



First United Methodist
PRESCHOOL

PARENT HANDBOOK

2010

First United Methodist Preschool

Growing in God's Love

Established 1995

First United Methodist Church
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Lorraine Haire Greer
PRESCHOOL DIRECTOR

Handbook Revised August 1, 2010



August 11, 2009

Dear Parents and Families,

Welcome to the First United Methodist Church Preschool! Our Preschool has been providing an inviting learning environment for many years and is committed to helping each child discover, affirm and develop the marvelous gift of his or her life.

The FUM preschool experience allows children to build self-confidence through interaction with others and through discovery. A positive attitude toward learning is developed in a Christian environment that includes Chapel time, where we share stories from Scripture, sing simple songs of the faith and pray together. We have a program that provides a balance of structured, free choice, group, and individual activities, and classroom materials that offer a wide variety of areas for the children to explore.

The staff of our preschool is filled with teachers who understand children and their needs. Indeed many of them are parents as well. Along with our preschool board and volunteer support, we have a strong team that ensures that each child is getting the very best care possible.

Welcome to First United Methodist Church! Please know that in addition to this wonderful Preschool our church also provides many other Christian worship, education and children's opportunities. If you are also looking for a church family and home we will always welcome you with open doors and open hearts!

In Christ,

Reverend Eldrick Davis

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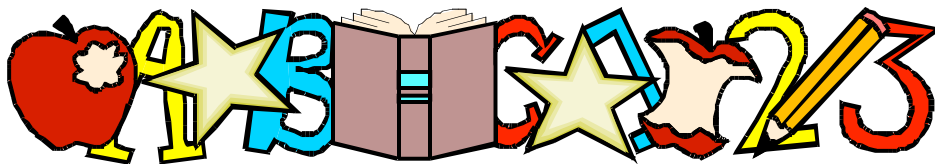
I. FUMP MISSION, VISION, AND PURPOSE

At First United Methodist Preschool we are “Growing in God’s Love”.

Our Mission . . . to provide a safe, secure early childhood environment that fosters excellence, instills a love of active learning, and provides experiences that enable our children to acquire a foundation of skills for lifelong achievement and Christian living.

Our Vision . . . to be a ministry of the United Methodist Church for the community that offers preschool children a quality early childhood alternative that lays the foundation for life-long learning in a stimulating environment provided by caring, enthusiastic, nurturing parents, educators, administrators, and an involved congregation.

Our Purpose . . . Come Experience the FUMP difference . . . First United Methodist Preschool offers children a supportive learning environment that fosters positive self-esteem, self-discipline, personal responsibility, creativity and a love of active learning that serves as the foundation for ongoing and future academic success. Our developmentally-appropriate educational program is designed to meet the individual needs of the student while providing the basic skills critical to a child’s formal educational experience. Our comprehensive curriculum maintains an emphasis on a child’s spiritual, emotional, intellectual, cognitive, social and physical development. Enrichment programs within the curriculum offer opportunities for developing talents, interests, and skills in the visual and performing arts, physical education, computer studies, and an introduction to a secondary language. FUMP offers parents a sound, effective early childhood alternative with small classroom settings focused on personalized instruction by loving, caring, nurturing and well-qualified teachers. We encourage family involvement and respect for individual differences. FUMP is committed to “building the future one child at a time “.



II. CURRICULUM AND PROGRAM GOALS

First United Methodist Preschool is dedicated to providing a caring and nurturing environment that will foster each child's ability to grow spiritually, emotionally, academically, socially and physically. The staff is selected on the basis of their ability to interact positively with young children, as well as for their educational and early childhood experience.

The loving Christian atmosphere of our classrooms is carefully created to stimulate the children in a developmentally-appropriate manner. We provide opportunities for exploring, learning, and social interaction through a variety of daily activities.

