



# **PRESCHOOL**

OF DUNWOODY UNITED METHODIST CHURCH

## **Parent Handbook 2018-2019**

**Dunwoody United Methodist Church Preschool  
1548 Mount Vernon Road  
Dunwoody, Georgia 30338  
770-394-2555 (office)  
770-394-6003 (fax)  
[www.dunwoodyumc.org/preschool](http://www.dunwoodyumc.org/preschool)**

**Rev. Dan Brown- Senior Pastor**

**Amy Rohan- Preschool Director**





# DUNWOODY UNITED METHODIST CHURCH PRESCHOOL 2017-2018

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# **DUNWOODY UMC PRESCHOOL HOLDS MEMBERSHIP IN THE FOLLOWING ASSOCIATIONS:**

Southern Association of Colleges and Schools (SACS/CASI)  
Georgia Preschool Association  
North Georgia United Methodist Preschool Association



## **NOTICE OF EXEMPTION FROM LICENSURE AS A CHILD CARE CENTER**

The voluntary request of Dunwoody United Methodist Church, Inc. to operate Dunwoody United Methodist Church Preschool at 1548 Mount Vernon Road, Dunwoody, GA 30338 without a child care learning center license is hereby approved as of November 4, 2011. The program operates as an "...integral part of an established religious congregation or religious school..." and agrees to:

- Maintain accreditation and meet accreditation standards
- Comply with requirements for background checks for directors and employees
- Comply with local, regional, and state health department, state fire marshal and local fire prevention guidelines and requirements.

This program is not licensed by Bright From The Start: Georgia Department of Early Care and Learning as a child care learning center and is not required to comply with the Bright From The Start rules for child care learning centers.

Bright From the Start: Georgia Department of Early Care and Learning  
2 Martin Luther King, Jr. Drive SE, 670 E. Tower  
Atlanta, GA 30334

## **DUNWOODY PRESCHOOL STAFF LIST 2018-2019**

### **M/W Toddlers:**

Amy Hanks & Susan Grider  
Suzanne Wilcox & Kim Smith

### **T/TH Toddlers:**

Amy Hanks & Susan Grider  
Kim Smith & Suzanne Wilcox  
Christina Soares & Tica Vasquez

### **T/TH Twos:**

Paula Daugherty & Debie Radloff  
Laurel Sybilrud & Jamie Carlin

### **M/W/F Twos:**

Paula Daugherty & Debie Radloff

### **T/W/TH Twos:**

April Franke & Gayle Creese  
Jeni Guy & Amy Trizzino

### **M/W/F Threes:**

Laurel Sybilrud & Argie Sirmans

### **M-TH Threes:**

Tricia Casey & Kira Dunkerley  
Lauren Patton & Lisa Wright  
Pam Scott & Maria Siegel  
Elizabeth Taptich & Sarah Seelke

### **M-TH Fours:**

Paige Casey & Amie Amacher

### **M-F Fours:**

Ashley Endara & Sally Blinder  
Julia Leech & Julie Barrett  
Erin Zack & Lisa Beiger

### **Kindergarten:**

Anne Trask & Sue Hebda

### **Music:**

Suzanne Heninger  
Sarah Seelke

### **Kindergym:**

Julie LaFramboise

### **Office Staff:**

Amy Rohan,  
Preschool Director  
  
Cassie Odom,  
Associate Preschool Director  
  
Jennifer Finck,  
Preschool Administrator  
  
Anne Trask,  
Curriculum Coordinator

# 2018-2019 CALENDAR

## August

**Tuesday, August 28** ~ Parents' Night

**Wednesday, August 29** ~ Meet & Greet morning for students

## September

**Monday, September 3** ~ No School, Labor Day

**Tuesday, September 4** ~ First Day of School

**Tuesday, September 4 - Thursday, September 13** ~ Toddlers Gentle Adjustment Schedule

**Thursday, September 6** ~ New Family Welcome Coffee with Director

**Monday, September 10** ~ EXD Begins for Threes, Fours, and K

**Monday, September 17** ~ Morning Carpool Begins for Twos

**Tuesday, September 25** ~ Pancakes & PJS Supper

## October

**Monday, October 1** ~ 2s Lunch Bunch begins

**Tuesday, October 2** ~ No Lunch Bunch/EXD; noon dismissal for all; staff meeting

**Thursday-Monday, October 4-8** ~ No School, Fall Break

**Wednesday, October 24** ~ Conferences for M/W and MWF classes; school WILL be in session

**Thursday, October 25** ~ No School; Conference Day

**Wednesday October 31** ~ No Lunch Bunch/EXD; noon dismissal for all; staff meeting

## November

**Tuesday, November 6** No School; (*inclement weather make up day\**)

**Friday, November 9** ~ No School; Dunwoody UMC Holiday Festival Set Up

**Monday-Friday, November 19-23** ~ No School; Thanksgiving Break

**Monday, November 26** ~ Winter Enrichment classes begin

## December

**Wednesday, December 12** ~ Last Day Lunch Bunch

**Thursday, December 13- Tuesday, December 18** ~ No Lunch Bunch/EXD; noon dismissal for all

**Monday, December 17** ~ Threes Christmas Program; Noon Dismissal for all

**Tuesday, December 18** ~ Fours and K Christmas Program; Noon Dismissal for all

**Wednesday, December 19 – Friday, January 4** ~ Christmas Break

## January

**Monday, January 7** ~ School/Lunch Bunch/EXD Resumes

**Tuesday, January 8** ~ No Lunch Bunch/EXD; noon dismissal for all; staff meeting

**Friday, January 11** ~ 2019-2020 Registration Forms due for currently enrolled families

**Thursday, January 17** ~ 2019-2020 Registration deadline for New Families

**Monday, January 21** ~ No School; MLK Jr. Holiday

## February

**Thursday, February 14** ~ No Lunch Bunch/EXD; noon dismissal for all; staff meeting

**Friday, February 15** ~ No School; Winter Break

**Monday, February 18** ~ No School; Winter Break

**Monday, February 25** ~ Spring Enrichment classes begin

**Monday-Friday, February 25-March 1** ~ Teacher Appreciation Week

## March

**Tuesday, March 5** ~ No Lunch Bunch/EXD; noon dismissal for all; staff meeting

**Friday, March 8** ~ No School (*inclement weather make up day\**)

**Wednesday, March 20** ~ Conferences for M/W and MWF classes; school WILL be in session

**Thursday, March 21** ~ No School; Conference Day

## April

**Monday-Friday, April 1-5** ~ No School; Spring Break

**Friday, April 19** ~ No School- Good Friday

**Sunday, April 28** ~ Ice Cream Social

## May

**Wednesday, May 1** ~ Tuition Payment 1 Due for 2019-2020 School Year

**Tuesday, May 7** ~ No Lunch Bunch/EXD; K Early Release; Staff Meeting

**Tuesday, May 14** ~ Last Day of Lunch Bunch/EXD

**Wednesday, May 15** ~ Noon Dismissal for all; Threes End of Year Program; Teacher Luncheon

**Thursday, May 16** ~ Noon Dismissal for all; Fours/Kindergarten End of Year Program; Last day of School

**Friday, May 17** ~ Post Planning; Teacher Workday

\* *Inclement weather make up day: If Dekalb County Schools re-open and are in session on this day, DUMC Preschool will also be in session.*

# **PRESCHOOL OVERVIEW**

## **HISTORY**

Dunwoody United Methodist Church Preschool, formerly the Dunwoody Kindergarten, was established in September 1962. The Preschool is a ministry of Dunwoody United Methodist Church and is maintained by registration fees, tuition and fundraising. The governing body is the Preschool Parents' Council, the Preschool Director, the Senior Minister, the Associate Minister over the Preschool, parents of the current classes, and others deemed necessary according to the positions they may hold in the church. This committee meets regularly to review the progress and preview the needs of the Preschool and the children.

## **VISION**

Developing the Whole Child Through God's Love

## **MISSION**

Dunwoody United Methodist Church Preschool provides a developmentally appropriate education in a loving Christian environment where children are nurtured and encouraged to develop cognitively, socially, emotionally, physically, and spiritually to their full potential.

## **PHILOSOPHY**

The purpose of our weekday preschool is twofold: to prepare the child for more formal education and to teach him to live with himself in his surroundings in an acceptable manner. We hope to achieve this by guiding each child through many experiences.

Our goals for each child are:

- ... to help each child master the concepts of God's plan for each of us in our relation to our surroundings.
- ... to create within each child a respect for others and self.
- ... to guide each child as he grows more aware of the world surrounding him.
- ... to aid each child in his natural curiosity about all things.
- ... to impart knowledge to each child and aid in independent thinking and problem solving through books, records, stories, the senses, motor experiences and equipment.
- ... to watch and listen as each child expresses his ideas, opinions and creativity.
- ... to teach each child to take instruction from adults other than parents.

Readiness must be developed – cognitively, socially, physically, emotionally, and spiritually. Total readiness is accomplished when your child develops successfully in all these areas. Then this is our purpose:

- To aid your child as he develops toward complete maturation physically, emotionally, socially, cognitively, and spiritually.
- To this end, we use our skill, equipment, and experiences.

