



STUDENT HANDBOOK

2017 - 2018

MISSION STATEMENT

The mission of Denver UMC Preschool is to offer a Christian setting in which to grow, learn, and develop physically, spiritually, emotionally, intellectually, and socially while learning to care for others and love God and the world He gave us.

PURPOSE

The purpose of Denver UMC Preschool is to give each child experiences that will lead to a love of learning, a feeling of self-worth, a respect for others, a love of God, and an opportunity to explore, create, and discover as he learns about his world.

OUR PHILOSOPHY

We believe that children learn best through play and active participation in daily activities and schedules. Our school is centered on the knowledge that children learn through active manipulation of the environment and concrete experiences. The age appropriate activities and materials provide your child the opportunity for individual growth and participation in decision making, development of self-esteem, and establishment of Christian values. We emphasize child-centered activities, outdoor play, sensory play, and activities that will strengthen small motor skills.

We use a handwriting curriculum called "Handwriting Without Tears" with the four-year-olds. It was developed by Jan Olsen and Emily Knapton, who are Occupational Therapists. It teaches the letters in the order children learn to write. We concentrate on learning the sounds of all the letters, but only work on writing the uppercase letters, except for the ones in each child's name. (They now use this curriculum at Rock Springs Elementary.)

STAFF

Our staff is comprised of preschool educators who collectively have numerous years of teaching experience. These talented professionals have a strong calling from God and a special interest in young children. Their loving attitudes are reflected in their daily approach to each individual child. Staff members are required to maintain 8 hours of continuing education yearly. Each staff member has passed a background check and is required to be CPR trained and certified.

REGISTRATION

Registration is held in February for the following preschool year. A non-refundable yearly fee of \$75 must be submitted with a completed registration form. Registration MUST be made through the preschool office.

TUITION

- 1) Tuition is based on the total annual costs of the program. These costs include items such as staff salaries, supplies for the classrooms, educational materials, and office needs. In addition to being paid for instructional time, teachers are paid for planning and staff development training days throughout the year.
- 2) The first month's tuition is due by June 1st. This is non-refundable and finalizes enrollment. Payments after this will be due on the 1st of each month. The last payment for the preschool year is due May 1st. Payments after the 10th of the month will be charged a \$25 late fee. Checks should be made payable to Denver UMC Preschool. Include children's names in the memo section of your check. Cash will not be accepted.
- 3) There will be a charge of \$25 on all returned checks.
- 4) Tuition will be the same each month, even if fewer days are attended due to sickness, vacation, or holidays.

TUITION RATES (per month)

1-year-olds (Mother's morning out - must be walking by the time school begins):

One day/week (Monday OR Wednesday) = \$95

Two days/week (Monday & Wednesday) = \$155

2-year-olds:

Two days/week (Monday & Wednesday OR Tuesday & Thursday) = \$150

Four days/week (Monday, Tuesday, Wednesday, & Thursday) = \$300

3-year-olds:

Three days/week (Tuesday, Wednesday, & Thursday) = \$170

Four days/week (Monday, Tuesday, Wednesday, & Thursday) = \$215 (must have at least 5 children)

4-year-olds:

Four days/week (Monday, Tuesday, Wednesday, & Thursday) = \$190

ACTIVITY FEE (one-time; due September 1st)

1-year-olds: not applicable

2-year-olds: \$25 (for special events and visitors)

3-year-olds: \$50 (for class picture, school t-shirt, field trip, and special events and visitors)

4-year-olds: \$75 (for class picture, school t-shirt, field trip, and special events and visitors, Handwriting Without Tears materials, and special things for graduation)

CHILD/STAFF RATIO

1-year-olds: 1 staff member to every 4 children

2-year-olds: 1 staff member to every 5 children

3-year-olds: 1 staff member to every 6 children

4-year-olds: 1 staff member to every 7 children

HEALTH AND SAFETY

- 1) Immunizations for each child enrolled will be required according to the current schedule recommended by the American Academy of Pediatrics. A current Health Assessment Form must be signed by the child's physician by Open House in August.
- 2) Children will be removed from the classroom and parents contacted to pick their child up when:
 - A child's symptoms prevent him/her from participating in regular activities the daily routine offers
 - A child's symptoms require more care than the staff is able to provide without compromising the needs of the other children in the group
- 3) Do not bring your child to preschool if he/she is not well enough to participate in normal everyday activities.
- 4) A child should stay home if he/she:
 - has a nose with green mucus
 - shows signs of diarrhea, vomiting, or any communicable disease
 - has an unidentified rash
- 5) Please, notify the teacher of your child's exposure to, or symptoms of, a contagious disease.
- 6) Children with head lice should not come to school until 48 hours after treatment is complete. Children MUST be inspected by preschool staff and found to be lice free before they can return to their class. Please, notify the Director or teacher if your child is diagnosed with head lice so the room can be treated.
- 7) Families will be notified if a child with a communicable disease is reported within our preschool family.
- 8) Parents are asked to administer any medication at home.
- 9) A child may not return to school until 24 hours have passed since the last fever or case of vomiting or diarrhea.

