

Parent Handbook



**Haymount United Methodist Church Preschool
2025-2026**

Welcome to Haymount United Methodist Church Preschool!

Serving Fayetteville Since 1978

We are excited to begin another wonderful year of growth and learning with the most precious members of our community—our children. Children are a gift from the Lord!

It is my heartfelt desire that we celebrate each milestone with you and your child throughout the year. Every child is unique, and every child is deeply valued. Our goal is to create an environment where each child can flourish, knowing that mistakes are a natural and essential part of learning.

We strive to ensure that every child feels safe, loved, and respected each day. We also recognize that parenting isn't easy, and it is our hope and prayer that we can support you, the parents, as much as we support your children.

Thank you for trusting us with one of your child's first communities outside the home. We are honored by your confidence in us, and we are committed to providing a high-quality, nurturing experience that reflects God's love.

Blessings for a joyful year ahead,

Laurie Ashley, Director

Dear Parents,

Imagine a jar with 936 marbles in it! Nine hundred thirty-six weeks for your child to grow from birth to their eighteenth birthday. 936 weeks of adventure for you as a parent.

Haymount United Methodist Church knows you have only placed a few dozen of the 936 marbles into the jar of life with your child. We also know that placing your child with us implies great trust, a trust we embrace with a full heart. Our team strives to make our preschool a joyful, safe space filled with love and learning.

We are glad we can come alongside your family in this season of life and assist you as your child grows into adulthood. In your time among us, we hope to help your child learn that God made and loves them and that Jesus can be a forever friend. We may also learn to make wise choices, trust God, and treat others the way we want to be treated.

Our church family also provides additional opportunities for you and your family to connect in worship, study, and fun activities for all ages. We pray that your family will experience growth and learning as we place more marbles in the journey of 936 weeks for your child.

Grace and Peace,
Allen Bingham, Pastor

Program Hours

- **Preschool Hours: 9:00 AM - 12:00 PM**
- **Lunch Bunch (Optional): 12:00 PM - 1:00 PM**
- **Preschool Office Hours: 7:45 AM - 1:45 PM**

Please do not drop off before 9:00 AM as teachers are preparing for the day. On-time arrival ensures your child can fully participate in activities.

Late Pick-Up Policy

Prompt pick-up is required. Late fees apply after:

- **12:10 PM or 1:10 PM: \$5.00**
- **After that: \$1.00 per additional minute.** This fee applies per child, including siblings/carpools.

Arrival & Dismissal

- **Always walk your child to/from class.**
- **Sign in and out each day.** This includes older siblings who may walk in independently.
- **If someone other than a parent will be picking up your child,** please notify the teachers. The names of those authorized to pick up your child are required on the enrollment form, as well as a family code which could be used in the event of extreme emergency when no one on your pick up list is available.

Safety & Drills

We practice fire, tornado, and safety drills regularly. Security is a top priority, and we strive to provide a safe, nurturing environment at all times.

Parent Conduct

Respectful communication is expected. Inappropriate behavior (e.g., verbal abuse, intimidation, or disrespect toward staff, students, or other families) may result in your child's dismissal from the program.

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, and creative art and musical experiences. We strive to provide a Christian environment that nourishes spiritual growth and encourages a confidence and excitement for learning.

2025-2026 Preschool Board Members

Hannah Gray	Jamie Hurley
Becky Spade	Holly Pendergraft
Patricia Everett	Glo Aaron
Ruthe Dent	Kristine Sims, PTO President
Kim Feldmeyer	Ashley Hill, PTO Treasurer
Sharon Lewis	
Mallory Howard	

Laurie Ashley, HUMC Preschool Director
Rachel Madsen, HUMC Children's Ministry Director
Allen Bingham, HUMC Sr. Pastor
Nicole Andre, Finance

Haymount Preschool Curriculum

Our curriculum is developmentally appropriate, faith-based, and designed to foster a love for learning in toddlers through 4-year-olds.

We use weekly thematic units that include:

- A Bible verse and story
- Integrated music and movement
- Age-appropriate activities to promote creativity, confidence and curiosity

Children explore and grow through interactive learning centers, including:

- Art
- Blocks & manipulatives
- Dramatic play
- Music
- Science
- Language & writing

Our focus includes development in:

- Social-emotional skills & self-esteem
- Language, literacy & pre-reading
- Number awareness & early math
- Fine & gross motor skills (including handwriting readiness)

Music & Chapel

Each class attends weekly Music and Chapel with our resource teacher. Children experience:

- Singing & rhythm
- Instruments & movement
- Worship through Bible stories and songs

These activities help children grow spiritually and experience God's love in meaningful joyful ways.

