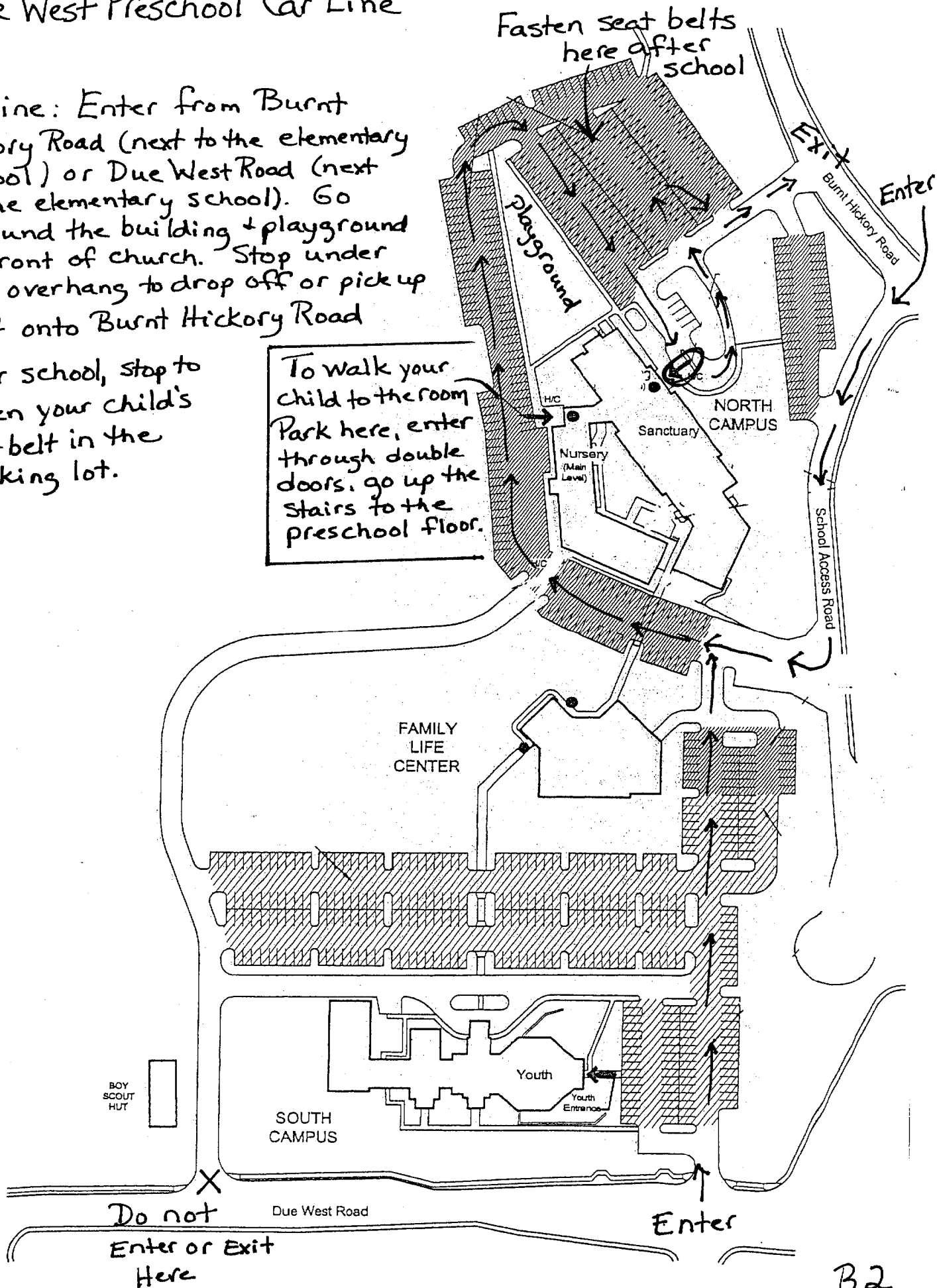
Please try to get your children to school on time. It is difficult for them to walk in when activities have already started, plus they miss the transition time from home to school that happens at the beginning of the day.

Due West Preschool Car Line

Car line: Enter from Burnt Hickory Road (next to the elementary school) or Due West Road (next to the elementary school). Go around the building + playground to front of church. Stop under the overhang to drop off or pick up. Exit onto Burnt Hickory Road.

After school, stop to fasten your child's seat belt in the parking lot.

To walk your child to the room: Park here, enter through double doors, go up the stairs to the preschool floor.



DISMISSAL: 12:00 noon-12:10 PM for infants-twos (not staying for lunch bunch) and 1:00-1:20 for all threes, fours, young fives and lunch bunch children. The staff will bring the children using the pick-up line to the covered door entrance and will help them into the car. Please form a line with your dismissal number showing in your car window. Your child will be called and placed in your car. It is your responsibility to buckle his/her seat belt. Please drive out of the line and stop in the parking lot to buckle up. We load two cars at a time. Please watch carefully when the cars are moving.

We can handle carpools with other families or multiple children in the same family as long as you write a note to let us know who is included. You will be given a separate carpool number for all the children in the carpool or your family. Please use your child's own number if you are not taking the group of children.

WE MUST HAVE WRITTEN PERMISSION OR PHONE CONFIRMATION TO SEND YOUR CHILD HOME WITH SOMEONE OTHER THAN YOU-----NO EXCEPTIONS.

