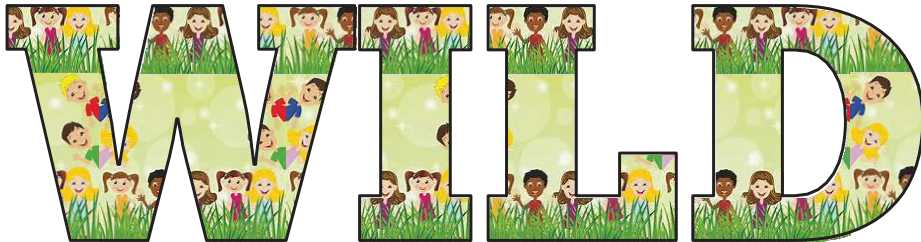




Dalton
First United Methodist Church



about PRESCHOOL!

Parent Handbook
2018-2019

Anne Stinnett, Preschool Director
dfumcpreschool@optilink.us
Office 706-278-1915
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DFUMC Preschool Calendar

Tuesday, August 14
Teachers Return

Thursday, August 23
Orientation

Monday, August 27
First Day of Preschool

Monday, September 3
Labor Day Holiday

Friday, October 5
Student Holiday

Monday, October 8
Student Holiday

Monday – Friday, November 19-23
Thanksgiving Holidays

Thursday, December 20
Last day of class before Christmas Holidays

Monday, January 7
Teacher Work Day

Tuesday, January 8
Classes resume after the Holidays

Monday, January 21
Holiday (MLK)

Friday, February 15
Mid-Winter Break

Monday, February 18
Mid-Winter Break

Monday-Friday, April 1 - April 5
Spring Break

Friday, April 19
Good Friday

Friday, May 17
Last Day of Preschool

Tuesday, May 21
Last Day for Teachers





In case of inclement weather, we will follow the Dalton Public Schools Elementary School closing schedule. Please listen to local TV or radio stations. DFUMC Preschool will also send text alerts to parent cell phones.

If there is a change in the preschool schedule, you will be notified.





From the Director...

Welcome to Dalton First United Methodist Church Preschool! Our preschool program is designed for the purpose of giving care to children one year to five years of age in a loving, secure, Christian environment. Our preschool provides opportunities for your children to grow mentally, emotionally, socially, and physically.

Our 3K, 4K and Readiness classes go a step further to promote a foundation for life-long learning by creating opportunities for the children to explore the world around them. It also gives them the chance to learn basic skills to build on once they enter Kindergarten.

This handbook has been prepared so that you may have a better understanding of our program and policies. Our plan is for your child to have an enriching and exciting experience at DFUMC Preschool.

As the director, I look forward to working with you and your child!

Fondly,

Anne Stinnett

Preschool Director

Email: dfumcpreschool@optilink.us

706-278-1915 (office)

706-260-9505 (Cell)

*Dalton FUMC Preschool Program is not licensed and is exempt by the Georgia Department of Early Care and Learning.





PRESCHOOL HOURS

1 yr olds	T & Th	9:00am -11:50am
2 yr olds	M,W,F	9:00am -11:50am
3 yr olds	3 day	9:00am -11:50am
3 Yr olds	M-F	9:00am -11:50am
4 yr olds	M-F	9:00am -11:50am
Readiness	M-F	9:00am -11:50am

***Please do not bring your child before 8:50a.m.
This is planning and preparation time for our teachers.
Our day concludes 11:50-12:00 (carpool and
Preschool 1s & 2s pickup).***

ARRIVAL/DISMISSAL OF CHILDREN

All children and parents should enter the building through the ATRIUM DOORS each morning. These will be the only unlocked doors to the church each school day, besides the short time the entrance to the Daycare is available to parents during their drop off and pick up times. Please accompany your child to his/her classroom and check in with the teacher before leaving. Children should arrive between 8:50 and 9:00am. Parents may park in any spot in the parking lot, **except on the curb or under the portico.** You may park in the carpool area at the south end of the building, just make sure your car isn't parked in that area after 11:30am, as cars typically start forming the line for pick-up shortly after this time.





ARRIVAL/DISMISSAL cont'd

Preschool 1s & 2s Children are to be dropped off in their classroom each morning and the sign-in sheet by the door should be completed. Any special information for the teacher should be noted on this sheet. Preschool teachers will also make notes on this sheet each day to share with parents as they sign their child out. **There is NO CARPOOL for 1s and 2s.** They should be picked up in their classroom between 11:50 and 12noon each day. If the children are on the playground, gym, etc., a note will be left on the bulletin board outside their door or possibly on a door knob hanger. You may grab your child's bag from the classroom and sign your child out via the sheet that the teacher will have with her.

