



STUDENT  
HANDBOOK  
2018 - 2019

## 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. Online payments can also be made.

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 for this class to be an option)

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, special events and visitors, Handwriting Without Tears materials and special materials 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) Do not bring your child to preschool if he/she is not well enough to participate in normal everyday activities. A child should stay home if he/she:

- has a fever
- has a nose with green mucus
- shows signs of diarrhea, vomiting, or any communicable disease
- has an unidentified rash

3) Children may be removed from the classroom and parents contacted to pick their child up when one or more of the following occurs:

- 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
- has a fever
- 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 and nit 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. This time period is without medications.

## CONFERENCES

Formal parent/teacher conferences will be held in March. Informal conferences may be arranged at any time. The teacher is always willing to discuss any concerns you may have about your child. Teachers are unable to discuss specific needs and concerns during the school day. Your child's teacher is unable to respond to calls, text or emails during the school day. She will be busy instructing and caring for her class. Feel free to request an appointment as needed.

## PARENT/STAFF RELATIONS

Denver UMC Preschool encourages parents to communicate openly with your child's lead teacher. 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 because she'll be busy with other responsibilities. 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'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 such situations.

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 Thursdays. 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 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 with socks are required for play and promote safety on the playground and gym. 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 the classroom or in each child's backpack. Make sure you keep the clothing appropriate for the season, and place clothing in a labeled zip top bag.
- 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.

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 must include all classmates if you are asking the teacher to send them home. If you do not wish to invite the entire class, please distribute the invitations on your own.

## 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.

## LUNCHESES

1) 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. The food should be prepped and ready for your child. For example: if your child wants their apple peeled and sliced, it should be packed that way. It is a good idea to cut grapes (and similar items) in half to reduce choking risk. There will be many more distractions for your child when he/she eats at school compared to your home.

3) Make sure your child understands he/she must eat most of the healthy portions of his/her meal before he/she will be allowed to eat any treats or snacks. Do not feel the need to pack a dessert or treat.

4) Use a cold pack when necessary.

5) Lunches can not be heated.

6) After lunch, the 3s and 4s will be responsible for re-packing their lunch boxes 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, the DUMC Preschool Committee has decided to restrict admittance to the building during the preschool day. When the doors are locked at 9:00 a.m. we will not allow anyone to enter the building without a visitor's pass. To obtain a pass you must go to the church office and sign in. The Office Administrator will call the Preschool Director to open the door. If you know ahead of time that you need to pick your child up early, you may obtain a visitor's pass from the Preschool Director.

When you leave, please return the pass to the church office.  
Thank you for helping to keep our children safe each day.

## 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 School 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 April 12, 2019. If the class misses an additional 3 full days of school, they will make up one of the days on May 24, 2019.

## ARRIVAL

- 1) Preschool begins at 8:45 a.m. Children are to arrive no sooner than 8:45 a.m. (teachers meet to pray every morning before school starts, so there is no one in the classroom until then.) They are to be in their classrooms by 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, they may miss out on them.
- 4) Before 8:45 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 12:45 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 between 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. Please do this at drop off. The note is required even if the other person is on your emergency contact list. It should be given to the Director of your child's teacher. If a situation arises during the day and your plans need to be altered, please contact the Director. Your child's teacher will not be able to accept or respond to calls, text or emails.
- 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 (full size)
- 3) Change of clothes, underwear and socks to remain in your child's backpack or the classroom.
- 4) Check your child's class calendar to see when they are to bring snacks to share and bring them on the appropriate days.

**Denver United Methodist Church  
Weekday Preschool Handbook  
Acknowledgement and Receipt Form**

I hereby acknowledge my receipt of the Denver UMC Weekday Preschool Handbook. By signing this form, I agree to abide by and comply with the policies contained therein.

Student Name(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_