We always need a note or phone call if your child is going home with someone different. You can also give that person your dismissal number, but we still need a note or phone call. We need a note or a phone call even for the people who are on your emergency list. This is for your child's protection. We also need a copy of a custody document if specific adults are not allowed to pick up your child.

Please be prompt when picking up your child. Any child who is not picked up by 12:15 (twos not staying for Lunch Bunch) or 1:15 or when we finish carline will be taken to the preschool office and there will be a \$10.00 late fee for every five minutes after that. This fee is due immediately or no later than upon arrival the next day that your child attends school.

All parents who walk in to pick up their child should park in the parking lot behind the church and enter the door closest to the playground. The covered door entrance is for car line only. If your child has a carline number, you will need to show it to the staff member at the top of the steps to the narthex and she will get your child for you. Please keep your children with you at all times—in the building and especially in the parking lot.

Parents of infants and one year olds should go directly to the classroom.

Please pass on the pick-up procedures to anyone else who picks up your child.

Remember, according to Georgia law, every child under eight years old is required to be in a car seat or booster seat. Please keep your children safe! We will not put a child into a car that does not have a carseat or booster.

MESSAGES: Please send all messages to the school in writing. Verbal messages are not dependable. Please notify us if you will be picking up your child early so we can be sure he/she is ready. Please remember that the teachers are in their classrooms until the end of school and cannot answer the phone unless it is an emergency. You can leave a message in the preschool office and the teacher will call you as soon as possible.

If your home phone number, work phone number, cell phone numbers or emergency numbers change after you've filled out your forms, please notify us immediately in writing.

CLOTHING: We recommend that children wear play clothes that are practical, comfortable, washable, and easy for the child to put on and take off. Tennis shoes are the best choice for preschool feet. Because of the danger of slipping on the playground or to other children **NO FLIP FLOPS, SANDALS, CROCS, BARE FEET, OR HARD SOLED SHOES, PLEASE!!**
(continued on the next page)

Clothing, continued:

Any piece of clothing that your child might take off at school (sweaters, coats, hats, gloves, raincoats, etc.) should be clearly marked with your child's name. Your child will need warm, removable clothing (coat, mittens/gloves, and a hat) to wear outside in cold weather. We will go outside to play every day unless the weather is too bad, so please send appropriate clothes. Every child will need a complete change of clothes to be left at school in case of any spills or accidents. Please put them in a Ziploc bag.

Preschool T-shirts are available to purchase in children and adults sizes. Every child in the four and five year old classes must have a T-shirts to wear on their field trips.

SCHOOL TOTE BAGS: All children need a tote bag with a name tag to carry their diapers, cups, school papers, and art projects. There will be a folder inside for us to send information to you and for you to send information, payments, etc. to us. Please check it every day to be sure you are getting the information you need and return any replies promptly.

THINGS BROUGHT TO SCHOOL: We welcome books, tapes, CDs and DVDs (clearly labeled with your child's name), flowers, shells, insects (in plastic jars), and assorted treasures from nature that can be left at school for several days. Live animals can be brought to school for short visits. Small animals brought into the building must be in a carrier. Large animals must remain outside and be on a leash. A parent should stay with the animal. Please arrange a time with your child's teacher before bringing live animals to school.

We do not allow any poisonous plants in the classrooms.

Toys and stuffed animals should be left at home, except on days designated by the teacher as "show and tell" days. Please do not send anything that is a weapon (toy or real) at any time.

EMERGENCY PROCEDURES: We will conduct a monthly fire or tornado drill. In case of an actual emergency we will follow our emergency procedures. If a tornado happens during carline the staff will leave to take care of the children in the building. You should leave your cars and join us in the safe location (downstairs in the large room). In an actual emergency we will contact the emergency contact person for each class. They will then call each parent in the class with information and the procedure for picking up the children.

PLEASE BE SURE WE HAVE YOUR CURRENT EMERGENCY PHONE NUMBER AND THAT YOUR CELL PHONE IS TURNED ON WHEN YOUR CHILD IS AT SCHOOL.

We do not do a tornado drill the first Wednesday of each month when the county tests the tornado sirens at noon. We will keep the 12:00 carline children inside until the drill is over because it is so loud.

ATTENDANCE: We encourage children to be in attendance every day at preschool.

However,

if a child shows any signs of illness, please keep him/her at home. If the absence is planned in advance, please send a note ahead of time. It is not necessary to call the preschool on the day he/she is out unless the absence is due to a communicable disease so we can notify the other parents.

HEALTH: We follow hygienic practices at school including regular hand washing (at least 4-5 times a day), use of disposable gloves when changing diapers and exposure to bodily fluids, and disinfecting tables used as eating areas and toys. We also encourage the children to use and dispose of Kleenex properly and to wash their hands afterward. We encourage you to make washing hands the routine at home as well.

We ask your cooperation in keeping your child at home whenever he/she is sick. We will contact you to come and pick up your child if he/she becomes sick while at school.

Health conditions that may represent a contagious disease are:

- Fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Rash of unknown origin
- Cold symptoms—yellow or green running nose, frequent cough, etc.

Any child exhibiting the above symptoms should not be with other children until the symptoms are not present for 24 hours.

