



***Parent Handbook  
for the  
2017- 2018  
School Year***

***Fishers United Methodist Church  
Preschool and Mother's Day Out***

**Welcome!**

The Preschool and Mother's Day Out Program is a community outreach ministry of Fishers United Methodist Church. Our classes are made up of children from many faiths and nationalities. To learn more about our church activities, pick up a copy of our monthly publication, "Newsletter" in the Preschool Office, or contact the church administrator at 317-849-1805. Sunday services are 8:30am, 9:45am. and 11:00am for Traditional Worship, and 11:00am. for Modern Worship.

Our Church Vision Statement is:

We are a community of healing and serving rooted in Jesus Christ.

**Preschool/Mother's Day Out Vision**

Our Director, Assistant Director, Teachers, and Caregivers provide children with a warm and loving atmosphere in which to learn and grow. We strive to create a place where each child feels loved and accepted and begins to understand that he/she is one of God's most wonderful creations.

- Our Mother's Day Out provides parents the opportunity to leave their child for a few hours each week in a place where they will be well cared for and flourish in the company of other children.
- Our Preschool is dedicated to developing each child's social and cognitive skills and to encouraging all children to be inquisitive and enthusiastic learners. Our teachers expose children to all types of kindergarten readiness experiences including letters, numbers, gross and fine motor activities, singing, story time, and a multitude of hands-on experiences.

### **Age Requirements**

Our Mother's Day Out program is open to children from nine months to just over three years of age. Enrolled children are grouped into three age categories:

Pandas .....	9 to 16 months
Bunnies .....	17 to 24 months
Tigers & Ducks .....	25 to 36 months

The class assignments are based on the student's date of birth. Any child who is three years of age by September 1st of the upcoming school year will no longer be eligible for Mother's Day Out and will be placed in a preschool class.

Students must be three by September 1st of the upcoming school year to attend Junior Preschool and four by September 1st of the upcoming school year to attend Senior Preschool. TK class enrollment requires that children must be five by April 1, 2018.

### **Times/Days**

Mother's Day Out classes meet daily, Monday through Friday, from 9:15a.m. to 1:15 p.m. Panda, Bunny, and Tiger-age children may enroll in MDO one day each week and an optional second day if available.

Junior Preschool meets two days each week, Senior Preschool meets three days each week, and Transitional Kindergarten meets four days each week from 9:15-1:15.

### **Teacher/Student Ratio**

Pandas .....	6 .....	2 teachers
Bunnies .....	9 .....	2 teachers
Ducks .....	10 .....	2 teachers
Tigers .....	12 .....	2 teachers
Junior Preschool .....	14 .....	2 teachers
Senior Preschool .....	16 .....	2 teachers
Transitional Kindergarten .....	16 .....	2 teachers

Class size may differ from year to year depending upon the distribution of ages of students returning from the previous year.

### **Weather Delays and School Closings**

Classes will be canceled when Hamilton Southeastern Schools are canceled due to severe weather or poor road conditions. If the closing occurs during the school day and HSE students are sent home, we will also close and dismiss students as their parents arrive. School days canceled due to severe weather will not be made up nor will tuition be refunded. Any student who misses three or more full class days in a single calendar month due to weather cancellations, not delays, will be eligible for a credit equal to one day's tuition for the next month. It is each parent's responsibility to track and submit a list of the day your student missed due to weather cancellations per month and your signature along with your next month's tuition check. You may subtract the cost of one day's tuition from that check. This is per-student, not days missed per-family basis.

If HSE delays classes due to fog or other inclement weather conditions, we will follow these guidelines:

HSE delayed 1 hour .....	FUMC classes delayed 1 hour; dismissed regular time
HSE delayed 2 hours .....	FUMC MDO and Preschool classes will be 11:15am-1:15pm.

In the event that FUMC preschool/MDO will be closed or delayed, information will be available on our local television stations.

### **Emergency Procedures**

We regularly schedule, carry out, and document emergency drills and all our teachers are trained in an emergency evacuation plan. In addition, our building is inspected each year by the local fire department.

