



First United Methodist Preschool

Parent/Student Handbook 2009-2010

Children are a gift from the Lord. -Psalm 127:3

*FUMC Preschool Board
8/24/2009*

Dear Parents,

Our staff welcomes each of you and looks forward to working with you and your child this year.

This handbook is your guide to the policies and procedures that directly affect your child. Please keep it handy and refer to it often during the school year.

Our preschool program is carefully planned to help your child develop skills and to provide experiences which will help him or her learn and grow physically, mentally, spiritually, emotionally and socially.

Each child is welcomed by a teacher with love and acceptance and provided essential classroom opportunities for self-expression, learning responsibility, learning to work and play with others, and seeing school life as a joyous and happy experience.

Thank you for giving us the opportunity to work with and love your child. Together we can open the doors to a rewarding preschool experience.

Sincerely,

*Dawn Powell
Preschool Director*

SCHOOL PHILOSOPHY

- *We believe that each child is a unique individual with special gifts, talents and abilities. Each child is treated as such.*
- *We believe a sound program of early childhood education should focus on the whole child. No one area of development—spiritual, social, emotional, physical, or intellectual—should be emphasized to the exclusion of any other.*
- *We see all children as worthy individuals capable of success, and we strive to instill in all children a positive self-image and confidence in their own abilities.*
- *We believe that learning is a sequential process and that each child grows and develops at this or her own rate. Positive reinforcement is given in response to children's attempts to master age appropriate skills. Children learn by doing. When provided a variety of materials appropriate for the level of development, each child will learn necessary skills at his or her own pace.*
- *We believe that the school and home must work together. We encourage parental interest and participation in our program.*
- *We believe that children have a natural curiosity and desire to learn and that our teaching should capitalize on these characteristics. A solid foundation in the early years is basic to future success in learning.*
- *We believe that a teacher should instill in children a desire for learning, encouraging them to become independent learners. Our teachers are enthusiastic, supportive, loving, and understanding.*

TWO YEAR OLD TEACHER

Tonia Young (706) 595-9957 2990 Whiteoak Road
Thomson, GA 30824

THREE YEAR OLD TEACHERS

Louise Graham (706) 595-6409
3075 Roy Reeves Rd, SW
Thomson, GA 30824

Anita Greer (706) 595-1088 689 Howard Road
Thomson, GA 30824

Rose Pilgrim (706) 595-5061
2088 Thornwood Drive
Thomson, GA 30824

FOUR YEAR OLD TEACHER

Paige Hyman (706) 595-5079 2896 Indian Cove
Thomson, GA 30824

SCHOOL CALENDAR

We will follow the McDuffie County School calendar with the exception of opening and closing dates. Snow days will NOT be made up.

Open House		August 17
First Day of Preschool		August 18
Labor Day	No Preschool	September 7
Fall Holiday		October 12
Halloween Party		October 29
Thanksgiving Feast		November 24
Thanksgiving Holidays		November 25–27
Christmas Program		December 10
Christmas Party		December 17
Christmas Holiday Begins		December 18
Preschool Resumes		January 5
MLK Holiday	No Preschool	January 18
Valentine Party		February 11
President's Day	No Preschool	February 15
Registration for 10–11 Begins		February 22
Winter Holiday		March 12
Easter Party		April 1
Spring Holiday		April 5–9
Dad's Day		April 20
Water Day		April 29
Mom's Day Brunch		May 6
Last Day of School		May 13
Recognition Program		May 13

THINGS TO BRING

1. Books relating to the weekly or monthly theme. Be sure these are labeled with your child's name.
2. Flowers, nature objects and articles pertaining to the current unit of study.
3. Child-sized dress-up clothes.
4. Donations of books, learning supplies and toys that are in good condition or new are welcomed and encouraged.
5. Pets can be brought to show and tell, but only with the permission of the teacher. Plan to bring the pet for a few minutes and take it home.
6. A LARGE BOOK BAG. Send a full-size book bag with your child each day so that artwork and school work does not get crumpled or damaged when being sent home.
7. Parents of two year olds must send diapers, wipes, diaper cream and full change of clothes daily.

THINGS NOT TO BRING

1. Do not bring toys to school. Please be observant and be certain that small toys, balloons, etc. do not come to school with your child.
2. Do not bring money or jewelry (pretend or real).
3. Do not bring gum or candy.

ARRIVAL & DEPARTURE

Children should arrive at preschool between 8:50 a.m. and 9:00 a.m. Please be on time. Only in emergencies are children permitted to arrive before 8:50 a.m. and advance permission must be granted. The director will greet your child at the car each morning at the covered entrance on Neal Street and walk your child into the school. Please DO NOT allow your child in the building before a teacher is on duty. If you arrive late, please walk your child to his or her classroom and let the teacher know your child has arrived.