Any child who has had a communicable disease or condition may return to school only after the following procedures have been met:

- | | |
|---|---|
| <input type="checkbox"/> Strep Throat | Must be on antibiotic for 24 hours |
| <input type="checkbox"/> Conjunctivitis | Must be on medication for 24 hours |
| <input type="checkbox"/> Chicken Pox | All spots must be dry |
| <input type="checkbox"/> Ringworm, Impetigo | Note from a doctor is needed |
| <input type="checkbox"/> Head Lice, Scabies | Proof of treatment is required and no nits in the hair |
| <input type="checkbox"/> Whooping Cough | After two weeks and with a note from the doctor |
| <input type="checkbox"/> Scarlet Fever | Note from a doctor is needed |
| <input type="checkbox"/> Infectious Hepatitis disease | Note from a doctor is needed. Children in families where this has been diagnosed need a Gamma Globulin shot to protect them against it. |
| <input type="checkbox"/> Meningitis | Child may return when doctor clears him/her |
| <input type="checkbox"/> Measles, Mumps, Rubella | Return after 7 days with a note from a doctor |
| <input type="checkbox"/> Tuberculosis | Return 14 days after treatment |

MEDICATIONS. We do not give medication to sick children at school. It is best that a sick child who needs medication during school hours be kept at home.

If your child is not well enough to go outside on the playground, he/she is probably not well enough to come to school. Please do not ask the teacher to allow your child to remain inside during this time. We do not have any staff members who can stay inside with one child.

Your child's health form and immunization form (#3231) must be kept up-to-date and on file in the preschool office. The Georgia Health Department requires this form.

The preschool must also have a signed permission for emergency treatment for your child.

******It is very important to keep updated emergency numbers on file and to keep your cell phones turned on when your child is at school**

ALLERGIES: If your child has an allergy of any kind, please see that we have written information explaining what offends him/her, what his/her reactions are, and what procedures we should follow. We will try to keep him/her as comfortable as possible and away from anything that would cause an allergic reaction. If a child has a food allergy, we will only give him/her food that we are sure is safe.

The only exceptions to the medicine rule are Epi Pens and Benadryl for allergic reactions and asthma inhalers, which must be provided by the parents. **Do not leave any medication in your child's tote bag.** It should be given to the teacher to keep at school in the original pharmacy container with exact instructions from the doctor. You will also have to fill out a medicine permission form.

ACCIDENTS: If your child has a minor accident at school, the staff will administer first aid and you will receive a note from the teacher. If medical attention is required, the staff will call 911 and you will be notified as quickly as possible.

Please inform your child's teacher of any illnesses or injuries that happen on the weekend or the days the child is not at school.

Please do not bring sick siblings into the classroom of a child you're bringing to preschool. This spreads germs to the children in that room.

FOOD AND GUM: The only food sent to school should be snack (if it's your turn) and your child's lunch. The children should not come into the building in the morning with food in their hands or gum in their mouths.

LUNCH BUNCH: Beginning the third week of school we will offer an optional "lunch bunch" for the infants through two year olds. (Three, four, and five year olds stay for lunch every day that they are here.) Lunch Bunch is an opportunity for your child to stay at school an extra hour until 1:00 to eat his/her lunch and play. Parents of children in these classes should check with your child's teacher to be sure that your child is ready for a longer day. It may be better for some of them to wait for a month or so before they stay the extra hour. We will let you know if we think your child is not ready.

The cost for this program is \$4.00 a day, if you sign up at the beginning of the month. A sign-up sheet will be included with your tuition payment envelope so you can choose the days you would like your child to stay. The money is due at the same time as tuition and can be included in the same check. There will be no refunds for missed days for any reason. Your child can stay on a day you had not made a reservation, but the charge will be \$5 a day.

LUNCHES: We ask that you send food that your child can eat independently (except infants). Finger foods are great. Please do not send Lunchables for infants, one or young two year olds unless you cut the food into bite size pieces due to choking hazards. Also, do not send foods that are a choking hazard: raisins (infant-tvos), whole grapes (they can be cut in quarters), hot dogs or Vienna sausages (unless cut in length wise strips), popcorn, “gummy” type snacks (including Fruit Roll-ups), hard candy, gum or nuts. We will not allow a child to eat these foods at school. They will be returned home in your child’s lunch box with a note reminding you not to send it again. Also, please do not send any glass containers to school.

Please send food in disposable containers or labeled if you want them returned, any spoons or other utensils that your child will need to eat his/her food as well as a cold pack if it needs refrigeration. We suggest that you let your child try any food that you are sending in the lunch at home first to be sure that he/she likes it and will eat it.

SNACKS: We ask parents of children in the One Year Old through the Young Five Year Old Classes to provide healthy snacks one week at a time for your child’s class. Your week to provide snacks will be listed on the monthly calendar that your child’s teacher will send home. You will also receive a reminder note the week before your turn. We ask that you send an identical snack (same flavor, etc.) for each child as well as the necessary cups, napkins, and utensils. We serve water at snack time so please do not send any drinks. Please use the Ideas for Nutritious Snacks list. We ask that you send simple, ready to serve snacks that are easy to clean up. Because we have limited storage space we ask that you send everything for one day at a time.

Foods that we never serve due to choking hazards are: raisins (infant-tvos), whole grapes (they can be cut in quarters), hot dogs or Vienna sausages (unless cut in length wise strips), popcorn, “gummy” type snacks (including Fruit Roll-ups), hard candy, gum or nuts.

Parents of infants should send any food or drinks that you want your child to have during the morning. They should be packed in an insulated container with an ice pack if it needs refrigeration.

