

POWHATAN METHODIST PRESCHOOL PARENT HANDBOOK 2016-17

POLICIES AND PROCEDURES

Opening and Closing Procedures

Children arriving for Early Drop Off should be walked into the building beginning at 7:45 AM. School hours are 9-12 or 9 -1:30. Children should be dropped off under the covered entrances of the educational building where the Preschool is located between 8:55-9:10. A teacher or aide will be there to help your child into the building. If you arrive later than 9:10 please bring your child to the main preschool entrance. Ring the doorbell and someone will meet your child to help them into the building. Children will leave school by the same doors. Morning Class children will be ready for pick-up by 11:55 and **must** be picked up by 12:05. Extended Session pick-up is 1:25-1:35. Lunch Bunch pick-up is from 2:25 to 2:30. Pick up time for Extended Care is 4:30 PM. The late fee is \$1 for each minute the child has to wait past pick-up times.

Holidays and Weather

School holidays correspond with the Powhatan Public Schools. Please keep your Preschool Calendar handy and read newsletters carefully to note any changes. When Powhatan closes due to weather or emergency, preschool closes also. When Powhatan opens 1 hour late, we open at 10:00 a.m. and close at 12:00 or 1:30. If Powhatan opens 2 hours late, we will open at 11:00 and close at 1:00 p.m. or 2:30. Early Drop Off will begin 1 hr. before any delayed opening time. During late openings, Lunch Bunch and Extended Care will be held. Pick up times remain the same (2:30, Lunch Bunch and 4:30, Extended Care).

Absences

Attendance is not compulsory but regular attendance is encouraged so that the child will gain the most from the preschool experience. Please call (598-6090) or email (pumcpre@gmail.com)the school when your child will be absent.

Tuition Payment

Tuition may be paid yearly or monthly. Monthly payments are due on the 15th of each month. A \$10 late fee is charged for payments received after the 25th of the month. The yearly tuition is divided into monthly payments for your convenience; therefore tuition is due in full each month regardless of sickness, holidays, or days missed due to weather conditions. Payments by check should be mailed in the tuition envelopes provided or placed in the drop box just outside the door facing the playground. Cash payments must be given to the director or her assistant.

Checks should be made payable to: PUMC Preschool

Please do not hand tuition payment to staff members or send it with your child. If tuition is delinquent by two months, the child may not return until payment or other arrangements have been made. Limited financial assistance may be available through the Audrey Missimer Scholarship program.

Withdrawal

As stated in the **Tuition Agreement**, a parent may withdraw a child from the program by giving the school thirty days notice. This notice must be in written form. No withdrawals after March 15th. The school reserves the right to remove a child from the preschool if it is felt that he/she is not ready for the preschool experience, is unable to benefit from our program or is making it impossible to maintain a happy atmosphere for other children enrolled.

Health

Children entering our program for the first time must submit the Commonwealth of Virginia School Entrance Health Form prior to the first day of school. Returning children must submit an updated Immunization Form each year. Teachers have CPR and First Aid Certification and have been trained in the use of the AED device located in the Worship Center Building. They have also been taught to administer EpiPens for severe allergic reactions and the school will keep EpiPens prescribed for children in the preschool office. These must be in original containers with the expiration date noted. Children should be kept home when they show any of the following signs: extreme sore throat, thick nasal discharge, cough, fever, rash, ear-ache, nausea or tiredness. If your child comes to school sick or becomes sick at school, we will call you to come take him/her home. Please notify us if your child is sick with a communicable disease.

Safety

Personal Information Sheets and Emergency Cards must be filled out by parents and updated as needed. These will be kept in the preschool office. A second copy of the Emergency Card will be kept by the teacher in the classroom. Car pool arrangements will be listed on the 'Emergency Card'. If your child will be leaving school with someone other than a parent or an individual listed on the card, you must let us know in writing. No child will be released to an unauthorized person.

Virginia State Law requires children under the age of 8 to be secured in a child safety seat when riding in any vehicle. The policy at our preschool is this: Teachers will not put a child in a vehicle that does not have a safety seat or booster seat. Any person picking the child up with no appropriate seat must come in the building and walk the child to their vehicle.

We use two ‘drop-off and pick up’ lines as the means of entering and dismissal of children. A safety evaluation by the Virginia State Police recommended this system as the best way to keep our building secure. Smoking is not permitted in the carpool lines and we ask that you refrain from talking on cell phones as you approach the door for drop off or pick up. The doors of the preschool will be kept locked. Please ring the doorbell at the main preschool entrance for admittance.

Clothing

Please let your child wear clothes in which he can freely participate in all activities without fear of “getting dirty.” Our art activities are messy, so clothes should be washable. Encourage your child to wear tennis or athletic shoes, which will allow him to run, climb and participate in movement activities safely. (No flip flops). Please put your child’s name on all outer clothing such as sweaters, coats and caps.

- All kinds of accidents happen at Preschool; therefore, every child must keep an entire change of clothes at school. Please check these clothes as the season’s change.

Snack

At mid-morning we have snack time. In an effort to introduce the children to a variety of foods, we ask that you send a healthy snack that can be shared. Teachers must be made aware of food allergies. We will divide the snacks and the children will choose several different foods. Water will be served.

