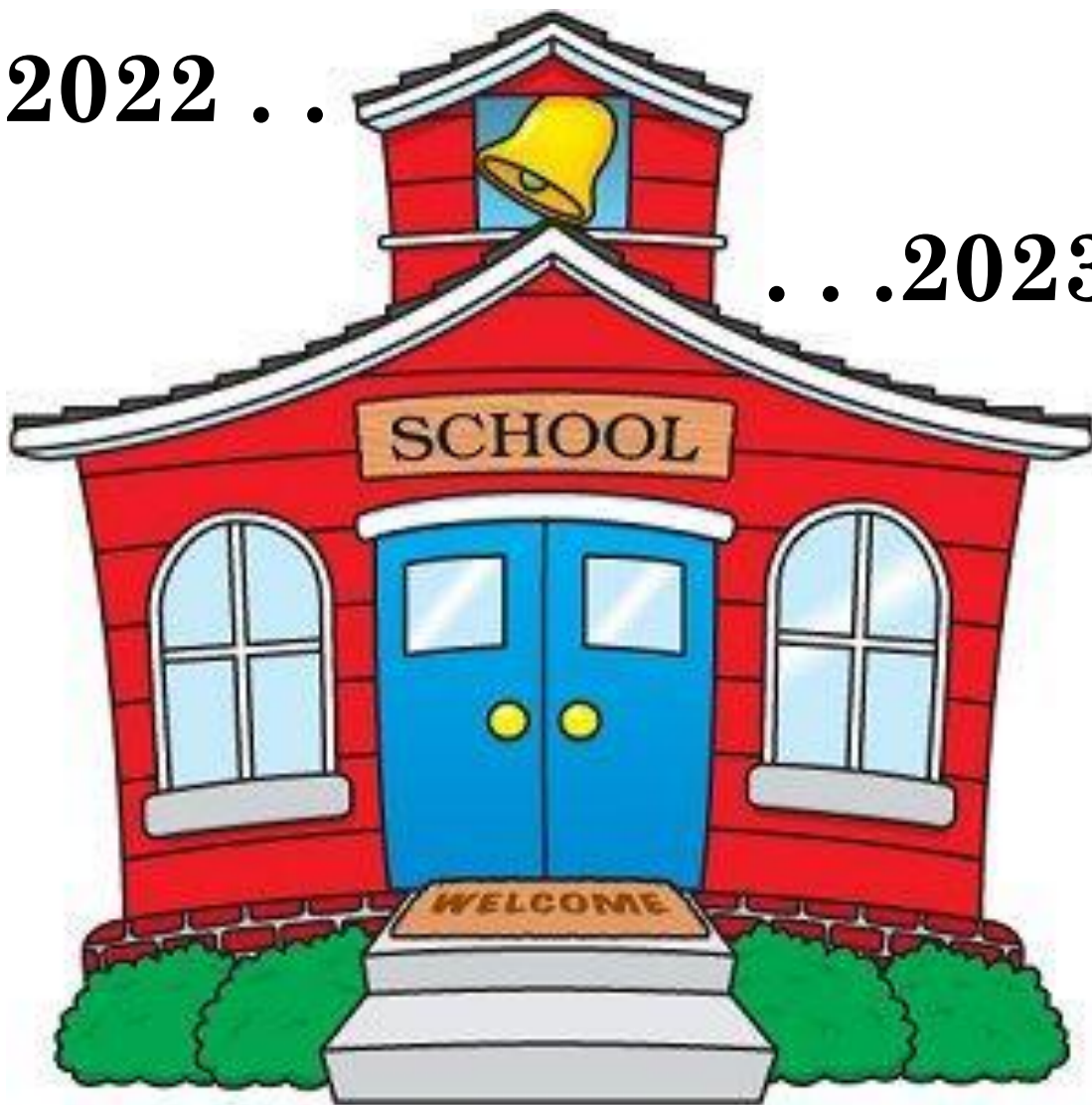

WEAVERVILLE UMC PRESCHOOL

Policies and Procedures

2022 . .



. . .2023

SCHOOL CALENDAR

August 16, 2022	Open House 4:30pm—5:30pm (drop-in)
August 17, 2022	First Day of School
September 5, 2022	Labor Day—School Closed
September 8, 2022	Monday & Thursday Lunches Begin—1:00pm release
October 10, 2022	Training Day—School Closed
November 10, 2022	Stone Soup Luncheon—11:00am—all invited! <i>Come join us across the street in the Fellowship Center for the story and the soup our preschoolers will be making.</i>
November 23-24, 2022	Thanksgiving Holiday
December 15, 2022	Evening Christmas Program <i>Last day before winter break.</i>
January 2, 2023	School Re-Opens
January 16, 2023	Martin Luther King Holiday—School Closed
February 20, 2023	Training Day—School Closed
April 3-7, 2023	Spring Break
April 18, 2023	School Resumes
May 17, 2023	Last Day for Students
May 18, 2023	End-of-Year Program: 6:00pm at Nature Park <i>School Closed</i>

OUR MISSION

We strive to provide children with a loving, safe, caring Christian environment. We believe each child is special and unique. Our purpose is to apply an age-appropriate curriculum which will stimulate each child's mind and spirit. With this approach, we hope to lay the building blocks your child will need to grow into the person God intended him/her to be. Thank you for sharing your child with us!