Parents of children in the One Year Old and Young Two Year Old classes should send a sipper cup for their child and please be sure it is clearly marked with your child’s name.

IDEAS FOR NUTRITIOUS SNACKS

Please remember that anything you send should be ready to serve and easy to clean up for the staff's benefit. Also, we have found that it works best when each child has an identical snack (i.e. same flavor). Please send in enough food for the children in the class plus two staff members, cups, napkins, and spoons (if needed). Do not send a drink—we only serve water.

This list was compiled to give you some ideas for things to send for snack in the preschool classes. We've taken into consideration such things as safety for the children (nothing that could pose a choking hazard) and popular snacks from past years.

Children ages 1 and 2:

Cheese crackers	Breakfast bars
Goldfish crackers	Jello Jigglers
Graham crackers (plain or cinnamon)	Applesauce, pudding, Jello, yogurt cups
Vanilla wafers	Fruit cups (2's only)
Dry cereal (low sugar)	Cheese (slices or cubes)
Pretzels (small twists, not sticks)	Bread sticks

Children age 3

Above list plus:

Raw fruit and vegetables cut in sticks, slices, or sections
Dips for fruit and vegetables--purchased or made with cottage cheese & seasonings, yogurt, etc.
Ham and turkey cubes
Bagels spread with cream cheese or peanut butter and cut into fourths
Small muffins
Finger gelatin (Jello Jigglers)
Saltine crackers (plain or spread with peanut butter, cheese spread, or margarine)
String cheese

Children age 4

Above two lists plus:

Celery (spread with cream cheese or peanut butter and sprinkled with raisins, chocolate chips, or shredded carrot)
Fruit kabobs (fruit and cheese cubes strung on a toothpick)
Pop Tarts
Granola Bars

PLEASE DO NOT SEND RAISINS (infant-tuos), POPCORN, WHOLE GRAPES (THEY CAN BE CUT IN FOURTHS), "GUMMY" SNACKS (including Fruit Roll-ups), HARD CANDY, GUM, OR NUTS. THESE ARE THE FOODS THAT MOST OFTEN CAUSE CHOKING IN CHILDREN. ALSO, DO NOT SEND ANY JUICE—WE ONLY SERVE WATER.

(Juice should only be sent for birthdays—no red or dark juice)

We will tell you if a child in the class has an allergy to any food. If you have any questions about snacks please ask your child's teacher.

HOLIDAY SPECIAL SNACKS: We will have four special snacks during the year: Fall/ Harvest, Christmas, Valentine’s Day, and Easter. The purpose of these special snacks is to enrich the child’s awareness of seasonal events and holidays. We would like to keep these times as simple as possible. Please bring seasonal snacks and drinks (no red juice) for the children and staff, cups, plates, and utensils. Some classes will also do a simple craft and/or game. Please do not bring candles, balloons, extensive decorations, goodie bags or party favors to these parties.

You will be able to sign up to help at these special snacks at the parent orientation. We want every parent to have a chance to come to a special snack day, so the number of parents is limited each time. Your child’s teacher will give you suggestions for the food, crafts, and games. We will only use food, crafts, gifts, etc. that can be used during the special snack. We will not send home goodie bags at any time. Teachers in the younger classes might prefer that parents not attend the special snack, but just send in the supplies. It’s hard for these children to separate two times in the same day.

SCHOOL-WIDE CELEBRATIONS: The one through young five year old classes participate in one or two additional holiday events—Thanksgiving Feast and (three through fives) and Mother’s Tea and Art Show (ones through fives). The Thanksgiving Feast is for the preschool children and both parents. The Mother's Tea is for the preschool children and their moms. We do a program at both of these events as well as a meal. Dads and their children in the three, four, and five year old classes come in for Doughnuts with Dads in January. Every class also has an end of the year family picnic when the whole family is invited.

BIRTHDAYS: You are welcome to provide a special snack on or near your child’s birthday. Summer birthdays can be celebrated with an “unbirthday” party. Please remember that this is a special snack and not your child’s birthday party. You should send in a snack, juice (if you’d like), plates, napkins, cups, and utensils (if needed). We suggest that you send cookies (individual or the large message cookies), Rice Krispies Treats, or other foods that are easy to eat and clean up. Do not send balloons, candles, goodie bags, or red juice! We will try to schedule your turn for snacks to coincide with your child’s birthday. Please check with your child’s teacher before bringing a birthday treat.

We will distribute birthday invitations and thank you notes only if there is one for each child in the class or for all the boys or all the girls. If there is not, you will need to mail them. Any goodie bags or gifts that were not given at the party need to be given to the parent directly and not sent into school.

FIELD TRIPS: Field trips are an important part of the preschool experience. The trips are planned to enhance a current unit of study and are reserved for the three, four and young five year old classes. You will be notified of each field trip on the monthly calendar as well as a permission slip before the trip. Transportation will be provided in the private automobiles of parents. If you volunteer to drive we must have a copy of your current car insurance and drivers’ license to be kept on file in the preschool office. We will take every precaution to ensure the safety and well being of the children. By state law every child under age eight must be in a booster/car seat. The parents who are driving that day must be here early at drop-off time so that each parent can install their child’s seat. Please be sure your child’s seat is labeled with your child’s name on the front. We must have a signed permission slip and a booster/car seat for your child to go on the trip. The three year olds go on one field trip and the fours & fives go on four.

