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Student Handbook

We are pleased that you have selected First Methodist Preschool for your child. As a part of our preschool family, we will do our best to keep you informed of your child's experiences, progress, and development.

This handbook is intended to provide information regarding our procedures and policies. If after reading it you have any questions or concerns, please don't hesitate to contact me. You may reach me in my office at (615) 567-6639, my cell 931-267-5660, by email at smithvillefump@gmail.com, or by joining our Facebook group and leaving me a message.

We look forward to working with you and sharing in the growth and development of your child.

Sabrina Kirksey
First Methodist Preschool Director

INTRODUCTION

First United Methodist Preschool is a ministry of the First United Methodist Church. We are located in the Church Fellowship Center. Our educational purpose is to provide a variety of opportunities that will help your child to develop physically, socially, spiritually, academically, and creatively. We also have an open door policy so if you as a parent/guardian would like to make arrangements to do something with your child's class, just let their teacher know. We are excited for this school year to begin.

PRESCHOOL HOURS

Our 2-day program is held each **Tuesday and Thursday** from 8:00 AM until 2:00 PM. Arrival time is between 7:45 AM and 8:00 AM. Departure time is between 1:45 PM and 2:00 PM. We use the side entrance of the Community Fellowship Center. Although teachers may be present earlier than 7:45 AM, children will not be admitted any earlier. Please share any daily information that will help in the care of your child. A note or phone call by the parent or guardian will be required before your child will be released to anyone who is not on your child's enrollment form. Also, the staff may ask for a valid photo I.D. on anyone picking up your child. If we do not feel comfortable with the behavior or actions of someone picking up your child, we reserve the right to protect them by not letting them go.

Our preschool closes at 2:00 PM. Although the staff may be present after 2:00 PM, their teaching time has ended. Children who remain in the building after 2:05 PM will be considered late pick ups and parents will be charged \$1 per minute. This has not been enforced much in the past, but after multiple late pick-ups, we will be enforcing it this year. If your child has not been picked up by 2:30 PM and no guardian has contacted the preschool, it may be necessary for a preschool staff member to take your child into their care until you contact the preschool. In this rare circumstance, you should immediately contact the Preschool Director.

Preschool follows the DeKalb County School calendar regarding vacations, holidays, emergency closings, and bad weather, including snow days. We send a mass call (if you sign up for this option) and post on our Facebook page in regards to closures. Please stay alert to weather conditions such as tornado/severe storm warnings. If severe weather causes an emergency closing, we will expect you to pick up your child as soon as possible. Preschool will begin dismissal 1 hour prior to public school closing.

THE STAFF

We have a very caring and wonderful staff of people working at our preschool. We will have 5 teachers and 5 assistants. The preschool is also run by a Board of Directors.

Teachers

- Tia Puckett
- Allison Taylor
- Joyce Alexander
- Kelsey Dunn
- Katie Emberton

Aides

- Haley Ball
- Melissa Robinson
- Tiffany Cripps
- Madison Vaden
- Penny Walker

IMPORTANT INFORMATION

- The Facebook page is intended for information regarding the preschool only.
- Please do not block the funeral home parking lot completely so cars can still enter an exit. (especially during funerals)

BEHAVIOR POLICY

Discipline is viewed as a process of learning self-control, respect for others and responsibility. We give praise, provide encouragement, listen and provide choices. By setting clear, consistent, and simple expectations, we will attempt to meet the diverse needs of the children. **We have a “3 strikes, you’re out Program”. This means if your child has 3 serious incidents where we had to contact you because the safety of other students or the safety of the teacher is a concern, they can no longer attend our program..** We will work with parents on a behavior plan, but if it does not yield results, we must look at other options which may include removing your child from the school. You will be made aware of each strike against you. If it is determined that the program cannot accommodate the special needs of your child, we reserve the right to withdraw the child from the program for the remainder of the current year. Should this occur, it would not prevent you from applying again.

