

Gray United Methodist Church Preschool Handbook



Gray United Methodist Church Preschool

2108 Oak St

P.O. Box 8068

Gray, Tennessee 37615

(423)477-8436 Center

(423)477-3792 Church Office

(423)477-8360 Fax

Hours of operation 7:30am- 6:00pm.

Director: Elizabeth Fleenor

Email: Elizabeth@grayumc.org

Age-Specific Programs



Daily supplies to be provided by parents include: 24months-4 years

Diapers or pull-ups and baby wipes.

Cubby to house your child's belongings.

(cubby's can be purchased at dollar store, Walmart etc.)

Two sets of clothing that must be left at the center.

Blanket & crib sheet (clean blanket must be provided every Monday).

Sunscreen

Preschool: 24 months to 3year old's: Early learning strikes a balance between the nurturing care children receive as infants and toddlers and the structure and independence that will define their early preschool experiences. Children are introduced to learning through a series of projects using dolls, balls, pets, blocks, and puppets that encourage investigation of a specific topic.

Preschool: 4-year old's: Preschool at Gray United Methodist Church is designed to give your child the foundation to be ready for school. Our Program helps the child by teaching them to write their letters, numbers, and names. Monthly themes and weekly activities further your child's development in all areas, including math, science, and social studies.

Daily Operations

Meals and snacks: the center provides two snacks daily, Breakfast and afternoon snacks. All snacks are nutritious and healthy. The Tennessee Department of Human services and the Tennessee food program request that healthy lunch be provided for each child. A staff member cooks healthy, warm, and well-balanced lunch. We do not allow children to bring soft drinks into our center. We cannot withhold food that we serve from your child. If your child has any allergies to food, please bring in a note from the child's doctor, and you may need to provide the special food necessary for your child. We will do our best to accommodate to your child's needs.

Outside food: PLEASE DO NOT BRING FAST FOOD FOR YOUR CHILD. It creates problems because the other children are too young to understand why they cannot have McDonalds, Pals etc. This also includes food from home as well.

Personal items: Your child will be playing with fun, educational toys at Gray United Methodist Church Preschool every day, therefore to avoid loss or breakage, we ask that you please keep your child's toys or special personal items at home. Occasionally we have show-in-tell, your child may bring in an item as long as it is safe and labeled with his or her name. If your child loses anything contact the Center Director immediately. We will be glad to look, but we cannot be held responsible for lost or damaged items.

Birthdays: we'd love to help celebrate your child's birthday. We welcome any commercially prepared treat you would like to provide, but please send enough treats for every child. Please discuss and schedule your plans with the center director

Clothing: Your child should wear comfortable, washable clothes; GIRLS MUST HAVE SHORTS, SLACKS, OR LEGGINGS UNDER SKIRTS OR DRESSES. Shoes should be rubber-soled, closed- toe, flip-flops and sandals must have a back strap on them, because a full day at Gray United Methodist Church Preschool can include such activities as singing, dancing, painting, running, playing, and eating, both indoors and outdoors. We also ask that you supply a change of clothes, just in case of an accident. If your child is three and under we ask that you supply two set of clothing at all time. To avoid losing any items please label all clothing that might be taken off or changed during the day, including bathing suits, towels, and hats. We cannot be held responsible for lost or damaged clothing.

Homework: Parents can best support their child's learning by reading with their child each day, starting with infants and toddlers. In fact, reading to your child is the signal most important thing that you can do to foster literacy development.

Discipline Policy: Learning self-control is just a normal part of growing up. Our policy is never to embarrass or ridicule a child when he or she misbehaves. Corporal or physical punishment is never allowed at Gray United Methodist Church Preschool. Instead, we use positive strategies that strengthen the self-esteem of children. Most situations can be handled by redirecting the child another more appropriate activity. This approach is called " Positive Redirection". When necessary, we use a procedure called, Time-out. This gives the child time to think about their actions before returning to their group activity. This is positive form of discipline that teaches appropriate behavior while allowing the child to decide to improve his or her behavior. When a child is placed in time-out we go by the child's age as to how long they sit in time-out, so if a child is four years old then he or she would sit for four minutes.

Outdoor play: we consider the outdoors an extension of the classroom. We try and make sure that your child is getting at least 60 minutes of physical activity every day. Our playground includes outdoor space and equipment designed for active play and exploration to provide your child with exercise, fresh air, and different learning activities. (We also have a gym that provides extra indoor play space during bad weather). Supervision is always a priority. Please note, sunscreen or sun block must be authorized and provided by the parent. We do not intend on taking the children outside when it extremely cold, however we may take them outside when it is a little chilly so please make sure that your child has a jacket or coat that is labeled with his or her name on it.