ENRICHMENT PROGRAMS: We bring these programs and visitors during the school day for the three, four, and young five year old classes. They include a magician, community helpers, Shawn Brown's Super Fun Show, Barnyard Friends, and Pat Leonard with themed programs. The fours and fives see the Reptile Wrangler and Fun Science. Infants through twos will see the community helpers and Barnyard Friends.

VISITORS: Visitors are always welcome at our school. Out of courtesy, first check with the director before entering a classroom. Please be sensitive to the teacher's need to devote her time and attention to her class while you are visiting. Conversations about your child should take place on the telephone or at a prearranged conference rather than in front of your child.

COMMUNICATION: We will do our best to keep you informed of the activities of the preschool and the progress of your child. It is very helpful if you read this handbook and the other things that we send home. We will communicate through a monthly newsletter from the preschool, monthly class calendars, progress reports, notes from the director and teachers, phone calls and emails from the director and teachers and face to face conversations. **The majority of our written communications are sent by email unless we have a written request from the parent to receive paper copies.** Please help us by keeping us informed of any problems or changes with your child. Feel free to call the teacher or director with **any** questions, but please respect their time with their families in the evening.

PARENT CONFERENCES AND PROGRESS REPORTS: Parents in the infants through two year old classes will receive daily written reports. After the first 8 weeks of preschool the teachers of the three, four, and young five year olds will send home a brief progress report to let you know how your child is adjusting to school. Please feel free to call your child's teacher or the preschool director anytime a question may arise. Parents of three, four, and young five year olds will receive a detailed progress report in March. We will also hold parent/teacher conferences for the three, four, and young five year olds in March. School will be open during conferences. Either the parent or the teacher of any child may request a conference any time there is a special concern.

PARENT INVOLVEMENT: The staff and parents working together play a vital role in the growth of our young children. We value your time and talents in your child's classroom, on field trips, and your involvement in the Holiday Market. We appreciate any questions or insight you may offer. You will have several opportunities to sign up to volunteer at orientation or you can let us know when and where you would like to help. We need Room Parents, Emergency Contact parents, mystery readers, craft helpers, cooking helpers, field trip drivers and chaperones, people to cut and prepare art activities, Holiday Market committee, laminating volunteers, and substitutes (who get paid!).

Parents are requested not to bring siblings of students on special days unless absolutely necessary. If possible, this time should be set aside to give your preschool child your undivided attention and the place of importance he/she needs. Please make prior arrangements if you would like to come in to help in the classroom. Child care can be arranged with our nursery ministry for some events. Also, please be sensitive to the separation anxiety of your child when you come in for a while and then leave. It is more difficult for the younger children to have to separate from their parents more than once during the day, especially at the beginning of the year. The teacher will let you know if she thinks your child and the class can handle it or not.

POTTY TRAINING POLICY: All children in the three, four, and young five year old classes must be fully potty trained at the beginning of the school year to attend class. Each child should be wearing underwear, not pull-ups or diapers, at school. Each class takes two scheduled bathroom breaks each day, as well as having access to the bathroom on an as-needed basis.

For the purpose of clarification, our definition of fully potty trained is:

The child is capable of performing all potty related functions independent of assistance from an adult.

- He/she recognizes the need to go to the restroom.
- He/she verbally informs an adult of the need to go to the restroom.
- He/she enters the restroom on his/her own.
- He/she manipulates his/her clothing off and on with little or no assistance.
- He/she sits on or stands at the commode and handles own cleaning needs.
- He/she washes his/her hands and rejoins the class.

Any child in the one and two year old classes who is in the process of potty training will be helped as much as possible while they are here at school. We prefer that these children wear either diapers or underwear, depending on their progress. We do not recommend Pull Ups because they feel like a diaper to the children and they are more difficult for the staff to handle at changing time.

Each teacher makes the final decision for her room. We do not use potty seats on the commodes for sanitary reasons. We have child size commodes in the bathrooms that the younger children use.

DISCIPLINE: We use positive discipline in our preschool. We try to concentrate on the positive by telling the child what we want them to do rather than what not to do. We structure the classroom, the daily schedule, and activities in such a way as to prevent problems from occurring. However, when discipline becomes necessary we follow the following steps:

1. We will gently remind the child of the acceptable behavior.
2. We will redirect the child to another toy or area of the room.
3. If the inappropriate behavior continues, we will remove the child from the situation or the group within the classroom. This “time out” will last as many minutes as the child’s age. The parent will be notified if the child repeatedly exhibits inappropriate behavior.
4. If this “time out” is not effective or if the child is extremely disruptive or dangerous to the other children or adults in the room, the child will be removed from the classroom and taken to the director’s office. If the child has to be removed from the room for more than a short time or for repeated incidents of the same behavior, the parents will be called to come and pick up their child for the day.
5. We will never use corporal punishment, physical, sexual, or verbal abuse.

BULLYING: We will not allow any child to bully other children either verbally or physically. We will constantly supervise the children so that we can monitor any incidences of bullying. If a child is being bullied, we will comfort them as well as teach them that they can say, “Stop, I don’t like that!”, to the other child. The child who is the bully will be put in time out and we will discuss how his/her actions or words are hurtful and wrong. We will make it clear that it is not acceptable to treat other people that way. The parents will be involved in solving this problem. We will send the child home for the day if the behavior continues to happen.

