

Faith United Methodist Church Preschool

Parent Handbook

Faith United Methodist Church Preschool was established in 1966 as a part of the Christian education program at Faith Church. The school is non-denominational, non-profit and operates as tangible evidence of the church's concern for the young child and his/her family.

Philosophy and Goals

Faith Preschool provides the opportunity for a child to develop as an individual and as a member of a group in a Christian environment. Two of the primary aims of the program are to build self-esteem and to create a nurturing atmosphere where the children can learn to socialize with their peers and grow at their own pace emotionally, physically and academically.

Each child should:

- enjoy school
- develop a sense of security and self-confidence
- learn to share and feel comfortable with other children
- experience stimulation of intellectual ability through exploration and discovery.

Statement on Discipline and Abuse

All children will be treated with love and respect. If a child is acting in an inappropriate way (not sharing, running in the classroom, etc.) a teacher will help the child to act in a more appropriate manner by removing the source of the problem or diverting the child's attention to another activity.

If a child is behaving in such a way as to endanger the well-being of another child, he will be removed from the situation, will be spoken to in a loving, yet firm, voice in order to help him understand why the displayed behavior may have been dangerous (throwing objects, hitting, biting, etc.) If necessary, the child will asked to go in the quiet corner for no more than three minutes to have time to calm down and think about his feelings and behavior. The teacher will then help the child return to a more positive form of play.

Curriculum

Faith Preschool children are involved in creative and imaginative play through experiences in block building, using dress-up clothes, coloring, painting, using clay and finger painting. The program includes readiness activities such as cutting, gluing, listening, organizing and following directions.

Musical and circle games, creative movement, climbing, sliding, finger plays, coloring, and using scissors encourage development of large and small muscles.

Skills in language expression are enriched through role play, drama, singing, storytelling, puppets, finger plays and conversation. Counting and letter recognition may be a part of many finger plays, rhymes and daily experiences. Our program introduces school readiness and the development of literacy skills.

The units for the school year include:

Bears, Me, Family, Fall, Farm, Thanksgiving, Christmas, Snow, Birds, Winter, Animals, Bugs, Dinosaurs, Spring, Health and Circus.

To arouse curiosity and a desire to know and learn, discovery activities are also a part of our preschool program. The children have experiences in shapes, sizes, textures, sounds, observations, tasting, smelling, cooking and simple science experiments. Opportunities for discovery are also created through field trips.

Age Requirements and General Information

TWOS

For entrance into the two-year-old program, your child **must** be two years old prior to September 1st of the current school year in which your child will be enrolled. There are two classes for two-year-olds which meet Tuesday and Thursday mornings from 9:00-11:30. Each class is staffed by a teacher and an aide. Class size is limited to twelve children.

THREES

For entrance into the three-year-old program, your child **must** be three- years- old prior to September 1st of the current school year in which your child will be enrolled. There are two classes for three-year- olds which meet Monday, Wednesday and Friday mornings from 9:00-12:00 p.m. There is a maximum of 14 children in each class which is staffed by a teacher and an aide. ***Children in the three- year- old classes must be toilet trained.***

FOURS

For entrance into the four-year-old program, your child **must** be four years old prior to September 1st of the current school year in which your child will be enrolled. There are two classes for four-year-olds which meet Monday through Friday from 9:00-1:00 p.m. Each day, the children eat a lunch brought from home. This class is limited to 16 children and is staffed by a teacher and an aide. ***Children in the four-year- old classes must be toilet trained.***

Admission and Registration Procedure

Admission to the program is open to all children who have reached the appropriate age prior to September 1st. The classes are open to every child, regardless of race, color, creed, or national origin. If your child is withdrawn early from the program, May's tuition will be reimbursed only if we can immediately fill the space.

1. Application. An application form must be completed and mailed to the Director with the nonrefundable application fee.

Notification of acceptance will be sent after the first of March. May's tuition will be due at that time.

2. Forms will be mailed to you, in July after the application form and fee are received:
 - a. Health Inventory form and State of Maryland immunization card
 - b. Parental emergency medical consent form (both sides)
 - c. Permission slip for field trips (4 year olds)
 - d. School calendar
 - e. School access code letter

These forms along with a check for the insurance and activities fee should be returned by the end of August. Your child will not be allowed to begin school in September without the completed and signed forms.

3. Back- to- School- Night. Before school starts, there is a Back-to-School-Night for the parents of enrolled students. At that time, parents will have an opportunity to meet the teachers, see the classroom and learn specific details regarding your child's schedule.
4. Students who have completed the Four-Year-Old program at Faith Preschool are eligible to repeat the program the following school year only upon the recommendation of the teaching staff and the Preschool Director. If parents wish to enroll their child(ren) in the program again rather than moving on to a pre-K/Four Plus or Kindergarten program elsewhere, the child(ren) will be placed on a waiting list until all returning Three-Year-Old students have had an opportunity to enroll in the Four-Year -Old program for the following year.