Our major goal is to provide the necessary educational foundation for future success when our students enter an elementary school program by:

- **Providing an atmosphere in which children are encouraged to be productive and creative learners
- **Developing an appreciation for education and a love of learning
- **Educating the whole child - cognitively, emotionally, socially and physically
- **Encouraging a positive self-concept and feeling of self-worth
- **Developing fine and gross motor skills
- **Teaching about safety and good health habits
- **Providing a strong foundation for reading, writing, mathematics, social studies and science
- **Providing an atmosphere in which a child feels secure and comfortable away from his/her family
- **Developing the ability to communicate effectively with others
- **Developing a sense of responsibility and independence by teaching self-help skills and strengthening decision-making abilities
- **Developing the ability to work and play in groups, as well as independently, and promoting healthy relationships with peers and adults
- **Encouraging Christian character development
- **Developing traditional Christian values through daily Chapel, bible stories and lessons, prayer. Mission projects, and devotion.

III. FUMP STAFF

Preschool DirectorLorraine Haire Greer

2 Year-Old TeacherDebbie Arje

2 Year-Old TeacherRachel Oerther

3 Year-Old TeacherWendy Feezle

3 Year-Old TeacherMelissa Morgan

3 Year-Old AssistantMary Shaver

4 Year-Old Teacher.....April Hester

4 Year-Old Teacher Jeana Paige

4 Year-Old Co-TeacherElizabeth Thayer

4 Year-Old Co-Teacher Marissa McPike

4 Year-Old Assistant.....Gloria Garcia

Music TeacherMichael Marsh

SpanishTBA

ArtRachael Oerther

Ready to ReadGloria Garcia

Programs.....Caryn Carl

(Library, Computers, Events)

IV. FUMP BOARD OF DIRECTORS

ChairmanPeggy Clark

Secretary.....Barbara Lewis

TreasurerLorrie West

Lay LeaderJackie Attaway

Budget Director and Liaison.....Hal Clark

Preschool DirectorLorraine H. Greer

Member at LargeJennie Arthur

Member at LargeSusie Bare

Member at LargeChris Thorton

Pastor.....Eldrick Davis

V. PRESCHOOL PROGRAMS AND CLASSES

All classes meet from 8:30 a.m. to 12:00 noon

Mother's Morning Out

*Child must be between 12 months by October 31st

*Class meets on Tuesday and Thursday

Two Day 2 Year-Old Classes

*Child must be 24 months by October 31st

*Class meets on Monday, Wednesday and Friday

Three Day 2 Year-Old Class

*Child must be 24 months by October 31st

*Class meets on Tuesday and Thursday

Five Day 2 Year-Old Class

*Child must be 24 months by October 31st

*Class meets on Monday - Friday



Two Day 3 Year-Old Class

*Child must be 3 by September 1st

*Child must be potty trained

*Class meets on Tuesday and Thursday

Three Day 3 Year-Old Class

*Child must be 3 by September 1st

*Child must be potty trained

*Class meets on Monday, Wednesday and Friday

Five Day 3 Year-Old Class

*Child must be 3 by September 1st

*Child must be potty trained

*Class meets Monday - Friday

Three Day 4 Year-Old Class

*Child must be 3 by September 1st

*Class meets on Monday, Wednesday and Friday

Five Day 4 Year-Old Class

*Child must be 3 by September 1st

*Class meets Monday - Friday

VI. ADMISSION

First United Methodist Preschool is private, independent and non-discriminatory. We believe in equal education, attention and care for all children without regard to race, color, religion, or ethnic origin. FUMP is open to children of families of all denominations. Registration will be accepted first from returning families; and then, on a first-come first-serve basis. Children who have special needs will only be accepted if the director deems that the child's needs can be met within the limits of the available resources and facilities.



VII. REGISTRATION, FEES, AND TUITION

To be enrolled, a complete Enrollment Form, Physician's Statement, Immunization Record, and proof of age must be on file with payment of the non-refundable registration fee and non-refundable supply fee. All student information must be kept current throughout your child's enrollment.

Please refer to the Fee Schedule for registration fee, supply fee, and tuition amounts. Parents with more than one child attending FUMP will only be required to pay one registration fee for the family and will receive a \$10 a month discount on the second child's tuition.

Tuition payments are due on the 1st of each month, payable by the 5th of the month. A late fee of \$25 will be assessed for payments received after the 5th of the month.