DISCIPLINE, continued

BITING POLICY: Our response to biting depends on the age of the child. It is age appropriate for a child under 3 or those with communication difficulties to go through a stage of biting others. It is typical for a child in this age group to feel frustration at his/her ability to communicate with others verbally. Therefore, the only method he/she may have of communicating is through physical means. The child is not trying to hurt another, but only trying to tell that child what he can't say with words.

Teaching sign language in these classes helps the children communicate before they talk.

Our response to biting:

1. If a biting incident occurs we will send home the biting note to all children involved. The staff will comfort the child who was bitten and watch the child who bites to try to stop them before they bite again. We will reinforce the idea that "we don't bite our friends" and give them something that they can bite on.
2. If it happens frequently the biting note will be sent home and a conference with the parents will be held.
3. If the biting continues after a reasonable discipline plan has been implemented, we will ask that the child not return to school until the biting stage is over.

It is not age appropriate for children 3 and over to bite. These children will immediately go to time out and the parents will receive a note. If it happens again, the parents will be called to pick up their child for the day and the child will sit in the director's office to wait for the parents. If it continues beyond that the child will not be able to attend school until they have stopped biting.

MUTUALLY HAPPY ENVIRONMENT: Due West UMC Preschool is a "mutually happy" environment. We believe that staff, parents, and children's feelings and emotional well-being should always be valued.

Although our staff has extensive professional staff development training, we may not have the staff, materials, or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior, or severe sensory or learning impairments.

If at any time we feel we are not equipped to provide appropriate programming for your child, we may require additional testing to determine appropriate placement or services. You will be required to comply for your child to remain at Due West. This is done in the best interest of everyone.

REASONS A CHILD WILL BE SENT HOME FOR THE DAY: 1. The parent of any child who has been crying nonstop for an hour or more will be called to pick up their child. We will work with the parents for a gradual transition to school 2. A child who is sick will be sent home. 3. A child whose behavior is harmful to the children or adults, extremely disruptive to the class, or disrespectful to the adults will be sent home for the day. Please be sure to keep your cell phone on when your child is at school.

REASONS FOR DISMISSAL: 1. Non-payment of fees---any account as much as 30 days in arrears will make the child subject to suspension until payment is received. 2. Extremely disruptive, destructive, or dangerous behavior of a child in a classroom will be cause for dismissal. Every effort will be made to work with the parents and child before dismissal.

WITHDRAWAL: If a child needs to be withdrawn from preschool, two weeks written notice is required so that another child can fill the vacancy. Should more notice be possible, it would be appreciated.

TUITION: Tuition is due one on the first day of the month and is collected in 9 payments, May and September through April. Tuition must be in the preschool office by the 5th of the month. There is a \$10 late fee for all payments received after the 5th of the month. Please make all checks payable to Due West UMC Preschool. We can accept cash, checks, or checks from your bank's bill pay service.

Tuition fees are the same each month and are not refundable for absences, holidays, bad weather days, emergencies, etc. The preschool operates on a nine-month basis and tuition is paid in nine payments. We have 1 ½ weeks in August, two weeks in May, plus eight other months. Part of your tuition will be refunded if your child leaves the preschool before the end of the month, if we have a two week notice. Each child will have a manila tuition envelope with his/her name on it that will be sent home the week before tuition is due. Please put your check in the envelope and return it to school in your child's folder in the tote bag or mail it to the church by the first of the month.

**Please contact the director if there is a need to make a late payment. Unless arrangements have been made with the director, the preschool board will review delinquent accounts of one month and dismissal of the child from the program may be considered.

ACTIVITY FEES: Activity fees are charged at the beginning of the year to pay for extra programs that we bring to the preschool. This year the fees will be used to pay for music class for the ones through fives, Tumble Time tumbling class for the infant through two year olds, Barnyard Friends for the infants through fives, Spanish class twice a month for the three, four, and young five year olds, and story time for the twos through fives. It will also cover three special programs for the threes, and five special programs, Chinese New Year celebration, Cinco de Mayo celebration, and one field trip for the fours and young fives. You will receive the information about the amount of your child's activity at orientation.

FUND RAISING: The preschool sponsors fundraisers to help maintain a high quality program at an affordable price for parents. This money helps us to buy playground equipment, materials, furniture, and other items that are not in the preschool budget. We try to choose fundraisers that are profitable to the preschool, products that are good values for families, and activities that are as painless as possible for our families and the volunteers that are organizing them. You will receive information about all of the fundraisers that happen during the school year. You are not expected to participate in any fund raising activities that you do not choose to join. We have one major and several smaller fund raisers during the year. The biggest event is The Holiday Market on the first Saturday in November. It is a fun day filled with over 40 vendors, a large silent auction, bake sale, and entertainment. It takes a lot of volunteers to make this happen! You can participate in the committee, donate something for the silent auction, or help us on Saturday, November 5th during the day. All of the profit stays in the preschool. Every month we will send home a SCRIP order form for you to order gift cards at their face value. The companies donate a percentage of the cost to the preschool. We will have an Usborne book fair and sell Mustard Seed Fundraising personalized children's books in October. In March we will offer you the chance to get a melamine plate made from your child's artwork.

FUND RAISERS, continued

We also have three ongoing minor fund raisers. We'll send home a monthly Scholastic book order form which gives us points to order books for the school. A professional photographer will come to the school in October to take individual and sibling pictures and again in March to take individual, sibling, and class pictures.