Dunwoody United Methodist Church Preschool accepts students without regard to race, creed, sex, religion or national origin, insofar as we can provide quality education and services for each child.

## **CHRISTIAN EDUCATION**

Christian education is an atmosphere as well as specifics: preferred books, audiovisuals, celebrations, prayers, song, music of all kinds, physical activities, and storytelling interpreted from a Christian perspective. A child learns when guided by loving adults who share their faith in a way meaningful to children. A brief chapel service that includes singing, a prayer, and a story are offered each week to our Threes, Fours, and Kindergarten classes. The chapel service is led by the clergy and lay staff. Since we are a multi-faith preschool, we do not teach doctrine. We share our faith with children:

1. When we help them view themselves as persons of worth.
2. When we provide opportunities for children to make choices.
3. As we help them to become better stewards of God's creation.
4. When we help them practice the rule of love in all relationships.
5. As we share our attitudes about others.
6. As we provide opportunities for them to be involved with the natural world.
7. As we provide opportunities for children to create instead of copy.
8. When we provide opportunities for them to be involved with many other people.
9. As we use the language of faith in interpreting experiences.
10. When we admit there are things that we do not know but are willing to trust to God.
11. When we live life with them, sharing the richness of everyday living, the hurts, joys, needs, and fulfillment in open and honest ways.
12. As we offer hope when things go wrong.

## OPERATING HOURS

The DUMC Preschool is open 9:00 a.m. – 12:00 noon. Kindergarten students attend from 9:00 a.m. to 1:00 p.m. Lunch Bunch and Extended Day (EXD) follows the morning program for preschool children. Lunch Bunch operates from 12:00 noon – 1:00 p.m. for 2's through 4's; EXD operates from 1:00 p.m. – 2:30 p.m. for children in the 3's classes through children in the Kindergarten class. Lunch Bunch and EXD run Monday – Friday (except for staff meetings and other dates as noted on the monthly calendar). A child (2's and older) may attend Lunch Bunch and EXD only on days he/she attends school. We begin school September 4, 2018 and end school on May 16, 2019.

## REQUIRED FORMS

By the first day of school, September 4, 2018, we are required to have the following forms from each child:

- Completed Application including all current addresses, phone numbers
- Certificate of Immunization—Georgia Form #3231. (NO EXCEPTIONS.)
- Emergency Contact and Medical Release Form
- Allergy Action Plan (if applicable)
- Authorization for Administration of Medication (if applicable)

A current Georgia immunization certificate (Form #3231) is due on or before the FIRST DAY of school in order for your child to be admitted to a classroom. Following the expiration of an immunization form, a child will not be allowed to remain at DUMC Preschool beyond 30 days unless a new Certificate of Immunization is on file at the school.

Parents are responsible for keeping the school informed of any changes in information contained on these forms including telephone numbers, work locations, emergency contacts, child's physician, child's health status, allergies and immunization.

*NOTE: All immunizations required for school attendance as well as the Hearing, Vision and Dental tests are given at the Georgia Department of Health located at 3807 Clairmont Rd., Chamblee, Georgia 30341 (Forms 3231 and 3300, respectively) 770-454-1144. They are also able to assist with the transfer of existing records from another state to the correct Georgia form.*

## STATEMENT REGARDING DISMISSAL

The Preschool reserves the right to dismiss any student if it is determined that continued enrollment in the Preschool program is disruptive to the school, to other students or is determined to not be meeting the needs of the child. Such reasons may include, but are not limited to: significant disruption of the learning process, violation of classroom behavioral guidelines and expectations (either of a serious or continual nature), failure of parents or guardians to adhere to school terms or policies, misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the Preschool personnel, failure to pay tuition, registration fee and/or additional fees as required completely or timely, the Preschool's inability to meet the special needs of the students, or any other good and sufficient cause.

## GUIDELINES REGARDING CLASS DROPS AND ADDITIONS

If, at any time, the number of children in a class (or classes at the same age level) falls below the number of children required to operate a quality program and to keep the class (or age level) operating at break even – considering tuition vs. teacher salaries, administrative costs, supplies, etc. and/or if there is waiting list at another age level that could use the classroom space, serving more children and operating in the black, the Preschool Director or a Board member may:

- 1) Recommend that the class(es) should close with children dispersed into another class(es) and that a new class should be opened – if the waiting list warrants this.
- 2) Recommend that some staff be terminated or asked to change the class and/or age level they teach.

Once it has been determined that the dropping or changing of a class is necessary, the changes will be made to the class(es) in an expedient manner. However, before these changes occur, parents will be given information supporting this change as well as the necessary support to make the transition as smooth as possible.

## CUSTODY OR GUARDIANSHIP CHANGES

If for any reason a custody/guardianship arrangement changes during the school year, **written notification** plus accompanying legal documentation should be provided immediately to both the Preschool Office and to the classroom teacher. If there is a separation or divorce in the family, please provide the Preschool Office with the name and contact information for the person with whom the child resides and any information regarding either parent visiting classes or removing a child from the school without advance notice.

## **ACCOMMODATIONS FOR LEARNING DIFFERENCES**

Learning differences in a child are characterized as a physical, social, emotional, cognitive, or behavioral challenge, that would require adaptation of the preschool's standard program of care or activities in order to accommodate the child's needs. Should a child's teacher and the Director observe that the child is having difficulty performing at an appropriate age level, is unreasonably disrupting the learning environment for other children, or is otherwise demonstrating needs beyond the preschool's range of care, they will share their observations with the parents and an appropriate plan of action will be discussed at that time. In situations where a child's needs lie beyond the scope of reasonable accommodation, every effort will be made to provide resource information and appropriate referrals.

## **TECHNOLOGY**

Student use of technology at DUMCP is intentionally limited to the use of CD players and listening centers in the classrooms. The American Academy of Pediatrics recommends no screen time for children under two years of age and less than an hour a day for preschoolers. With this in mind, it is our belief that children should play and learn in more "classic ways" while at preschool. We encourage children to engage in activities involving hands on materials such as crayons, markers, paints, pencils, scissors, blocks, play doh, magnifying glasses, magnets, books and dolls as well as with their teachers and each other.

## **PRESCHOOL CURRICULUM DESCRIPTION**

### **PRESCHOOL CLASSES OFFERED 2018-2019**

<b>Age Level:</b>	<b>Days:</b>
Toddlers	M/W or T/Th
Twos	MWF, TWTH or T/Th
Threes	M-TH, MWF
Fours	M - F or M-TH
Kindergarten	M - F

### **CURRICULUM OVERVIEW**

The Curriculum at DUMCP is guided by our mission to provide a developmentally appropriate education in a loving, Christian environment where children are nurtured and encouraged to develop cognitively, socially, emotionally, physically and spiritually to their full potential.

Our programs meet the Georgia Early Learning and Development Standards (GELDS) and the Kindergarten Georgia Standards of Excellence (K – GSE) while maintaining a balance of active, child-initiated learning and teacher-directed instruction. In addition, we allow for physical movement, active communication and interaction and individual and group problem solving.

**The Creative Curriculum** is the thread that ties our programs together by guiding teachers in developmentally appropriate practices across all age levels. It is a center based curriculum that encourages child-focused activity. Young children are actively motivated learners. They study the world through play. In each classroom, there are clearly defined interest areas where children can engage in activities such as creative art, blocks and building, dramatic play, reading and relaxing, science, manipulatives, writing, and sensory/water play. Children are encouraged to work with partners or in small groups.

These spaces are adapted and rearranged periodically to meet the current needs and interests of the children. Play possibilities are suggested by the teachers through arrangement of materials and selected props. Use of the materials is open ended.

Children are immersed in language and literature during Circle Time when the teacher leads the class in story reading, songs, poems and finger plays. Additionally, lessons pertaining to a weekly theme (typically science or social studies related) mathematical concepts, and for older children, letter of the week and phonological awareness activities are explored during Circle Time.



## TODDLERS

At DUMC Preschool, our purpose is to provide an environment where Toddlers (children age one by September 1, 2018) will receive quality care. A flexible schedule ensures a balanced day that provides both active and quiet activities. It is a program where every child knows that he/she is unique and loved.

Our Toddler program strives to meet not only the needs of the child but also the needs of the parents. Parents benefit from a quality program where they know children receive excellent care, based on developmentally appropriate practices.

From birth through the second year, children develop rapidly from total dependence on others to an assertive “I can” stage. Voluntary movement develops and wanting to be held gives way to crawling and then walking. Imitation becomes creativity, and language skills emerge from crying to the formation of understandable language. It is our goal to provide age-appropriate activities and to foster development in a well-equipped physical environment.

## TWO YEAR OLD CLASSES

Our Two Year Old program is offered for children who will be two by September 1, 2018. We offer your child a variety of new experiences geared for this stage of development. Our major goals are developing social and emotional skills, gross motor development, and language arts. Our curriculum includes many forms of art media, music, finger plays, cooking, story time and play experiences. Exposure to basic shapes, colors, and minimal use of scissors is included. Kindergym and music are also offered. The curriculum will encourage learning as a creative life-long process, which begins with meaningful firsthand experiences for your child.