Children are to be picked up promptly between 11:50 a.m. and 12:00 p.m. Pick up your child at the covered entrance on Neal Street. A teacher will walk your child to the car and put him or her in the car seat. If it is necessary for you to pick your child up early, please notify the teacher and/or director in advance. Early pick-up should be done at the child's classroom.

If someone other than the designated person(s) will pick up your child, please send a note authorizing us to release your child to the specified individual.

ATTENDANCE

Regular school attendance is important. Your child will adjust to preschool and preschool routines easier. Your child's teacher will be able to plan, implement and finish projects and activities more effectively.

If your child's absence is anticipated in advance, please send a note stating the dates and the reason. If your child is ill, please call the preschool at (706) 595-0407 and let us know he or she will be absent that day.

If your child's absence is due to a communicable disease, please let the director and your child's teacher know this, as well as the nature of the illness.

SNACKS

Please send a snack, spill-proof cup and napkin each day for your child, unless the teacher says otherwise, in a labeled lunch box. The preschool provides juice or water at snack time.

PLEASE DO NOT SEND GUM OR CANDY FOR A SNACK.

PLEASE DO NOT SEND CHOCOLATE COVERED SNACKS.

ALLERGIES

It is very important that we have IN WRITING a report of any allergy your child may have. Please also indicate the severity of the allergy and proper action to take if the child is exposed to the allergen.

MESSAGES

If the director is not in the office to answer the phone, please leave your message on the answering machine.

If your child is to ride home with someone other than the person(s) you have designated, please send a note to the teacher specifying the individual who will pick up your child.

The director routinely sends home messages, notices and newsletters. Please check your child's book bag and folder each day.

FIELD TRIPS

Three and four year olds will have field trips to various places of interest in the surrounding area. On these days, please dress your child in comfortable shoes and clothing appropriate to the weather conditions (coats, hats, mittens when it is cold, etc).

If you are able to travel with us, please let your child's teacher or the director know.

If you have a great idea for a field trip, please let the director know.

Two year olds do not attend field trips.

SPECIAL DAYS

Birthdays

Each child will receive recognition on his or her birthday. You may send cupcakes or cookies, juice and napkins for snack time. Please let the teacher know one week in advance if you intend to send a special snack on your child's birthday.

*Party Invitations: Please remember when sending any type of party invitations, via your child's preschool teacher, you **MUST** send one for each child in the class.*

Holiday Parties

Halloween, Thanksgiving, Christmas, Valentine's and Easter parties are celebrated on designated days (see the school calendar) by the preschool as a whole. A committee of parents is assigned to each party and is responsible for planning and implementing the party. Each parent will be assigned to one party committee.

ILLNESS

Please keep your child home if you suspect that he or she is ill. A child should be free of fever for at least 24 hours before returning to school

If your child has a communicable disease to which other students in the preschool may have been exposed, please notify the director and the teacher of this possibility as well as the nature of the illness.

When a student becomes ill at school, every effort will be made to notify parents, guardians, or emergency contact persons. The child will be allowed to rest in the director's office until a responsible party is able to pick up him or her.

In an emergency, every effort will be made to contact a parent, guardian, or emergency contact person. In addition, emergency assistance (911) will be called.

INSURANCE

Insurance is the responsibility of the parents. We are unable to provide this coverage at a reasonable rate.

PICTURES

Individual and class pictures are made in fall and spring.

CLOTHING

Children should wear comfortable, practical play clothes that are washable. Children should wear clothes they can manage themselves. Overalls are NOT easily managed by preschool children and should be avoided for school clothes. Absolutely NO COWBOY BOOTS shall be worn to preschool.

Please label all clothes, coats, hats, back packs, etc. All white sneakers look alike to two and three year olds. Do not rely on them to be able to identify their things.

Please dress your child appropriate to the weather conditions. We will play outside most days. Please send coats etc. when indicated by weather conditions.

Send one change of clothes for warm weather and one for cold weather. Label them with your child's name and place in a gallon sized zip-lock bag also labeled with your child's name. Please include underwear and socks. These will be stored by your child's teacher for use if your child has an accident or needs to change clothes for some other reason.

If your child is sent home in his or her change of clothes, please send a replacement set the following day (labeled and in zip-lock bag).

TEACHER CONFERENCES

The preschool does not schedule official parent-teacher conferences. However, parents may request to schedule a conference with their child's teacher. You may choose to meet face to face in the classroom or to have a telephone conference.

If you would like to have a conference with the director, please contact the preschool office at (706) 595-0407 or the at the director's home at (706) 595-4766.

Please do not use drop-off and pick-up times as opportunities to discuss your child's progress or issues with the teacher. Although teachers are often able to give a few quick comments, they are unable to discuss your child in depth. During these times, the teacher must give their attention to the needs of many children and are unable to give you the undivided attention you deserve.