CONFERENCES

Parent-teacher conferences will be held during the preschool year. Formal conferences will be held in February. Informal conferences may be arranged at any time. The teacher is always willing to discuss any concerns you may have about your child. Feel free to request an appointment as needed.

PARENT/STAFF RELATIONS

Denver UMC Preschool encourages parents to communicate openly with your child's teachers. It is in the best interest of the child for parents and staff to work together as a team. If a situation develops that needs attention, contact your child's teacher. Drop-off and pick-up times are NOT good times to speak with the teacher about concerns. Teachers will be happy to set up a more appropriate time to address concerns.

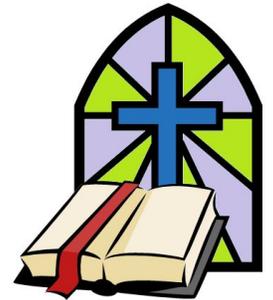
WITHDRAWAL

- 1) A 30-day written notice is requested from families wishing to withdraw their children from the program.
- 2) Preschool services may be terminated when any of the following become excessive:
 - Late pick-up
 - Tardiness
 - Failure to pay tuition
 - Failure to follow the Health and Safety Policies
- 3) The preschool may ask that a child be withdrawn if the child is excessively absent or tardy, if the parents do not comply with the policy about sick children or fail to pay tuition or if a child's behavior continually endangers other people or materials. Every effort will be made to work with each child's individual needs and to effectively communicate with the parents regarding a potential problem situation.

Note: Some children may not be ready to attend preschool and will display behavior that alerts us early in the preschool year. If we see that your child needs to be given the gift of time, we will request the withdrawal of your child. Any unused tuition will be returned to you and your child will be given alumni status for next year.

CHAPEL

The children in the 3s and 4s will attend Chapel in the Sanctuary beginning the second week of preschool. The Director and other church staff members will meet with the children for a time of singing, Bible stories, and prayer on the first and third Wednesdays of each month. The 2s have Chapel each week in a special place with their teachers.



DISCIPLINE

- 1) It is the policy of Denver UMC Preschool that physical punishment or abusive language will never be used for any reason in the classroom, or anywhere on the church premises.
- 2) The preschool staff is trained to set appropriate limits and boundaries to provide for the safety and well-being of each child in their care. The staff will use discipline that is consistent, clear, and understandable to the child. The rules will be explained to the child before and at the time of any disciplinary action.
- 3) Discipline will take the form of positive guidance, redirection, or a short time apart. The period of time will be just long enough to enable the child to regain self-control. As a general rule, this period will not exceed one minute per year of age.
- 4) Each child is uniquely different, and the staff will work individually to encourage appropriate group behavior. It is our goal to encourage positive behavior and to set clear-cut limits that foster the child's own ability to become self-disciplined. The staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior (biting, hitting, kicking, screaming, etc.) towards staff or children is unacceptable and will be immediately communicated to parents.

TOILET TRAINING

Children in the three-year-old class must have bathroom independence to be enrolled in our program.

Bathroom independence or toilet training is defined below:

- Child has an awareness of the need to go to the bathroom.
- Child can manage his/her own clothing.
- Child will make an attempt at self-cleaning and will call the teacher if he/she still needs help.
- Child can clean his/her hands with soap and water after using the toilet.

CLOTHING FROM HOME

- 1) Please, send your child in washable play clothes. "Messy" activities using a variety of materials will be offered to the children to create and explore.
- 2) Tennis shoes, athletic shoes, or covered toe/flat shoes are required for play and promote safety on the playground. No sandals, crocs, or flip-flops, please!
- 3) We will play outside, if at all possible, so send a coat or jacket as the weather gets cooler.
- 4) A change of clothing will be needed to keep on hand in each child's backpack. Make sure you keep the clothing season appropriate, and place clothing in a "Ziploc" baggie.
- 5) Label all jackets, sweaters, coats, hats, lunchboxes, and backpacks.
- 6) Girls should wear shorts, pants, or leggings under their dresses to protect their legs on the playground and to keep their underwear from showing.

THINGS FROM HOME

Special books, tapes, CDs, or "treasures" from nature are welcome. Please, leave money, toys, candy, jewelry, blankets, pacifiers, and gum at home. Lost or broken items can be very upsetting to children.