## THREE YEAR OLD CLASSES

The Three Year Old program is offered for children who will be three by September 1, 2018. We offer a wide variety of experiences directed towards the needs of this age child. Social skills, language development, sensory perceptual and gross motor development are major goals of this program. Our curriculum includes many creative activities using all forms of art media, music, games, finger plays, literature, sensory experiences and most of all play. All activities are geared to the level of needs for a three-year old child. Kindergym and music classes are provided each week. In addition to the Creative Curriculum, three year olds are introduced to the Handwriting Without Tears curriculum. Developed by occupational therapists, children play, build, sing color and learn color and shape awareness and letter and number recognition as they develop fine motor control. Letter recognition will be introduced using a variety of hands on, “Letter of the Week” activities.

**While we certainly understand isolated “bathroom accidents”, three-year olds MUST be toilet-trained upon enrollment to the class. Toilet-trained is defined as being independent of adult support, including dressing/undressing and wiping. Teachers will assist and monitor hand washing. Please do not send children in diapers or Pull-ups. Please refer to the full Toilet-Training Policy.**

## FOUR YEAR OLD CLASSES (PRE-K)

The Four Year Old program is offered to children who will be four by September 1, 2018. This program will help to prepare four year olds for Kindergarten and future learning. Symbolic play is encouraged in the housekeeping center, the block center and through dramatic play. Growth in cognition is encouraged by reading good literature and recalling facts from these stories, and through science projects, cooking experiences, songs and musical instruments, learning games and incidental teaching. Curriculum materials used include:

**Handwriting Without Tears:** Developed by occupational therapists. Children play, build, sing color and learn color and shape awareness and letter and number recognition as they develop fine motor control.

**SRA Imagine It! Phonics:** A research based explicit, systematic approach to teaching phonemic awareness and phonics skills. The program provides a wide variety of engaging activities designed to build awareness, appreciation and use of both oral and written language.

**Phonemic Awareness in Young Children:** A research based complement to pre-reading programs. The developmental sequence of activities moves from simple listening games to more advanced exercises in rhyming, alliteration and segmentation. The curriculum is playful and accommodates individualized learning and teaching styles.

**Mathematics Their Way:** An activity centered math program to develop understanding and insight of the patterns of mathematics through the use of concrete materials. Activities are designed to help young children see relationships and interconnections in math and enable them to deal flexibly with math ideas and concepts.

## KINDERGARTEN

The Kindergarten program is offered to children who will be five by September 1, 2018. It is the goal of DUMCP's Kindergarten to be a "Ready School"; a school in which the developmental needs of all of the students are met and the disconnect between developmental behavior and expectations is bridged. Given that, many of our students go on to public and private school First Grade classes while some parents opt to send their children to a full day public or private school Kindergarten the following year.

Creative hands-on activities, music, science, social studies, math and reading readiness are experienced in this class. It is designed to provide experiences that build concepts, develop problem solving skills, and encourage positive self-concept.

Children are given the opportunity to expand play skills and cognition through participation in many areas provided in learning centers. A flexible schedule ensures a balanced day that provides energetic physical movement as well as periods of quiet activity. The Kindergarten curriculum is composed of the following:

**SRA Imagine It! Phonics:** A research-based, explicit, systematic approach to teaching phonemic awareness and phonics. The program provides a wide variety of engaging activities designed to build awareness, appreciation and use of both oral and written language

**Phonemic Awareness in Young Children:** A research based complement to pre-reading programs. The developmental sequence of activities moves from simple listening games to more advanced exercises in rhyming, alliteration and segmentation. The curriculum is playful and accommodates individualized learning and teaching styles.

**Guided Reading:** Small-group reading instruction designed to provide differentiated teaching that supports students in developing reading proficiency. The small group model allows children to be taught in a way that is intended to be more focused on their specific needs, accelerating their progress.

**Eureka Math:** A research based math program written by teachers and mathematicians in association with the non-profit, Great Minds. Math skills are presented in a logical progression, instill persistence in problem solving and connect abstract math concepts to the world outside the classroom. Skills addressed include number and numeration, operations and computation, data and chance, measurement, geometry, patterns and functions.

**Handwriting Without Tears:** Developed by occupational therapists. Children play, build, sing color and learn color and shape awareness and letter and number recognition as they develop fine motor control.

**Science and Social Studies:** Topics addressed are driven by the Kindergarten Georgia Standards of Excellence. Age appropriate non-fiction books and hands on activities encourage children to explore, question, research and develop skills and comprehension of concepts related to a variety of topics such as community, day and night sky, animals, plants, insects, national holidays, seasons, motion, our country and maps and globes.

## COMMUNICATION/CONFERENCES/STUDENT ASSESSMENTS

Our teachers make every effort to keep you informed of your child's activities through newsletters, notes, and regular consultations. Conference time will include a review of your child's assessments. Students are formally assessed twice per year. The fall checklists, for Toddlers through Three year olds, focus on social/emotional development particularly as it pertains to adjusting to school. Four year olds are assessed on social/emotional/ language and math skills. Four year olds are also assessed using the Handwriting Without Tears Readiness Screening. This tool gives teachers a baseline of each student's knowledge of letters, numbers, colors, shapes, hand dominance and fine motor skills. Checklists and the Readiness Screening are shared with parents at Parent/Teacher conferences in mid-October.

The age level spring checklists include developmentally appropriate social/emotional, motor, cognitive and language skills that are aligned with the curriculum and learning goals set forth in the Georgia Early Learning Development Standards. They are completed prior to Parent/Teacher conferences in late March.

Additionally, in the early spring, Four year olds and Kindergarten students are assessed on phonemic awareness and phonics skills. The assessment was written by an Orton-Gillingham specialist and is aligned with our SRA Imagine It! Phonics and Phonemic Awareness in Young Children curriculums as well as the Georgia Early Learning Development Standards. The assessment is administered one-on-one by two experienced educational consultants who, for many years, worked in the DeKalb County Public

Schools. The purpose of the assessment is to gauge the strength of students' pre-reading skills and to identify any potential "red flags" that might hinder a student's future success as a reader. Additionally, overall areas of concern are noted so improvements can be made to curriculum and instruction. Individual results are shared with parents during Spring Parent/Teacher conferences. Recommendations are made to parents concerning further testing and remediation, when necessary.

Assessment for Kindergarteners is ongoing using the Georgia Kindergarten Inventory of Developing Skills (GKIDS). Report cards are issued four times per year; the first at Parent/Teacher conferences in October, the second in mid-December, the third at Parent/Teacher conferences in March and the final at the end of the year in May. Journals are kept by students throughout the year and are used in evaluating the development of writing skills. Benchmark reading assessments are given to students individually throughout the year to determine student progress through reading levels to ensure individual needs are being met.

To maintain confidentiality, all anecdotal notes, fall and spring assessment checklists and phonemic awareness/phonics assessment score sheets are to be placed in student files in the locked file cabinets in each classroom. At the end of the year, they are to be moved to the locked student file cabinet in the main office.

### **MUSIC**

Music with one of our music teachers is offered to all children enrolled in our school. During the year, all phases of music are covered and children experience many different forms of music. We learn songs, use different musical instruments, play rhythm games, and use CDs extensively. The major goal of our music program is to expose children to many different music styles and encourage a love of music.

### **KINDERGYM**

The Kindergym program (creative body movement) taught by a qualified teacher is offered to Toddlers through Kindergarteners in our school. The children learn much about their bodies and how they work. The major goals are large motor development and coordination with an emphasis on learning and using "locomotor movements". Many forms of exercise are experienced: stretching, running, ball-rolling, bean bag tossing, and parachute play. Rubber-soled athletic shoes should be worn in Kindergym at all times. No flip flops, clogs, sandals, boots, or CROCS may be worn in order for a child to participate and succeed in Kindergym.

### **SPECIAL PROGRAMS**

Special programs add to the enrichment of our Preschool program. These special programs are presented throughout the year to the Toddlers through Kindergarten and may include a puppet show, musical special, or a visit from the fire truck. Fees for these programs are included in your monthly tuition payment.

### **MUSIC PROGRAMS**

There are two music programs in which children in Threes, Fours, and Kindergartners will participate: Christmas and an End of the Year program. These programs are brief, lasting no more than 30 minutes. These programs are designed to be a "sharing time" with you. Please view the calendar for the dates of these special events. The church may video tape these events and make DVDs available to families for a nominal charge.

## **SCHOOL DAY INFORMATION**

### **SCHOOL BAGS**

Each child will need a tote bag for carrying home papers. **No backpacks, please.** For your convenience, each new student will be provided with a DUMCP book bag. Bags with open tops and handles are easier for your child to manage. **Please write your child's name on the front of the bag.** We will attach a zippered pouch to the outside of the bag so important notes can be sent home and notes and envelopes can be returned to school. Please check these pouches daily for communications from school. Additional school bags are available for purchase for \$10.

### **PERSONAL POSSESSIONS**

Everything your child will need for the day should be in a bag labeled with the child's name. **Please label all items.** Please discourage your child from bringing toys to school except for designated "Show and Tell" days as we would not want special treasures to get lost in the classroom.