SCHOOL POLICIES

1. ELIGIBILITY

Enrollment is open to children between the ages of 3 and 5. Children must be 3 years old as of August 31st and must be toilet trained.

2. REGISTRATION

Enrollment applications and health forms are due before the child begins class. A non-refundable registration fee of \$60 per child is also required at this time.

3. TUITION

Two-Morning Program: \$230 per month

Three-Morning Program: \$260 per month

Four-Morning Program: \$290 per month

Tuition is due by the 5th of each month. Make checks payable to **Weaverville UMC Preschool** and put them in the basket on the Parent Connection Board. There will be no reduction in tuition for illness, vacation, holidays, snow days, or early withdrawal. A \$5 late charge will be applied weekly if tuition is not received by the 5th. If payment of tuition and late fee are not received by the 30th, the parents will be asked to withdraw the child until full payment is received. There will be a \$15 charge for any returned check. The parent has ten days to make payment to the preschool in full. You may pay monthly, quarterly, or once in the beginning of the year.

4. HEALTH AND SAFETY

If your child shows any signs of illness or has an infectious disease, please do not send him/her to school. Please keep your child at home when any of the following occur:

- diarrhea/vomiting in the last 24 hours
- unidentified rash
- head lice
- fever in the last 24 hours
- incubation period of a contagious disease
- child unable to play outside
- green discharge from nose
- symptoms of, or exposure to, Covid

If your child should become ill at school, you will be called to pick them up immediately.

5. DISCIPLINE AND BEHAVIOR

We believe each child is an individual and has value. God loves this child and so do we. We will maintain a classroom where appropriate behavior is modeled and encouraged. We will use praise and rewards. We will set limits and boundaries and establish reason-able consequences and alternatives for inappropriate behavior. We will use “redirection” and “chill out” time but not isolation or physical punishment.

Inappropriate behavior will result in some or all of the following:

- verbal reminder
- redirection
- phone call home by the director
- parent conference

Preschool maintains the right to limit or decrease a child’s number of days of attendance based solely on behavior and interaction with classmates. This will be used as a last resort after other alternatives fail. We will continue to have a partnership with parents to help resolve any problems before entering this state. Your support and cooperation will be appreciated.

6. ARRIVAL AND PICK UP

Parents should bring their children to the room each morning. Please use the side entrance leading directly to the preschool. Please try to have your child there on time but **not before 8:55am**. Teachers need the time before children arrive to prepare for the day. The door will be promptly locked at 9:15am to insure the safety of the children. If you arrive after 9:15am, please use the front door to enter and then escort your child to their room.

We will use the side entrance dismissal. Please come to the door and your child will be released to you. **Your child will only be released to you or to the person(s) whose names are on the release part of your application.** Dismissal is 1:00pm on Mondays and Thursdays and noon on Tuesdays and Wednesdays. **There is a \$3 charge if you drop off your child before 9:00am and a \$10 charge if you pick up your child more than 10 minutes after the hour of discharge.** Please drive with great care in the parking lots at a minimum speed.

7. SNACKS AND LUNCHESES

Parents are responsible for bringing snacks for both classes on a rotating basis. **Sign up on the snack calendar in the hallway on the Parent Connection Board.** We encourage you to bring a healthy snack. Your child will need to bring a lunch to preschool on Mondays and Thursdays beginning on September 2nd. Please do not send anything glass. Please do not allow your child to bring gum or candy to school. Each child should bring a filled water bottle for snack time as well.

8. CLOTHING

Your child should wear play clothes to school. This allows the child to freely participate in all activities. Please mark your child's name on all removable clothing such as jackets, hats, gloves or mittens, backpacks, etc. Also, please keep an extra set of clothing in the bottom of your child's backpack in case the need arises.

9. VISITATION AND VOLUNTEERS

Parent volunteers are needed and appreciated. You may want to come on a regular basis, just occasionally, or for one special event. Please schedule these times with your child's teacher, or visit the Parent Connection Board to sign up.

10. TOYS

Please do not allow your child to bring toys to preschool except on "Show & Tell" days specified by your child's teacher. Do not bring toys that are valuable, breakable, or of a violent nature at any time.