Rest Period: after a couple of hours of exciting, educational, and fun activities, your child need rest. Most states establish a set rest period to 1 ½ hours to 2 hours. We provide a mat and a sheet. You will need to provide a clean blanket for your child every Monday. Please make sure that your child's blanket is labeled with their name on it. If your child likes to rest with a pillow, you make send a small pillow. It must be able to fit in their cubby. During rest period if a child becomes loud and is disturbing the other child we will call you and ask that you come and pick up your child, because some parents rely on their child napping during this time.

Parent and Teacher: You are welcome to come in and talk to your child's teacher and the director anytime. Please note that it will be best to schedule an appointment to be assure that the teacher and director will be available.

We at Gray United Methodist Church Preschool publish a monthly newsletter about news and exciting things that the children are doing. To keep up to date with daily happenings and extraordinary events, please check out our parent board and your child's red pocket each day.

Community involvement: At Gray United Methodist Church Preschool we are always in the communities and neighborhoods of our center. We participate in fund-raising for local and national charities. The center director will inform you of community activities that the center will be sponsoring.

Children with Disabilities: Gray United Methodist Church Preschool policy is to accept children in compliance with the American with Disabilities Act (ADA), its regulations, and any of other applicable local, and state or federal laws pertaining to the provisions of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with the center director prior to enrollment. For more information about enrolling a child with special needs, you may contact our Director at (423)477-8436.

No solicitation: We are very strict in prohibiting any distribution of literature or products at Gray United Methodist Church Preschool. Please see Center Director.

Babysitting: We discourage our staff members from providing private childcare or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in his or her individual capacity. If you would like a member of our staff to provide babysitting services, both yourself and the staff member must sign a release form. We will not be responsible for the performance of babysitting services provided by the staff member, including the transportation of your child.

Prayer: we provide care for children from families with various backgrounds and beliefs. However, we do teach Christianity here at our center.

Toilet Trained: Your child must be toilet train before he or she can move up to our four -year-old room. We ask that you supply us with two complete changes of clothes for your child. If you wish to take your child to the restroom while at the center, please follow the same hand washing and disinfecting procedures as the staff does. The toilet procedures are hanging on the bathroom wall.

Health and Safety Procedures

The Center cannot and will not accept sick children or keep a child who becomes ill while at the center. You or your emergency person will be called in the event of an illness and you will be expected to come as soon as possible.

A child with a temperature of 100 or higher must be picked up as soon as possible. The child will not be remitted until 24 hours after a normal temperature unless your doctor that your child is contagious. I.e. ear infection.

A child that has diarrhea must be picked up as soon as possible and be diarrhea free for 24 hours.

A child that is throwing up must be picked up as soon as possible and be able to keep food down before being remitted back to the center.

It is the parent's responsibility to ask when the child may safely return to the center.

PLEASE NOTE THAT IF YOUR CHILD IS ILL PLEASE DO NOT SEND THEM TO PRESCHOOL. THIS CAUSES NOT ONLY THE OTHER CHILD TO BECOME ILL BUT ALSO THE STAFF MEMBERS TO GET SICK AS WELL.

Contagious diseases: we will keep you informed on any instances of contagious disease affecting children who may have had direct exposure at the center, and we will immediately report such diseases to the local health authorities. From time to time, we will also distribute educational literature about children's health issues. If a child is absent because of a contagious disease, he or she may not return to the Center without a physician written statement indicating that the child is no longer contagious.

Allergies: please inform the Center Director about any allergies your child may have, so that we can take the right precautions to protect his or her health. Gray United Methodist Church Preschool allergy and emergency health care plan form must be completed prior to the initial start day.

Every child that is enrolled in the center must have an up-to-date immunization record that is on a Tennessee form provided by the child's doctor or from the local Health Department before they can start at our center. Immunizations must be kept current. Please advise the director when your child receives an immunization

Illness: prescription medication will be administered to your child when the following conditions are met:

1. Permission slip is completed and signed by the parent.
2. The date on the prescription is current (within the month for antibiotics or within the expiration date for medications which our labeled; within otherwise).
3. The medication is in a safety cap container.
4. The original prescription label is on the medication container.
5. The name of the child on the permission slip and the container are the same.
6. The dose, name of drug, and the frequency of administration given on the label in consistent with the parental instruction.
7. A specific time to administer the drug is on the consent form (ex 12:30 instead of before nap).