Preschool Dress

To support a safe and active learning environment, please follow these guidelines:

Clothing & Footwear

- Dress your child in comfortable, weather-appropriate clothes suitable for art, play, and outdoor activities.
- Tennis shoes are highly encouraged—flip-flops, open-toed shoes and crocks are discouraged for safety
- Choose clothing your child can manage independently. Elastic waistbands are best—avoid snaps, zippers, buckles, or ties if your child cannot operate them alone.

Extra Clothes

- Keep a full change of clothes, including socks and underwear, in a labeled Ziplock bag in your child's backpack for occasional accidents.

Outdoor Play

- Children go outside daily, weather permitting. Please dress them accordingly.

Potty Training Guidelines

- Potty training should be supported at home and at school—communication with your child's teacher is key.
- Children in training must wear pull-ups until fully trained.
- Children in the 4-year-old classes must be fully potty trained to attend.
- If frequent accidents occur, parents may be called to pick up their child.
- Support for training children under age 2 is at the director's discretion.

Thank you for helping us foster independence and comfort for all children!

Tuition Costs 2025-2026

Annual Non-Refundable Registration Fees:

\$100.00 First Child
\$75.00 Each Sibling

Annual Non-Refundable Supply Fee:

\$50.00 Per Child

Lunch Bunch Fee:

\$22.00 Per Day Per Child Per Month

Lunch Bunch is an optional hour for lunch and socialization. If you select Monday as a lunch bunch day, the \$22 covers each Monday in that month. If you select all five days, your child will stay until 1:00 PM every day for an additional \$110 per month.

Infant Monthly Tuition

2 days per week (T/Th)	\$252.00
3 days per week (MWF)	\$355.00
5 days per week (M-F)	\$479.00

Toddler Monthly Tuition

2 days per week (T/Th)	\$252.00
3 days per week (MWF)	\$340.00
5 days per week (M-F)	\$453.00

2 year olds Monthly Tuition

2 days per week (T/Th)	\$252.00
3 days per week (MWF)	\$294.00
5 days per week (M-F)	\$386.00

3 year olds Monthly Tuition

2 days per week (T/Th)	\$247.00
3 days per week (MWF)	\$278.00
5 days per week (M-F)	\$371.00

4 year olds Monthly Tuition

4 days per week (M-Th)	\$335.00
5 days per week (M-F)	\$371.00

**** Tuition is due by the 5th of each month ****

Payments received after the due date will be charged a \$25.00 late fee

If your check is returned or is unable to be processed there will also be a \$35.00 bank fee charged

If your ACH is unable to be processed there will also be a \$8.00 bank fee charged

**** Full tuition is required September through May, whether your child is absent, or we are closed for holidays or inclement weather.**

We require a 2 week notice when withdrawing your child from Haymount Preschool. You will be responsible for the full month tuition.

Any account delinquent more than one month may result in your child's dismissal from the program.

Discipline Policy

At Haymount United Methodist Church Preschool, we believe in guiding children with compassion, consistency, and care. Our approach to discipline is rooted in the teachings of Jesus:

"In everything, do to others what you would have them do to you."

— Matthew 7:12 (NIV)

We use positive discipline strategies that nurture growth, responsibility, and mutual respect. Our goal is to support each child's emotional, social, and spiritual development in a loving environment.

We recognize that children are learning how to manage their emotions, behaviors, and interactions. We also understand the difference between intentional misbehavior and behaviors that are developmentally appropriate for a child's age. In all situations, staff members take the child's individual developmental stage into account when setting expectations and responding to behavior.

Staff Strategies for Positive Guidance

To create a supportive and respectful classroom environment, staff members may:

- Set clear, consistent, and age-appropriate expectations
- Explicitly teach and model appropriate behaviors
- Anticipate and prevent potential behavioral challenges
- Address inappropriate behavior with love, patience, and respect
- Use positive reinforcement to encourage and reinforce desired behaviors
- Maintain open communication with parents regarding behavioral concerns or progress
- Utilize brief time-outs, approximately one minute per year of age, to give children space to calm down and reflect, when developmentally appropriate
- Document significant behavior incidents, providing copies to both the parent and the director
- Refer the child to the Director for additional support if needed

This approach ensures that children are treated with dignity and are guided with consistency and compassion as they learn how to navigate their world. Our discipline philosophy reflects our commitment to fostering a Christ-centered environment where every child feels safe, loved, and supported.

