



NFUMC Preschool & Kindergarten

Preschool Handbook

Newnan First United Methodist Church

Preschool & Kindergarten

33 Greenville St.

Newnan, GA 30263

770.253.1237

Director

Nancy Martin

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MISSION STATEMENT

We believe that the church
is called to the congregation and the
community
is committed to assist persons to live life in
the fullness that Jesus proclaimed.

We believe that each child
is a child of God
has a right to develop his/her fullest potential

We believe that weekday programs
should provide examples of the highest
qualities of the Christian faith
assist parents in these crucial years of child
rearing
provide children the best of early childhood
education so that they may develop to
their fullest potential physically, mentally,
emotionally, socially and spiritually.

We commit ourselves to providing weekday programs which bring
together the best we know about the education of young children
and our highest understanding of the Christian faith.

Newnan First Methodist Church exists to INvite, INclude, and
INvolve all people in knowing Christ and making Christ known.

WELCOME TO NEWNAN FIRST UNITED METHODIST CHURCH PRESCHOOL AND KINDERGARTEN

It is a pleasure to welcome both you and your child to First United Methodist Preschool and Kindergarten. We are delighted that you have chosen our program and know that you want the very best for your child. We seek to provide a loving, nurturing, environment in which each child will feel special and important. Each teacher is dedicated to providing the very best for your child. Our teachers are continuously attending workshops or education classes which provide them with new and creative teaching ideas. They also bring to our program years of teaching experience and education. Our program is rich in learning and gives children the opportunity to explore art, science, literature, dramatic play, music, movement education, foreign language and much, much more!

We look forward to an exciting year together as we strive to provide a unique educational opportunity for your child's most formative years.

PHILOSOPHY

We believe that all children grow and develop at different rates and have different learning styles. Children are naturally curious about the world around them and should be given the opportunity to explore, create and problem solve with materials which are developmentally appropriate. Each child brings to the educational setting his or her own unique set of experiences. Through interaction in the classroom, children can learn from one another. You will find that your child will increase language skills, become more self confident and develop higher order thinking skills. All activities in these early years should be hands-on and fun. Often what adults perceive as play or pretend is a serious learning experience for a child. Therefore, there will be an array of activities in which children can touch, feel, smell, taste, hear, and see.

PURPOSE

First United Methodist Preschool is a non-profit, tuition, self-supporting school. Its purpose is:

- to provide a quality education program in a Christian environment that will promote each child's cognitive, emotional, and spiritual growth;
- to strengthen each child's capacity to establish healthy and meaningful relationships with other children;
- to learn respect for themselves and others;
- to know God through Jesus, the church, and the world around them.

PRESCHOOL COMMITTEE

The Preschool is operated on a non-profit basis. This school is administered by the **Preschool Committee** which is responsible for the supervision and operation of the preschool. The committee meets quarterly or as needed in consultation with the Director to determine policies, review finances, and to improve the school as it grows in facility and experience. The Preschool Committee is a committee of church members of Newnan First United Methodist Church.

PRESCHOOL PARENT COUNCIL

The Preschool Parent Council is comprised of preschool and kindergarten parents. This committee meets on a monthly basis with the Director to assist with special programs that take place at the preschool. This committee supplies support for the teachers. The Parent Council members are Church members.

PRESCHOOL CLASS TIME SCHEDULE

Playschool I	8:30 a.m.-11:15 a.m.
Playschool II*	8:30 a.m -11:15 am
2 year old*	8:30 a.m.-11:15 a.m
3 year old	8:45 a.m.-11:45 a.m.
4 year old	8:30 a.m.-11:30 a.m.
Kindergarten	8:30 a.m.-12:30 p.m

***Please note early carpool pickup for Playschool and 2 year old children in preschool classes:**

Approximately 42 four-year old children are released each day for pickup in our carpool line at 11:30 a.m. In order to avoid a heavier volume of releases, we ask Playschool and two year old parents be in line by 11:15 a.m.

