



Munford United Methodist Church
Preschool Hand Book
2016-2017

Munford United Methodist Church Preschool

Sara Kate Farley, Director
(901) 837-9130
Preschool@munfordUMC.com

Munford United Methodist Church
57 South Tipton Street
Munford, TN 38058

Rev. Mike Pilcher, Pastor
(901) 837-8881
www.munfordumc.com

General Information

Program Goals:

Our goal is to provide or develop the following:

- Understanding God's love
- Positive self-concept
- Problem solving
- Working together with others in a group
- Foster growth spiritually, physically, socially, emotionally and intellectually
- Develop self-help skills
- Positive self-control
- Good health and safety habits
- Creative ability
- Math, reading, and language readiness
- Appreciation for music and art

Hours of Operation:

Monday thru Friday

6:30am - 6:00pm

Meals

Breakfast is served from 6:45am - 7:45am

Morning snack is served around 9:00am

Lunch is eaten between 11:00 - 12:00pm (**provided by parents**)

Afternoon Snack is served from 2:45 - 3:15pm

Arrival/Departure

The preschool opens at 6:30 a.m. Monday thru Friday and closes at 6:00 p.m. Your child will not be allowed to enter the building before or after that time. **As of August 1st, 2012**, we will be implementing a **drop-off, cut-off time of 9:00 a.m.** If your child will be attending school for the day, they will need to be signed in by 9:00 a.m. An adult will need to sign in when bringing your child and sign out when picking them up, USING FIRST and LAST NAME. No child will be dropped off unsupervised. All children must be picked up at the appropriate time. Only those listed and authorized by parents, will be permitted to pick up a child. Written permission must be given, in order for someone other than those previously authorized to pick up your child. Please inform first time authorized persons to bring a picture ID. Parents, who are late picking up their children, are **subject to a late fee of \$10.00 the first 5 minutes or portion thereof, and \$5.00 every 5 minutes thereafter or portion thereof.**

Preschool Rates

Toddler's Class:	\$140.00 a week
Two's Class:	\$130.00 a week
Three's Class:	\$120.00 a week
Three's & Four's Class:	\$120.00 a week
Four's & Five's Class:	\$120.00 a week

Revised July 2016

**We offer a 10% discount on the second child.*

Calendar of Holiday Closings

New Year's Day

Good Friday

Memorial Day

Labor Day

Thanksgiving Holiday

Christmas Holiday

Rules and Regulations:

To attend your child must be 12 months of age before the first day of enrollment and no older than 5 years of age and is unable to attend kindergarten due to a late birthday.

All students must be signed in and out daily accompanied by an adult, using FIRST and LAST name.

We require that all students have a **Tennessee Day Care Immunization Certificate Form** completed by your child's doctor. This form must have a current expiration date. You will be notified one month prior to expiration. **Your Child may not attend without this form.**

1. We keep an Emergency Form on file in the event that your child should become ill or injured. Please keep our office updated with changes in work, cell phone number or care givers number as well as physicians.
2. Please notify us of any allergies your child has to food, medication, etc. A note from the family doctor is required. Allergy information will be posted so that all staff will be informed.
3. The Director will only administer medication that cannot be given at home. A signed parental permission form, including the drug's name, dosage, date, time to be given and any other special instructions must be completed prior to administering medication. All medications must be in the original bottle attached with a dosage spoon or cup.
Medication will be administered once daily at lunch time.
4. Please notify the office of any security situations concerning your child.
5. Please feel free to let us know of any way that you can be served better. We welcome suggestions and comments to better our service at the preschool.
6. **We will follow the Tipton County Schools inclement weather closings, on the first day of closings, and closings will be posted on TV (Action News 5), or check our Facebook page or the church website.**

Tuition Policy

The amount due remains constant **regardless of the number of days in the month, holidays taken or unexpected closings. We do not offer discounts for family vacations or illness.**

*Payments will be due the Friday before for the following week of attendance. All payments received later than close of business day on **Monday** will be subject to a \$35.00 late charge.

Payment not received thereafter may result in dismissal from the program. If a payment is received late twice, thereafter we will only accept payments two weeks in advance.

If you have any questions regarding tuition please contact the Preschool Office. Your child's teacher is not aware of your payment status.

Revised July 2016

1. Drop your payment in the **tuition drop box**. Please make all checks payable to *MFUMC Preschool* and please add the child's name on the check's memo line. If paying by cash/money order, please place it in the provided envelope being sure the envelope lists both the payor's first and last name and the child's first and last name.
2. Families with more than one child may pay with one check. A 10% discount will be taken off the older child's tuition for families with two or more children enrolled.
3. A \$35.00 charge will be added to all returned checks. If a check is returned for a second time, only cash payments will be accepted thereafter.
4. Munford First United Methodist Church members receive a \$5 per week discount.