The Due West Treasure Chest Consignment Sale is sponsored by the church and donates a percentage of the proceeds to the preschool. It is held twice a year (August and March) and we appreciate your participation in it as sellers, buyers, workers, or all three!

MISSION PROJECTS: We do several mission projects during the year to help out local charities and to help our children learn about giving to others. We collect items for soldier care packages, canned food for the Due West food pantry or MUST, toys, books, and DVDs at Christmas instead of exchanging gifts for several local charities, needed items for The Garden, a local women & their children's shelter, toothpaste and toothbrushes before Easter for MUST, and stuffed bears for the Kids in Crisis organization. We will let you know when and what we are collecting for these charities.

REGISTRATION: Each child must be the age of the class on or before September 1st to be admitted into the class. The only exceptions are the Older Twos class (3 by Dec. 31st) and the Young Fives class (5 by Dec. 31st). No other exceptions will be made.

Registration for the 2012-2013 school year will be held in January for current preschool families and in February for the church and community families. Opportunities for preschool registration will be provided in the following sequence:

1. Preschool Board Members and Staff
2. Current students of Due West UMC Preschool Ministry
3. Siblings of current students
4. Due West UMC congregation and siblings of Due West alumni
5. Community families

Enrollment is limited to ensure a low student/teacher ratio and provide the best program possible for each child.

SCHOLARSHIPS: Scholarships are available to preschool families based on financial need.

NONDISCRIMINATION POLICY: The preschool welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual, or racial differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and the preschool board.

TIPS FOR HELPING YOUR CHILD ADJUST TO SCHOOL

- Make sure your child is receiving adequate sleep. Try to stay on a regular sleep schedule with set bedtime and wake-up times.
- Plan for your child to have enough time for getting dressed and eating a nutritious breakfast in an unhurried manner. Make sure he/she has visited the bathroom and washed hands before leaving for school.
- Arrive on time with the other children at school. It's hard to walk in late. Every child needs some time to adjust to leaving home and the first 20-30 minutes of the preschool day are used for more individual activities to allow for that adjustment.
- Maintain a cheerful, matter-of-fact attitude and do not seem hesitant yourself at drop-off time. Assure your child that he/she will have fun and that you will return to pick him/her up later and then leave. Your good-bye should be short, sweet, warm, and firm. Remind your child when you pick them up that you returned as you promised. Most children become involved in the class routine within a few minutes of arrival.
- Many children do better when they leave their parent from the car than when the parent leaves them at the classroom. The director does not mind taking crying children from the cars because she knows they will soon be distracted and enjoying themselves in their classrooms.
- Greet your child cheerfully at the end of the school day and show real interest in what your child has done that day.
- Do not pressure your child. Each one of us grows and develops at an individual rate.
- If you are concerned about your child's progress, call the teacher or the director to talk or schedule a conference. Do not talk about your child in front of them at school or on the phone.
- Make sure you check your child's class calendar, newsletter, and notes from school so that your child is prepared for each school "event".
- If your regular plans change with regard to picking up your child, tell him/her (if possible) so that he/she will not be upset or frightened by the change of plans.

Sick Child

Mary had a little lamb,
she also had the flu.
And when she left her preschool,
the others had it too.
So anytime your child is sick,
please keep her home with you.
Then the children in our preschool
will be happier and healthier, too!

WHAT A CHILD LEARNS FROM PLAY

When he builds with blocks:

- He learns to use his imagination to create something from his own thinking.
- He has the satisfaction of being able to make something.
- He learns about sizes and shapes, weights and balances, height and depth, smoothness and roughness.
- He may be learning to play with others.

When he paints:

- He learns about colors and how he can use them.
- He learns to use his imagination and transfer his ideas to paper.
- He gets emotional satisfaction from being able to express himself.
- He learns how to use small muscle coordination to handle a brush.

When he plays in the home living center:

- He learns what the roles of family members are.
- He understands what it feels like to play at being somebody other than himself.
- He learns to use his imagination.
- He learns to cooperate with other children.

When he makes a gift out of paper and glue:

- He learns about doing things for others.
- He learns how to use materials like scissors and paste.
- He learns how to use his imagination to make the kind of present he has in mind.
- He learns about shapes, sizes, and color.

When he plays on the playground equipment:

- He learns how to use his body effectively.
- He experiences joy in achieving a skill.
- He has the fun and relaxation to be found in bodily movement.
- He learns the limitations of his body.
- He learns safety and caution.
- He learns to take turns and to share a piece of equipment.
- He learns how to use his imagination and find new ways of using the equipment.

DUE WEST UMC PRESCHOOL MINISTRY CURRICULUM

ALL AGES

Our goal is to provide a safe, healthy, secure, and happy environment for the children in which they can develop their skills. Within the warmth and protection of loving teachers, the children are challenged and stimulated by age-appropriate activities and materials that will address their individual needs and interests. Opportunities to participate in fun developmentally appropriate activities and use materials that are based on themes will be offered to each child.

INFANTS

The goal of our infant class is to provide a safe, healthy, secure, and happy environment for the children. We will help them develop their language, movement, and socialization skills with the interaction of the teacher and their peers. With a building sense of trust in their caring teacher, the children begin to recognize they can be happy away from mom and dad.