## CLOTHING

We recommend that the children wear school clothes that are practical, comfortable, washable, and that allows them to use the toilet without assistance (belts or buttons and fasteners a child cannot undo). Let your child know that it is all right for him to play outside in the clothing that he wears to school. Most of the materials that we use will be washable. The children are required to wear rubber-soled shoes to school. Tennis shoes are required on Kindergym days. No flip flops, clogs, boots, CROCS or sandals without straps.

We go outside if weather permits. Please have your child wear sweaters, jackets, and mittens (**labeled with name**) as dictated by weather conditions.

Please have an extra set of seasonally appropriate clothes and underwear in a labeled Ziploc bag in your child's book bag. Be sure to include socks in this set of clothes.

## SECURITY DOOR ACCESS SYSTEM

For the security of your child, the system is in continual use. If you bring your child late or are picking your child up early, ring the bell by the Preschool, Kindergarten, or Toddler doors, and we will open them for you. If we do not recognize you, ID will be required before you enter the Preschool. If you arrive after school begins, please sign-in at the Office and an member of the Office Staff will escort your child to class.

## CORRESPONDENCE/EMAIL/SOCIAL MEDIA

We will send notes home via email or the zippered pouch on your child's school bag. Please check every day for any newsletter, notes, or conference requests. Any correspondence that you may want to send us should be sent in the same manner. We will use electronic communication such as e-mail or web page updates for regular communication as well.

Please call the school or send an e-mail if your child is not attending on a regularly scheduled day. Please call the school if there are any last minute carpool or pick-up changes prior to 11:40 a.m. Written notes attached to tote bags will be delivered to the office regarding carpool or pick-up changes.

E-mail addresses of parents are made available to teachers, and in most cases, teachers will share their e-mail addresses with parents. For confidentiality reasons, we recommend that no last names be used in the content of an e-mail message. DUMC Preschool assumes no responsibility for any damages incurred through personal email with the school staff.

The Preschool asks that you please not share through social media sites images, videos or other recordings of children who attend DUMC Preschool (other than your own children) without the written permission of the parents of the applicable children. The silence or non-response of a parent to a request for such permission should not be treated as consent.

## BIRTHDAYS

Each child's birthday is very important. We place emphasis on it by marking the calendar and providing a crown for him/her on that special day. If parents would like to send in a birthday snack such as cookies to share with the class, you are invited to do so. Please limit sugary items (especially icing). Treats must be peanut or tree nut-free. Decorations such as paper plates and napkins are fine – but **no candles or latex balloons of any kind** are allowed in the school. If your child has a summer birthday, we celebrate with an "un-birthday," "half birthday," or "special day." Birthday invitations to parties that are held away from school will be distributed ONLY if all children in the class are invited to the party. Otherwise, please make other arrangements for distribution.

## CLASS PARTIES

In our Twos through Kindergarten classes we have four seasonal class parties during the year: Fall, Christmas, Valentine's and End of the Year. If you would like to help with any of these parties, let your teacher know during the Parents' Open House Night meeting at the beginning of the year. Parents helping with parties should provide food and drinks for all the children in the class. Please remember our peanut/tree nut-free policy. One activity for the children may be helping to make these refreshments. Party favors are fine, however, **no latex balloons of any kind or hard candies** are allowed! **Due to overcrowding in the classroom and general safety concerns, we urge parents to make alternative childcare arrangements for younger siblings.**

## INDIVIDUAL AND CLASS PHOTOGRAPHS

Individual color photographs are made in the fall. Group class photos will be made in the spring. The studio determines the cost of these photographs. You are not obligated to purchase these pictures.

## **EXTENDED DAY PROGRAM (EXD):** **LUNCH BUNCH, ENRICHMENT CLASSES, AND STAY & PLAY**

### **LUNCH BUNCH, ENRICHMENT CLASSES, AND STAY & PLAY FOR THREES—KINDERGARTEN**

*Lunch Bunch* is an hour (12:00-1:00) of supervised play and lunch with friends for Twos, Threes, and Fours. Parents must provide a nutritious lunch for all children attending Lunch Bunch.

*Enrichment Classes.* We offer some fun Enrichment Classes by the semester. Enrichment Classes are available to all children in the Threes, Fours, and Kindergarten classes.

*Stay & Play* (1:00-1:45 and 1:45-2:30) is an option for days your child is not signed up for an Enrichment Class or would like to stay longer following a class.

The Extended Day program begins Monday, September 10, 2018. An *Extended Day Calendar* will be available online each month for you to reserve days for your child. The calendar must be turned in by the indicated deadline so that we can plan to maintain proper staff/child ratios and then you will be billed via HeadMaster. If the calendar is turned in later than the deadline, you are considered a Drop-In and will be charged the Drop-In rate. In order to provide a period of supervised play during any time period, there must be at least five (5) children registered on the monthly calendar. If there are not five (5) registered, parents will be notified in advance. EXD participants are dismissed by carpool at 1:00pm, 1:45pm and 2:30.

### **LUNCH BUNCH PROGRAM FOR TWOS**

Because we know your two year old is growing up and wants to be a “big kid”, we offer Lunch Bunch for the Twos classes starting Monday, October 1, 2018. We start Lunch Bunch later in the year to let your two year old get acclimated to the Preschool environment. Lunch Bunch is designed to allow the two year old extra time to play on the playground and socialize with friends during lunch. Parents are asked to please pack a nutritious lunch on the days your child stays for Lunch Bunch. Lunch Bunch lasts until 1:00 p.m. and pick up is by carpool. Your two year old may also take advantage of our Drop-In policy for Lunch Bunch. The Lunch Bunch fee is \$6 per day when you reserve placement in advance on the Extended Day Calendar. The Drop-In rate is \$10 per day.

### **EXTENDED DAY CALENDAR FEES AND DROP-INS**

#### **Threes and Fours**

*Extended Day Calendar Fees* are paid on a monthly basis by reserving dates on the Extended Day Calendar and billed to your HeadMaster account. There must be a minimum number of children who are registered to stay on any particular day if they are not enrolled in an Enrichment Class.

*Drop-Ins.* If you did not sign up on the monthly online Extended Day Calendar, but need a day for your child to attend Lunch Bunch and/or Stay & Play, you are welcome to “Drop-In” Monday through Friday. Please enclose your payment for that day in an envelope and direct it to the Preschool Office, ATTN: Cassie Odom. Prices for Lunch Bunch, EXD and Drop-In are as follows:

#### **Threes and Fours Fees:**

Extended Day Online Pre-Reservation Rate:

1:00 p.m. —\$7.00      1:45 p.m. — \$10.00      2:30 p.m.—\$14.00

Drop-In Rate:

1:00 p.m. —\$10.00      1:45 p.m. — \$15.00      2:30 p.m.—\$20.00

#### **Kindergarten Calendar/Drop-in Fees**

Lunch time is included in the Kindergarten day. The Stay & Play fees, for days your child is not enrolled in an Enrichment Class or would like to stay longer, will be paid on a monthly basis when you reserve placement on the Extended Day Calendar. The rate is \$7.00 per day for Kindergarten students staying until 1:45 p.m. and \$10.00 per day for Kindergarten students staying until 2:30 p.m. Drop-Ins are available for Kindergartners at a cost of \$10.00 per day if your child stays until 1:45 p.m. and \$15.00 per day if your child stays until 2:30 p.m.

## DISMISSAL FROM LUNCH BUNCH AND EXD

Dismissal from Lunch Bunch at 1:00pm and Enrichment Classes at 1:45pm and 2:30 is via carpool. Please park in a designated parking place in the large parking lot. ***Please do not park under the white portico area.*** A \$10 late fee will be assessed if your child is not picked up within the first 10 minutes past their designated pick-up time (1:00pm, 1:45 pm, or 2:30 pm). No child will be released to anyone other than a parent or person authorized on the parent agreement form without a written note from the parent. Identification will be required.

## 2018-2019 EXTENDED DAY ENRICHMENT CLASSES

Specific enrichment class fees are charged by the session. There will be a Fall, Winter and Spring session for enrichment classes. You will be billed via the HeadMaster Online Parent Portal. Please see your EXD Enrichment Class application for additional policies and information. Registration for Enrichment Classes are held in August for fall classes, and in December for spring classes. Class availability is subject to minimum enrollment. If a class is insufficiently enrolled, it will be cancelled and fees will be refunded. You may only register for classes where your child meets the age level requirements. In addition, you may only register for classes on days when your child attends school. EXD Enrichment Class fees include all registration fees, supplies and materials.

## ARRIVAL & DISMISSAL PROCEDURES

Normal school hours are from 9:00 a.m. until 12:00 noon (1:00 p.m. for Kindergartners). **ARRIVAL:** We open the doors at 8:50 a.m. and close the doors at 9:05 a.m. **Please do not bring your child early.** We cannot be responsible for any child on the premises prior to school hours. Teachers need the time before school opens to prepare for the day. Please make every effort to arrive on time. All children must remain buckled in before drop off in the morning. Children arriving after the doors have closed must be walked in to the office, signed in, and Office Staff will walk the child to class.

