

PRESCHOOL HANDBOOK



NFUMC Preschool & Kindergarten

33 Greenville Street

Newnan, GA 30263

770-253-1237

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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, and 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 United Methodist Church Vision:

We desire to be a church united and empowered by the Holy Spirit that authentically welcomes, loves, and serves all the people of our community and world.

WELCOME

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 provides 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.

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

TEACHING 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.

Our program is rich in learning and gives children the opportunity to explore art, science, literature, dramatic play, music, movement education, technology, foreign language and much, much more!

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 CLASS SCHEDULE

For safety reasons, we ask that no one park in our carpool line at any time. **Please do not block access to the parking deck.** The teachers need to be able to arrive and leave as their schedules dictate and we ask that you not block access to this area during school hours.

PRESCHOOL CLASS TIME SCHEDULE

Playschool I	8:30 am—11:15 am
Playschool II	8:30 am—11:15 am
2-year-old	8:30 am—11:15 am
3-year-old	8:45 am—11:45 am
4-year-old	8:30 am—11:30 am
Kindergarten	8:30 am—12:30 pm (Mon-Fri)

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 am. To avoid a heavier volume of releases, we ask Playschool and two-year-old parents be in line by 11:15 am.

STAFF MEMBERS

Director

Nancy Martin

nmartin@newnanfumc.org

770-253-1237

Playschool I

Stephanie Tanner, Teacher

Ray Weatherholt, Assistant

Playschool II

Danika Ford, Teacher

Mikaylee Bonner, Assistant

2-Year-old Teachers

Roslyn Bonner, Teacher

Kallie Zollman, Assistant

3-Year-old Teachers

Jodi Horne, Teacher

Vanessa Brown, Assistant

Erica Pfaff, Teacher

Jennifer Morrison, Assistant

Cynthia Ammon, Teacher

Denise Bratcher, Assistant

4-Year-old Teachers

T.J. Stanford, Teacher

Sarah Fuller, Assistant

Shae Rhodes, Teacher

Abbie Murphey, Assistant

Katie Bass, Teacher

Shana Cooper, Assistant

Kindergarten

Dottie Rich, Teacher

Jan Franks, Assistant

Specials

Karen Oothoudt, Chapel

Betsy Conoly, Science/Math

Wendy Fox, Computer

Sally Roberts, Music & Movement

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: \$300

5-day classes: \$220

4-day classes: \$210

3-day classes: \$190

2-day classes: \$170

(Tuition is the same as above for Playschool I and II)

PAYMENTS

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

INCLUSION OF CHILDREN

It is the belief of the Preschool staff that children, regardless of race, gender, ethnicity, socioeconomic status, disability, etc. are all children of God and deserve the opportunity to be part of the program. When children with developmental or social delays present themselves, efforts will be made to include them fully in all aspects of the program. It is understood, however, that some children may need more individualized interventions and instruction than our staff can provide. In those instances, the Director and teachers will encourage parents to pursue assistance through Babies Can't Wait, the local school system, or other means.

SUPPORT

Each student's enrollment at the NFUMC Preschool is subject to Parent support of the standards of the Preschool in its philosophy, methods, objectives, and policies; being an encourager, and keeping in regular contact with Student's teachers; and to attend any mandatory meetings called by the school or teacher.

TERMINATION OF ATTENDANCE

NFUMC Preschool and Kindergarten has the right to suspend or terminate the attendance of any student for reasons set forth in the Preschool Handbook (or other published document), for reasons that the School Director considers detrimental to the preschool community, student, or to other students of the preschool, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including afterschool programs).

COOPERATION BETWEEN FAMILY AND SCHOOL

A positive and constructive relationship between the Preschool and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the preschool's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or

disagreement with the Preschool's policies, methods of instruction or discipline, or otherwise interferes with the Preschool's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the Preschool reserves the right to dismiss the Family or Family Member from the community. The Preschool may also place restrictions on a Family Member's involvement or activity at Preschool for other reasons that the Preschool deems appropriate. Any determination under this Paragraph shall be in the Preschool's sole discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full. The Preschool also reserves the right to withdraw an offer of enrollment or re-enrollment at any time.

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.

TEACHER CONFERENCES

The teachers are always available to discuss any issues that you have. Please contact them using the Procure app when you wish to have a conference regarding your child. Because of the large number of students being picked up and dropped off at one time, please do not use the carpool line as time to confer with the teacher. We are always glad to meet with you, but we cannot discuss your child during carpool.

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 ensure the safety of your child with regards to the physical building, fire hazards, furnishings, and equipment.

CHILD ABUSE/NEGLECT/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.

BEFORE SCHOOL ARRIVAL

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.

AFTER SCHOOL 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.

PARKING

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

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.

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.

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

We incorporate many events within the preschool to broaden your child's experiences with the outside world; however, field trips are limited. If field trips are planned by your teacher, 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. If your child is under the age of three, please send in a change of clothes in a large Ziploc bag marked with the child's name.

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 SUPPLIES

Each child is asked to bring a box of Kleenex, two rolls of paper towels, one bottle antibacterial hand soap, and one package of diaper wipes. Individual teachers may request additional supplies at orientation.

HEALTH POLICIES

ILLNESS

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 **48** 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.

MEDICATION

NO PRESCHOOL STAFF MEMBERS may administer medication.

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.

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 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 the school cannot risk their presence with other children, Newnan First UMC preschool reserves the right to expel the child from the program.

ADDITIONAL INFORMATION

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.

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 can offer your child a more one-on-one environment for learning.

The children learn basic math skills as well as how to read, write, and spell. They participate in Chapel, Music, Science and Math Enrichment, and Computer 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: \$170

3 day: \$190

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 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: www.nfumcpreschool.org.