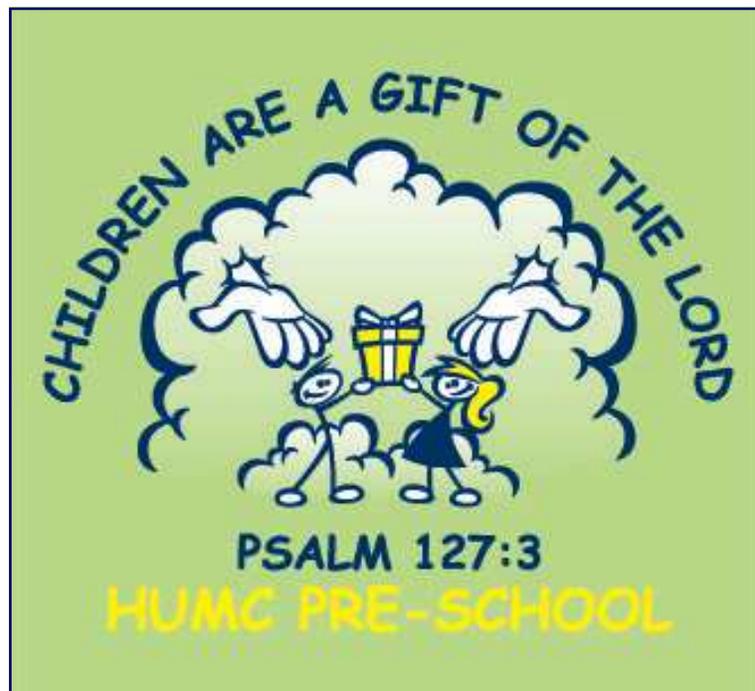


Parent Handbook



Haymount United Methodist Church Preschool
2015-2016

Dear Parents,

It is a privilege to greet you and welcome you to Haymount UMC Preschool. We recognize the trust that you have placed in us by enrolling your child here. It is not a trust that we regard lightly. We believe that positive influences upon our children are extremely important and that is what we seek to provide through our preschool program. This is true from the dedicated staff who care for our children as well as the secure facilities in which they meet.

While it is true that we will be praying for your child please know that we will pray for your family as well. The preschool is a kind of extended family of the Haymount worshiping community. Your hopes and needs are important to us. If you are new to the area or perhaps have no church home with which you are presently affiliated, we hope that you will consider us to be that church home. Take the time to get to know us. We would be honored to welcome you as a part of the Haymount UMC family.

May God grant you a wonderful year as we begin this journey together. The Peace of Christ be with you.

M. Francis Daniel
Senior Pastor

Dear Parents,

Welcome to Haymount United Methodist Preschool. We are thrilled that you have chosen to share your child's early years with us! You will discover that we are dedicated to providing a quality early childhood education to each and every child.

Our goal is to encourage emotional, social, physical and mental development through a variety of age-appropriate activities. Our experienced, qualified staff is dedicated to planning opportunities for learning that are perceived by the child to be "play". Children are encouraged to use creative expression and their imaginations as they experience the joy of discovery.

At Haymount, the children are taught the basic Christian values of love, kindness, tolerance, sharing and valuing themselves and others.

We are looking forward to an exciting year with you and your child!

Eileen W. Hatch
Children's Weekday Ministries Director

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MISSION

To guide children toward an understanding of God's love and their place in His kingdom. To develop well rounded children who are happy, secure, confident and eager to learn.

VISION

To be a Christian preschool which offers a sound developmental experience for children through interactive learning by incorporating biblically integrated curriculum. To provide for children an atmosphere of love, acceptance and affirmation.

PHILOSOPHY

Haymount United Methodist Church Preschool follows a developmental learning philosophy that focuses on interactive learning experiences, character development, socialization, meaningful play, creative art and musical experiences. We strive to provide a Christian environment that nourishes spiritual growth and encourages a confidence and excitement for learning.