**DISMISSAL:** We will begin dismissal of Twos, Threes and Fours at 12:00 noon. Please do not park your car in carpool and leave your car. Children are dismissed as their transportation arrives at the designated pickup area. Display your carpool number in the front window until your child is loaded in the car. Be sure the number remains in place until your child is in the car. Please pull forward to the "Buckle Zone" and buckle your child. See the complete carpool procedure below and Carpool Guide Map. Please be on time, as children get anxious when their parents are late. Also, please be aware that the teachers may have Lunch Bunch and EXD duties that begin after dismissal. **Dismissal time is from 12:00 noon to 12:10 p.m.** If you will be late picking up your child, please call the Preschool Office and let us know. **A late fee of \$10 will be applied to your HeadMaster account for children picked up after 12:10p.m.** Your child will remain in the Preschool Office until you arrive.

If you find it necessary to come into the building at 12:00 noon when regular carpool is going on, please park in a designated parking space in the large parking lot and enter the double doors in front of the Activities Building. **If you must pick up your child (Twos, Threes, or Fours) from the gym (carpool is preferable due to safety concerns in the parking lot), please enter through the double doors, and bring your carpool number. You may be asked for identification. You must show your carpool number in order for a teacher to dismiss your child. Dismissal is from the gym door directly across from the Preschool Office door.**

If you need to pick up your child early, please come to the Preschool Office prior to 11:45 a.m. and sign your child out. Your child will be brought to the office by their teacher. There will be no dismissals from the office between 11:45 a.m. and 12:10p.m.

**NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN A PARENT OR PERSON AUTHORIZED ON THE PARENT AGREEMENT FORM WITHOUT A WRITTEN NOTE FROM THE PARENT. IDENTIFICATION WILL BE REQUIRED.**

## CARPOOL PROCEDURES

**\*THERE IS A STRICT NO CELL PHONE POLICY DURING DROP-OFF AND PICK-UP.\***

**\*WHEN EXITING THE CHURCH, YOU MUST TURN RIGHT ONLY.\***

### IF YOU HAVE A TODDLER:

After you enter the Church property (following the directions), you must park in the main parking lot by the Sanctuary. Walk your child into the building being sure to hold your child tightly and watch carefully for cars entering and leaving the Preschool. You may want to arrive earlier and back into your space for an easier exit. Due to the inherent danger of entering/exiting vehicles, you are prohibited from parking adjacent to the playground.

**Since, carpool is the safest option, we strongly encourage you to participate in the carpool process.**

### IF YOU HAVE A CHILD IN TWOS, THREES, FOURS OR KINDERGARTEN :

**MORNING DROP OFF:** Enter the Church property (following the directions), and pull under the portico for drop-off. Please put your car in park once you have reached the designated stopping point on the curb. Teachers will unload your children and ensure their safety until they get to their classrooms. Children in the twos class will be individually escorted by a twos teacher. After drop-off, circle back around to the Church driveway from which you entered. The traffic officer will help direct you onto Mt. Vernon Road. \*\* If any child is overly anxious or upset during morning carpool, please walk them to class. The teachers will not take a crying or extremely resistant child out of the car without the parents' permission.

**AFTERNOON PICK-UP (12pm Twos, Threes, Fours; 1pm Kindergarten—except early dismissal days):** Follow the morning procedures except please display your carpool number clearly in the front passenger window. **Keep the number in place until your child is loaded into the car.** Exit in the way you do for morning drop off, being sure to pull over in the designated Buckle Zone (see diagram) before leaving the parking lot.

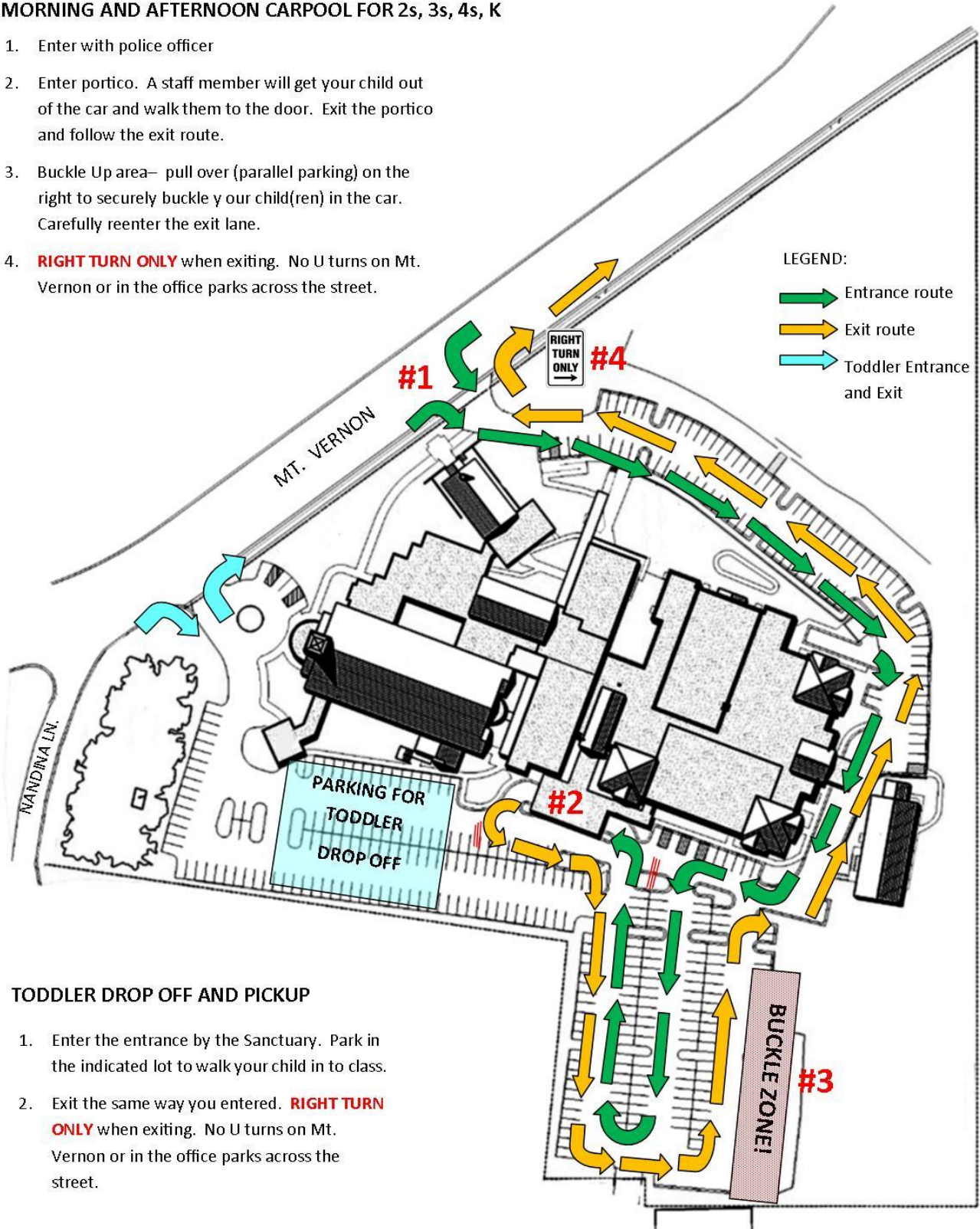
You may walk your child into school or pick them up from school at any time, but do use extreme caution when leaving or entering your car by holding your child's hand and being mindful of cars in the parking lot. **Carpool is the safest method.**

**\*\* Please note that is a state law that all children up to age 8 be buckled in a car seat. They are also required to be buckled in the backseat for their safety. Thank you for your cooperation and understanding with these policies.**

**\*DO NOT UNDER ANY CIRCUMSTANCES LEAVE A CHILD UNATTENDED IN YOUR CAR WHILE YOU COME INTO THE PRESCHOOL OR CHURCH (IF YOU HAVE A SICK CHILD, YOU MAY CALL THE PRESCHOOL OFFICE AND WE WILL BRING YOUR CHILD TO YOU). IT IS AGAINST THE LAW, BUT MORE IMPORTANTLY, THIS IS EXTREMELY DANGEROUS FOR YOUR CHILD!**

## MORNING AND AFTERNOON CARPOOL FOR 2s, 3s, 4s, K

1. Enter with police officer
2. Enter portico. A staff member will get your child out of the car and walk them to the door. Exit the portico and follow the exit route.
3. Buckle Up area— pull over (parallel parking) on the right to securely buckle y our child(ren) in the car. Carefully reenter the exit lane.
4. **RIGHT TURN ONLY** when exiting. No U turns on Mt. Vernon or in the office parks across the street.



## TODDLER DROP OFF AND PICKUP

1. Enter the entrance by the Sanctuary. Park in the indicated lot to walk your child in to class.
2. Exit the same way you entered. **RIGHT TURN ONLY** when exiting. No U turns on Mt. Vernon or in the office parks across the street.



## **HEALTH RELATED POLICIES**

### **ILLNESS AND ABSENCES**

Please keep your child at home when he/she is sick. This includes having a persistent cough or cold. No child may stay in the school if he has a forehead temperature of 100° or if he/she is exhibiting symptoms of vomiting, diarrhea, rash, runny nose or runny eyes. **After an illness, a child may be admitted back to school if he/she has been fever-free (non-medicated) and symptom-free for a minimum of 24 hours.** This policy protects children and staff from unnecessary exposure to viruses and illnesses. Parents or emergency contact persons will be called and asked to pick up the child immediately. If a parent or emergency contact cannot be reached, the child will be isolated in the Director's Office under the supervision of the Director or other office personnel until someone can be reached who can pick up the child. **Once you have been contacted regarding your sick child, we require that the child be picked up as soon as possible.**

Please notify the school if your child has a contagious disease so that a notice may be sent home to parents of other children in the school. No child will be permitted to remain in the school with a communicable disease as outlined in the Chart of Communicable Diseases from the Department of Public Health. Readmission to the school will be in accordance with the recommendations on this chart. See Re-admission Following Contagious Illness (below). We are required to report any suspected cases of noted communicable disease to the DeKalb County Health Department.

