

FUMC PRESCHOOL PARENT HANDBOOK 2015-2016

STATEMENT OF PURPOSE: FUMC Preschool is a not-for-profit cooperative program of First United Methodist Church of Wilmington that offers an inexpensive preschool program. It also provides the support parents often lack because of our highly mobile society and gives parents, as well as children, the opportunity to make new friends. It is a program for stay-at-home and part time working parents, not a daycare service. In support of the church's mission of making disciples of Jesus Christ, age-appropriate Bible stories and prayer are incorporated into daily activities and routine.

WHAT WE DO: Working with your child is a privilege. Each child is unique and the program provides opportunities for your child to develop their individuality. FUMC PreK also helps him/her to relate to other children and to adapt to group situations. A typical program day may include crafts, music, science, stories, snacks, lunch and free play. An early learning curriculum following The Illinois Early Learning and Development Standards is taught.

The children may occasionally use the church yard for outside activities. The educational area of the church is arranged to insure adequate space for the children. The program is in session every Friday from 9:00 am - 2:00 pm, September through May, and on Mondays and Wednesdays, 9 a.m. to noon, following the Wilmington School District Calendar.

PROGRAM SUPERVISION: Problems with behavior are handled on a one-to-one basis with children. If necessary, one of the staff will discuss serious behavior problems with the parents to decide what action is appropriate. Discipline is carried out in a firm Christian manner (**NO CORPORAL PUNISHMENT**). The average child needs discipline and a setting of limits for his/her own good. A child needs to learn early to take responsibility for his/her actions. While he/she is learning that important lesson, discipline gives him/her a sense of security. Preschool staff members use the "time out" method of discipline (removing the child from the situation and sitting them in a chair for a set length of time - the amount of time is determined by using the ratio of 1 minute per each year of age.). Methods of discipline vary from family to family, and we respect the rights of parents in this regard.

In Preschool, three rules are taught:

1. Children are not to hurt themselves or others.
2. Children are not to abuse the equipment or facilities.
3. If a child's behavior does not improve with this method of discipline and he/she continues to be disruptive, the parent will be contacted to pick up their child.

STAFF: The staff consists of a director, teachers and assistant teachers to supervise each classroom. The child-to-staff ratio meets the standards set by the National Association for the Education of Young Children.

PARENT RESPONSIBILITIES: As a participant in the Preschool Program, your help is needed in the following areas:

1. Complete a sign-up form, which includes medical history, for each child and return it to the director before the orientation session. If changes occur, please give updated information to the director. An annual supply fee (covers juice, crackers and paper supplies) of \$40.00 per child is requested for the program. This fee should accompany the registration form. A limited number of

scholarships are available.

2. Attend the **Parent Meet & Greet Night** orientation session at the start of each program year.
3. Be familiar with the program handbook.
4. Please sign up to help on one of the party days. You will be the extra set of hands to help with snacks and activities plus clean up for that special day. If a parent is unable to help on their chosen party day, **the PARENT must find a reliable replacement and contact the director.**
5. Sign your child in and out on the Daily Attendance Form. You **must** also indicate on the form who is going to pick up your child. For the child's safety, Preschool staff will **not** release a child to anyone other than this person. If this person is a stranger, the staff will require a photo ID. Also, please indicate where you can be reached that day by leaving phone numbers of persons who are available to pick up your child in case your child becomes ill or there is an emergency.
6. Pay all tuition fees at the beginning of each month for the entire month. Tuition fees are calculated on a 4 or 5 week schedule depending

on the number of sessions your child attends per month .The fee is \$10.00 per child per day session. Please pay tuition fees on the first Friday morning of the month when the children are dropped off. The fee is \$10.00 per child per each Monday-Wednesday-Friday session.

7. Tuition fees are as follows:
 - 1 day session per 4 week month- \$40.00 monthly fee
 - 1 day session per 5 week month-\$50.00 monthly fee
 - 2 day session per 4 week month -\$80.00 monthly fee
 - 2 day session per 5 week month- \$100.00 monthly fee
 - 3 day session per 4 week month- \$120.00 monthly fee
 - 3 day session per 5 week month- \$150.00 monthly fee
7. Pick up your child **no later than 2:00 P.M. on Fridays or 12 noon on Mondays/ Wednesdays** from the classroom. If parents are consistently late in picking up their children they will be charged an additional amount.
8. Give at least 2 weeks notice if you can no longer send your child to our Preschool Program.
9. Please clearly mark your child's belongings with his/her name.
10. Do not send medication to the session. **If your child is ill** (running a fever or shows signs of

infection), **he/she should not attend that day.**

11. Do not allow any treats (gum, candy, etc.) to accompany your child to school. A snack is served each day.
12. Please bring a sack lunch for your child on Fridays. Clearly mark the lunch and all containers with your child's name. Include food that does not need to be microwaved.
13. Bring disposable diapers or pull-ups and wipes for those children who are toilet training. Send an extra set of clothing for your child.
14. Send your child in play clothes you will not mind getting dirty, as children come to school to have fun!
15. Please do not send toys with your child. This may create problems.

REQUIREMENTS: The program is open to children from age 2 up to kindergarten. Church membership is not required.

HEALTH: Parents are requested not to bring a child who shows signs of illness or infection. **DO NOT SEND A CHILD IN THE FIRST DAYS OF A COLD, WITH A**

RUNNING NOSE OR WITH A FEVER. If your child develops a contagious disease after a day at Preschool, please inform the director. **WE WILL TURN AWAY A CHILD WHO IS ILL OR CONTACT A PARENT TO PICK UP A CHILD WHO BECOMES ILL DURING SCHOOL.**

CELL PHONES SHOULD BE TURNED DOWN DURING YOUR VOLUNTEER TIME AT PRESCHOOL.

CLEAN-UP: Preschool staff and parents are responsible for the clean-up of facilities after each session. The children should help pick up toys, and are taught to put them away in an orderly manner. Floors, tabletops and countertops should be left clean. Bathrooms should be wiped up. Toys are washed regularly.

SUGGESTIONS: We continually try to improve our Program -- all suggestions are welcome. We will do everything possible to make this a valuable experience for you and your child.

QUESTIONS? If you have questions about FUMC
Preschool Program please call Debbie Seasley, Director, at
815-476-5668.