11. SNOW DAYS

We will follow the decisions of the Buncombe County Schools in regard to school closings because of snow or inclement weather. If Buncombe County is closed, we are closed. If they are on a two-hour delay, we will open at 10am. If they are on a three-hour delay, we will be closed. If Buncombe County Schools release early because of inclement weather, pick up your child immediately.

12. ACCIDENTS

The children are covered by accident insurance which will provide limited coverage for medical bills resulting from accidents at the school during the school day. If an accident occurs, staff will do the following:

- apply first aid and report circumstances to parents at the end of the day
- notify parents of an injury that might need medical attention
- contact 911 immediately if a serious injury occurs and then notify parents

13. BIRTHDAY CELEBRATIONS

If you would like to celebrate your child's birthday at school, we recommend the celebration take place during our scheduled snack time. It will be the parent's responsibility to sign the snack calendar around the time of the child's birthday.

14. HOLIDAY PARTIES

Sign-up sheets will be posted prior to a holiday party which will allow everyone to sign up for the party he/she chooses. We strive to keep our parties simple. Please check with your child's teacher as plans are made.

15. EMERGENCIES

We practice fire and tornado drills on a quarterly basis.

16. PARENT DAYS

Each year we have two parent days to help keep our school safe, clean and beautiful. Each family is expected to help at least one of our workdays. Watch backpacks for the next two parent workdays.

17. BACKPACKS

Please make sure your child brings their backpack each day. We have found regular sized backpacks work best. The small ones won't hold our "big projects".

18. FIELDTRIPS

When you fill out an application for enrollment, you also sign at the bottom that says, "I also give my child permission to participate in all activities of WUMC Preschool including field trips which include walks around town. It is your responsibility to make other arrangements if you don't want them to attend.

19. PRESCHOOL DOOR POLICY

The preschool door will remain locked except for morning and afternoon exits. A teacher will remain at the door at all times when unlocked. If parents are late, they will enter through the front glass doors. Teachers will use front keys for entrance and assistants will either knock to enter or enter through the front glass doors after being cleared. All others, meetings, IEP personnel, specialists, and guests will enter through the front door if the downstairs door is not answered.

20. SUGGESTED SNACK LIST

Please, please use discretion on snacks. We strive to have healthy habits and make good choices. Special birthday treats are fine but keep in mind the portion. You are responsible to sign the snack calendar about every six weeks and provide enough for both classes (about 26 servings). The calendar is located on the Parent Connection Board.

These are just suggestions. Feel free to choose your own healthy choice snack. Please have produce washed and cut before arrival.



Fruit Slices
Jello Jigglers
Gogurts
Traditional Chex Mix
Baby Carrots
Grapes
Teddy Grahams
Mini-Bagels

Cheese Nips
Popsicles
Bananas
String Cheese
Apple Sauce Cups
Cheese Cubes
Pirate Booty
Nutri-Grain Bars



21. PARENT CONNECTION BOARD

We believe you will find the Parent Connection Board very informative as well as entertaining! When you drop off your child or at the end of the day, feel free to glance over any news or reminders. The following are some of the items found on the board. Something you must know will come in the backpacks.

- **Snack Calendar:** Simply sign your name on the date you will be providing snack for the school. You should be signing up about every six weeks for 24 kiddos.
- **Prayer List:** We pray daily for our families and friends and ask that you do as well.
- **Tuition Basket:** This basket is located hanging on the right side of the board with the tuition amounts just in case you forget.
- **Job of the Week:** Occasionally we need a helper either in class or possibly out of class. A description of the chore will be on it, so simply sign and let me know how you are willing to help.
- **Neighborhood News:** (kid-friendly news) Circus, Health Adventure, play dates, things coming up that the kiddos may enjoy, etc. If you want to put something up, it **MUST** be approved by me and have my initials on it. Garage sale, Tupperware party, coupons, child care needs, etc. may only be up for ten days. Only positive items will be considered and **NOTHING POLITICAL!**
- **Substitute Sign-Ups:** To keep our tuition as low as possible, we use parents of the preschool to sub while we are out. We believe family comes first and when our children are sick, we will be home taking care of them! Also, we have workshops and other obligations occasionally.
- **Party Sign-Up:** About two weeks before a party, I will have a sign up for co-chairs and helpers. Those of you who were part of our gang last year know. Keep it simple!

***Please complete this form and return it to
Weaverville United Methodist Preschool:***

I have read the Weaverville UMC Preschool Handbook and agree to all conditions and terms of the 2022-2023 school year.

Your Name (please print) _____

Child's Name (please print) _____

Signed _____ Date _____

I hereby grant WUMC permission to use photographs & videos of my child in church materials, understanding that their last name will not be used.

Your Name (please print) _____

Child's Name (please print) _____

Signed _____ Date _____