We will help them explore their world with age-appropriate toys and activities, keeping their health and safety foremost. With a one to two student/teacher ratio we will be able to provide individual attention, giving each child a sense of security and well-being. We will assist each child in attaining his/her next developmental stage when he/she is ready. We strive for this first experience away from mom to be a warm, loving, and happy time.

ONE YEAR OLDS

This is a time of exploration and discovery of themselves and their worlds. This time of self-awareness coincides with the early footsteps of learning in an environment apart from home. Our emphasis is to encourage growth and development, primarily social, and to provide opportunities for receptive and expressive language.

The curriculum is designed to encourage the children to interact with their environment through exploration and experimentation with hands-on activities, social interaction and language experiences.

The following are examples of the skills that will be introduced throughout the year using the monthly themes: large motor skills, small motor skills, eye-hand coordination, social development, self-care skills, language development, listening skills, and positive self concept. A blessing before eating will be introduced as well as a color a month.

CURRICULUM, continued

TWO YEAR OLDS

Two year old children develop rapidly. Our goal is to provide the children with a loving, safe, and happy environment to explore their world and individually encourage them in their development of cognitive skills, creativity, language development, listening skills, self-sufficiency, math, gross motor skills, fine motor skills, and socialization skills.

They will be introduced to the following skills:

Cognitive

Senses—Begins to develop senses of touch, smell, taste, and hearing

Begins to place large puzzle pieces in appropriate slots

Memory—Refers to self by name

Points to common object on command

Associates use with common objects

Understands the idea of taking turns

Learns a blessing to say before eating

Encourage creativity through art experiences

Begins to learn the colors orange, brown, green, red, white, black, red, pink, yellow, blue, and purple

Language

Encourage language use

Encourage listening skills

Encourage Self Sufficiency

Math

Introduction to counting

Introduction to classifying (group two sizes)

Introduction to size differences (big and little)

Introduction to shapes (circle, square, star, triangle, and heart)

Gross Motor

Arm-eye coordination (throwing an object and catching a rolled ball)

Body coordination (jumping with two feet, clapping with music, walking on tip toe)

Fine Motor

Eye-hand coordination (filling and dumping containers, applying glue and collage pieces, painting with a large brush, tearing paper, stringing large beads, coloring with a large crayon, rolling, pounding, and squeezing play dough, building a block tower)

CURRICULUM, continued
THREES

The curriculum of our three year olds continues the exploration and discovery of themselves and their world through a wider range of experiences than the younger classes. Learning is sequential and concepts, motor skills, social skills, pre-math and pre-reading skills are developed according to the individual child's ability and interest. Threes will begin to move from self-awareness to nurturing a concern for others and their world.

Here are the highlights of our curriculum:

We will introduce and work on:

- one color and one shape per month
- letters—recognition and sounds using Zoo-phonics
- numbers
- beginning of obedience of school rules and showing respect for others;
- puzzles and other motor skills
- scissors readiness
- listening and following directions
- use of manipulatives for coordination
- following two part directions and repeating a song or finger play
- sharing, using good manners, and respect for others
- improving fine motor skills
- social skills
- displaying appropriate behavior when in line and at circle time
- using beads and lacing to improve fine motor skills
- completing tasks and solving problems independently
- drawing stick figures

All of these skills and concepts will be introduced and reinforced in the context of our monthly themes using fun, age-appropriate, hands-on activities and games. They will be emphasized monthly and reinforced throughout the year.

CURRICULUM, continued
FOURS AND YOUNG FIVES

Four and young five year old children are active and enthusiastic learners so the experiences are a variety of hands-on activities involving the children in groups, large and small, and individually. Our desire is to promote a positive approach to expanding the interest of each child and presenting an appropriate environment of learning. Our curriculum is developed for every child to experience success, progress at his/her own rate, have a positive view of school, and acquire the readiness skills needed for kindergarten.

Highlights of our four and young five year old curriculum are:

- We use the Zoo-phonics curriculum to introduce the alphabet (lower and upper case) including recognition and sounds throughout the year. We also incorporate a Phonemic Awareness program with Zoo-phonics.
- Numbers and math skills—including counting, estimation, and recognition of numerals
- Social development, body parts, and emotions
- Holding a pencil and crayon correctly
- Colors and shapes
- Manners, recognizing first name in print, participating in group activities
- Lacing and measurements
- Eye-hand coordination, sequencing, large motor skills
- Rhyming words, following directions, concept of whole and half
- Opposites, patterns, classifying by size and color, first and last name, age, and phone number
- Speaking in six to ten word sentences, following 2 part directions
- Sight words and leveled readers will be introduced
- Review of all skills and concepts taught throughout the year

All of these skills and concepts will be introduced and reinforced in the context of our monthly themes using fun, age-appropriate, hands-on activities and games. They will be emphasized monthly and reinforced throughout the year.

Play Today?

You say you love your children,
And are concerned they learn today?
So am I—that's why I'm providing
A variety of kinds of play.

You're asking me the value
Of blocks and others such play?
Your children are solving problems.
They will use that skill everyday.

You're asking what's the value
Of having your children play?
Your daughter's creating a tower;
She may be a builder someday.

You're saying you don't want your son
To play in that "sissy" way?
He's learning to cuddle a doll;
He may be a father someday.

You're questioning the interest centers;
They just look like useless play?
Your children are making choices;
They'll be on their own someday.

You're worried your children aren't learning;
And later they'll have to pay?
They're learning a pattern for learning;
For they'll be learners always.

Leila P. Fagg

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