FUMP accepts checks or money orders made payable to: FUMP. Cash, credit cards or debt cards are not currently accepted for payments. A \$35 NSF charge will be assessed for any returned checks for insufficient funds. Tuition is not to be given to your child's teacher. Payment may be made to the director or placed in the "Tuition Box" located outside the preschool office for your convenience.

We have a limited number of need-based Michael McKinney Scholarships available for our students. If you are interested, please ask the director for an application.

Should you wish to withdraw your child from our program, we ask you provide notice in writing 30 days prior. Without proper notification, tuition payment will be due regardless. Registration and supplies fees are non-refundable with or without proper notice of withdrawal. There is no discount or pro-rate for absences due to vacations, emergencies, or illnesses.

VIII. STUDENT RECORDS

By law we are required to keep on file current emergency contact information, current immunization records, and custody orders (if applicable).

It is very important that all students' emergency contact information be up-to-date. If you move or change any of your telephone numbers, please notify the office immediately. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available.

All student records are maintained in a safe and confidential matter. At no time will student information be released for distribution purposes besides the annual family directory and class list. We will protect our student's records from solicitation.



IX. OUR SCHOOL DAY

FUMP is open and supervised daily from 8:30 a.m. until 12:00 noon, excluding the holidays observed during the year. Although our teachers arrive by 8:00 a.m. they need time to prepare for your child's arrival. For this reason, we ask that you stay with your child prior to the school doors opening promptly at 8:30 am. Your child's schedule may vary from day to day based on his/her needs and our program. We offer specials and enrichment programs throughout the week, some included within our curriculum and others optional.

"Early risers" is a special service allowing parents the option of bringing their child at 8am. It is available for children 18 months of age and older. There are 2 providers each day and the cost is \$2.00 per morning per child (regardless of drop-off time). ANY CHILD LEFT IN THE BUILDING PRIOR TO 8:25 WILL BE CHARGED THE \$2.00 FEE. There will be a roster in the Education Building and each child must be signed in by a parent upon arrival. You will receive a statement the first of each month with payments due by the 10th. Payments for Early Risers are to be made separately from regular tuition payments for bookkeeping purposes.

X. STUDENT ARRIVAL AND DEPARTURE

The preschool doors will be opened promptly at 8:30 a.m. each school morning. We ask that you escort your child to his/her classroom each morning. Please remember our outside doors are very heavy for little people to open.

All children must be signed in and out daily by a parent or authorized representative when arriving and departing from school. No child will be released to anyone other than his/her parent without prior written authorization from the parent. Persons other than a child's parent should bring proper identification for the release of a student from our facility.

When bringing or picking up your child, please do not use the gravel parking lot designated for preschool and church staff. Please use the main church parking lot. At NO time is the church drive-thru to be used during the school day. Please do not leave children unattended in your car or in the church parking lot. In accordance with the Child Safety Seat Law, any child under five years old is required to be transported in an appropriate child safety seat. If you need to leave your child's care seat for the person picking up your child, please have his/her name on it and placed outside the classroom.

Children should eat breakfast at home before coming to preschool. Teachers are busy welcoming and comforting children upon arrival and do not have time to serve breakfast. Also, if your child comes in with food, other children do not understand why they are not being fed too. A nutritious snack is provided each morning for all students.

It is especially important with younger or shy children that your departure after bringing him/her to the classroom be as brief and matter-of-fact as possible. Long drawn out good-byes only make your leaving more difficult for the child. Our staff is well prepared to meet any child's distress with affection and comfort.

Dismissal time is 12:00 noon. All classes will be dismissed from their classrooms.

XI. INCLEMENT WEATHER AND PROCEDURES

When the Craven County Schools are closed due to weather-related or emergency conditions, we will also be closed. When the Craven County Schools are on a 2-hour delayed schedule, we will open at approximately 10:00 a.m. (Our teachers will be arriving after delivering their own children to their various schools.) Tune in to WCTI-TV12 or other local TV and radio stations for information about closing or delays for the Craven County Schools. A voicemail message will be made by 7:30 a.m. on the preschool phone line detailing our opening or closing according to policy. In the event of a school closing or delay, every attempt will be made by your child's teacher or the director to notify you.