FOR SAFETY REASONS, we ask that no one park in our carpool line at any time.

PRESCHOOL STAFF MEMBERS

Director

Nancy Martin

Playschool

Jodi Horne, Teacher
Molly Milsap, Teacher
, Assistant

Kindergarten

Josie Exner, Teacher
Katie Maddox, Assistant

4 Year old Teachers

T.J.Stanford, Teacher
Shae Rhodes, Assistant
Kathy Diaz, Teacher
Susan Mitchell, Assistant

Katie Bass, Teacher
Shana Cooper, Assistant

3 Year old Teachers

Karen Moon, Teacher
Vanessa Brown, Assistant
Erica Pfaff, Teacher
, Assistant
Cynthia Ammon, Teacher
Denise Bratcher, Assistant

2 Year old Teachers

Roslyn Bonner, Teacher
Sally Brown, Assistant
, Assistant

Music and Movement Teacher

Jeannie Bryan

Chapel

Brooke Barksdale

Computer

Wendy Fox

Science

Betsy Conoly

French

Marie Dingler

REQUIREMENTS FOR ENROLLMENT

Entrance Age: A student will be placed in the age appropriate class according to the age the child is as of September 1 of the calendar year of enrollment.

Registration Forms: A completed registration form must be submitted to the director.

Registration Fee: A **NON-REFUNDABLE** registration fee in the same amount as one month's tuition is required at the time of enrollment. This fee goes toward operation of the preschool.

Supply Fee: A non refundable \$100 fee paid by all students to help pay for the cost of supplies for the preschool and playschool.

Tuition: Payment is due on the **FIRST** day of each month. It is helpful if the child's name and teacher is put on the bottom of the check for preschool/playschool tuition.

Monthly Fees:

Kindergarten: \$265

5 day classes: \$190

4 day classes: \$180

3 day classes: \$160

2 day classes: \$140

Tuition same as above for Playschool I and II

Please note: Tuition payments for the months of December and May are for the full amount even though we do not attend the entire month. Tuition is calculated based on the number of days we attend for the year divided by 9 months, consequently you pay the same amount each month for both Preschool classes and Playschool classes.

Immunization: The Department of Human Resources requires that proof of immunization be kept on each child enrolled in preschool. This should be on file with the preschool the **FIRST WEEK OF PRESCHOOL.**

PRESCHOOL POLICIES

Student Arrival and Dismissal: Because of the large number of students enrolled and traffic congestion, we stagger our arrival and dismissal times. ***Please do not bring your child earlier than 5 minutes before class begins.*** Teachers are preparing for class and it is difficult to get work done before class when students are early. Parents of 3 and 4 year olds, please ***drop your children off in the carpool line each morning.*** Please avoid bringing your child in the classroom each morning. ☺☺ Dropping him/her off in the carpool line allows your child to make the transition quicker and creates less confusion in the classroom so the teacher may begin her day. Teachers will be waiting outside to assist your child and walk your child to class. Our door in the covered parking garage will be locked at 8:55 a.m. If you are late, you may bring your child in through the doors in the upper level at the main parking lot.

NO PARKING IN THE CARPOOL LINE UNDER ANY CIRCUMSTANCES. Please park in a designated parking space.

DISMISSAL: Please be prompt in picking your child up at dismissal time. Teachers will be outside for 10 minutes from their dismissal time loading children from their class. _

If your child is being picked up by anyone else other than you, a note must be submitted to the teacher from you that morning. The teacher will check the driver's license of the person picking up your child to verify.

Because of the large number of students being picked up at one time, please do not use the carpool line as time to confer with the teacher. Please schedule a conference with the teacher. She will be glad to meet with you, but she cannot discuss your child during carpool.

Outside Play: This is a regular part of the daily schedule. If the weather is conducive, everyone goes out to play. If your child is too sick to go outside and play, he/she should be kept at home.

Contacting the school: In the event you have an emergency and you need the director or your child's teacher, please call the Preschool office: 770-253-1237 or Playschool: 770-253-4874.