DROP OFF/PICK-UP PROCEDURES

At the beginning of school, parents are allowed to come in if needed. Later, we encourage that you use the drop off/pick-up line when possible for the safety of our students. A note will go out later about this. The drop off line begins at 7:45am. Pull up under the covered drive and an employee will come get your child out of the car for you. The line ends at 8:00am. If you come after that, you will need to bring your child in. The afternoon pick-up line begins at 1:45pm. You will pull up the same way and we will bring your child to you and put them in the car for you. **Your sign should be clearly shown through your window all year.** If the pick-up line doesn’t work for you for some reason, please see the director to make other accommodations.

CLOTHING

Please send your child to preschool in comfortable clothing so that he/she may participate in all activities.

Please provide a **complete** change of clothes including a weather appropriate shirt, pants, underwear, socks, etc. to stay at preschool at all times. Please place these items in a large Ziploc bag. A jacket should also be brought to school on cool days because we do go outside if weather permits. Please check your child’s cubby as the seasons change to ensure that the clothes still fit and are appropriate for the season. Some children may also require sunscreen. Children will play outside each preschool day unless it is rainy or determined to be too cold. **PLEASE REMEMBER TO LABEL ALL GARMENTS.**

NAP TIME/QUIET TIME

Each child will be required to rest after lunch each day. The lights will be lowered and soft music will be played. We do not expect all children to sleep daily. However, it is expected that children who do not sleep spend the time quietly on his/her rest mat not disturbing the others. Nap time is usually the hardest time of the day for the children to adjust to. If you choose for your child not to nap at school, you may pick him or her up early each day. If it seems that your child refuses to rest at this time and causes problems for the other students, it may be necessary for them to be picked up as well.

LUNCH/SNACKS

IMPORTANT: Please notify us if your child has **ANY** food allergies. It is important to have this posted in our kitchen and in our classrooms.

Each morning a simple snack will be served. Families may provide the class snack if they wish. Speak with your child's teacher if you are interested in providing a snack.

Parents are responsible for providing a lunch and drink for their child. Please send foods that your child is familiar with. It is important that they eat well. We ask that you **do not send** the following: **canned foods that need preparing, soft drinks, or anything that requires cutting or heating.**

We will celebrate holidays each month. If you would like to supply a treat on your child's birthday, just let your teacher know. We will have several parties throughout the year. Each classroom will be assigned a Room Mother to help with the planning. If you would like to help, please let your teacher know.

MEDICATIONS

If your child needs medication, the following steps must be followed:

All medications **must** be in its **ORIGINAL** container (obtained from the pharmacist). The container **must** have your child's name on the prescription. You **must** have a written note with permission for the teacher to administer the medication and specific directions on how to administer the medication. If all steps are not completely followed, we will not administer any medication to your child. The medication will be kept locked up at all times. Aspirin, Tylenol, Motrin, etc. **CANNOT** be given without your consent.

SAFETY

In case of accidental injury, we will make an immediate attempt to contact the guardians. The staff will be in charge and make all decisions of care until a parent, ambulance, or paramedics arrive. The preschool will maintain the parent's signed consent form. It is to your child's benefit that you keep the preschool up-to-date on family phone numbers, emergency numbers, and other pertinent information, as it changes.

ILLNESS

Please be certain that your child is well before bringing him/her to preschool. Preschool is NO place for a sick child. **DO NOT bring your child if he/she is running a fever of 99.5 or above or if they have had diarrhea or vomiting within 24 hours. Your child should be fever free for 12 hours before returning to school.** Contagious diseases spread quickly in a preschool setting. If a staff member feels that your child is not well, the child will try to be isolated and the parents contacted. It is very hard to isolate children, so we expect prompt pick-up after notification.

If a child has been identified with lice, treatment for lice and removal of all nits is required before the child may return. A nit free note from a doctor will be required before returning to the classroom. We strive to provide a healthy atmosphere for every child.

Please try to notify the school when your child will be absent. For the health and safety of all our children, it is your responsibility to notify us if your child has been exposed to or has a contagious disease such as: chicken pox, hepatitis, measles, mumps, pink eye, lice, etc.

Covid – Please follow doctor's orders when the student or family member is positive.