HUMC PRESCHOOL CURRICULUM

HUMC Preschool uses a biblically integrated curriculum. The curriculum is developmentally appropriate for the 2, 3, and 4 year-old child. Our teachers will enhance this material with other resources and their previous experiences. Each weekly theme has a Bible verse and Bible story to guide our learning.

The school year will be divided into weekly units. This will allow for in-depth exploration and age appropriate learning experiences.

The curriculum is enhanced by using interactive learning centers. The children will choose from art, blocks, dramatic play, science, music, manipulatives, listening centers and writing centers where activities have been planned to help enrich the topic of study.

MUSIC

The children will attend weekly music class with our Music Resource Teacher. They will experience singing, working with musical instruments, rhythms, movement and musical games. Music will also be incorporated into every day classroom activities. Parents who have an interest in music or play an instrument are welcome to share their musical talents with the children in their classrooms.

CHAPEL

The children will attend weekly Chapel with our Chapel Resource Teacher. They will be exposed to Bible stories, dramatic play, singing, and worship. The children will be introduced to the different parts of worship. They will learn about God's love.

ARRIVAL AND DEPARTURE

Our school day is 9:00 AM - 12:00 PM. Lunch Bunch is from 12:00 - 1:00 PM. Lunch Bunch is registered for at the beginning of the school year. Please do not drop off your children prior to 9:00 AM. The teachers are busy preparing for the day's activities. We ask that the children arrive on time so they can participate in all the day's activities. Be sure to sign your child in/out every day on the roster provided by your teacher. Always ensure a teacher is present before leaving your child for the day.

Pick up times are from 11:50-12:00 pm and 12:50-1:00 pm. On-time pick up is expected. There is a late charge for any child picked up after 12:00 or 1:00 PM. The charge is \$5.00 for the first ten minutes and \$1.00 for each minute thereafter. If you are unable to arrive on time, please call ahead and let us know. In most cases, this will waive the late charge.

TUITION FACTS AND FIGURES

REGISTRATION FEES

\$100.00 for the 1st child

\$75.00 for each additional child

The registration fee is non refundable and due at the time of registration. If for any reason you withdraw your child from the program, please notify the director in writing. If you withdraw by June 15, you will be reimbursed 1/2 of your registration fee.

LUNCH BUNCH FEES

\$15.00 per day per month

Example: M/W/F = 3 days = \$45.00 a month

INFANTS

Monday through Friday

INFANT—TRANSITION FEES

1 day a week	\$80.00
2 days a week	\$140.00
3 days a week	\$210.00
5 days a week	\$350.00

TODDLER - 4 YEAR OLDS

Transition & Toddlers T/TH or M/W/F

2 Years Old T/TH or M/W/F (younger and older)

3 Years Old T/TH or M/W/F (younger and older)

4 Year Old M/W/F and M-F

TODDLER - 4 YEAR OLD FEES

2 days a week	\$140.00
3 days a week	\$180.00
5 days a week	\$300.00

Tuition is due by the 5th of each month. Any payment received after the 5th of the month should include a \$25.00 late fee. The monthly tuition is a set amount for each month, August through May, whether we are out for holidays, inclement weather or if your child is absent.

We require a 2-week notice when withdrawing your child from HUMC Preschool. Charges will be made for any month your child attends. Any account in arrears more than one month will result in your child's dismissal from the program.

DISCIPLINE

HUMC Preschool takes a positive approach to discipline based on the Christian principle, "in everything, do unto others as you would have them do unto you." (Matthew 7:12)

Staff members facilitate the development of responsibility, self-regulation and self-control in children by:

- Setting clear, consistent and fair limits for classroom behavior.
- Encouraging appropriate behavior, patiently reminding children of rules and their rationale as needed.
- Using children's mistakes as learning opportunities.
- Anticipating and eliminating potential problems.
- Redirecting children to a more acceptable behavior or activity.
- Deflecting problems before they become conflicts.
- Modeling appropriate and acceptable behavior.
- Listening and acknowledging the feelings and frustrations of children with respect.

