



Thomson First United Methodist Preschool Parent/Student Handbook 2014-2015

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

DIRECTOR'S MESSAGE

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/her learn and grow physically, mentally, spiritually, emotionally and socially. Each child is welcomed by a teacher with love and acceptance. Teachers provide 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.

Sarah Alfriend
FUMC 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. Not 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 his 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.

TEACHERS

<u>2's</u> - Desiree Hinton	706-836-9073
Tonia Young	706-595-9957
<u>3's</u> - Karen Guillibeau	912-674-7438
Jessie Hicks	706-597-9069
<u>4's</u> - Paige Hyman	706-595-5079
Louise Graham	706-595-6409
Sarah Alfriend	706-466-1708

PRESCHOOL COMMITTEE

A committee appointed by the Administrative Board of the First United Methodist Church of Thomson governs FUMC Preschool. The committee consists of the following members:

Chairperson:	Charlotte Derry	706-595-0156
Members:	Michelle Ashe	706-597-9129
	Kaye Lokey	706-595-4552
	Amy McCord	706-595-868
	Bunnie Walden	706-595-6848
	Bubba Swan	706-595-8851
Treasurer:	Ellen Alfriend	706-595-5043
Pastors:	John Barnes	706-595-1627
	Julia Norman	706-595-1969
Director:	Sarah Alfriend	706-466-1708

SCHOOL CALENDAR

Open House	August 19
First Day of Preschool	August 20
Fall Holiday (no school)	October 13
Halloween Party	October 30
Thanksgiving Feast	November 20
Thanksgiving Holidays	November 24-28
Christmas Program	December 11
Christmas Party	December 16
Christmas Holiday Begins	December 22
Preschool Resumes	January 6
MLK Holiday (no school)	January 19
Valentine's Day Party	February 12
President's Day (no school)	February 16
Transportation Day	March 12
Winter Holiday (no school)	March 13
Easter Party	April 2
Spring Break	April 6 - 10
Dad's Day	April 24
Mom's Day Brunch	May 7
Water Day	May 12
Last Day	May 14

ATTENDANCE

Regular school attendance is important. With regular attendance, 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/she will be absent that day.

TFUMC Preschool will follow the McDuffie County School calendar with the exception of opening and closing dates. Snow days will NOT be made up. In the event McDuffie County Schools are on a delay due to bad weather, we will not have preschool.

REGISTRATION

A registration fee of \$125.00 is due at time of application which is non-refundable. Registration fees are used for school supplies.

Registration for the following school year begins in February (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 the 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 and/or other students, even after class assignments have been made.

ARRIVAL & DEPARTURE

Children should arrive at preschool between 8:50 a.m. and 9:00 a.m. Please arrive 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 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/her in the car seat. If it is necessary for you to pick your child up early, please notify the teacher 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.

Tuition & Fees

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

1. Personal Check
2. Money Order

Tuition is due on the first of each month. Payment is considered delinquent after the 10th of each month. Make your tuition check 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:

(You will pay for the months of August-April. We go half the month of August and half the month of May. So, you will pay in August and not in May.)

<u>Class</u>	<u>Monthly</u>	<u>Yearly</u>
Two Year Olds:	\$90.00	\$810.00
Three Year Olds:	\$90.00	\$810.00
Four Year Olds:	\$135.00	\$1,215.00

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 the account is delinquent (two months past due), the child will be subject to removal from our program. 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.

ITEMS TO BRING

- **LARGE BOOK BAG** - Send a full-size book bag with your child each day so that art/school work does not get crumpled or damaged when being sent home.
- Parents of two year olds must send at least three diapers, wipes, and diaper cream daily.
- Donations of books, learning supplies and toys that are in good condition or new are welcomed and encouraged.
- Books relating to the weekly or monthly theme. (Be sure to label with your child's name.)
- Flowers, nature objects and articles pertaining to the current unit of study.

ITEMS NOT TO BRING

- Do not bring toys to school. Please be observant and be certain that small toys, balloons, etc. don't come to school with your child.
- Do not bring money or jewelry (pretend or real).
- Do not bring gum or candy.

SNACKS

Snacks will be provided by the teacher with donations from the parents. Your child's teacher may ask you at various times throughout the year to send in a snack for the class. Your preschooler will be provided water with their daily snack.

PLEASE DO NOT SEND GUM, CANDY OR CHOCOLATE COVERED ITEMS AS A SNACK.

ALLERGIES

Please let us know of any allergies that your child might have. We will make sure to document these throughout the preschool rooms.

School Communication

If you would like to have a conference with the director, please contact the preschool office at (706) 595-0407, cell (706) 466-1708, or by email sarah@thomsonfumc.org

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.

If the director is not in the office to answer the phone please leave a message on the answering machine. The director and/or teachers routinely send home messages, notices, and newsletters. Please check your child's book bag and folder each day. We also plan to send reminders and newsletters through email this year.

SPECIAL DAYS

BIRTHDAYS:

Each child will receive recognition on his/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. Summer birthdays will be celebrated in May.

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.

ILLNESSES

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 (strep throat, pink eye, lice, flu, etc.) 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. A note will be sent home if parents need to be made aware of any of the above.

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 him/her up. 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 the 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. 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 appropriately for weather conditions. We will play outside most days. Please send coats, etc. when needed.

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/her change of clothes, please send a replacement set the following day (labeled, in a zip-lock bag.)

FIELD TRIPS

Pre-K and three year olds (and occasionally two year olds) will have field trips to various places of interest in the surrounding areas. 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.).

Parents are always welcome to attend field trips. If you are able to travel with us, please let your child's teacher or the director know.