XII. STAFFING

Our teacher qualifications meet or exceed all state requirements for licensed early childhood facilities, and we adhere to the established child/teacher ratios. Our teachers are hired according to their education and experience in the field of early childhood education.

Our teachers and educational specialists continue to seek professional growth experiences either by continuing their formal education, by attending teacher professional development activities or through other professional enhancement activities. They are caring, nurturing individuals whose goal is to develop the whole child.

XIII. CLASS PLACEMENT

We support the development of the whole child and of individuality among children. It is expected, therefore, that the rate and pattern of development in young children will vary as they grow and develop.

FUMP teachers adapt their instruction to each child's learning ability. Children are placed into our program according to their developmental age as of September 1st of the current school year. If a child's developmental progress warrants a decision to repeat or continue within a specific program, appropriate continuation procedures and forms are used when recommending that a child repeat a program level and decisions are discussed with parents. It is not FUMP policy to advance a child into a new program mid-year, unless special exceptions apply and discussions between parent, teacher, and director warrant consideration for new program placement.

XIV. DISCIPLINE AND BEHAVIOR MANAGEMENT

Our approach to discipline and behavior management is to solve behavior concerns using modeling, redirection, and positive reinforcement. We let children know the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition. Circle time and other group meetings are used as a time for children to hear praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

When needed for older children, we use "think time" as a tool to improve behavior. We discuss the behavior of concern with the child, set a plan of action, and give the child in-class "think

time.” The purpose of “think time” is to give the child an opportunity away from the group to think about his/her behavior and plan with the teacher how to regain control of that behavior.

When necessary, we work with parents to resolve behavior issues. In the event a child’s behavior is causing injury to another child or disrupting the normal routine of the class, the child will be brought to the Director’s office. If this behavior persists, the parents will be notified and asked to take the child home for the day. If the behavior continues and the parent has been called 3 times, the child will be dis-enrolled from the preschool.

On occasion, our preschool environment is not suited for some children. If it is determined that your child is not adjusting well or needs special attention that we are not able to provide, we will contact you with other available options.



XV. HEALTH AND SAFETY

A. General

All students are required to have updated immunization and health forms as required by state law on file. These health forms must be submitted prior to the start of school each year. Parents must notify us in writing if their child has allergies of any kind.

Staff members are trained in first aid and CPR and can tend to everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent’s notice. For any serious accident or incident, we will attempt to notify parents by telephone.

In the event of a serious emergency, the school will secure immediate medical attention as described on the “Medical Authorization” section of the child’s Enrollment Agreement form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends.

B. Sick Policy

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children.

We reserve the right to send home any student who shows signs of illness at school. Any student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up the ill child within 30-minutes of notification.

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school. These symptoms are as follows:

A fever of 100 degrees or more

- *Vomiting within the previous 24-hour period

- *Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school)

- *A heavy nasal discharge indicative of infection

- *A constant cough or sore throat

- *Fussy, cranky behavior and generally not himself/herself

- *A skin rash, excluding diaper rash

- *Head lice

- *Symptoms of a communicable disease

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance may be requested.) If a child does have a contagious illness, please notify the Director for the health and safety of the other students within our program and allow us to take precautions to restrict the spread of illness.

C. Medication

The following rules apply in order for FUMP staff to administer medications to children:

- *A medication release form signed by the parent/guardian must accompany the medication. The form must specify the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication.

- *If a medication is to be administered for longer than 10 days, we require a physician's signature on the appropriate medication form.
- *Written authorization from the parent or guardian is also required in order for us to apply topical products, such as diaper ointment or sunscreen.
- *Medication must be in the original container and prescription medication clearly labeled with the full pharmacy label.
- *Medication must be clearly labeled with the child's first and last name, the name of the medication and the directions for use.
- *Prescription medication shall be used only for the child named on the label.
- *Medication is not allowed in cubbies or book bags. All medications must remain locked in the director's office for safe keeping.