Enrollment requirements

- Schedule pre-enrollment visit
- Complete application plus all other necessary forms
- Have immunization certificate form completed and signed by a doctor.
- Pay \$50.00 NONREFUNDABLE registration fee and the first week's child care tuition
- Children entering our **1 year old room (Toddler's)** must be off a bottle during the school day and able to drink from a "sippy" cup.
- Children entering our **2 year old room** must be "paci" free and able to drink from a regular cup. Potty training will start immediately in this class.
- Children entering our **3 year old room** must be potty trained and able to use the restroom independently.

Early withdrawal of students

To withdraw your child from preschool, we require a formal **two weeks written notice**. Tuition must be current up to expected withdrawal date.

Reenrollment

Reenrollment will require payment of a new registration/supply fee and will be possible only if openings are available.

School Dress

We highly recommend the following:

1. Please have your child wear comfortable, washable clothes. Shorts must be worn under skirts and dresses.
2. For playground safety, please wear comfortable non-slick shoes. Sandals, flip-flops, water shoes and cowboy boots are inappropriate.
3. Please dress in seasonally appropriate clothing and always send outdoor clothing when necessary.
4. Please send a change of seasonal clothes including socks and underwear.
5. Please mark each item of clothing for easy identification.

Sick Policy

If your child is not feeling well, the childcare center will recommend temporary exclusion. Often this decision is not only based on your child's physical symptoms, such as fever, but also on their inability to be comfortable in a group setting. Our guide to whether or not a child's illness warrants exclusion is as follows:

- **Cold.** Mild, no temperature, **feeling okay**. If there are no other symptoms, and **if discharge from the nose is clear**, then your child may attend school.
- **Fever.** If your child has a fever of **101 degrees** or higher, then you must keep your child at home for 24 hours after it goes down to 98.6 degrees... **WITHOUT an ANIPYRETIC.**
- **Sinus Infection.** Greenish discharge from nose might be a sign of infection. Child needs to stay home until gone or **return with approval from your doctor.**
- **Coughing.** If the cough is minor, your child may attend school.
- **Coughing.** If the cough is chronic, deep, or hacking, it might mean an infection. Child needs to stay home until gone or **return with approval from your doctor.**
- **Sore Throat.** If mild, child may be in school.
- **Sore Throat.** Swollen Tonsils or glands, white spots in throat, hurts when swallows and/or complains of not feeling well. Child needs to stay home until gone or **return with approval from your doctor.**
- **Unexplained Rash.** Are unable to determine what it is. Child needs to stay home until gone **or return with approval from your doctor.**
- **Stomach Ache.** Light stomach ache, no diarrhea, vomiting or temp. May return to school.
- **Stomach Ache.** Vomiting, severe cramping. Must be kept home for 24 hours **after last episode.**
- **Diarrhea** that is not associated with a change in diet. Any diarrhea that is outside of what is considered a normal bowel movement for your child, loose, watery bowel movement that is not contained in a diaper OR child cannot make it to the toilet in time. Must be kept home for 24 hours **after last episode.**
- **Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. **Very contagious.** Your child will need to be **on medication for 48 hours and have a doctor's release before returning to the school.**
- **Ear Infection.** Needs to be on medication and have a normal temperature with no pain before returning or **return with approval from your doctor.**
- **Head Lice.** If we detect the nits or lice you will be required to pick up your child. Child may return after he/she has been treated with a medicated shampoo and **ALL THE NITS ARE REMOVED.** A vinegar and water rinse will soften the nits so you can comb them out.
- **Allergies.** Runny nose and slight congestion. Your child may return to school.
- **Flu.** You must keep your child home for 24 hours after the last symptom.
- **Vomiting.** Chronic. Your child vomited more than one time today. You must keep your child at home until 24 hours after he/she stops vomiting.
- **Medications.** A medication release form must be filled out with your name, amount and dates to be administered. All medications must be kept in their original container. Ask your child's teacher where the medical release forms are located.
- **Hand Foot and Mouth.** Must be kept at home until they are fever free and have no more visible symptoms. (Bumps/Blisters)

If your child is physically unable to participate in normal daily activities, they should stay home until they are able to participate. If the child's illness or symptoms result in a greater need for care than the child care center is able to provide without compromising the level of care provided to the other children, your child should not attend school. Per DHS, children are required daily outdoor play, weather permitting, when the temperature range, after adjustment for wind chill and heat index is between 32 degrees and 95 degrees. We can not make accommodations for children not well enough to participate.

** It is very important to consider all the children, parents and staff when sending a sick child to school.*

*** A statement from the doctor is needed before returning to school for all highly contagious conditions, stating that the child is no longer contagious.**

Behavior

Our staff is trained to use only constructive and positive techniques when disciplining children. These include redirection, anticipation, modeling, natural consequences, elimination of potential problems, and teaching children to resolve conflicts on their own, in an appropriate way. Removal from the group will be used in severe situations (hurting someone, persistent disruptiveness, etc.) or when the child needs to gain control and observe positive interactions of others.