PRESCHOOL children will be dismissed from the double doors at the south end of the parking lot. Cars will make a U-turn at the south end of the parking lot and stop facing west toward Valley Drive parallel to the double doors. Teachers will have the children ready and will bring them out to the waiting cars. Please, **DO NOT** get out of your car while in the pick-up line. **If you need to come inside the building or speak to someone, park in another section of the parking lot. In case of rain, we will dismiss from the covered portico door.* Each car will receive a tag which should hang from the rear view mirror so that it is visible to the teachers from the building. Children will be brought out according to car numbers. **PLEASE** remember to notify us with a phone call or a note if your child will be picked up by anyone other than the parents. It would be helpful if you share the pick-up procedure with grandparents and others on your pick-up list.

**Remember, for liability reasons, we are not allowed to buckle your child into his/her car seat. Please pull into a parking space outside of the carpool area and buckle your child.*





Tuition/Payment

Payment for Preschool tuition is due on a monthly basis. In order to make this process easier for our Finance Director, tuition **MUST** be paid via automatic bank draft **ONLY**. Please see Ken Elben, Pastor of Families and Children's Ministries, with any questions about this process. **Bank drafts are made on or around the 15th of each month.** An email is sent after each transaction that will serve as your receipt. Your email address **MUST** be on file with the Preschool Office.

If you are unable to make a payment, please see Ken Elben to discuss payment options. We will work with you in every way possible so your child can continue to participate in our program.

When you enroll your child, we assume it is for the entire school year, but realize there are events that will require you to leave our program. Please notify us at least two weeks in advance of withdrawal so that financial payments can be scheduled to stop.





2018-2019 TUITION RATES

Preschool

1 yr old - 2 days

\$160.00 T,Th

2 yr old -3 days

\$185.00 M,W,F

3 yr old -3 days

\$185.00 T,W,Th

3 yr old - 5 days

\$200 M-F

4 yr old-5 days

\$200.00 M-F

Readiness Class

\$200.00 M-F





SAFETY

We make every attempt to keep your child safe at DFUMC Preschool. Several ways we do this are:

1. Children are only released to parents unless notified in advance. You must notify the teacher in writing or by phone if someone other than the parents will pick up your child.
2. The first time an unfamiliar person picks up your child, even with your written or verbal permission, a photo I.D. **WILL BE REQUIRED.**
3. Children will not be released to older siblings.
4. Fire drills and tornado drills will be practiced. Each teacher will go over procedures with her class.
5. All teachers are certified in Infant/Child CPR and Child Safety Procedures, and have been trained as Mandated Reporters.
6. First Aid Kits are located in each room, with more supplies available in the Director's Office or the workroom.
7. Safety doors are installed and access to our classrooms is very limited. The doors are computerized and scheduled to be open daily from 8:50-9:15 and again from 11:45-12:15. They can only be opened by staff members with an access badge at any other time.
8. Security cameras are in place throughout the building.





CLASS ACTIVITIES

All children will have the opportunity for various activities throughout the morning. There will be a story time, craft/art time, recess, snack time, and free play. The time spent on these activities is based on the age and attention span of the child. Children will have opportunities to:

1. Use paint, crayons, playdough/clay, and other craft items on a weekly basis.
2. Listen to stories, "read" books, put together puzzles, build with blocks, use dress-up clothes or hats, play with puppets, or use the "home living" area of the classroom.
3. Become familiar with numbers, colors, shapes, letters, and nursery rhymes.
4. Learn to get along with others by sharing, taking turns, working, and playing together.
5. Learn new songs and games.
6. In addition to these classroom activities our 3 year old, 4 year old, and Readiness classes participate in Chapel, Music, Spanish and P.E. classes weekly.

On occasion, our children will also use the Sunday school spaces on the 3rd floor, particularly the Movie Room, Activity Room, Loaves & Fishes Diner, and the Arts & Crafts Room.





3K & 4K

Children enrolled in our 3K and 4K must be toilet trained and able to take care of their routine bathroom needs. These children will experience a more structured curriculum. The class will focus on centers and exploring them. They will participate in learning through circle time, reading, art, and teacher-directed themed units. Our preschool children will work towards achieving expressive language skills, pre-reading and pre-writing skills, number concepts, visual/auditory discrimination, self-help skills, fine motor skills, and gross motor skills.

READINESS CLASS

The Readiness Class was developed for those young Five Year Olds who need an additional year for maturing. In addition to the activities listed above, this program includes more advanced reading and math units that utilize materials geared to the developmental level of the children in the class.

FUNDRAISERS

Fundraisers for our program consist of our Fall Krispy Kreme Doughnut Sale, The Lady Bug Brunch in the Spring, and a Book Fair during the school year. We also appreciate any contributions to our program (monetary, toys, books, volunteer time).