**For additional information about our Program,  
call the Preschool/MDO Office: 317-842-4052  
or visit our website at  
[www.fishersumc.org/preschool](http://www.fishersumc.org/preschool).**

## **Parent Volunteers**

Your help may be requested from time to time throughout the year, both from your child's classroom teacher and from our fundraising chairwomen. Our Mother's Day Out and Preschool Advisory Board is made up of parent volunteers who are the decision making body for the improvement and direction of the program. They also help with vision screening, class pictures, fundraisers, and teacher appreciation functions.

## **Communication With Parents**

- A monthly newsletter will be distributed to inform all of our parents about upcoming programs, events, and happenings.
- Monthly newsletters and upcoming events will also be available on our website.
- Parents of preschool children will also receive a monthly calendar of class activities and will be invited to participate in a parent/teacher conference.

## **Child Safety**

- Our child protection policy requires that two teachers must be in every classroom at all times.
- All teachers and volunteers who are in the classrooms must undergo a screening process which includes a police background check.

Our staff practices safe hygiene procedures such as hand washing and routine disinfecting of toys and surfaces.

## **Staff Training**

Our teachers are carefully selected, trained, and evaluated. They maintain and update their skills by participating in professional development training programs and utilizing our wide variety of classroom resources. All staff have completed our church based Child Protection Policy Program and they are CPR Certified.

## **Fundraisers**

The Pop machine, located in the Family Life Center Lobby, is owned by the Preschool/MDO. Each child, will be asked to donate two—six-packs of pop drinks during the school year. We also sell poinsettias in December. We offer book order sales and collect Labels for Education throughout the school year to earn points to purchase school supplies and equipment. These projects, along with various other fundraisers throughout the year, keep tuition costs down and we encourage your participation.

## **Mother's Day Out and Preschool Hours**

Mother's Day Out.....9:15 - 1:15

Preschool .....9:15 -1:15

## **Mother's Day Out Days**

Pandas . . . . . M, T, W, TH, F  
Bunnies. . . . . M, T, W, TH  
Ducks . . . . . F  
Tiger.. . . . M, T, W, TH, F

## **Preschool Days**

Junior .....M/W or T/TH  
Senior.....M/W/F or T/TH/F  
Transitional Kindergarten.....M/T/W/TH

## **School Calendar/Closings**

August 28 . . . . .M . . . . . First Day of School  
September 4 . . . . .M . . . . . Labor Day - No School  
October 16 - 20 . . . . .M-F . . . . . Fall Break –No School  
November 22,23,24. . . W,TH,F . . . . .Thanksgiving Break  
December 20 . . . . .W. . . . .Last Day **Before**  
**December** 21 - Jan. 3 . . . . . Christmas Break  
January 4, 2018 . . . . . TH . . . . . Classes Resume  
January 15. . . . . M. . . . . Martin Luther King Day  
February 19,20. . . . .M, T. . . . . President's Day  
March 30—April 6 . . . . .F,M-F . . . . . Spring Break  
May 18. . . . .F. . . . . Last Day of School

## **Registration**

Registration for fall classes begins in January. Prior to open registration, current students are registered first, followed by children who are members of Fishers United Methodist Church, and then siblings of past participants. At open registration, when classes become full we will start a waitlist for each age group.

- Each child registered shall be placed in a Mother's Day Out or Preschool class.
- A non-refundable \$50 registration fee is payable upon registration.
- An equipment fee is due by August 10th. These fees are as follows: Mother's Day Out, \$25; Preschool, \$75;.
- Payment of the following school year's May tuition is due by May 10th of the current school year. Failure to make payment by this date may result in your child being dropped from the program.
- A completed Registration and Health Form must be submitted to the Preschool/MDO Office. A Notarized Medical Consent Form must also be submitted for new students only. The Notarized Medical Consent Forms are kept on file as long as the student is enrolled at FUMC PS/MDO and do not need to be renewed each year.
- If your child withdraws from the program before January 1<sup>st</sup>, you will be reimbursed for half of the equipment fee you paid. If your child withdraws after January 1<sup>st</sup>, you will not receive a refund for the equipment fee.
- Late registration will require payment of the full registration fee (\$50.00), May tuition, equipment fee and a prorated fee for the current month.

## **Waiting List**

A waiting list is formed when a class is full. Names and information are maintained according to order in which they are received. Names will be kept on the waiting list until May 31, 2018.