Concerns of Abuse: As concerned caregivers, it is our responsibility to report to the appropriate authorities any concerns about the occurrence of abuse towards a child.

FIRE, EARTHQUAKE, TORNADO

Safety Practices will occur during preschool to help prepare in case of an emergency.

FUNDRAISING

During the school year we do participate in fundraising in order to be able to improve the classrooms, the playground, and provide special things for the students. **It is not required!**

FAMILY PARTICIPATION

We encourage parent involvement and participation. Parents do not need an appointment to come in and see our preschool. However, if you wish to talk in detail to the Director or your child's teacher, it would be best to make an appointment.

We take a family field trip to the Pumpkin Patch each Fall and we have our Easter parties at Green Brook Park in the Spring. Parents or guardians are required for transportation and supervision purposes. It is a good way to enjoy a new adventure with your child!

PRESCHOOL FEES

Anyone who registers a new student will be required to pay a \$30.00 registration fee. Existing students pay a \$15 registration fee. You will also be required to pay a \$75.00 supply fee.

Preschool Tuition: Tuition is \$1350.00 a year which equals to \$135.00 per month if you spread it over the 10 months we are at school. You may choose to pay tuition in full if you would like. Tuition is due the first preschool day of each month, beginning with August and ending in May. There is a \$20 discount for siblings. Tuition for siblings is now **\$250 a month.**

First United Methodist Preschool is a non-profit organization. Therefore, we need all tuition to be paid on time to ensure the preschool runs properly. If tuition is late, a **\$5.00 late fee** will be added for each day it is late. Tuition is an annual fee. **No refunds are given for absences due to illness, family vacations, snow days, etc. and these days cannot be made up.** Tuition is \$1350.00 a year regardless. This will only be changed if there are extenuating circumstances and the preschool has to close for an extended amount of time.. Checks are preferred for ALL payments throughout the year. Please make all checks payable to **First United Methodist Preschool** and list your child's name on the check.

Payments that are more than 1 month behind are grounds for dismissal. Readmission will be considered only upon full payment of the current bill. If a crisis should occur, arrangements may be made with the First Methodist Preschool Board. Please see the Preschool Director for further arrangements.

Should you withdraw your child from preschool, any tuition paid during the month in which the withdrawal occurs will not be refunded. Once a student is withdrawn, he/she must reapply to return to preschool. Acceptance of the application will be subject to the availability of space for the program.

Please note: We follow the DeKalb County School Calendar regarding all vacations with the exception of Fall Break. If Fall break is 2 weeks, we only take one week, and we are open the 2nd week for your convenience)

Folders

At the beginning of the year, we give your child a Parent Communicator Folder that goes to and from school. If this folder is lost, we will only replace with a cheap paper folder due to the cost of the original folder, so please try your best to keep up with it. If you end up pulling your child from school, we would appreciate you returning it so we can give it to the child who takes their place.

WHAT TO BRING TO PRESCHOOL

Please label everything!!

1. A backpack to take home and return daily.
2. A complete change of clothes, underwear, etc. in a large Ziploc bag. (label each garment)
This will need to be changed or added to as the seasons change.
3. Rest mat, small blanket and small pillow
4. A lunch box
5. Diapers/Wipes (If your child is not potty-trained)

Wish List (These items are not required)

1. Lysol Spray
2. Clorox Wipes (generic brand is fine) AND Baby Wipes
3. Snacks (chips, goldfish crackers, animal crackers, popcorn, etc.)
4. Hand Soap and/or Sanitizer

First United Methodist Preschool Receipt of Handbook Form

*****Please read the Handbook and all information and return this form on your next trip to school.*****

CHILD'S NAME: _____

*******Please keep the handbook for future reference.*******

By enrolling your child in the First United Methodist Preschool and signing this contract, you are agreeing to abide by the policies and procedures outlined in the handbook.

I _____ have received a copy of the _____ (Signature of Parent/Guardian)

First United Methodist Preschool Handbook which describes preschool policies and procedures and I will abide by these rules. I understand failure to obey these rules could result in dismissal of my child.

(Child's Name)

(Today's Date)