Behavior Guidance and Administrative Support

In some situations, the Director may become involved to help support both the child and the classroom environment. Actions the Director may take include:

Removing the child from the group setting temporarily

Speaking privately with the child to help them understand the issue

Meeting with the teacher and/or parent(s) to discuss the concern

Implementing additional strategies or supports, as deemed appropriate by the director

Temporarily or permanently dismissing a child from the program, depending on the severity and frequency of the behavior

Serious Behavioral Incidents

In the case of severe behavioral concerns—such as physical harm to another child or staff member, destruction of property, or behavior deemed unsafe—the Director may take further action, including:

Suspension from the program for one day, five days, or longer, at the Director's discretion

Dismissal from the program for the remainder of the semester or school year

Suspension and Expulsion Policies

- **Suspension:** A conference with the Director, teacher, parent(s), and the child (when appropriate) is required before the child may return to the classroom.
- **Expulsion:** If a child is expelled for the remainder of the year, they may return the following school year on a three-week trial basis. At the end of that period, a conference will be held with the teacher, parent(s), and Director to assess the child's progress and determine continued enrollment.
- **Refunds and Fees:** Tuition and Lunch Bunch fees are non-refundable during periods of suspension. If a child is expelled, any fees already paid will not be refunded; however, no additional tuition will be due for the upcoming month.

We appreciate your partnership in helping us create a loving, safe, and respectful environment for all children. Our goal is to work with families to guide each child through their developmental journey with grace, patience, and understanding.

"Train up a child in the way he should go; even when he is old he will not depart from it."

— Proverbs 22:6 (ESV)

Biting Policy

Biting is a common yet concerning behavior in early childhood, especially among toddlers. While it can be a form of communication at this age, it poses a safety risk to others. Our goal is to identify the cause of the behavior and guide children toward safer, more appropriate ways to express themselves.

We follow the guidelines below to ensure the safety and well-being of all children in our care.

Please note that for children ages 3 and up, biting will be considered a discipline issue and handled by our discipline policy, if appropriate for the child- at the Director's discretion

When Biting Occurs

- The child who was bitten will be comforted, and the bite will be cleaned and treated with first aid as needed.
- The child who bit will be calmly and firmly redirected, and the behavior addressed appropriately.
- Parents of both children will be notified; however, names are never shared.
- An Incident Report will be completed and provided to both families.
- Staff will never use punitive or frightening techniques (e.g., biting back, shaming, etc.).

If Biting Continues

- The child may be shadowed by staff (if available) or parent-sponsored adult to help prevent future incidents.
- Staff will observe to determine triggers (e.g., teething, frustration, communication).
- Teething toys and positive reinforcement may be used.
- The Director will ensure teachers are equipped with appropriate strategies and support.
- A parent-teacher-director conference may be scheduled to create a behavior plan for home and school.
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When Biting Becomes Excessive

- If the behavior persists despite interventions, parents may be asked to pick up the child for the day.
- Continued biting may result in a temporary suspension from the program.
- If, after returning, biting resumes and puts others at risk, the child may be withdrawn from enrollment.

We are committed to working closely with families to support children's developmental needs in a safe, loving environment.

Health Policies

To ensure the health and safety of all children and staff, Haymount Preschool follows guidelines set by the NC Division of Child Development.

Medical Form Requirements for Enrollment:

- A completed Health Form signed by a physician
- A current immunization record is required for each child by September 30 and must meet the North Carolina state requirements.

Illness Policy

Children showing signs of illness should not attend school. This protects your child, classmates, and staff. Please inform your child's teacher if they have been given any medications (including allergy, cold, or cough medicine) before school.

Children must stay home and will be sent home if they show symptoms including:

- Fever – Must be fever-free for 24 hours without medication
- Vomiting or Diarrhea – Symptom-free for 24 hours
- Conjunctivitis (Pink Eye) – After 24 hours of treatment
- Chicken Pox – Sores must be scabbed and dry
- Skin rash/infection – Must have doctor's note if non-contagious
- Students with Hand, Foot and Mouth Disease should stay home while having symptoms
- Impetigo, Strep Throat, Pertussis - 5 days after starting medication
- Hepatitis A – 7 days after onset
- RSV, Head Lice – Doctor's note required
- Persistent cough, croup, breathing issues

Please keep your child home if they show signs of:

- Cloudy/green runny nose
- Sore throat
- Cold or flu-like symptoms

Haymount Preschool reserves the right to adjust these policies in the event of outbreaks (e.g., flu, COVID-19, MRSA).

If symptoms develop during the school day, you will be contacted to pick up your child promptly. Notify the Director if your child contracts a contagious illness.

Allergy Action Plan

Parents must:

- Inform staff of all known allergies
- Keep emergency medications and instructions updated
- Provide a signed Allergy Action Plan for severe allergies

We can only administer allergy medication (e.g., EpiPens) if it is on file and properly documented. For severe allergies, parents must train staff in correct use of medications and collaborate on a response plan.

Haymount Preschool is not liable for allergic reactions resulting from insufficient communication.