Staff members do not use corporal punishment, humiliating or frightening techniques.

Time outs are discouraged because children need to learn to work out their problems, not be isolated from them.

Food or beverage is never withheld as a discipline device.

Minor disruptive behavior by a child will be handled by staff using the following steps:

1. OBSERVE AND LISTEN in order to prevent conflict by anticipating any unacceptable behavior.
2. REDIRECT the child to another activity.

3. TALK to the child individually and discuss alternative behaviors.
4. SEPARATE the child from the group.
5. DISCUSS the situation with the parent.

If after the teacher has explored options of behavior modification, positive reinforcement, rewards, redirection and modeling desired behavior, a child continues to disrupt the learning environment or others, the following steps will be used:

1. TALK to the child individually and EXPLAIN why their continued misbehavior is unacceptable.
2. SEPARATE the child from the group.
3. DOCUMENT all incidents and provide the parent with a copy.
4. CONFERENCE with parent and request the parent sign the documented discipline report. Provide the HUMC CWM Director with a signed copy within 24 hours of the incident.
5. REFER a continuing discipline problem to the CWM Director who has one or more of the following options:
 1. Provide the parent with professional resources in the community to assist the child. The parent will be financially responsible for any charges incurred.
 2. Transfer the child to a different age appropriate classroom if a vacancy exists in order to provide a different environment and continue behavior modification.
 3. Request the parent stay with the child or pay a responsible person to assist the child with positive behavior modification.
 4. Dismiss the child from the program if there is no significant sign of improved behavior after the initial parent/teacher conference. (Prior notice will be given to the Chairperson of the CWM Board.)

5. If dismissed from HUMC, a child will not be eligible for reenrollment for the current year. However, the child will be given the opportunity to enroll the following school year with the understanding between the parent, teachers and CWM Director the child's behavior will be observed for a period of three weeks. If the child's behavior has not been modified radically, the CWM Director reserves the right to dismiss the child from the program. The current months' tuition will be prorated and reimbursed. (A notice will be given to the Chairperson of the CWM Board.)

If any child physically harms or seriously threatens to harm another child or staff member, destroys church property or personal property (including vehicles) the following steps will be implemented by the CWM Director:

1. A behavior report will be completed by staff members and signed by the parent. A copy will be given to the CWM Director within 24 hours of the incident.
2. The child will be immediately suspended from the program for a minimum of 24 hours from the time of the incident with no refund of fees. (A notice will be given to the Chairperson of the CWM Board.)
3. A mandatory conference will be held with the lead teacher, the CWM Director, the child and the parents before the child will be readmitted to the program.
4. A second incident of violent behavior, threatening behavior or destruction of property may result in a longer suspension or permanent dismissal from the program for the remainder of the school year.
5. Same as "5" above.

BITING

Note: The Biting Policy will be followed for children in the two-year-old classes and below. The policy on "Physical Harm" will be applied for children in the three and four year old classes.

POLICIES TO FOLLOW WHEN BITING OCCURS:

1st incident: Parents will be notified by telephone.

2nd incident: Parents will be notified by phone. The Director will go in to the classroom and monitor the behavior for the remainder of the day.

Prior to the child's return to class, parents of the biter will be asked to come in for a conference with the director, and the teachers to develop strategies to prevent further biting incidents.

3rd incident: In order to provide a safe environment for all children, it is mandatory for the parents to provide at their expense a professional resource to monitor the child's behavior and offer feedback to cease the behavior. Examples of a professional resource are child development specialist, behavior management consultant, child psychologist, etc. A follow up conference will be held with the director, professional resource, teacher and parents prior to the child's return to class.

4th incident: If biting continues to occur after attempting to solve the behavior, the parents will supply an assistant at their expense to shadow their child while in the classroom for the duration of the year.