HEALTH

DFUMC Preschool is equipped to care for well children only. We have the right to refuse any child we feel is "under the weather". Fever (101 degrees or more), diarrhea, vomiting, productive cough, and/or heavy or colored nasal congestion are all symptoms for which a child should be kept home. Please do not send your child if he/she has had any of these symptoms within a 24-hour period. Our staff may not give any medication to a child. Should a child become ill during the morning, the parent will be notified. If the parents cannot be reached, we will call the designated person on the contact list. If your child contracts a contagious disease, please notify the Director so we can inform other parents of exposure.

All parents need to sign an Emergency and Medical Consent Form for their child. In case of sudden illness or accident where prompt medical attention is required, an ambulance will be called, and parents will be advised to meet their child in the emergency room.

All children must be up to date on immunizations. It is the responsibility of the parent to provide an updated form to us after any new immunizations are obtained. The Health Department will schedule a site visit and DOES check these records during the year.

DISCIPLINE

Our Preschool teachers try to prevent discipline problems by establishing clear, consistent rules. Promoting self-control and acceptable behavior is our primary focus.

Time For Self (or Time Out) is our standard form of discipline. If a child continues to be disruptive, the child will be removed from the classroom and sent to the Director's office for Time for Self/Time-out.





DISCIPLINE cont'd

NO PHYSICAL FORM OF PUNISHMENT WILL BE USED. Inappropriate physical behavior on the child's part (hitting, biting, scratching, etc.) will be documented and the parents notified. Upon repeated occurrences, a parent/Director conference will be scheduled to discuss methods of resolving the behavior. The teacher will be included in the conference if necessary.

PARENTAL PARTICIPATION

We have several opportunities for parents to be involved in our program:

1. Parties - Holiday celebrations and End of the School Year celebrations
2. Parent Committee - At least one time a year, we offer treats or a luncheon for our teachers. Parent volunteers or contributions are needed.
3. Mother's Day Luncheon / Muffins with Mom
4. Doughnuts with Dads
5. Room Moms for all classes
6. Story Time Readers
7. Special Holiday or Art Activities
8. Lady Bug Brunch-Donations, Raffle Items, etc.
9. Grandparents Day





SNACKS

We ask our parents to bring snacks for the 2s, 3s, 4s, and Readiness classes on a rotating schedule. We hope by doing this, we will be able to provide the children with healthier snacks. **PLEASE DO NOT bring any food that contains nuts of any kind. ANY FRUIT THAT IS BROUGHT MUST BE CUT UP, OTHER THAN BANANAS.** Teachers may request special snacks for holiday parties. A list of suggested snacks will be sent home to each parent and a copy will be kept inside each snack bag. Snacks for the Preschool 1 year old class are provided by the Preschool.

BIRTHDAYS

Parents are welcome to send a special snack for the class on their child's birthday. Please make arrangements with your child's teacher in advance.

NO BALLOONS OR CHARACTERS are permitted. Parents are the only ones that may come for the celebration. No presents will be opened at school. Invitations sent out at school **MUST** include each child in the class and the party should be planned for a time other than school hours.





SPECIAL EVENTS

1. Grandparents Day
2. Childhood Cancer Awareness/Hero Week
3. Fall Festival*
4. Thanksgiving Pow Wow & Feast
5. Christmas Musical*
6. Pictures with Santa
7. Chinese New Year
8. Frozen Day
9. Dr. Seuss Week
10. Book Fair*
11. Donuts with Dad
12. Easter Hat Parade*
13. Mexica Fiesta
13. P.E./Gym Day*
14. P.E. Fun Day
15. Mother's Day Luncheon / Muffins with Mom

*** Parents are invited to attend.**





REGISTRATION

Registration is held in February for the upcoming school year, and each child must register for the new school year.

Fall Registration: There is a non-refundable \$75 registration fee per child.

A \$50.00 supply fee is also due by May 31, along with tuition for the month of September.

Registration is limited and a waiting list is maintained. The order of admittance:

1. Children currently enrolled in the program
2. Church members & siblings of children already enrolled
3. Applications from the public

WITHDRAWING FROM PRESCHOOL

Please notify the Preschool Director in writing two weeks before the final date of attendance. If you choose, the written notification can be via email at dfumcpreschool@optilink.us. Failure to do so could possibly result in your bank account being charged an additional payment.





PARENT/STAFF RELATIONSHIP

All of the children at DFUMC Preschool are special to us, and we look forward to seeing them each day. Please contact the Director if your child is absent for one week or more, for whatever reason.

We enjoy being part of your child's growth and development and hope to be a positive influence in his/her life. Please contact the Director with any questions or concerns you may have about your child or the program.





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500 S. Thornton Ave.
Dalton, GA 30720
www.daltonfumc.com

Ken Elben, Pastor of Families and Children's Ministries
Anne Stinnett, Preschool Director
Linda Fitzgerald, Daycare Director

Rev. Tommy Willingham, Senior Pastor
Dr. Dean Osuch, Outreach Pastor