The school cannot administer medicines or perform procedures requiring specific skills or prior medical training.

D. Allergies

It is imperative that parents notify us of a child's allergies. Special consideration will be given to supplying snacks and foods within classrooms where a child has a specific food allergy. If a child has regular medication for an allergy such as an EpiPen or Asthma Inhaler, the proper medication forms and authorizations are needed to maintain these medications on premises.

E. Fire and Other Safety Drills

As required by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.



F. Rules for Vehicles While On School Grounds

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

- **There is a 5 miles per hour speed limit at all times while on school property.
- **Park in designated paved, parking spaces only.
- **While on school grounds, pedestrians always have the right of way.
- **Vehicle ignitions MUST be turned off, and the keys removed, while parked on school grounds.
- **Children may NOT be left unattended in a vehicle at any time or for any reason.

Violations of these rules may result in a warning. If a violation is serious, or if violations continue, school personnel are authorized to take a tag number.

The church and preschool has installed security cameras around the campus to monitor unwarranted visitors and trespassers on the premises. A camera has been placed on the preschool playground and also at the front door entrance that can be monitored during the day to ensure each child's safety. While on the playground our staff will maintain a portable radio to be able to contact the preschool office should an emergency arise. A portable first aid kit is maintained while outside the building and while on field trips.

Our church doors are designed for fire safety and can be opened from the inside at all times for immediate access outside. Our doors will remain locked during the school day to prohibit entrance into our facility. Entrance into the church building during normal school hours can be garnered through the church administration offices or use the front door buzzer for assistance.



XVI. SNACKS AND NUTRITION

Parents are asked to provide nutritious snacks on a rotating basis. The preschool will provide juice daily and all paper supplies. The preschool director will set up the snack schedule/calendar for each class and distribute it to the parents. You will be expected to bring servings from the fruit or vegetable food groups and/or the bread/cereal group. We do have students with special food allergies and will inform you of such. We do ask that we remain "PEANUT-FREE" and ask that you refrain from bring food containing peanut products. We will

be glad to offer you snack ideas that the children enjoy or snacks that we have not eaten in a while. Just let us know when we can help you in this way. Please remember:

****DO NOT BRING SUGARY SNACK OR DRINK.**

****DO NOT SEND FOOD UNLESS IT IS YOUR ASSIGNED SNACK DAY AND THE FOOD MEETS OUR HEALTHY STANDARDS.**

*We ask that the snack you provide be here by 8:30 AM and that it is ready to serve. This will allow the classroom teacher more time with the children and less time in the kitchen preparing snack. If you are unable to provide a different snack in time, the preschool will purchase a snack for you and bill you for the snack.

XVII. PERSONAL BELONGINGS / CLOTHING

While at school, children are asked to wear comfortable, washable clothing. Daily activities include active and messy play and our children should feel comfortable enough to enjoy them without worrying about their clothes. They should also have outerwear that is suited to the weather in order to allow for outdoor play. Please furnish daily a labeled backpack with an entire change of clothing (including socks) for your child, for emergencies. Please bring two entire changes of clothes with pull-ups, diapers, and wipes for toddlers. Our toddler's are also asked to bring a labeled sippy cup each day for snack time.

All sweaters, hats, coats, mittens, boots, etc. must be labeled with the child's name. For your child's protection, closed toe shoes are encouraged. For safety reasons, clogs, crocs, sandals, open-toe and slick-soled shoes are discouraged.

Candy, gum, war toys, toy weapons, jewelry and money are not allowed at school. Toys should be sent only on designated share days. Please be sure your child does not put any of these items in his/her pockets or book bag.



XVIII. BIRTHDAYS

Birthdays are important to children, and they enjoy sharing them with their friends at school. We normally celebrate children's birthdays at snack time. Parents are welcome to attend. Please notify your child's teacher or director if you plan to bring a snack for your child's special day.

Teaching staff is not to be responsible for distributing party invitations. We urge you to mail them or distribute them outside of the school to avoid hurt feelings among the uninvited.

A popular way to celebrate birthdays is with a new book donation to the school library. A bookplate is placed in the donated book with the child*s name and birth date, and the book is put into circulation for all students to enjoy. Your director may suggest titles for donations, if you prefer.

