

# Fishers United Methodist Church Preschool/Mother's Day Out



## Parent Handbook

2019-2020

School Year

9691 E. 116th Street | Fishers, IN 46037 | 317-842-4052  
[fishersumc.org/preschool](http://fishersumc.org/preschool)

*The policies, procedures and other information provided in this handbook are current as of the publication*

*date of November 12, 2018. The policies, procedures and other information contained in this handbook may be amended, deleted or modified at the discretion of Fishers UMC Preschool/MDO Program.*

## 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.

## 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.

## Fishers United Methodist Church Mission and Services

“To Make Disciples of Jesus Christ for the Transformation of the World”

To learn more about our church activities, pick up a copy of our monthly publication in the Preschool Office or contact the church administrator at 317-849-1805. Sunday services are at 8:30 a.m. and 9:45 a.m. for Traditional Service and our Modern Worship is at 11:00 a.m. in the Family Life Center.



## Class and Age Requirements

<u>Class</u>	<u>Age by 9/1/19</u>	<u>Days</u>	<u>Hours</u>	<u>Teacher/student ratio</u>
Panda	9-16 months	M/T/W/TH/F	9:15—1:15	2:6
Bunny	17-24 months	M/T/W/TH/F	9:15—1:15	2:9
Tiger	25-36 months	M/T/W/TH/F	9:15—1:15	2:12
Junior	3 years	M & W OR T & TH	9:15—1:15	2:14
Senior	4 years	M, W & F OR T, TH & F	9:15—1:15	2:16
Senior	4 years	M, T, W, TH	9:15 – 1:15	2:16
Transitional Kindergarten	5 prior to 1/1/2020	M, T, W & TH	9:15—1:15	2:16

## Registration

Registration for fall of 2020 classes begins in January. Prior to open registration in February, current students are registered first, siblings of current students, followed by children who attend Fishers United Methodist Church, and then past participants.

- A non-refundable \$50 registration fee is payable upon registration.
- Payment of the following school year's May tuition and Equipment Fee is due by May 1<sup>st</sup> of the current school year. These fees are as follows: Mother's Day Out, \$50.00 (attend 1 day per week) or \$100.00 (attend 2 days per week) and Preschool, \$100.00. Failure to make payment by this date may result in your child being dropped from the program.

- 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 nonrefundable registration fee of \$50.00, May 2020 tuition, equipment fee and tuition for the current month.
- A wait list is formed when a class becomes full. Names and information are maintained according to the order in which they are received. Names will be kept on the wait list for the remainder of the current school year.

### 2019/2020 Tuition and Fees

<b>Class</b>	<b>Equipment Fee</b>	<b>Monthly Tuition</b>
Panda, Bunny or Tiger (attend 1 day per week)	\$50.00	\$95.00
Panda, Bunny or Tiger (attend 2 days per week)	\$100.00	\$190.00
Junior Preschool	\$100.00	\$175.00
Senior Preschool (3 day class)	\$100.00	\$235.00
Senior Preschool (4 day class)	\$100.00	\$290.00
Transitional Kindergarten	\$100.00	\$290.00

The Senior and Transitional Kindergarten classes will also have a field trip fee. This fee will vary with each class.

### Payment Policy

Tuition is due on the first day of each month. If payment is received after the 10th of the month, you will be assessed a \$25.00 late fee. If payment is returned due to insufficient funds, all fees incurred will be assessed to your account. All payments can be made through the link on our website or by going directly to

[my.e360giving.com/fishersumcpreschool](http://my.e360giving.com/fishersumcpreschool)

You may choose to make a single payment or setup a reoccurring payment to go out on a monthly basis. For assistance setting up your account, please email Jen Miller at [jmiller@fishersumc.org](mailto:jmiller@fishersumc.org).

- 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.
- 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 with four (4) weeks of their withdrawal from the program provided there is no loss of tuition for the spot.

If tuition remains unpaid for two (2) consecutive months, then the child (ren) can be considered for disenrollment. If the account remains unpaid for ninety (90) days, then the child (ren) will be automatically disenrolled. In this event, the prepaid May tuition and equipment fee will be used as payment towards the overdue account.

### Required Enrollment Forms

Prior to your child’s first day at school, the following information must be on file. The registration form and medical consent form will be completely electronically.

#### Registration Form

This form has all your contact information and both sides need to be completed and signed.

#### Medical Consent Forms

All students must have a medical consent form, which gives us permission to apply first aid. This form will remain in your child’s file from year to year.

#### Health Form

Each child is required to have 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.

### Arrival and Dismissal

#### Arrival

- Enter the building at Door #4.
- Students should arrive at 9:15. At this time, parents will walk their child (ren) to the classroom. Prior to this time, the teachers are getting classrooms ready and we ask that you wait in the lobby.

- All children must be escorted into the building by an adult and to their classroom.
- If your child is in the Ladybug, Dolphin, Duck, Tiger, Bunny, Monkey or Panda classrooms, please exit the building through door #3. This hallway is one way.
- If your child is in the Sailors, Lions or Giraffe classrooms, you can exit the building at door #4.
- Curbside parking is not permitted. Please speak with the director if you have special circumstances. Handicap parking spots are reserved for cars with authorized permits or license.