*If the behavior ceases for a period of time and then returns between steps one and three then you would return to step one and continue through the steps.

COMMUNICATION

Communication is of utmost importance as we work together in the best interest of your child. In each class, the teacher is responsible for sending home a monthly calendar and newsletter informing you of upcoming classroom activities. This is an ideal tool to place on your refrigerator to help prepare your child for the day.

Each class will prepare a phone roster to be used by the parents in your child's classroom. Please notify your teacher if you do not want your phone number and address released.

HEALTH POLICIES

Each child enrolled at HUMC Preschool must have a health form on file signed by a physician. Parents have 30 days from the start of school to turn this in.

Haymount will follow the North Carolina Child Care Standards on illness. Children will be excluded from care at Haymount Preschool if they have the following:

1. Two episodes of diarrhea.
2. One episode of vomiting.
3. Red eye with white or yellow discharge until 24 hours after treatment.
4. Scabies.
5. Lice. The child can return once the child is nit free and has a note from their doctor that treatment has been given.
6. Chicken Pox or rash suggestive of chicken pox.
7. Unexplained rash. A doctor's statement stating that the rash is not contagious will be required for admittance.
8. Tuberculosis, until a health professional states that the child is not infectious.

9. Strep Throat, until 24 hours after treatment has started.
10. Pertussis, until five days after appropriate antibiotic treatment.
11. Hepatitis A virus infection, until one week after onset of illness or jaundice.
12. Impetigo, until 24 hours after treatment.
13. Fever free for 24 hours without the aid of a fever reducer.

If during the course of the school day, your child develops any of symptoms of illness, you will be called to pick up your child. If your child contracts any contagious disease, please inform the school so we can notify the other parents.

SNACK

All snacks served to the preschool children, ages toddler and older, must meet nutrition standards as governed by the Division of Child Development.

- Parents are to send prepackaged commercially prepared snacks that are nutritious. Please do not send pre-opened items. We are not allowed by law to serve an item once it has been opened.
- Beverages for our toddlers and older, should be milk, water or 100% fruit juice.
- Food prepared at home such as muffins, cookies, cupcakes and cakes can not be served.
- Foods such as potato chips, candy, cakes and cookies are not considered to have any nutritional value and can not be served except for special occasions such as birthday celebrations or holiday parties.
- Snacks served must have 2 of these 4 components
 - Milk
 - Meat or meat alternative
 - 100% fruit juice, fruit or vegetable
 - Bread or bread alternative

Examples of excellent snack choices are:

- 100% fruit juice and goldfish
- Water, apple and cheese slices
- Milk and $\frac{1}{2}$ bagel
- Water, cheese and crackers
- Water, celery sticks and raisins
- Milk and muffin
- Water, crackers and veggies

SAFE SLEEP POLICY

In accordance with North Carolina House Bill 152, all children 12 months of age or younger receiving care at HUMC Preschool will be positioned on their backs for sleeping to reduce the risk of Sudden Infant Death Syndrome (SIDS).

INCLEMENT WEATHER POLICY

If Cumberland County Public Schools are closed due to inclement weather, HUMC Preschool is closed. If the Cumberland County Public Schools have a 2 hour delay due to inclement weather, HUMC Preschool will operate on a 2 hour delay. There will be no make-up days.

PRESCHOOL DRESS AND POTTY TRAINING

Please dress your children appropriately daily so that they can enjoy learning through art and play:

- Tennis shoes are comfortable and practical and will allow children to develop their gross motor skills during outdoor time. Flip flops and open toe shoes are not appropriate for preschool.
- Children must be dressed in clothing they can independently handle when going to the bathroom. Elastic waist pants are a plus! Children want to do it by themselves so give them opportunity to succeed! If your child can't snap, buckle, or tie it, leave it at home.