XIX. PARENT INVOLVEMENT & COMMUNICATION

A. Parent Involvement

FUMP has varying opportunities for participation, such as donating time or treats for parties, accompanying family field trips, etc. We encourage participation and volunteering. You are welcome to visit and observe our preschool in operation at any time.

The school schedules a variety of events which may include Back to School Night, Fall Festival, Spring Picnic, etc. Special events and reminders will be publicized by newsletters and other forms of communication well ahead of time. Parents will also be asked to participate in parent

teacher conferences in the fall and spring to discuss their child*s progress.



Your continued support is essential in creating a positive learning atmosphere for your child.

B. Parent Communication

FUMP encourages the establishment of open channels for the parents or legal guardians of the children in the school to communicate with the school. Parents or legal guardians not subject to a restriction (such as a court order) are able to interact with their child*s teacher, and other staff members involved with their children, on a regular, daily basis during the school*s normal hours of operation (subject to any applicable procedures of the school, such as those relating to security, or those imposed by the school to ensure the effectiveness of teaching and classroom management).

In addition, parents or guardians are able to interact with their child*s director on a regular basis, and can make an appointment to meet with their child*s director at a mutually convenient time. If these parents or guardians believe that they have not been able to communicate successfully with the foregoing individuals, they are also able to communicate with a member of the governing Board of Directors to resolve any issue that may arise.

XIX. MICHAEL MCKINNEY SCHOLARSHIP

Born on May 8, 1992.

Diagnosed with ALL (acute lymphoblast leukemia) on August 10, 2006.

Died on October 6, 2007

Michael was a very special young man. He could always be found on the floor playing with younger children. They were very special to him. If you needed to find him at church or a family gathering you could find him entertaining the youngest.

Michael was an avid soccer player and outdoor enthusiast. He loved school. Despite the side effects of the chemo, radiation and other treatments which included seizures, several strokes, and loss of peripheral vision he not only kept up with his class work- he stayed on the honor roll.

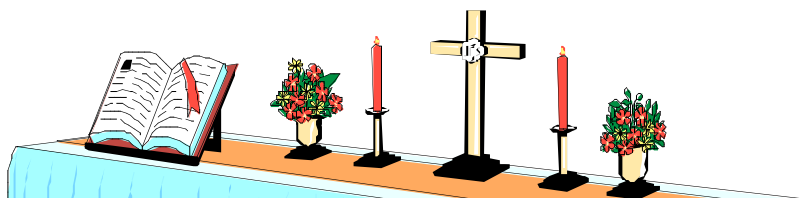
Before Michael died the newspaper interviewed him. "I'm always pushing. I don't like being home. I like school". "When I'm going through a treatment it's nice to know there are people who are there who will be there for me". "You never think it could happen to you. You just keep going and know that God's going to be there. Hopefully you have a good family to see you through."

Ben Nall, a family friend, said of Michael, "While listening to people speak of Michael one thing keeps coming up over and over- his love for other people and putting them before himself, sticking up for and encouraging others even though that person may not be popular or didn't feel they fit in".

Michael McKinney is the grandson of Jackie and Dale Attaway, active members of the FUM Church in Havelock. Jackie has served in the Preschool Board for many years.

I can do all things through Christ who strengthens me.

~Phil 4:13



We will grow ti from a seed
 We will nurture ti
 We will love ti
 We will keep ti safe and protected
 For 365 days a year
 We will look after ti
 We will embrace ti
 and fill ti with hopes, dreams, and knowledge
 And we will be extremely proud of ti
 We still don't know what ti will be one day
 But we do know ti will be the best ti can be
 Simply because we were there - we cared
 We gave ti everything ti needed to grow, and to blossom
 "ti" is your CHILD
 Your child will embrace learning
 with enthusiasm and confidence
 It's on her future will be filled with
 achievements and pride
 We will make a difference in your child's life
 How will you tell?
 You'll know by the smile on
 It's face
 and the smile in her heart
 That's the difference. That's the FUMP Difference.



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