Administering Nonprescription medication: The responsibility of contacting a physician concerning minor health problems lies within the parents. Nonprescription medications permit relief of symptoms without physician contact, they are generally safe and effective when used appropriately, but labeling for nonprescription medicines provides a guide for treatment as well as when to seek further medical advice.

Gray United Methodist Church Preschool seeks to provide an environment in which each child is comfortable and in good health. It shall be the policy of Gray United Methodist Church Preschool to administer certain nonprescription medication when requested by a parent for treatment for a noncontiguous condition as long as the following criteria are met:

- The nonprescription is specifically labeled for use of children.
- The dosage is determined by the parent, pharmacist, or physician and is consistent with the product labeling. The physician should suggest the appropriate for an individual child.
- The duration of treatment is consistent with product labeling (usually less than week). Nonprescription medications should be administered at home if possible; since most medications have duration of at least four hours, the staff at the center should not have to administer more than one dose except in unusual cases.
- Nonprescription remedy produces no side effects (for example, hyper excitability). Which disrupt normal class activity.
- The staff feels comfortable that nonprescription treatment does not pose a risk to the child.
- Parents complete the appropriate paperwork instructing staff on how to administer the nonprescription medication.

Gray United Methodist Church Preschool will NOT administer the following nonprescription treatment:

- Anti-diarrhea medications
- Laxatives
- Asthma medications
- Acetaminophen (FEVER REDUCER) a child cannot attend preschool if using a fever reducer to control a fever. The child must be fever free without using medication for 24 hours.
- Breathing treatments (parents are welcome to come into the center and administer the breathing treatment for the child).

Medication storage: We are required to make all medications inaccessible to the children by storing them in a locked container. We have designated the director's office as the room used for medication storage. Medications needing refrigeration must be put in a leak-proof locked container. Please have the director show you the containers being used and where the keys are. When filling a prescription, most pharmacists will divide the medication, which will eliminate the need for it to be transported each day.

Handwashing: We want to help teach your child valuable personal skills. That's why we require handwashing before and after each meal, after using the bathroom and after other appropriate activity.

MEDICAL RECORDS AND VACCINATIONS

Medical records: in the interest of your child's health (and that all the children at the center), you must submit your child's current medical and immunization records prior to enrollment. These records must be updated in accordance with state law.

Vaccinations: the center for Disease Control (CDC) has released recommended guidelines for vaccinating young children. Gray United Methodist Church Preschool follows the state immunization regulations and recommends consulting your family doctor concerning medical matters.

CDC Vaccination Schedule Guidelines:

Birth:

2 months	Hepatitis B (Hep B) Hep B; Polio (IPV); Diphtheria; Tetanus; Pertussis(DtaP)H influenza type B (Hib)
4 months	Hep B IPV; DtaP, Hib
6months	Hep B; IPV; DtaP; Hib
12-15months	Hep; DtaP; Hib; Measles, Mumps, Rubella (MMR) Varicella (VAR)
24 months	Hepatitis A (in selected areas)
4-5 years	IPV; DtaP; MMR
11-12	Tetanus and Diphtheria

Signing your child in and out: Each morning when bringing in, we require you to sign your child in on our roster. Also, you must personally take your child to his or her teacher in the classroom. We release your child only to the parents or guardians with legal custody or persons over the age of 18 who are designated by you on the emergency contact and child release authorization form. Every person who enters the center is required to sign in. When you return to pick your child up, we ask that you please sign your child out. Adults other than the parents will be required to show proper ID.

If you come to pick up your child later than 6:00pm, we charge a \$1.00 late fee for every min that the staff member is at the center after 6:00pm, and this will be added to your weekly tuition payment account. If you are 30mins or later to pick your child up and we are unable to reach you or your emergency contact, we are required by the law to call Child Protective Services.

Custody issues: To ensure that Gray United Methodist Church Preschool is in compliance with any court order pertaining to the custody of your child, we require a certified copy of a court orders. We keep this information confidential and solely for the safety and well-being of your child. If a new court order is issued or if a restraining order has been issued against either parent, we will also need to have this information on file. It is Gray United Methodist Church Preschool policy to remain neutral in all custody matters and the center will not serve as a visitation site.

Security measures & Safety: Gray United Methodist Church Preschool has designated door M to be are main entrance into the center (Please knock on door M to enter the center). All doors in and out of the center are locked at all times and can only be opened by a staff member. It is our policy that all children must stay away from entrances and are not allowed to open or close the door once in the center it must be closed by a staff member or a parent leaving the center.

Roll checks are done for each age group during trips to the bathroom, playground, before lunch time, nap time, and during free play.