DISCIPLINE

In the case of bad behavior, the "Time Out System" shall be implemented. If the behavior persists, the child will be asked to sit with the director in his/her office. (At this time, the director will talk to the child about their conduct.) In such cases of chronic disciplinary problems, parents are expected to attend a conference with the child's teacher and director. (Additionally, parents may be invited to observe in the child's classroom.) With your permission, we will arrange for an evaluation of your child by a qualified instructor from the McDuffie County School System. Through parental involvement, we will work together to help improve and enhance the child's behavior. In situations of extreme misconduct (threats to others safety, health, etc.), the child may be withdrawn from the preschool program.

REGISTRATION

A registration fee of \$100.00 is due at time of application and is non-refundable. Registration fees are used for school supplies.

Registration for the following school year begins in March (see school calendar for exact dates). First priority for acceptance is given to church members, current students, and siblings of current students. After consideration of these applications, acceptance is first come first served.

Waiting lists are maintained for all age groups and used to fill openings that may occur before or during the school year.

CLASS ASSIGNMENTS

Parents may make teacher requests at time of application. The director, however, has the final decision as to whether a request will be honored. The director also retains the right to move a child to another class for the benefit of the child and/or other students, even after class assignments have been made.

TUITION & FEES

You may pay your child's tuition in one of two ways:

1. Personal Check

2. Money Order (Sorry, we cannot accept cash.)

Tuition is due on the first of each month. Payment is considered delinquent after the 10th of each month. At Open House, each child will be given a payment booklet for the year. Please include the payment stub with your tuition. Make checks payable to FUMC Preschool and WRITE YOUR CHILD'S NAME IN THE MEMO SECTION AT THE BOTTOM OF YOUR CHECK.

Tuition rates for FUMC Preschool are as follows:

<u>Class</u>	<u>Monthly</u>	<u>Yearly</u>
Two Year Olds:	\$80.00	\$720.00
Three Year Olds:	\$80.00	\$720.00
Four Year Olds:	\$125.00	\$1125.00

Tuition payments received after the 10th of the month are subject to a \$10 late fee. An additional \$10 late fee will be applied each week until paid in full. If an account becomes delinquent (two months past due), the child will be subject to removal from our program.

Full tuition is paid for the month of August, but none is paid for the month of May. The first tuition payment is due the first day of preschool. The last tuition payment is due April 1st.

If you plan to withdraw your child, a conference with the director and the teacher is required. In addition, 30 days notice or an additional tuition payment is required. There are no deductions or refunds due to absenteeism.

Two Year Old Class

Will Braddy 10/26
(Randy & Michelle)

Sam Dozier 12/12
(Dick & Erin)

Peyton Edwards 6/5
(Josh & Carrie)

Laney Harbeson 4/19
(Lawton & Rindi)

Makenzie Mauldin 5/31
(Marc & Michelle)

Asa Sparks 5/3
(Robert & Elizabeth)

Mason Thigpen 2/28
(Macy & Hope)

Annabelle Williams 2/20
(Hank & Anna)

Miss Anita's Class

Emma Kate Alfriend 1/1/15
(Jamie & Sarah)

Leah Ashe 12/29
(Bryan & Michelle)

Chase Calhoun 6/9
(Mike & Mandy)

Tanner Chalker 9/9
(Brad & Kay)

Hollis Evans 1/1/28
(Cory & Marie)

Hannah Garner 3/17
(Michael & Shawna)

Trace Love 4/1/1
(Thomas & Jennifer)

Jessica Morlan 12/5
(Jessie & Becky)

Miss Louise's Class

Neilly Dozier 10/19
(Dick & Erin)

Jake Fulmer 10/17
(Neal & Kelly)

Isabelle Gilmer 1/11
(Gary & Victoria)

Tristan Gray 10/18
(Brooke)

Sara Rodgers 7/28
(Jeff & Camille)

Josiah Sparks 4/7
(Robert & Elizabeth)

Grasyn Whiddon 4/7
(Bryce & Susan)

Jordan Williamson 10/12
(Joseph & Kia)

Miss Rose's Class

Riley Brooke Adams 12/19
(Larry & Lisa)

Gracie Bailey 12/30
(Tommy & Alice)

Hayden Conner 4/26
(Eric & Melissa)

Callie Ann Corbitt 1/13
(Scott & Peggy)

Carson Eubank 7/24
(Robbie & Jessica)

Halyn Fulmer 3/10
(Calvin & Julie)

Landon Harper 5/25
(Don & Marron)

MacKenzee Sparbel 7/13
(Donnie & Penny Reese)

Four Year Olds

Mercer Braddy 1/26
(Randy & Michelle)

Slade House 1/22
(Matt & Olyvia)

Christopher Carter 3/2
(Charles & Julia)

Haley Hulgan 8/8
(Marie)

Amber Clark 9/5
(Randel Clark, Carla
Williamson)

Brenna Itz
(Jason & Heather)

Amelia Fulbright 10/22
(Lawson Fulbright, Marinda
Fuller)

Avery Shields 2/28
(G.M. & Cynthia)

Sara Hall 10/31
(Darrel & Amanda)

Caelen Synder
(Robert & Shanda)