## **Items From Home**

We understand that our younger MDO children may need a security blanket or doll and we do not consider this a problem. By the time a child has reached the Preschool Classes, we request they **not** bring toys, pacifier, blankets, etc. Individual preschool teachers will explain classroom policy regarding show and tell.

If your child is having a party and you would like to distribute the invitations at school, it is our policy to invite all children (or all boys or all girls) in their class so there are no hurt feelings. Distribution of invitations needs to be approved by the office.

## **Toilet Training**

Mother's Day Out children do not need to be toilet trained. The teachers will work with your child once training has begun. All Preschool students **must** be toilet trained by the time classes start in the fall. Children who continue to have consistent accidents will need to be in a pull-up and may need to be picked up from preschool at the discretion of the Director and, if needed, the MDO/Preschool Board.

## **Classroom Visitation**

The Mother's Day Out and Preschool classrooms have an open door policy. Parents are welcome to visit their child's classroom. We prefer these visits be prearranged through the Director when possible. Please be aware that sometimes parent visits can be disruptive, especially with the younger age groups, so we may ask you to plan your visit for a specific time of day.

## **Field Trips**

Senior & TK classes have the option of scheduling off-site field trips during the school year. Parents may be asked to drive and/or chaperone. All parent drivers must submit valid drivers license and car insurance and all parents on field trip must submit form for Background check. This responsibility requires the supervision of the children in your group; therefore, we must ask that no other younger siblings or children be brought along. Permission slips will be sent home with each child in Preschool at the beginning of the year. This one permission slip will be for all the field trips for the entire year. These must be signed and returned, in order for your child to attend any field trips during the year. Some field trips will require a small fee. By law, children under the age of eight (8) must be restrained in a car seat/booster seat. Extra seats are provided by the program.

## **Snacks**

The program provides juice or water and a snack to all classes. We welcome and appreciate offers to bring snacks for any class.

However, we do ask that no cupcakes or cake type snacks and no red juices be brought in. Be sure to ask your child's teacher about any allergies in your class and for healthy snack suggestions.

## **Lunch**

For your child's lunch at school, remember lunch boxes are not refrigerated. A cold pack will keep food chilled until lunchtime. **Print** your child's first and last name on the **outside** of the lunch box and label all inside pieces. Students are asked to use reusable drink and food containers. We prefer that you not send drink boxes, Capri-Sun, Squeeze-its, or canned pop.

## **Dress**

Children should be dressed in casual, comfortable clothes. Craft materials, markers, and paints are used frequently and paint shirts don't always do the job, so be sure clothes are washable.

As a safety precaution, and because of the mulch on the playground, children may not wear sandals to school.

Children are asked to bring a complete set of extra clothing. Older children should wear clothes that allow them to be self-sufficient at bathroom time.

Children still in diapers should be dressed in clothes that do not make diaper changing a challenge. Our Mother's Day Out staff changes dozens of diapers each day and anything you can do to make the job easier will be greatly appreciated.

## **Tote Bags/Back Packs**

Children need a tote bag or backpack at school each day. We strongly encourage the use of a tote bag or large backpack, which allows the children to be more independent in putting their papers away. Be sure your child's name is clearly printed on the outside of the bag.

## **Please Label Every Item Brought From Home**

## **Tuition and fee schedules**

Tuition for each class is listed below:

Pandas . . . . .	\$90.00
Bunnies. . . . .	\$90.00
Tigers . . . . .	\$90.00
2 Days Per Week . . . . .	\$180.00
M/W&T/TH Monkeys . . . . .	\$170.00
M/W & T/TH Giraffes . . . . .	\$170.00
T/TH/F Lions & Frogs . . . . .	\$230.00
M/W/F Ladybugs & Sailors . . . . .	\$230.00
TK Dolphins . . . . .	\$285.00

Tuition is due on the first day of each month and is past due if received after the 10<sup>th</sup>, which time a \$10.00 late payment fee will be assessed. Please plan around days we are not in school as well as days that your child does not attend school. Other payment options are possible for example: payment in full for the year or by the semester. Also, direct billing with your bank can be set up to guarantee on time payment. Payments may be placed in the Tuition Box outside the Preschool Office or may be mailed. Checks should be made payable to Fishers UMC PS/MDO and include your child's name and class in the memo area. Written receipts for tuition payments will be provided upon request during the current school year.

