

Westview UMC Preschool



Parent Handbook

Parental/Guardian Agreement

I have received a copy of the parent handbook for the Westview United Methodist Preschool and agree to abide by the rules set forth concerning my child's care.

I understand that, while Westview United Methodist Church will endeavor to protect the health and safety of my child, the church/preschool is unable to guarantee that accidents will not occur. I also understand that Westview United Methodist Church does not assume liability in the event of an accident or injury. Further, I hereby waive and release the church/preschool, staff, pastor, or other acting agents from any form of claim or demand arising from any accidents on or off the premises except in the case of willful or gross negligence.

PARENTS POWER OF ATTORNEY FOR CHILD

In the event of a medical emergency involving my above-named child, the Westview United Methodist Church has my authority to act on my behalf to the extent necessary to give consent for medical treatment.

Parent Signature

Date

Communication

If you have any questions or concerns regarding your child, your child's teacher, or the preschool in general, please feel free to contact The Preschool Director at Westview United Methodist 799-0250. If you would like a conference with your child's teacher, please schedule directly with the teacher.

Westview United Methodist Church

Please know you are always welcome to be in fellowship and worship with us on Sundays at 8:30 and 10:30 a.m., Sunday school at 9:30 a.m.

Welcome Westview United Methodist Preschool

And He took the children in His arms, put His hands on them and blessed them. Mark 10:16

Our Mission and Ministry

As Disciples of Christ, we are called to share God's word. What better way for a church to fulfill God's calling than to provide a ministry to witness to His children? Our main objective is to provide a loving, and Christian environment in which children can grow socially, physically, academically, and spiritually. We strive to impart a strong knowledge of God's love and grace.

Ages, Days, and Times

The preschool operates on Tuesdays and Thursdays each week beginning in September and ending in May. Our hours are 9:00am to 3:00pm. Enrollment is open for children ages 2-5 yrs of age.

Tuition and Registration Fees

Registration Fee:

Fall - **\$30** – due before the start of school

Spring mid-year fee - \$30 – due in January

Both fees are non-refundable. They are used to purchase craft and cleaning supplies.

Tuition:

\$140 per month

Tuition rate is a monthly charge, not based on daily attendance. There is no reduction in tuition due to holidays, vacations or absences.

Please note:

A copy of your child's Birth Certificate, Shot Record and Insurance Card are needed to complete enrollment

Tuition payments:

Monthly tuition is due by the 5th of each month. After the 15th, a late charge of \$25 will be added.

Checks are preferred and should be made payable to Westview United Methodist Church or WUMC. You may

If a child becomes ill in our care, we will immediately isolate them and call parents. If we are unable to reach either parent, we will call the emergency contact number listed on your application. Please make sure these numbers are kept current during the school year.

Medication

We are **not** licensed to administer any medications, including Tylenol. If necessary, you may come to the preschool to give your child medication during the day. Please consult with the director if you have any special medical concerns related to your child.

Special Events

Birthday and holiday parties are wonderful events. We encourage parents to come and share in these special occasions. Please make arrangements with your child's teacher in advance if you plan to bring in special treats for your child's class. Also, you may be asked to bring in refreshments for holiday parties.

Illness

Please refrain from bringing your child to preschool if he/she has the following within the last 24 hours:

- *Temperature of 100 degrees or above
- *Vomiting
- *Diarrhea

Please refrain from bringing your child to preschool if he/she currently has:

- *Colored discharge from the nose
- *Pink eye
- *Persistent, disruptive cough
- *Head lice and/or nits

deposit payments at any time in the preschool tuition box located inside the side church entrance. The operation of any quality school is dependent upon prompt payment of tuition. Please see the Director if any extenuating circumstances arise.

Notice to Withdraw

A 30 day written notice to withdraw is required. Tuition payment is required if notice is not given.

Late Fee Policy

In order to avoid late pick-up, we have implemented a \$1.00 per minute late fee for time past 3:05pm. Many teachers have other obligations and older children to pick-up from school. In the event that you are late to pick-up your child, please come prepared to pay this fee.

Coming and Going

The church will open at 9:00am. Please wait until this time to bring your child into his/her classroom, as the teachers are preparing for the daily activities. Please sign your child in and out on the sign in sheets located at the entrance to the preschool. On this sheet, please include any additional contact numbers that are not previously included on the registration form, where you can be reached that day. Please walk your child to and from the classroom each day. It is normal for some of our younger children to experience separation anxiety. This anxiety can be eased by a confident, assuring farewell. Parents are encouraged to discuss this issue with the staff.

School will dismiss at 3:00pm. Please come to your child's room to pick them up. Your child will not be released to anyone unless noted on the sign in sheet or permission given directly to the teacher. This is for your child's protection. To avoid the late fee, make sure you are there on time.

Disciplinary Procedure

We are committed to provide your child with consistent positive attention. It is important to 'catch our children being good' in order to help them recognize and strive for good behavior. In instances where there is disruptive behavior we will make every effort to redirect a child to other activities. If other forms of discipline do become necessary, however, a child may be placed in "time out" for an appropriate amount of time for his/her age. There may be times when a teacher feels that an action may warrant the loss of some privileges (playing with a particular toy, loss of some play time, etc.) If persistent negative or disruptive behavior continues, the teacher will notify the director and if necessary parents may be contacted. We reserve the right to remove a child from enrollment in the program if behavioral issues are not resolved.

Daily Activities

Each day we spend with your child, we will both encourage and challenge them. Your child will have the opportunity to participate in a wide variety of activities in an environment that is fun and age appropriate. It is our goal to promote and facilitate growth in all areas of your child's development; social, emotional, physical, mental and spiritual. Each child will have the opportunity to be involved in social interactions with friends in group settings which include story and circle time, games, outdoor play, songs and free play in centers. Your child will also have the opportunity to participate in independent tasks such as puzzles, art projects and other fine motor activities. Christian values will be taught and modeled each day by staff members. Children will also attend a chapel session 1 day per week that will include age appropriate bible stories, songs, prayer and a short devotional.

School Closings

We will follow the Williamson County School Calendar regarding closings for holidays, teacher in-services and inclement weather. You are responsible for the first two snow days and a portion of your tuition will be credited for any days beyond those.

What to bring first day of school

- 1 pkg Mr. Clean Magic Erasers
- 1 box fat Markers
- 1 pkg multi-color construction paper
- Tri-fold sleep mat
- 4 glue sticks
- 1 package Clorox Cleanup Wipes
- 1 Watercolor Paint Set

What to bring each school day

*Mat, crib sheet (will fit most tri-fold mats), blanket, and special sleeping buddy for rest time.

*Hat, gloves and coat if weather dictates

*A complete change of clothes including socks and underwear/extra diapers or pullups.

*A nutritious lunch, including drink (no carbonated beverages please and 1 extra drink for 2 year olds only)

*Sunscreen, if necessary. Please apply in the morning before the preschool day begins

Please label all items with your child's name

What NOT to bring to school

Aside from a special nap time pal, please make sure that your child does not bring toys from home. Many preschool children have a hard time sharing toys, especially their own.

Candy and gum should also be left at home.

Appropriate Clothing

Please make sure your child wears clothing that is comfortable and easy to manage in the bathroom. A big part of preschool is working on self-help skills to become more independent and confident. Remember that your child will be exploring with paint, play dough, cooking, and playing on the playground, so their Sunday-best might not be appropriate. Tennis shoes are recommended for safety. During winter your child needs a heavy coat, gloves, and hat.

Curriculum

Our program uses the Wee Learn curriculum published by Lifeway Christian Resources. We also utilize resources from the Mailbox and Lady Bug/Baby Bug publications.