Please call the Preschool Office if your child is not attending on a regularly scheduled day, for illness or other reasons.

Medication will be administered only by the Director or Office Staff. No medication will be administered unless the form "Authorization for Administration of Medication", signed by a licensed physician and parent, is on file in the Preschool Office. Medication will be securely stored in the Preschool Office. If your child has a chronic problem requiring medication, you will need to have your doctor send one set of instructions, and we will place them in your child's folder.

It is desirable that children attend school regularly when they are well. **If you do not feel that your child is well enough to play outside at school, keep him/her at home.** Please do not send a note requesting that your child be allowed to remain inside during outdoor play. We feel that we use good judgment in taking children outside and do not take them out when the weather is not appropriate for outdoor play. All teachers are needed to supervise outdoor play on the playground. No additional staff members are available to supervise children who remain indoors.

With ongoing concerns about seasonal flu, the preschool takes extra precautions to insure children remain healthy at school. A strong focus remains on washing hands and keeping toys and classrooms sanitized. Any child exhibiting flu-like symptoms will be sent home immediately. Please continue to emphasize healthy habits with your children, such as regular hand washing and covering a cough, and keeping your children at home if they should become sick.

### **RE-ADMISSION FOLLOWING CONTAGIOUS ILLNESS**

Besides the risk to other children and the teachers in the classroom for spreading illness, we ask that you use the "Golden Rule" in determining whether or not to send a child to school. If you would not like to have a sick child in your child's classroom, then please consider how others feel when their children come home sick a few days later if you send in your child with an illness.

Here are specific guidelines for when children should stay home:

**CONJUNCTIVITIS (PINK EYE):** Exclusion is necessary until active infection, discharge and redness are no longer present.

**COXSACKIE VIRUS (HAND, FOOT, MOUTH DISEASE):** Exclude until fever is gone for 24 hours and child is well enough to participate in normal daily activities; sores may still be present.

**DIARRHEA (VIRAL OR BACTERIAL):** Generally, exclude until 24 hours after stool returns to normal form. Children in diapers must remain at home until stool returns to normal form.

**FLU:** Exclude until fever is gone for 24 hours (non-medicated) and child is well enough to participate in normal daily activities.

**IMPETIGO:** Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

**MOLLUSCUM:** While exclusion isn't necessary, please cover affected areas with long pants or long-sleeved shirts to prevent further transmission.

**MRSA (Methicillin-Resistant Staphylococcus Aureas):** Any infected wounds (cuts, scrapes, abrasions) must be covered by two clean, dry bandages when at school. A doctor's note is required for re-admission during the treatment process.

**PINWORMS:** Exclude until treatment has been started. A doctor's note is required as proof of treatment for readmission.

**RESPIRATORY ILLNESS (FEBRILE):** Exclude until child is without fever for 24 hours without medication and is well enough to participate in normal daily activities.

**RESPIRATORY ILLNESS (ALLERGY/ASTHMA):** Any child with a chronic cough, either allergy or asthma-related, which prevents him/her from engaging in classroom activities in comfort may be asked to remain at home until cough is cleared.

**GREEN OR RUNNY NOSES (ALLERGY, COLD OR SINUS INFECTION):** Nasal congestion for any reason which results in a teacher needing to continually wipe a child's nose and face is usually an indication that a child may be at risk for sharing germs with classmates. Children with non-infectious allergies may not feel well enough to participate in classroom activities. Please use good judgment in sending a child to school with anything but a clear nose.

**STREPTOCOCCAL SORE THROAT, SCARLET FEVER:** Exclude until at least 24 hours after treatment begins and child is without fever for 24 hours.

### **LICE POLICY**

Lice outbreaks are common in schools. Lice do not carry disease and are not a reflection on the cleanliness of a household or parenting skills. When lice enter the school, the school takes every measure to try and control the spread of the infestation. However, this is a task which must be addressed by parents as well.

The Preschool Office will check students most closely associated with children with confirmed cases, but the only way to be sure that all cases are detected is for every parent to conduct a lice check. It is extremely important for parents to check children's heads when a notice comes home that there is a case of lice in a classroom.

Use of a very bright light, magnifying glass, and fine-tooth comb is recommended. Mature lice, which are no bigger than a sesame seed, avoid light and are hard to see. Lice eggs or nits are usually found at the nape of the neck and behind ears, close to the scalp, and appear as tiny whitish ovals that attach to the hair shaft. For more information, go to [www.cdc.gov/lice](http://www.cdc.gov/lice) or [www.webmd.com](http://www.webmd.com).

If you find head lice, use an effective head treatment as recommended by your pharmacist or pediatrician and re-treat again in seven to ten days. Keep checking every two days until there are no lice found for ten consecutive days.

#### **If head lice are found on your child:**

- Please notify the school.
- Do not let your child attend school until treatment is complete and the child is nit free.
- Check others in the household. If lice or nits are found, treat all infested individuals.
- Remove nits from the head by combing. Complete nit removal is time-consuming but essential for successful treatment.
- Remove all nits from the environment by washing all clothing and bedding, and vacuuming. Do not forget to clean headphones, barrettes, hair bows, toys, car interiors, book bags, and lunch bags.
- Continue to check your child weekly.

#### **If head lice are NOT found on your child:**

- Do not begin any special treatment. Using chemical lice treatment has not been proven to be preventative and is not recommended.
- Instruct your child not to share personal items such as combs, brushes, hats, scarves or coats.

## TOILET-TRAINING POLICY

A child entering the Threes class at the beginning of September should be sufficiently toilet-trained to spend three hours in class without having “accidents” and should be cooperative when asked to use the restroom at periodic intervals. Three year old classrooms are not equipped to handle children still in diapers or pull-ups. If your child requests your help with hygiene, we encourage you to teach them proper techniques, as they should handle these tasks independently while at school.

**All children in the Threes, Fours, and Kindergarten classes must be fully and independently toilet-trained at the beginning of the school year to attend class. Each child should be wearing underwear, not Pull-Ups or diapers, at school.**

For the purpose of clarification, our definition of fully toilet-trained is:

1. The child recognizes when he/she needs to go to the restroom.
2. The child verbally informs an adult of the need to go to the restroom.
3. The child enters the restroom on his/her own.
4. The child manipulates his/her clothing off and on with little or no assistance.
5. The child sits or stands at the commode and handles own cleaning (wiping) needs.
6. The child washes his/her hands and rejoins the class.

If a child is not sufficiently toilet-trained to consistently perform the tasks listed above while at school, he/she may be asked by the teacher or the Director to remain at home until toilet-training is complete. While we understand accidents do occur occasionally, repeated “accidents” or uncooperative behavior may result in a parent being called to remove the child from the classroom for the remainder of the class day.

On the second incident of wet or soiled pants within the same day, we will call the parent or caregiver to take the child home for the remainder of the day. Depending on frequency, the second time a parent is called to pick up, you may be asked to keep the child home for an extended period to complete training.

This is not meant as a punishment but rather an opportunity for the child to develop and grow in their toilet-training abilities in a place where they may be more comfortable and without the time constraints of a preschool schedule. For some excellent tips on toilet-training, we recommend [Positive Discipline for Preschoolers](#) or John Rosemond’s parenting website, [www.JohnRosemond.com](http://www.JohnRosemond.com).

## CHILD ABUSE PREVENTION AND REPORTING

DUMC Preschool staff is trained to recognize signs and symptoms of child abuse. DUMC Preschool staff is mandated to report any suspected cases of child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services. Our staff members receive regular training in the Safe Sanctuary policies of the North Georgia Conference of the United Methodist Church.

## **FOOD ALLERGY POLICIES**

Dunwoody UMC Preschool recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances.

**DUMC Preschool does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. The Preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.**

**For the safety of your child with food allergies of any kind, please provide your own snack on a daily basis. Teachers will restrict your child's access within reason to any foods containing allergens other than peanuts/tree nuts which are not allowed in our classrooms from 9:00 a.m. to 12:00 noon in all age levels except during the Kindergarten lunch period. If your child stays for Extended Day, the Preschool will provide an allergy bag tag to attach to his/her lunch bag.**

### **Medical Management**

Each student at risk for a life-threatening allergic reaction must have a Food Allergy Action Plan completed annually by a physician and on file with the school Director. Please ask for the suggested form. One copy should be stored with each of the student's Epi-pens/Twinjects.

The parents of a child with food allergies, along with the student, are responsible for alerting the teacher in writing to the food allergy and making plans together for how to best accommodate the student based on the guidelines presented in this policy.

Any student who has been given epinephrine, either manually or via an auto-injector device such as an Epi-pen, must be transported to the hospital via emergency services personnel.