Any new additions to your child's pick-up list must be added by a legal guardian.

In case of accidents: We take every precaution to make sure your child is safe. This includes a comprehensive safety awareness program, as well as frequent inspections and maintenance of our building, playground, and equipment. Because children will be children, accidents may happen. When they do occur, and we feel medical attention is needed, we will call you or your designated contact.

Safety drills and Severe weather: to prepare for fire, severe weather or disaster evacuation, we have regular drills and practices, so you child can react safe and orderly manner. If an actual emergency requires evacuation of our center, we will notify you as soon as the children are safe. When the National Weather Service declares severe weather conditions (tornado watch or warning) high risk, we will notify you to pick up your child and get to safety.

Snow Schedule: we will follow Washington county TN Schools snow schedule. If they are closed, we are closed if they are on a delay we are on a delay as well. Tuition for weather related closings will remain the same and will be due upon reopening of the center.

Transportation: Gray United Methodist Church Preschool does not provide transportation. Children who weigh less than 40 pounds must ride in a car seat that meets federal motor vehicle safety standards.

Behavior issues: because we provide childcare and education in a group setting, we must be concerned for the welfare and safety of all our children and staff. When a child and parent's behavior threaten the safety of, or becomes abusive toward other children or staff, we reserve the right to dis-enroll the child immediately. Behavior reports will be sent home with your child in the event that the child behavior becomes a problem.

The following are grounds for immediate dis-enrollment:

- 1. If a child hits or kick a staff member. This is unacceptable behavior and it will NOT be tolerated.**
- 2. If a child bites or pinches another breaking the child's skin 3xs or more.**
- 3. When a child becomes abusive towards the other children or staff member.**

Withdrawing your child: should you have to withdraw your child, we require two-week notice.

The two-week notice is important because it enables us to fill the spot that will become available. It is also allowing the children to say good-bye to each other. Sometimes children and families may not adjust to the center environment. In these cases, we ask that the parent withdraw their child. If we make that decision, we usually give the family a week's notice to withdraw their child. Certain instances call for immediate withdraw.

Fees and Payment Policies: In accordance with your Enrollment agreement, your child's weekly tuition must be paid by closing time on the first day of each week that your child attends. If your child's tuition is not paid on the first day of each week that they attend, we will charge a late fee. ONE DAY LATE, \$5.00 Fee, After the 2nd day its a \$10.00 fee. If you pay monthly, the payment is due the first Monday of the month by closing time. These late fees will be added to your child's tuition account. Please remember that we are a non-profit organization, and your child's tuition pays the teachers' salaries. Unpaid tuition: Enrollment will be discontinued if tuition payment is not received. Gray United Methodist Preschool center director will notify if you are two weeks behind. Re-enrollment will require paying the full amount, late fees and the registration fee.

Returned checks: A fee of \$16.00 will be charged for all returned checks. We reserve the right to refuse any subsequent payment by check. If your child's tuition payment is returned, we will then ask you to either pay with cash or with a money order. Should your child not attend school for two weeks without notice of return, your child will be dis-enrolled to allow his or her spot to be open. If you return your child to school a registration fee will again, be required. Parents will be responsible for the tuition payment of the two weeks that your child was presumed enrolled. As we continue to improve our facility and resources, tuition fees are reviewed annually.

Weekly rates:

\$145.00 full time 5 days per week (2nd child discount \$120.00)

\$95.00 part-time 3 days a week (M-W-F) (2nd child Discount \$70.00)

\$ 70.00 part-time 2 days a week (Tue-Thurs) (2nd child Discount \$45.00)

Registration:

All new enrollees will be required to pay a **one-time non-refundable** \$45.00 registration fee.

Holidays, vacations, sick days, Snow day, and absences:

To maintain our high standard quality, we budget for everyday cost related to our dedicated teachers and educational resources. To cover these costs, we charge a full week's tuition. Due to high demands there will be no scheduled vacations, sick days or any other absences without tuition payments being due. The only time that tuition is not due is during winter break.

Holiday closings/ early closings: our center is officially closed on the following days:

- **Memorial Day**
- **Good Friday and the Monday after Easter**
- **Thanksgiving and the day after**
- **Independence Day**
- **Labor Day**
- **Winter break (dates to be announced tuition free week)**
- **The week of the fair GUMP closes at 4:00pm all week.**
- **(Dates to be announced)**

Holiday closing/early closings: if a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday. The center director will send out a REMIND message in advanced to let parents know. The preschool follows Washington county School during winter weather unless the center Director and staff decide otherwise.