- Children will go outside each day unless prohibited by the weather. Please make sure your child has clothes that a seasonally appropriate in order to participate in outdoor activities.
- An extra change of clothes in a Ziploc bag labeled with your child's name is to be kept in their backpack for occasional accidents. Please include socks and underwear.
- Encourage and explore the process of potty training at home. Children will develop these skills in their own time, but with encouragement of the family and teachers, this process will move quicker. Please speak with your child's teacher about where your child is in the process and do not send them in big "boy/girl pants" until they are ready.
- Children who are in the potty training process are required to wear pull-ups. Assistance with potty training of children younger than two years of age will be at the discretion of the director.
- The children in four-year old classes must be toilet trained.

**2015—2016 SCHOOL YEAR
PARENT/TEACHER ORGANIZATION (PTO)**

HUMC Preschool is proud to offer a very active Parent/Teacher Organization comprised of parents, teachers and staff. The primary function of the PTO is establishing and maintaining communication among parents, staff and administration. All fundraising activities are organized and supervised by the PTO.

All parents of HUMC Preschool are members and are encouraged to participate in all functions sponsored by the PTO. The Executive Committee of the PTO is comprised of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Fund Raising Coordinator and the Chairperson of the Children's Weekday Ministries Board.

Other chair positions are available each year which include Pizza Days, Silent Auction, Art By Me, Book Fair, and Teacher Appreciation.

BOARD MEMBERS

The purpose of the HUMC Children's Weekday Ministry Board of Directors shall be to provide direction and to direct the administrative and financial business for the HUMC Preschool. The Board shall advise, govern, and set policy for the Preschool. The Board will resolve situations related to the Preschool as they arise. The Board shall be empowered by the Haymount United Methodist Church to represent Haymount UMC in matters related to the Preschool. Appointed Board shall be by the Senior Minister and Lay Leadership Committee.

HUMC Children's Weekday Ministries Board Members

Virginia Davis, Chair
PTO Chair, *ex officio*
Charisa Carstens-Potter
Duncan McMillan
Allison Perez
Taylor Richardson
Kim Richardson
Paige Ross
Angela Tew
Cristin Wise
Dorothy Funkhouser, Haymount DCE, *ex-officio*
Eileen Hatch, CWM Director, *ex-officio*

**A MESSAGE FROM
HAYMOUNT UNITED METHODIST CHURCH**

We invite you to take part in the other aspects of our Christian Education program for children as well as all church activities. All children are welcome to attend our Sunday School, Vacation Bible School, day camps, Wednesday programs and more! We want the children to grow in their knowledge and love of God through our Savior, Jesus Christ.

Sunday Worship: 8:30 a.m. Traditional,
9:45 a.m. Contemporary,
11:00 a.m. Traditional
Sunday School: 9:45 a.m. for children and adults
Discipleship Hour: 11:00 a.m. for infants through 2nd graders

Wednesday Evening 5:30 p.m. - 6:00 p.m. Dinner
5:30 p.m. Nurseries Open
6:00 p.m.-7:30 p.m. Children Activities
for children ages 3 through 5th grade.

Annual Events Throughout the Year:

- Easter Celebration: usually held on Palm Sunday
- Twelve the Night Before Christmas: Stories, cookies, and special visitor
- Pentecost Celebration: A Birthday Party for the Church
- Fall Festival: a time for families to gather for fun as a safe alternative to Trick or Treating.

In the Summer:

- Vacation Bible School: held annually for one week during the summer
- KidServe: held annually for one week during the summer for students in 4th and 5th grade. Kids in mission in the community
- Nature Day Camps: held annually for one week during the summer for students who have completed Kindergarten - 5th grade. A three day camp is available for children who have completed a year in a preschool program - 4 year olds.

Haymount United Methodist Church Preschool, Inc. does not discriminate in providing services to children and their families on the basis of gender, race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation. Haymount United Methodist Church Preschool, Inc. is an equal opportunity employer.

Haymount Preschool
a ministry of:



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