Students' Epi-pens or Twinjects must be stored in a secure but unlocked location easily accessible by the Director or classroom teachers to ensure prompt availability in the event of an allergic emergency at school.

### **Risk-Reduction in Classrooms**

All Preschool classrooms are to be peanut and tree nut-free from 9:00 a.m. to 12:00 noon. Kindergarten classes will be peanut/tree nut-free except during the lunch period. Depending on the presence or absence of students with food allergies using the classroom **and** the severity of the allergy itself, packaged snacks which bear a warning that they were processed in a facility with, shares equipment with or processed on a line with peanuts or tree nuts **may** not be acceptable. This issue should be addressed by the parents and teacher together at the beginning of the school year, particularly if an allergy to another food is present, and communicated to all class parents by the classroom teacher and parent.

Treats brought into the classroom for daily snacks, class parties, birthdays, etc. must meet these same peanut and nut-free criteria and should include full labeling information. Students with food allergies should be encouraged to keep a supply of safe treats at school for these occasions. No student with a food allergy should be allowed to eat any food not specifically supplied or approved by his/her parent.

Teachers will notify parents in advance regarding classroom activities that involve the use of food either for craft or educational purposes. Parents will be required to provide written permission for their child with food allergies to participate. In no instance should the use of peanuts or tree nuts be served in any classroom.

### **Risk Reduction – Lunch Bunch/EXD**

During the Kindergarten lunch period, and the optional Lunch Bunch and EXD Program, a table will be dedicated to children with peanut and tree nut allergies, and will be the same table each time. Friends of that child may join them at the peanut and tree nut-free table, provided that their lunches meet the peanut and tree nut free criteria. Parents must mark the lunch as "peanut and tree nut-free" in order for a child to sit at the dedicated table (a tag is available from the Preschool Office). No food sharing is allowed. For children with other food allergies, a meeting should be set up with the Director prior to attendance in the Lunch Bunch program to determine whether a special plan can be set up ensuring their safety.

### **Dietary Restrictions for Philosophical/Religious Reasons**

If your child has dietary restrictions regarding the consumption of meat, poultry, fish, eggs or dairy products, we recommend sending in a snack for your child which adheres to the restrictions. As with children who have food allergies, we may not be able to detect the presence of restricted ingredients in all items which are supplied by other parents for snack.

## **SNACKS/ LUNCH**

**DUMC Preschool is a no-peanut/tree nut zone from 9:00am to 12:00pm Monday-Friday, except for the Kindergarten lunch period.**

**Toddlers-Kindergarten:** A nutritious, mid-morning snack will be provided by the parents. Parents will be asked to provide a snack for the entire class a few times a year. A suggested snack list is below. We strongly encourage parents to make selections from this list. Water will be served with snack. For children under four (4), we cannot serve popcorn, carrots, celery, or whole grapes (also raisins for Toddler classes). State standards require us to serve only snacks from their original, sealed containers (i.e. we cannot serve from an open box of Goldfish, cereal, crackers, etc.).

**If your child has a food allergy or dietary restriction, please send in a snack for your child daily.**

Children staying for Lunch Bunch and EXD should bring a lunch from home. Please clearly label your child's lunchbox, as we have duplicates! According to state regulations, these lunches should include a nutritious drink or water, a raw or cooked fruit and/or vegetable, cheese, and/or a sandwich with a healthy filling. Please do not include soft drinks or candy for snacks or lunch. Do not send any aluminum cans with pop tops or glass containers to school. They will be returned unopened, as they present a safety hazard. We strongly recommend sending beverages in resealable, reuseable containers rather than juice boxes or soft beverage pouches. Water is preferred, and cups of water can be provided. During Lunch Bunch and EXD, peanuts and tree-nuts are allowed as children bring individual lunches, and they are not allowed to share food, but we cannot guarantee. Children with severe food allergies will be allowed to stay for Lunch Bunch if their lunch is marked with an allergy alert tag and a separate table is available. If your child has a food, medicine, or environmental allergy of any kind, it is imperative that you let the teacher and the office staff know in writing immediately.

## **SUGGESTED SNACK LIST**

**IF YOUR CHILD IS ALLERGIC TO ANY FOODS, PLEASE PROVIDE YOUR CHILD'S TEACHER AND THE PRESCHOOL OFFICE A WRITTEN NOTICE IMMEDIATELY!**

*DUMC Preschool does not purport to be, nor can it be deemed to be fully free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. The Preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy. For the safety of your child with food allergies of any kind, please provide your own snack on a daily basis. Teachers will restrict your child's access to any foods containing allergens other than **peanuts/tree nuts which are not allowed in our classrooms from 9:00 a.m. to 12:00 noon** in all age levels except during the Kindergarten lunch period. Please refer to the Food Allergy Policy as written on page 20.*

**According to USDA guidelines for childcare facilities, the following is recommended for a nutritious morning snack, choosing two of the four components: Fruit or vegetable; bread, cereal or grain; meat/protein and/or equivalent; liquid milk or dairy.**

**NO NUTS, NO PEANUT BUTTER, NO PEANUT BUTTER PRODUCTS, NO HARD CANDY,  
NO LARGE MARSHMALLOWS, NO HOTDOGS, NO HEAVILY ICED CUPCAKES/COOKIES**

### **FRESH, DRIED or CANNED FRUIT (in plastic containers)**

Applesauce  
Peach slices  
Pineapple slices  
Fruit cocktail  
Apple slices  
Bananas  
Grapes (**cut in half, 3s and under**)  
Melon  
Orange slices  
Strawberries  
Raisins (**not for toddlers**)

### **COMBINATIONS**

Trail mix, cereal mixes (**NO NUTS**)

### **BREADS/GRAINS/CEREALS (None with nuts)**

Banana bread  
Pumpkin bread  
Raisin bread  
Muffins  
Mini bagels  
English muffins  
Pita bread  
Sandwich squares  
Low sugar cereals  
Rice cakes

### **VEGETABLES**

Celery and carrot sticks (**4s and up**)  
Broccoli, bell pepper strips,  
cucumbers  
Salad dressing or dips

### **CRUNCHY TREATS**

Popcorn (**4s and up only**)  
Crackers  
Goldfish  
Pretzels

### **EXTRAS**

Pudding, jello or yogurt cups  
Cheese cubes/cheese sticks

**STATE STANDARDS REQUIRE US TO SERVE ONLY SNACKS FROM THEIR ORIGINAL, SEALED CONTAINERS,  
IE: WE CANNOT SERVE FROM AN OPEN BOX OF CRACKERS.**

## **DISCIPLINE POLICIES**

### **DISCIPLINE PHILOSOPHY**

It is important that a child feels good about himself/herself at all times. A child grows through learning to handle situations on his/her own. In handling these situations, he/she learns self-control and how to make choices and accept responsibility for those choices.

It is the policy at DUMC Preschool to clearly state basic rules and limits of acceptable behavior to the children and guide them in following these rules. If behavior problems arise, the teacher or assistant teacher will handle the situation appropriately. We will first try to redirect the situation. If redirection is not possible, it is our policy to remove a child from the situation and discuss options with the child. The child may need to sit quietly with an activity until he/she is ready to re-enter play. Children may also be escorted to the Director's Office for discussion and reflection on behaviors which continue to be a distraction in the classroom.

If the misbehavior continues, the teacher may:

- Repeat the above process;
- Send a note or behavior report home to parents;
- Call the parents at home to discuss the problem;
- Request a conference with the parents at school;
- Request a conference with the parents and the Director

AT NO TIME will corporal punishment be used at DUMC Preschool, as this only decreases a child's self-esteem and leaves all responsibility for changed behavior with the adult in charge. The Preschool Office has the discretion to dismiss a child for the day if his/her behavior is not acceptable.

### **BEHAVIOR EXPECTATIONS**

School rules are posted in each classroom include: *We use gentle hands. We use inside voices. We use our listening ears. We use walking feet. We love one another.*

With these rules in mind we encourage respectful behavior across all age levels and immediate intervention is taken by the teacher should any of the following behaviors occur: *Name calling and making fun of another child. Intimidation (Bullying). Exclusion of other children. Teasing.*

### **BITING**

Biting incidents may occur from time to time, especially in our youngest classes (Infants, Toddlers and Twos). General guidelines for biting include:

- Comforting and caring for the child who was bitten.
- Removing the "biter" from the group and discussing the incident at his/her level.
- Discussing the incident with both sets of parents.
- Completing, filing and sending home an Ouch Report for documentation to the parents of the child who was bitten.
- Completing, filing and sending home a Behavior Report for documentation to the parents of the child who bites another child.

Depending on the circumstances involved and if the incidents continue to occur, additional actions will be taken which might include:

- Using observation to identify what precipitates biting and help prevent future incidents.
- Maintaining a log to track when the behavior occurs.
- Working together with parents to develop a plan to aid in eliminating the problem.

If our best efforts are not successful in helping the "biter" to change his/her behavior and it is affecting the other children in an increasingly negative way and causing the classroom to be unable to function normally, the parents of the "biter" may be asked to withdraw him/her from the school until such time the behavior improves.

If a child in the Threes, Fours, or Kindergarten classes exhibits biting behavior he/she may sent home for the day.