Fees, Payment and Scholarships

Faith Preschool's tuition is based on a yearly fee. Payment is due the 1st of each month. Checks should be made payable to Faith Preschool and mailed to:

Faith Preschool
Attn: Treasurer
6810 Montrose Road
Rockville MD 20852

For your convenience, there is a preschool tuition box located outside the church office. Tuition payments may be submitted using the Preschool tuition box.

The last month's May tuition is due shortly after receiving your acceptance letter. September's tuition is due September 1st. If your child is withdrawn early from the program, May's tuition will be reimbursed only if we can immediately fill the space.

Tuition

2 year-old-class	\$2,745 / \$305 per month
3 year-old -class (3 days)	\$3,375 / \$375 per month
4 year- old- class (5 days)	\$4,950/ \$550 per month

Late Payment. Prompt payment of fees is essential to the operation of a non-profit school. Tuition is considered late if it is not received by the 10th of the current month. Tuition received after the 10th of the month will have a \$50.00 late fee added. If a parent is delinquent with fee payments by the 10th of a second consecutive month, the parent(s) will be notified in writing and by telephone.

Refunds for days missed because of illness, appointments, or vacation are not possible since our operating costs continue, and we save a space for that child.

If for some reason you find it necessary to withdraw your child from preschool, please notify us in writing 2 weeks in advance, or you will be required to pay that month's fee.

Late fee for picking up from school. There will be a \$1.00 a minute for anyone later than 10 minutes from time of pickup. If you are going to be late, please call the school or teacher to let them know. Exceptions will be made upon teacher's approval.

Tuition Assistance. Tuition assistance may be available to children attending the

four year old program with preference being given to church family members. Tuition Assistance will be awarded according to need as determined by the preschool board. Preferably the recipient will provide at least one half of the monthly tuition with the remainder coming out of the tuition assistance fund. For further information, contact the director at (301) 881-1416 x2

Absences

A phone call to the teachers at the Preschool before school starts would be very much appreciated when your child is ill or will be absent. The phone number at the Preschool is (301) 881-1416. We'll be concerned if she or he is not present.

Please use the following extensions to contact your child's teacher:

Room 102 - ext.2
Rom 103 – ext.3
Room 104 - ext. 4
Room 105 - ext. 5

Illness and Emergencies

It is often difficult to tell how ill young children are, especially before they are able to tell you what they are feeling. As your child learns more words for feelings, it will become easier to distinguish between unhappiness and illness, worries and health problems, transient reluctance to go to school, and good reasons for not wanting to attend.

A child should not come to school when ill and unable to benefit from the day. It is also important to prevent further infection. Some guidelines to consider when deciding whether to keep your child home include:

- A child with a fever should stay home for 24 hours after the fever has subsided.
- Typical symptoms of illness are sudden onset of rash or skin eruptions, yellow or greenish drainage from the nose (allergic discharge is clear and may persist), wet or hacking cough, vomiting or diarrhea, excessive or unusual tiredness, inexplicable change from a child's normal "feeling good" level of energy or mood.
- If a child seems too sick to participate in ordinary routines, check with your pediatrician before school attendance is resumed.
- Communicable diseases and conditions, such as chicken pox, strep throat, conjunctivitis, lice, etc., should be reported to the school so that parents may

be notified.

Any medication sent to school must be accompanied by a note from the physician. All medication must remain in the original container bearing the label showing prescription number, name of medication, date filled, physicians and child's names, and directions for dosage.

If your child should become ill or involved in an accident at school, you will be contacted to come to the school. It is important that you complete both sides of the Emergency Card with accurate home and work information. Please notify the Director when you have a change of address or telephone number (home or business) or if there is a change in the name or telephone number of the person to be contacted in case of emergency.

Transportation

We do not provide transportation to and from preschool; however, car-pooling is encouraged. Class lists are made available so car pools can be arranged by the parents.

All parents will personally drop off and pick up their child at the classroom door. Do not leave children unattended in your car. If a child is going home with someone that is not on the emergency card a **written, signed and dated note by the parent is mandatory on that day**. (The church bus is used by the Preschool for field trips.)

Picking Up Your Child - Each child needs to be picked up by the parent or caregiver at the end of the class scheduled time. Parents will be assessed a \$1.00 charge per minute for every minute past the scheduled pickup time. **NO EXCEPTIONS!!**

If an emergency arises, please contact your child's teacher as soon as possible to inform them that you will be late. This allows the teacher to provide accurate information to your child on your whereabouts which will soothe their fears and reduce their anxiety.