#### Dismissal

- Pick up is at 1:15. Please be respectful of our teachers and arrive on time to pick up your child (ren). You will be assessed a \$10.00 late pick-up fee each time you arrive 10 minutes late to pick up your child. This fee increases to \$20.00 after 20 minutes and continues to increase \$10.00 every 10 minutes thereafter.
- Do not allow your child to exit the building unless you are holding his/her hand. Always proceed through the parking lot with caution.
- If your child is in the Sailors, Lions, or Giraffe classrooms, you can exit the building at door #4 or #5.

#### Health and Safety Policies

The school makes every effort to prevent and control the spread of communicable illness. Our staff practices safe hygiene procedures such as hand washing and routine disinfecting of toys and surfaces. This helps to provide a safe and healthy learning environment for all children.

#### **If you child has any of the following symptoms, they need to stay home**

- Fever, diarrhea, or vomiting within the last 24 hours
- Constant cough, headache or sore, reddened throat
- Yellow or green discharge from their nose
- The presence of head lice/and or nits
- Impetigo or pink eye

If a child becomes ill at school, a parent or emergency contact will be notified, and the child will be taken to the Preschool/MDO office to rest and wait to be picked up.

Children **may not** return to school until they have been 24 hours free of the following:

- Fever has broken without medication
- Nausea, vomiting and diarrhea

- Constant cough, headache or sore throat

Please notify the school immediately if your child has a communicable illness. Whenever an exposure to illness has occurred at school, we will promptly notify parents and staff.

### 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. If your child is involved in a serious accident or becomes seriously ill at school, a parent or emergency contact will be notified.

### Medication

The director or assistant director may administer medication only if it is in the original container. For over-the-counter medication, it needs to be in the original container and have a written note providing the dosage and time to administer.

### Reporting Absences

We ask that you email [www.fishersumc.org/preschool](http://www.fishersumc.org/preschool) or call the Preschool 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 name, class and the reason for the absence.

### Child Safety and Staff Training

Our security doors are locked between the hours of 9:30 a.m. - 1:00 p.m. All visitors will have to use the buzzer system to enter the building.

Our child protection policy requires that two teachers must always be in every classroom. All teachers and volunteers who are in the classrooms must have an approved police background check on file.

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 a yearly background check, yearly training for an intruder, TB test and are CPR and AED Certified.

## Your Child's Day

### 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, we recommend children 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.

### Toilet Training

Mother's Day Out children do not need to be toilet trained. Families are to supply diapers or pull-ups for children not yet toilet trained. We will provide the wipes. 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 pullup and may need to be picked up from preschool at the discretion of the director and, if needed, the Preschool/MDO Board.

### Lunch

Parents need to provide a lunch for their child each day they attend school. **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, or soda pop.

### Backpack

Children need a backpack at school each day. We strongly encourage the use of a 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 bag. All students should have a change of clothing in their backpack.

### Field Trips

Senior & Transitional Kindergarten classes have the option of scheduling off-site field trips during the school year. Parents may be asked to drive or be the 2<sup>nd</sup> adult in the vehicle. All parent drivers must submit a valid driver's license and a copy of their car insurance. Parents attending field trips must complete a background check form. 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. A permission slip will be sent home with each child in preschool at the beginning of the year. This permission slip is good for all the field trips throughout the school year. These must be signed and returned, 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. One of the child's parent must install their own child's car seat in the vehicle they are assigned.

### Communication with Parents

- A monthly newsletter will be distributed via email to inform parents about upcoming programs, events and happenings. There will also be hard copies on the counter of the Preschool/MDO Office by door #4.
- Parents of preschool children will also receive a monthly calendar of class activities and will be invited to participate in a parent/teacher conference in January.



## Parents Volunteers and Fundraisers

Your help may be requested from time to time throughout the year from your child’s teacher and the Preschool/MDO Board. We ask parents to volunteer to help with vision screening, class pictures, book orders and teacher appreciation. Prior to volunteering, you must have an approved background check on file.

The pop machine, located in the Family Life Center Lobby, is owned by the Preschool/MDO Program. Each family will be asked to donate two—six-packs during the school year or baby wipes, hand sanitizer, Kleenex or disinfectant wipes. This and other fundraisers throughout the school year help purchase equipment for classrooms and to keep tuition costs down. We encourage and appreciate your participation!

## Weather Delays and School Closings

Fishers UMC Preschool/MDO classes follow Hamilton Southeastern Schools when there is a delay or closing. 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. Fishers UMC Preschool/MDO does not make up any days missed due to inclement weather.

Class Day	Adjusted Schedule
2-hour delay	Classes being at 11:15 Classes dismissed at 1:15
HSE cancels school	All activities and classes are closed

If Fishers UMC Preschool/MDO will be delayed or closed; information will be available on our local television stations and posted on the Preschool/MDO Facebook page.

Any student who misses three or more consecutive 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 days your student missed due to weather cancellations per month and your signature. You may subtract the cost of one day’s tuition from your payment. This is per student, not days missed per family basis.

## Emergency Procedures

We regularly schedule, carry out, and document emergency drills. Our staff is trained in all emergency plans which include fire, tornado and intruder. In addition, our building is inspected each year by the local fire department.

**For additional information about our Program**

**Preschool/MDO Office**

**317-842-4052**

**[www.fishersumc.org/preschool](http://www.fishersumc.org/preschool)**

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