BIRTHDAYS

Families are welcome to send in a simple store-bought snack for their child to share with his/her classmates on his/her birthday.

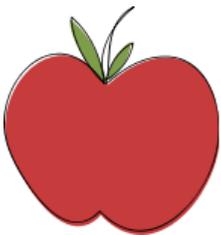
Note: Invitations to birthday parties sent from home to school must include all classmates. Otherwise invitations will be returned to you.

SNACK

According to a schedule provided by the teacher, children will take turns bringing snacks for their class. Please, send in healthy snacks. Remember to check your class allergy list.

LUNCHES

- 1) Please, send a healthy lunch, beverage, napkin, and utensils in labeled containers. No candy, no sodas, no glass containers.
- 2) Send food your child can eat independently. Be sure to cut these items into small bites. Cut grapes in half, etc. (Even if they eat whole grapes at home - we have a lot more distractions at school.)
- 3) Make sure your child understands he/she must eat the healthy part of his/her meal before he/she will be allowed to eat any treats.
- 4) Use a cold pack when necessary.
- 5) Lunches will not be heated.
- 6) After lunch, the 3s and 4s will be responsible for re-packing their lunchboxes to go home. Make sure your child knows how to close his drink container so it will not leak out in the backpack.



Note: Please, make sure your teacher is aware of any allergies or food sensitivities.

SECURITY

In order to provide the safest possible environment we can, we have decided to restrict admittance during the preschool day. When the doors are locked, we will not allow anyone in without an appointment or permission. Please, let the Director know if you will be picking up early or dropping something off.

HOURS AND DAYS OF OPERATION

- 1) The Preschool program will run from September through May.
- 2) The Preschool operates Monday through Thursday from 8:45 a.m. to 12:45 p.m.
- 3) The Preschool calendar is set by the Denver UMC Preschool Committee.
- 4) The Preschool will be closed on days Lincoln County Schools are closed. If they are delayed 1 hour, we will delay 1 hour. If they are delayed 2 hours, we will delay 2 hours. If they are delayed 3 hours, we will be closed. Listen to radio and television stations for announcements, or visit the Lincoln County website.
- 5) If a class misses 3 or more full days of school due to inclement weather, that class will make up one of the days missed on March 24th. If the class misses an additional 3 full days of school, they will make up one of the days on May 26th.

ARRIVAL

- 1) Preschool begins at 8:45 a.m. Children are to arrive no sooner than 8:40 a.m. (Teachers meet to pray every morning before school starts, so there is no one in the classroom until then.) and no later than 9:00 a.m. Prompt arrival contributes to the success of your child's day.
- 2) Chronic tardiness is disruptive to the morning routine of social and learning experiences.
- 3) Some toys are only put out first thing in the morning. If your child is consistently late, he/she will miss out on them.
- 4) Before 8:40 a.m. and after 9:00 a.m., entrances to the preschool area will be locked for the safety and protection of the children. The doors will be unlocked again at 12:40 p.m.
- 5) Parents and visitors must enter and exit through the main entrance nearest the playground ONLY. Each child must be accompanied to the doorway of his/her classroom by a parent or designated person in charge. Children may not enter or exit the building alone at any time.

DEPARTURE

- 1) Dismissal is at 12:45 p.m. – 12:55 p.m. Parents are expected to be prompt in picking up their child at the end of the school day.
- 2) We require a note if your child is to be picked up by someone other than yourself.
- 3) Make sure your child knows the new arrangements.

Note: After a 5-minute grace period, a late fee will be charged to your account of \$1 per minute after 1:00 p.m. Contact the preschool office as soon as possible if you are delayed.

WHAT TO BRING

- 1) Lunch with a drink - If you do not send a drink, we will provide water
- 2) Backpack big enough for the lunch box and artwork to fit in
- 3) Change of clothes, underwear and socks to remain in your child's backpack

TIPS FOR THE FIRST DAY

1) Ahead of time, talk with your child about how much fun he/she will have and all the friends he/she will make.

2) Come to Open House with your child. Help them to find their seat and cubby. Talk about the fun things you see in the classroom.

3) Be on time each day. It is easier to walk into a classroom as the other children are coming in, too. It can be intimidating if everyone else is already there and they turn to look at you.

4) Encourage your child to go into the room when you get there. Give your child a hug at the door and tell them you will be back to get them and then leave.

5) If your child begins to cry - leave. We will call you if he/she does not settle in. Do not stand in the hallway and listen. Your child will feel your worry and it will make them scared.

6) Even if they were here last year, it may take a few days to get back into the routine. A new room and a new teacher can cause concern at first. If your child only comes 1 or 2 days a week, it may take longer to adjust.