We cannot give refunds or credit for days when your child is absent nor will tuition be prorated for extended absences. Monthly tuition remains the same even on "short" school months such as December, or when school has been delayed or closed due to weather.

- If a check is returned due to insufficient funds, all bank fees incurred by the Program will be assessed to your account and will be payable immediately.
- You will be assessed a \$5.00 late pick-up fee each time you arrive 10 minutes late to pick up your child. This fee increases to \$10.00 after 20 minutes and continues to increase \$5.00 every 10 minutes thereafter.
- Should it become necessary for you to withdraw your child from the Program, we request four (4) weeks written notice. The pre-paid May tuition will be refunded only if your child's spot is filled within four (4) weeks of their withdrawal from the Program provided there is no loss of tuition for the spot.

If you should find yourself in financial situation and it becomes a challenge for you to make your tuition payment, we offer a Scholarship Fund to assist you. Please come to the office for more information.

## **Arrival Procedure**

- You must complete a Pick-Up Authorization Sheet. No child will be allowed to leave the building with someone who is not listed on this Authorization Sheet or on the daily sign-in sheet.
- Enter and exit the building through Door #4.
- Sign your child (and any other children in your care) in at the sign-in area, making sure to leave a phone number where you are certain a family member or friend can be reached during that day's school hours.
- Wait with your child in the south foyer until class time.

## **Dismissal Procedure**

- Please be respectful of our teachers and arrive on time to pick up your child.
- Wait in the south foyer until the class period is over.
- Exit by way of either Door #3 , Door #4 or Door #5.
- Do not allow your child to exit the building unless you are holding his/her hand. Always proceed through the parking lot with extreme caution.

## **Pick-up Authorization Sheet**

This form is a document created for you to list approved pick-up individuals for your child. If someone wishes to pick-up your child, they **must** be on this list. **Anyone** wishing to pick-up your child and we have not seen them previously, must come in with a driver's license and they must be on your list. We will not release your child, until we have talked with you, if the person picking up your child doesn't meet the above mentioned guidelines.

## **Health and Medical Consent Forms**

Each child is required to have a yearly physical exam and up-to-date immunizations. The Indiana State Board of Health requires us, as a childcare facility, to keep annual records on each child's general health and immunizations. This form is due no later than the end of September. All students must have a Notarized Medical Consent Form, which gives us permission to apply first aid, on file by the first day of class. This form will remain in your child's file from year to year.

## **Illness**

Children may return to the preschool after illness when:

- Fever has been broken for 24 hours without medication
  - Have been free for 24 hours of nausea, vomiting, and diarrhea (for any reason including children in diapers)
  - Constant cough, headache, or sore throat have subsided for 24 hours
  - Child is feeling well again and normal behavior has returned
- Children may not attend school with impetigo, pink eye or head lice.

If a child becomes ill at school, a parent or emergency contact will be notified and the child will be taken to the Director's Office to rest and wait to be picked up. This makes it extremely important that parents use the sign-in sheets.

Should a child become ill with a communicable disease and expose the rest of the class, the Office will notify parents by a note at the first opportunity. The school will post a notice on the class room door to notify all parents.

In the case of a serious illness or accident when a parent or emergency contact cannot be reached, the child will be transported to the nearest medical facility, as specified in the medical consent form.

## **Accidents and Serious Illnesses**

If a child sustains a minor injury, they will be treated by their teacher. A parent or carpool driver will be asked to sign an injury report when the child is dismissed. In the event that your child is involved in a serious accident or becomes seriously ill at school, a parent or emergency contact will be notified and, if necessary, the child will be transported to the nearest emergency medical facility.

## **Medication**

Teachers cannot administer medication to a student. The Director or Assistant Director may administer medication only if it is in the original container and is accompanied by a written order from the child's doctor.

## **Reporting Absences**

We ask that you email [www.fishersumc.org/preschool](http://www.fishersumc.org/preschool) or call the Pre-school Office (317-842-4052) when your child will be absent. Please leave a message on the voice mail if there is no answer. Be sure your message includes your child's class and the reason for the absence.