# **EMERGENCY SITUATIONS**

## **EMERGENCY PLANS**

DUMC Preschool's policy is to keep the children safe at all times when they are in our care. We have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care or if we feel there is a threat in the area. Plans for these circumstances are reviewed annually. Staff is trained in the appropriate response to various circumstances.

### **Shelter at the Site**

This plan will be put into place in the event of a weather emergency or if there are unsafe outside conditions or threats. In this plan, children will be cared for indoors. Parents will be notified if you need to pick up your child before regular dismissal time.

### **Evacuation to Another Site**

This plan will be put into place in the event that it is not safe for the children to remain in the Preschool or Church. In this situation, staff has pre-determined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site. Children will be walked to the alternate site unless conditions warrant transportation.

### **Method to Contact Parents**

In the event of an emergency, parents will be texted, emailed or called. A note may also be placed on the front door of the Activities Building. If necessary, local media will be alerted to provide more specific information. You can also check for information on our website, [www.dunwoodyumc.org](http://www.dunwoodyumc.org).

### **Reuniting with Children**

When the emergency ends, parents will be notified and reunited with their children as soon as possible. The contact methods listed above will be used to keep you informed.

## **MAJOR EMERGENCIES**

Contingency plans for major emergencies are posted in each room of the preschool. Fire drill, tornado drills, and intruder drills are held during the school year. Parents on the premises at the time of the drill must participate. In the event of any loss of power or water for 2 hours, parents will be contacted to pick up their children.

## **PROCEDURES FOR MEDICAL EMERGENCIES**

In case of severe injury or illness, the Director, Office Staff, or classroom teacher will first call the DeKalb Emergency Medical Squad (911) and then she will call the parent and make them aware of the emergency. If the parents or an emergency contact person are unavailable, the Director or Office Staff will follow the emergency vehicle to the hospital.

If the injury is not serious enough to warrant a call to 911 but does require immediate medical attention and the parent or emergency contact person cannot be reached, emergency transport will be arranged to the nearest medical facility. A staff member will follow the emergency vehicle to the hospital.

All minor injuries will be handled in house. If a minor illness occurs, the parents (guardian) or emergency contact person will immediately be contacted. Sick children need to be picked up within one hour of being contacted. The child will remain in the Director's Office or the classroom until a parent or designated emergency contact person can be reached.

## **INCLEMENT WEATHER & EMERGENCY CLOSINGS**

DUMC Preschool will follow the DeKalb County Schools regarding emergency closings for any reason. Informational announcements are broadcast from local radio and TV stations at the time of the emergency. If DeKalb County Schools are delayed or closed due to inclement weather, we will be closed. If, at any time, driving conditions are hazardous, let the general rule be "do not bring your child to school". If driving conditions threaten to become hazardous during the hours our school is in session, we urge you to come for your child as soon as possible. Due to difficulty of scheduling make up days, DUMCP will not schedule make up days or Enrichment classes for unexpected school closings.

## **FINANCIAL POLICIES, 2018-2019**

### **I. REGISTRATION FEE**

A non-refundable, non-transferable fee of \$125 is payable at the time of registration. Payment of this fee assures the child a place at DUMC Preschool. This fee is separate from the Monthly Tuition payments.

### **II. TUITION PAYMENTS**

Each student's yearly tuition amount is divided into 9 equal payments. Kindergarten students make their first payment (1 of 9) at the time of registration in January, then 8 monthly payments beginning in May. All other students begin making their 9 monthly tuition payments beginning May 1st. If you enroll your child after May 1, the payments missed must be submitted at the time of application along with the Registration Fee. Tuition Payments and Registration Fees are non-refundable and non-transferable— no exceptions. *If you withdraw your child for any reason prior to the end of the school year, we request a written notification at least 30 days in advance, and all payments made will be forfeited. You are responsible for all payments due while your child is enrolled at DUMC Preschool.*

### **III. TUITION PAYMENT SCHEDULE: Toddlers - Fours**

The Preschool's tuition policy is based on a *child's commitment to one full school year*. As a courtesy to you, tuition payments are divided into nine (9) equal installments, payable monthly and due as indicated on the schedule below. **All payments are non-refundable and non-transferable.**

<b>Tuition Payment</b>	<b>TUITION PAYMENT DEADLINE</b>
Payment 1	May 1, 2018
Payment 2	June 1, 2018
Payment 3	July 1, 2018
Payment 4	August 1, 2018
Payment 5	September 1, 2018
Payment 6	October 1, 2018
Payment 7	November 1, 2018
Payment 8	December 1, 2018
Payment 9	January 1, 2019

### **IV. TUITION PAYMENT SCHEDULE: Kindergarten**

The Preschool's tuition policy is based on a *child's commitment to one full school year*. As a courtesy to you, tuition payments are divided into nine (9) equal installments, payable monthly and due as indicated on the schedule below. All payments are non-refundable and non-transferable.

<b>MONTH OF TUITION</b>	<b>TUITION PAYMENT DEADLINE</b>
Payment 1	January 2018 @ Registration
Payment 2	May 1, 2018
Payment 3	June 1, 2018
Payment 4	July 1, 2018
Payment 5	August 1, 2018
Payment 6	September 1, 2018
Payment 7	October 1, 2018
Payment 8	November 1, 2018
Payment 9	December 1, 2018

### **V. TUITION PAYMENT AMOUNTS (annual)**

Toddlers (T/TH or W/F)	\$2,385
Twos (T/TH)	\$2,280
Twos (M/W/F or T/W/TH)	\$2,880
Threes (M/W/F)	\$2,565
Threes (M-TH)	\$3,015
Fours (M-TH)	\$3,060
Fours (M-F)	\$3,420
Kindergarten (M-F)	\$3,960

Supply and activity fees are included in tuition amounts. No refunds are given for any payments made, no exceptions.



## **VI. HEADMASTER ONLINE PARENT PORTAL**

Once your child is registered for DUMCP, you will receive an email with directions to set up your HeadMaster Online Parent Portal. All payments will be made through this online system. A reminder will be sent each month to prompt you to log on and make your tuition payment. If you have any questions or need more information on this system, please contact **Cassie Odom, Associate Preschool Director**, [cassie.odom@dunwoodyumc.org](mailto:cassie.odom@dunwoodyumc.org).

## **VII. BILLING SCHEDULE/LATE PAYMENTS/LATE FEES**

Monthly Tuition and Extended Day fees will be posted on your HeadMaster account on the 15<sup>th</sup> of each month. All payments are due the 1<sup>st</sup> of the following month. If payments are not received by the 6<sup>th</sup>, a \$20 late fee (per child) will be applied to your HeadMaster account. If payment is not made by the 15<sup>th</sup> of the month, an additional \$30 late fee will be applied. Late fees will continue to accrue until the account has been made current. In order to avoid late fees, a convenient option is available online to schedule payments. If payment is not made within 30 days your child may be considered withdrawn from DUMCP. All payments are non-refundable and non-transferable.

## **VIII. RETURNED CHECK FEES**

When a check is returned to the Preschool for insufficient funds, the Preschool is charged a fee by the bank. Therefore it is necessary that the Preschool recover its costs associated with a returned check. There will be a fee of \$25 assessed by the Preschool for each returned check.

## **IX. WITHDRAWALS**

Should it become necessary to withdraw a child from DUMC Preschool, written notice must be given to the Director or Associate Director at least 30 days in advance. All tuition and registration payments received are forfeited upon withdrawal prior to the end of the school year.

## **X. REFUNDS**

**All payments made (Monthly Tuition, Extended Day, or otherwise) are non-refundable and non-transferable.**

No refunds will be made for short or long absences. There will be no financial credits due to illness, inclement weather, travel, or any other reason. In the case of extended absence or illness, monthly tuition must be paid to reserve a place in the class. If your child will be absent for an extended period of time, you are responsible for paying all monies due in order to retain his/her placement in our program. Failure to do so will result in forfeiture of your child's spot.

## **XI. RE-ENROLLMENT POLICY**

If a child is withdrawn from the program and returns later in the same school year to re-enroll, it will be treated as a new enrollment. There are no guarantees that a child will be re-enrolled in the same classroom with the same teacher. Re-enrollment will be allowed on a space-available basis.



# PRESCHOOL

OF DUNWOODY UNITED METHODIST CHURCH

## PARENT HANDBOOK ACKNOWLEDGEMENT FORM

The State of Georgia requires all licensed childcare facilities to provide parents with a complete State approved copy of operating policies and procedures. They further require that parents sign a statement certifying that they have received, read and understand these policies.

In compliance with this regulation, ***please read the handbook***, sign the statement below and return this form to the Preschool Office.

\*\*\*\*\*

I have read the DUMC Preschool Parent Handbook and understand its contents. I agree to abide by the policies of the school as outlined herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I have read the DUMC Preschool traffic instructions. I agree that I will follow these directions and share these directions with other individuals who may be picking up my child(ren). I understand the "No Cell Phone" policy and will adhere to the "Right Turn Only" sign. It is unlawful to make a U-turn or turn left into the office park before the traffic light at Ashford Dunwoody Road.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CHILD(REN)'S NAME(S)**

**TEACHER'(S) NAME(S)**

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