If a child demonstrates consistent unprovoked acts of aggression (biting, hitting, kicking, etc.) toward another child or staff member or consistent behavior problems there will documented observations done by the teachers (Child Behavior Reports). When we feel we have exhausted all of our abilities to control the behavior, we will require a parent teacher conference to discuss the situation and/or behavior. At that time there will be a follow-up meeting set for two weeks later to discuss any progress, alternatives, etc. If behavior has not improved or has gotten worse, and if the teacher and director feel it is necessary, a professional referral will be recommended. This will be done only after we have exhausted all our abilities, and it is in the best interest of the child to receive outside help. If a referral is made, the family will be given two weeks to seek professional help. If professional help is not sought during that time, alternative childcare arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed, then alternative childcare arrangements must be made.

The Preschool reserves the right to dismiss any child for disruptive and/or damaging behavior. If, after a period of time and conferences between the parent and Director, a child is unable to adjust to the routine of the Preschool and is causing disruptive and/or damaging behavior to persons and/or property, the child will be asked to leave. This policy is without regard to race/sex/creed/color/religion and is instituted so that we can ensure the children attending the Preschool a safe and comfortable atmosphere in which to grow and develop.

Supplies Needed:

Toddlers

1. Back Pack or Shoulder Bag
2. Lunch
3. Diapers
4. Per DHS, 1 crib sheet or nap mat cover & a blanket
5. 1-two inch nap mat
6. Baby wipes
7. Box of tissues
8. Pictures of self and family
9. Old T-shirt or smock
10. 1 roll of paper towels
11. 1 sippy cup
12. At least 1 change of seasonally appropriate clothes
13. 1" 3-ring binder
14. 1 pkg/box of page protectors

Twos

1. Back Pack or Shoulder Bag
2. Lunch
3. Pull Ups with velcro sides
4. Per DHS, 1 crib sheet or nap mat cover & a blanket
5. 1-two inch nap mat
6. Baby wipes
7. Box of tissues
8. Pictures of self and family
9. Old T-shirt or smock
10. 1 roll of paper towels
11. At least 1 change of seasonally appropriate clothes

3-5 Year Olds

1. Back Pack or Shoulder Bag
2. Lunch
3. At least 1 change of clothes
4. Old T-shirt/or smock
5. Pictures of self and family
6. Per DHS, 1 crib sheet or nap mat cover & a blanket
7. 1-two inch nap mat
8. Box of tissues
9. 1 roll of paper towels
10. At least 1 change of seasonally appropriate clothes

***DO NOT BRING TOYS FROM HOME UNLESS IT IS A SHOW AND TELL DAY FOR YOUR CHILD'S CLASS!!**

Birthdays

1. We try to give special attention to this important time in your child's life. Please arrange with the teacher in advance if you would like to provide a special snack for your child's birthday.
2. For parties outside of school we are unable to send invitations home through the school unless an invitation is sent for each child.

Parties

1. Parties are special times for the preschool child and his/her classmates. We ask that other children do not attend (except birthday parties). Food and treats are often planned for only the number of children in the class.
2. We have parties for Fall, Christmas, Valentine's Day and Easter.
3. All visitors must sign in through the school office before entering the classroom.

Statement of Ministry:

The church staff has spent considerable time praying and discerning exactly how the Preschool fits into our vision and mission. The Preschool reaches out to many families from our community; it meets a need for these families as well as for some of our own families within the congregation.

It is essential that we realize the responsibility we have in operating this Prechool as a ministry for the spreading of the Gospel of Christ. Each tiny life God reaches through our Prechool could yield changed families, fulfilled lives and faith that can move mountains! Many people come into our church and experience the presence of the risen Christ. We cannot even measure the impact God is having on these persons. We must be faithful to our calling and allow the Holy Spirit to create opportunities for ministry such as parental counseling, Bible teaching, prayer, spiritual growth and many others.

Having written this statement, we believe that it is important for our church to provide ministerial leadership for the Prechool in some form. The Director is on-sight during the school hours and available to parents as they have questions and concerns that may need to be addressed. We believe this will allow the Prechool to come more clearly into focus with the vision and mission to which God has called our church.

Reserve the Right to Change

The Preschool Board and administration reserve the right to change any policy or procedure at any time, at their sole discretion, after reasonable notice to Munford First United Methodist Church Preschool and Preschool students and family.

Parent Agreement

I have received a copy of the Preschool guidelines for the program. I have read and understand the policies and guidelines. I have also received a copy of the Tennessee Department of Human Services summary of Licensing Requirements For Child Care Centers.

Parent/Guardian Signature

Date

Director Signature

Date