Withdrawals: NO REFUND of any of the fees paid or tuition paid will be made because of withdrawal.

Safety: The safety and well-being of each child is of utmost importance. All precautions will be taken to insure the safety of your child with regards to the physical building, fire hazards, furnishings and equipment.

Potty Training: All 3 year olds entering preschool must be potty trained. Our 3 year old classrooms are not equipped to handle this for health and sanitary reasons. Part of Potty Training is teaching your child to clean himself/herself after using the bathroom. Our teachers

will assist your child, however it is a good idea to teach your child to do this from the beginning. A change of clothes for each child should be sent to your child's teacher for accidents.

Child Abuse, Neglect and Deprivations: Any suspected incident of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with O.C.G.A. (Official Code of Georgia) Sec. 19-8-5.

Emergencies: In the event we have an emergency involving your child, you will be contacted immediately after the needs of the child are met. Medical help will be summoned as needed.

Toys: Children **SHOULD NOT** bring toys to school (unless it is show and tell). Toys from home cause friction among students and may get broken or lost.

Field Trips: In order to broaden your child's experiences with the outside world, however, field trips are limited. Parent attendance is essential. You will be notified of any field trips scheduled.

Clothing: Parents are encouraged to dress children in play clothes which are comfortable and washable. All sweaters, coats, gloves, etc. should be marked with the child's name. Again please send in a change of clothes in a large Ziploc bag marked with the child's name.

HEALTH

PLEASE KEEP CHILDREN HOME when they show symptoms of runny nose (persistent greenish, yellowish mucus), sore throat, nausea or vomiting, diarrhea, inflamed eyes, skin rash, congested coughing or fever. Your child should be fever free for 24 hours before coming to preschool. This also applies for vomiting and diarrhea.

If your child is susceptible to **allergies**, please confer with your child's doctor and the teacher. A note from your child's doctor explaining the allergy is helpful.

The preschool will make every effort possible to protect the health and safety of your child. However, cooperation from the parent is imperative! Knowingly sending your child to school not feeling well, hoping he or she will feel better, possibly exposes every other child in the classroom to a potential illness. Please respect each family in your child's classroom, and do not send your child if he/she complains of an illness. You would likewise appreciate the same respect. Again, our staff seeks to provide the cleanest and safest conditions possible for your child.

Parents will be notified if any of the above symptoms or others is noticed during class. Parents will be notified if your child is exposed to a communicable disease at preschool, and in turn, parents should notify the preschool if their child contracts a communicable disease.

INJURIES

"Ouch" reports will be sent home to you if your child is injured in any way while under the care of the Preschool. In the case of a severe injury, the parent will be notified immediately.

NO PRESCHOOL STAFF MEMBERS MAY ADMINISTER MEDICATION.

DISCIPLINE PROCEDURES

The purpose is to assure that no child interferes with the rights and safety of other children while they learn and play in our Preschool setting.

This is a progressive disciplinary policy that allows intercession at several levels in order to address small problems before they become large ones.

The procedure is as follows:

It is understood that preschool age children are just learning group skills and to express themselves in an acceptable manner. However, if a child expresses him-herself in an unacceptable manner, the child will be cautioned and the acceptable behavior described. Our teachers use positive reinforcement to award good behavior. If the child continues with unacceptable behavior, he/she will be removed from the classroom and brought to the director's office. The director will then discuss with the child the unacceptable behavior and why the behavior is unacceptable. The parent will be notified if the child is brought to the director's office. The child will then be returned to the classroom to be given another chance. If the negative behavior continues, the teacher will contact the parents and ask for their help in addressing the situation. If, after parental intervention, the behavior has not improved, the child will be subject to suspension from school. This suspension will hopefully allow the parents and child time to address the problem and to experience first hand the consequences of this negative behavior.

It is our hope that no situation would arise that could not be resolved before the extreme measure of suspension. If however, a child continues the negative behavior, or if at any point a child displays such behavior that he school cannot risk their presence with other children, First UMC preschool reserves the right to expel the child from the program.