Other Health Needs

Children with special medical or developmental needs are welcomed based on our staff's ability to meet their individual requirements. We work closely with families to make informed, compassionate decisions regarding enrollment and support.

Snack Policy

Snack time is a fun and social part of our day at Haymount Preschool. Parents take turns providing a healthy snack for the entire class. Your child's teacher will contact you with your scheduled snack day.

Snack Guidelines

- Snacks should be **healthy and easy to serve**.
- We prefer **water or 100% fruit juice** over sugary beverages.
- All snacks must follow any **allergy-related restrictions**. For example, if a child has a **severe nut allergy, no nut products** are allowed in the classroom.
- When it's your turn, please bring enough for the **entire class**.

Allergies & Picky Eaters

If your child has:

- Severe allergies, or
- Is an exceptionally picky eater,

You may provide **individual snacks** for your child daily. However, your family will still participate in the **class snack rotation** to support the group.

We appreciate your help in keeping snack time safe, inclusive, and enjoyable for all!

Lunch Bunch Program

Lunch Bunch is an optional, extended care program offered Monday–Friday from 12:00 PM to 1:00 PM, staffed by Haymount Preschool teachers.

If you select Monday as a lunch bunch day, the \$22 covers each Monday in that month. If you select all five days, your child will stay until 1:00pm every day for an additional \$110

Key Details:

- Children bring their own lunch and drink from home.
- There is no instructional time during this hour—just a relaxed time to eat, play, and wind down.
- Children may attend any number of days per week.

How to Sign Up:

- You may sign up at Open House
- Once you select a day, we require a month's notice to remove it as we may need time to adjust staffing
- This is not a drop-in program—advance registration is required for staffing purposes.
- Payment is due by the 5th of each month, along with tuition.

Additional Notes:

- Please label your child's lunchbox with their name.
- Fees are non-refundable, including missed days, as staffing is based on enrollment.
- Refer to the Tuition Facts & Figures section for current Lunch Bunch rates.

SAFE SLEEP POLICY

In compliance with North Carolina House Bill 152, Haymount Preschool follows all safe sleep guidelines for children under 12 months of age.

Inclement Weather Policies

Haymount United Methodist Preschool follows the **Cumberland County Public Schools** for weather-related closings and delays.

Closings:

- If **Cumberland County Schools** are closed due to inclement weather, Haymount Preschool will also be closed.

Delays:

- If **Cumberland County Schools** operate on a two-hour delay, Haymount Preschool will also open two hours late.

Additional Notes:

- There are **no make-up days** for weather-related closures.
- On delay days, **all students may stay for Lunch Bunch**, regardless of regular Lunch Bunch enrollment. Please be sure to pack their lunches if you choose to have them stay!
- Please follow the **CCS** closure notifications as we follow their call on closures or delays.

Thank you for understanding as we prioritize the safety of our students, families, and staff during severe weather.

Parent/Teacher Organization (PTO)

Haymount United Methodist Preschool is proud to have an active Parent Teacher Organization (PTO) made up of parents, teachers, and staff.

PTO Purpose

- Promote open communication among parents, staff, and administration
- Organize and oversee all preschool fundraising efforts
- Support school events and enrichment activities

All parents are automatic members of the PTO and are encouraged to participate in meetings, events, and volunteer opportunities.

2025-2026 PTO Board Officers

- **President:** Kristie Sims
- **Vice President:** Erin Edwards
- **Treasurer:** Ashley Hill
- **Secretary:** A.C. Williams
- **Logistics Coordinator:** Katie Powers
- **Special Events Co-Chairs:** Caitlin O'Keefe & Brooke Page

Your involvement helps enrich our preschool community—we'd love to have you join us!

Christian Education & Church Activities

We warmly invite your family to participate in the many opportunities offered through Haymount United Methodist Church to help children grow in their faith and love of Jesus Christ.

Weekly Opportunities

Sunday Worship

- 9:00 AM – Contemporary Service
- 11:00 AM – Traditional Service
- Sunday School (for all ages): 10:00 AM

Wednesday Evenings

- 5:00–6:15 PM – Family Dinner

Annual Events

- **Easter Celebration**
- **Journey to the Manger** – Step back in time and walk through the night of Christ's birth
- **Trunk or Treat** – A fun, safe family alternative to Halloween

Summer Programs

- Vacation Bible School (VBS)

All children are welcome—come grow with us in faith and fellowship!

Contact Rachel Madsen for information on these and other Children and Families programming at Haymount United Methodist Church (910)484-0181
Rachel.Madsen@Haymountumc.com

Be sure to check the church website, as well as the Children's Ministry Facebook Page for dates, times and venues for each event!