Suggestions for healthy snacks: fresh fruit, cheese, popcorn, crackers, raisins, vegetable sticks, dry unsweetened cereal (1 cup), goldfish, and pretzels. Cookies and other sweet treats will only be served for special celebrations.

Birthdays

Children enjoy celebrating their birthdays at school; however we are not able to have parties for each child. Cupcakes or cookies and birthday napkins make a nice addition to our regular snack. Do not send treat bags or other favors. Rather than send a special snack you may wish to donate a children’s book to the Preschool library in honor of your child. Please let your child’s teacher know if you plan to send a treat.

Special Events

Throughout the year special educational and entertaining programs may be presented at preschool. These include puppet shows, magicians, jugglers, dancers, nature and science shows. A monthly newsletter will inform you of these events.

Visitation

You are always welcome to visit our school. Since the teacher's first responsibility is to the children, **do not expect a conference while classes are in session.**

Conferences

We want to keep our lines of communication open and when the teacher or parent feels a need for a conference an appointment can be made. The teacher is not free to converse during Preschool hours. Changes at home do affect a child's behavior at school so please share with us information that will make us more sensitive to your child's needs.

Confidentiality

All information about children, parents, and staff is confidential. However, by Virginia law caregivers are required to report suspected cases of child abuse or neglect. Children may be photographed participating in preschool activities. These photos may be used for projects, sent home with the children or occasionally may be published in the local newspaper or on our website

Social Media Policy

The confidentiality and privacy of children is of utmost importance to Powhatan Methodist Preschool. All children shall have an 'Authorization to Release Physical Likeness' form signed and on file while attending preschool. Staff members who have social media accounts must have them on the most private setting possible. Staff may not create **new** "friend" status with parents of children who are **currently** attending the preschool. Staff may not post pictures of the children in their class on social media without going through the preschool director. The preschool social media accounts will be managed through the preschool office and any images posted must be approved by the preschool director. Staff may send photos of children directly to the child's **own** parents via text or email. Parents are asked not to post pictures of children other than their own on any social media. It is important that we respect the privacy of our children and their families.

PHILOSOPHY

Daily Program

The daily program of the Preschool is flexible. An open classroom program is used with different interest centers in each room. During our interest center time, your child will choose from various activities such as: blocks, puzzles, dramatic play in our home living center, creating with art materials, manipulative toys, table games or indoor play equipment. Themes each month may involve activities associated with family life, the seasons, community friends, holidays, the farm, transportation, animals, etc. Your child's day will also include time for a snack, small groups or "circle time," outdoor play, story and music times.

WHAT CAN YOU EXPECT FROM OUR PROGRAM?

Our Preschool uses a child-centered approach to education with the teacher as the scene-setter and guide. The teacher will provide opportunities appropriate for the age group and for helping each child discover and learn at his or her own pace. We will help the children to have the following opportunities:

To Know Themselves as Children of God

- To understand that God has something to say to each person in every situation that will ever be encountered.
- Chapel Time will be held in the Sanctuary with the Pastor or Children's Coordinator twice a month.

To Know Themselves as Part of a Group

- Making and enjoying friends
- Finding pleasure in giving and receiving
- Learning to recognize the needs and feelings of others
- Learning to think before acting
- Learning to use words to express feelings and solve problems
- Learning to share responsibility for the care of the world we live in

To Know Themselves as Persons With Strengths and Weaknesses

- Having the ability to use body and mind to do many things
- Developing motor skills and learning to control body movements
- Having systematic experience with number and language activities, learning the vocabulary and information for science, social studies, and literature in ways appropriate to the age and developmental skills of the learner
- Developing a degree of independence and self-confidence appropriate and reasonable for their age

RELIGIOUS EXEMPTION CLAUSE

The Commonwealth of Virginia requires Preschools receiving religious exemption from licensure to notify parents of the following:

1. Powhatan United Methodist Preschool is exempt from licensing because of its religious affiliation.
2. Teachers and assistant teachers at this school have met all requirements set by the state of Virginia. All teachers are certified annually by a practicing physician to be free from any disability that would prevent them caring for children. Teachers have had Criminal Records Checks prior to being employed.
3. The Preschool is located in the Christian Life Center on the grounds of Powhatan United Methodist Church. The preschool uses five classrooms, the kitchen, and the gymnasium in the building. A playground is located on the church grounds.
4. There is an enrollment capacity of 130 children.
5. The Preschool does not offer food services. Children bring a snack from home.
6. The Preschool is covered by public liability insurance.

Powhatan United Methodist Preschool

2253 Rosson Road
Powhatan, Virginia 23139
pumcpres@gmail.com

Sharon W. Baltimore, Director
804-598-6090
4438

Church Office
804-598-

Dear Parents,

This Handbook is designed to help you understand the philosophy, policies, and procedures of our school. Please read it and keep it handy throughout the school year.

I am looking forward with great enthusiasm to working with your child. I will be in the preschool office Monday-Friday. Please call or drop in if you have questions or concerns. I hope that your child's time at Powhatan United Methodist Preschool will provide him or her with a positive growing experience.

Sincerely,

Sharon W. Baltimore

PLEASE SIGN AND RETURN TO SCHOOL

We have read and understand the Parent Handbook, and agree to abide by the policies and procedures stated in it.

Parent(s) Signature _____

Child's Name _____

Date _____