ADDITIONAL INFORMATION

Birthdays: It is our custom to help children celebrate birthdays by giving special attention to that day and the child. If convenient for the parent, cookies or cupcakes and birthday napkins may be brought in for the class. Summer birthdays may be celebrated in May if desired.

Snacks: Each teacher will contact the parents about snack schedules. We ask parents to furnish simple healthy snacks along with paper plates, napkins, and cups. Water will be provided for the drink.

Parties: Each class will celebrate the following parties:

Halloween, Thanksgiving Feast, Christmas, Valentine's Day, Easter Egg Hunt, End of the year class party. **Please sign up to help with at least one of the parties during the year.**

School Calendar: The preschool program does not follow the Coweta County School calendar completely: *exceptions are beginning and ending dates, Christmas holidays, and Good Friday.* We follow the same weather days as Coweta County. If Coweta County delays opening time, then we WILL NOT have school that day. **Please note**, the full tuition amount must be paid for the month of December and May, even though the entire month is not attended.

What to bring the first day: Each child is asked to bring a box of Kleenex, two rolls of paper towel, and one bottle antibacterial hand soap and 1 package of diaper wipes.

Student and Class Pictures: The children will have their pictures professionally taken one time during the year. You will be notified of picture dates. The preschool receives a percentage of the profits from the picture purchases.

Volunteer Help: Volunteer help is important to our preschool. Please feel free to help in your child's classroom any time you are able. We encourage parents to come to our preschool and be a part of your child's learning experience. We love and appreciate our volunteers!! 😊

Substitute Teachers: If you are interested in substitute teaching for our preschool, you may sign up with the Director. A background check and drug test are required. The participant must obtain paperwork from the director, return the papers, then the test will be completed. This is a paid teaching assignment.

KINDERGARTEN

Our Kindergarten program is a traditional Kindergarten class in a small, nurturing, Christian setting. Because of this type of classroom setting, we may offer your child a more one-on-one environment for learning.

The children learn to read, write, and spell, as well as math concepts, computer time, science and social studies. They participate in Chapel, Music class, Science and Math Enrichment, Computer Lab Class, and French class. Non-denominational biblical stories and positive character building activities are incorporated into the curriculum.

We seek to prepare your child to be ready for First Grade upon completion of our Kindergarten program. The curriculum is based on Georgia Performance Standards for Kindergarten. Our teacher is a trained teacher with a degree in education.

PLAYSCHOOL

Playschool is a preschool program offering a quality learning experience for our babies and young toddlers.

Playschool I: 3 months to young toddlers

Playschool II: Toddlers to 2 years

Payment per month must be given to the teacher on the FIRST day of each month. Tuition prices are as follows:

2 day: \$140

3 day: \$160

Registration Fee is same as tuition

If you reserve a spot for your child, you **must pay the tuition even though your child may not be able to attend.**

Preschool Consignment Sale

Newnan First Methodist Preschool holds two consignment sales a year. In addition to being a fundraiser for the preschool, this Consignment Sale is a ministry of the church and preschool to our community.

We have a Fall/Winter sale in September and a Spring/Summer sale in March. This sale has been a successful instrument in helping defray some of the costs of operating the school. Parents are asked to help with each sale in two ways. First, parents are asked to consign 30 or more items. Second, parents are asked to volunteer to work at the sale. An assigned class work shift is given to each parent before each sale. This sale could not be successful without the volunteer help of all parents.

A Consignment Sale Committee exists to coordinate the smooth operation of the sale. Committee members are preschool and Kindergarten parent who volunteer their time to oversee the operation of the sale. If you would like to be on the Consignment Sale Committee, please contact Nancy Martin, Preschool Director.

We, the staff, are most appreciative of the time and effort each parent gives in order to have this type of sale. Information will be forthcoming concerning each sale. For more information about the sale you may contact Nancy Martin at 770-253-1237 or go to our website: nfumcpreschool.org