

Parent Responsibilities for FUMC Early Childhood/Preschool Program

- A) Complete registration forms and turn in with registration fee of \$50 to Director/Church Office.
- B) If possible, please call in all absences to the church office at 815-476-5474 and leave a message with child's name.
- C) Sign up helpers are now on a voluntary basis for those parents who want to help and are able to help in our classrooms.
 - a. Parents need to sign up to help 1 party day.
- D) A calendar will be given out monthly
- E) PLEASE TURN CELL PHONES TO A LOWER VOLUME OR ON VIBRATE WHILE HELPING ON PARTY DAYS OR IN THE CLASSROOM.
- F) Sign child in/out on daily attendance form
- G) Pay tuition fees monthly on the first Friday of the month – Checks should be made payable to FUMC Preschool.
- H) Pick up child(ren) by 12:00 P.M. on Fridays; 12 Noon on Mondays and Wednesdays
- I) Please let me know 2 weeks in advance if you will no longer be using the program
- J) Mark all belongings with child's name
- K) DO NOT SEND MEDICINE to school if child is sick – RUNNY NOSE, FEVER –please keep them home.
- L) Do not send treats like gum or suckers. Snack is provided every day your child attends school.
- M) On Fridays, bring child a lunch with beverage and please no microwaveable food items
- N) Bring disposable diapers or pullups, wipes, extra set of clothes in book bag to hang by child's mailbox hook located in the hallway outside his/her classroom.
- O) Dress your child in play clothes.
- P) Send your child's own blanket, pillow, and a doll or toy to snuggle for Quiet Time use-if your child attends on Fridays and still naps.
- Q) Don't bring special toys to school unless okay to share with the class.
- R) Birthdays are celebrated in our classrooms. Please check with your child's teacher for any allergy alerts.

CHURCH PHONE: 815-476-5474