Snack

The two, three and four- year- olds have a snack each day that the parents take turns providing. The snack should be as nutritious as possible. 100% juice should

also be provided with the snack.

Each family is asked to sign up for a minimum of 5 times during the year to bring in a snack. If your child is having a birthday, you can include that as one of your snack days. You will be reminded of your snack days in the monthly newsletter.

Birthdays

You are welcome to send in a simple snack (cake, cupcakes, ice-cream, cookies, etc.) Special napkins can also be sent in with the snack. Please do not send in “goody” bags. We love to have parents of the birthday girl or boy come in and join us for the snack. Parents can also read a special story, play a game, etc. on this day. Just let your child’s teacher know if you would like to come in and what you would like to do with the class. * *Please do not pass out birthday invitations or thank you notes in school.*

Field Trips

The four- year- olds go on many field trips throughout the year. The three- year- olds will have some special visitors come see them at school such as “Truck Day” and a farmer. The two- year-olds are invited to come to Truck Day.

Calendar

A monthly calendar will be sent home the first day of each month advising parents of special days, programs, ideas and general interest items. It is important that you read and retain your monthly calendar so as to be well informed in advance of these events.

Conferences

Parents will be contacted in late October through November to find out if you have any concerns and to let you know how things are going at school. Two days are set aside in March or April for conferences with the parents of children in the three and four- year- old classes. There is no school on the day of your child’s conference. However, the two- year- old classes will not be interrupted. If you have any questions or concerns at any time, please call your child’s teachers. Please allow one school day for a return call.

Preschool Visitation

Parents are welcome and encouraged to visit our preschool classes while in session. Please make arrangements with your child's teacher before visiting. Children unaccompanied by an adult are not permitted to visit the preschool.

Parents of Faith Preschool children are not required to assist in the classroom; however, they are welcome to share their interests and talents with the children.

Articles Needed

- A) A recent picture of your child
- B) A 3 gallon bucket (to be brought back & forth to school each day - your child's teacher will put the name on the bucket)
- C) A complete change of clothes, including underwear and socks (sweatshirt, sweatpants and T-shirt are suggested). Please send these things in a large Ziploc bag with your child's name on it.

Play clothes are appropriate dress for school. Remember we will be playing with clay, painting, using chalk, playing outside, and engaging in water play. Tennis or rubber soled shoes will work well on waxed floors and climbing equipment. **No flip flop, crocs or sandals please.** Also, children should be dressed to go outside everyday. Mittens and hats are a must during the winter.

PLEASE BE SURE TO MARK ALL sweaters, jackets, caps, boots, mittens, etc. **WITH YOUR CHILD'S NAME.** Teachers will assist children in keeping track of their belongings; however, we cannot be responsible for lost, stolen or broken articles.

School Calendar

We are open September through May. Our calendar is outlined on the first page of the school directory. Faith Preschool will be closed during in-service training days throughout the school year so that the teaching staff can attend approved continuing education course work, renew CPR/First Aid certifications, prepare student progress reports and hold parent/teacher conferences.

If Montgomery County Public Schools (MCPS) close due to rain, tornados, freezing rain, ice or snow, **Faith Preschool also close. If the county delays classes by two hours, the Preschool is CLOSED.** This information is available on the radio at WTOP 1500 AM and on local television stations. We are open on MCPS scheduled half days or early release days. There will be an automated voice

mail on the school's answering machine letting you know school is closed.

Emergency Procedures

Fire Drills

The school will conduct a "fire drill" each month that school is in session. This is a Fire Code requirement as well as a licensing requirement. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing, they will know what to do and how to do it.

Lock Down Drills

The school will conduct one "Lockdown Drill" each half of the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the building and classroom doors will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the Director authorizes such a release.

Shelter-In-Place Drills

The "Shelter-in-Place" drill will be conducted each half of the school year. The purpose of this drill is to be prepared to move to safe location within the building in case of severe weather or tornados.

Please remember that these safety practice drills are done to help maintain our school as safe place to learn and work.

Snow Policy

If inclement weather causes Faith Preschool to close more than one and one-half times the number of days that each class meets, a make up schedule will be implemented. The make up schedule will be at the discretion of the Director.

Summer Camp Program

Faith Preschool offers four one week summer camp programs. Each week will meet from 9:00 a.m. to 1:00 p.m. All weeks are open to children who have completed a three year old or a four-year old preschool program. A maximum of 16 children will be accepted for each summer camp session.

Faith Preschool offers a two week summer camp program for the two year olds. Each week will meet from 9:00a.m. to 12:00 p.m. All weeks are open to children who have completed the two's program or are coming into our program. A maximum of 12 children will be accepted for each summer camp session.



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PARENT HANDBOOK

