

Dalton
First United Methodist Church
Christian Learning Center



Parent Handbook
2019-2020

Anne Stinnett, Half-Day Director

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DFUMC Christian Learning Center Half-Day Calendar

Monday, August 19

Teachers Return

Thursday, August 22

Orientation

Monday, August 26

First Day of DFUMC Christian Learning Center Half-Day Program

Monday, September 2

Holiday (Labor Day)

Monday, October 14 & Tuesday, October 15

Fall Break

Monday – Friday, November 25-29

Thanksgiving Holidays

Friday, December 20

Last day of class before Christmas Holidays

Monday, January 6

Teacher Work Day

Tuesday, January 7

Classes resume after the Holidays

Monday, January 20

Holiday (MLK)

Friday, February 14 & Monday, February 17

Mid-Winter Break

Monday – Friday, May 30 - April 3

Spring Break

Friday, April 10

Holiday (Good Friday)

Friday, May 14

Last Day of DFUMC Christian Learning Center Half-Day Program

Monday May 18 & Tuesday, May 19

Teachers Work Days

In case of inclement weather, DFUMC Christian Learning Center will follow Dalton Public Schools Elementary School closing schedule.

Please listen to local TV or radio stations.

DFUMC Christian Learning Center Half-Day Program will also send text alerts to parent's cell phones.

If there is a change in the Half-Day schedule, you will be notified.



From the Director...

Welcome to Dalton First United Methodist Church Christian Learning Center! Our Half-Day 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 Half-Day program provides opportunities for 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 Christian Learning Center.

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

Fondly,

Anne Stinnett

Christian Learning Center Half-Day Program Director

Email: dfumcpreschool@optilink.us 706-278-1915 (office)

706-260-9505 (Cell)

*Dalton FUMC Christian Learning Center Half-Day Program is not licensed and is exempt by the Georgia Department of Early Care and Learning.

HALF-DAY HOURS

1 year olds	T & Th	9:00 AM -11:50 AM
2 year olds	M,W,F	9:00 AM -11:50 AM
3 year olds	3 day	9:00 AM -11:50 AM
3 Year olds	M-F	9:00 AM -11:50 AM
4 year olds	M-F	9:00 AM -11:50 AM
Readiness	M-F	9:00 AM -11:50 AM

Please do not bring your child before 8:50 AM. This is planning and preparation time for our teachers. Our day concludes 11:50-12:00 (carpool and Half-Day 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 Full-Day Program 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 9:00 AM. 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 11:30 AM, as cars typically start forming the line for pick-up shortly after 11:30.

ARRIVAL/DISMISSAL cont'd

Half-Day 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. Half-Day 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 take your child's bag from the classroom and sign your child out via the sheet that the teacher will have with her.

Half-Day 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.

ARRIVAL/DISMISSAL cont'd

*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 Half-Day Program tuition is due on a monthly basis. 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 Half-Day Program 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 **ONE MONTH** in advance of withdrawal so that financial payments can be scheduled to stop.

2019-2020 TUITION RATES

Half-Day

1 Year Olds - 2 days

\$180.00 T,Th

2 Year Olds - 3 days

\$200.00 M,W,F

3 Year Olds - 3 days

\$200.00 T,W,Th

3 Year Olds - 5 days

\$250 M-F

4 Year Olds - 5 days

\$250.00 M-F

Readiness Class - 5 days

\$250.00 M-F

SAFETY

We make every attempt to keep your child safe while at the DFUMC Christian Learning Center.

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 olds, 4 year olds, 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.

3K AND 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 Half-Day Program 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 Half-Day Program 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 parents cannot be reached, we will call the next 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 must 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 Half-Day Program 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 and/or contributions are appreciated.
3. Mother's Day Luncheon / Muffins with Mom
4. Doughnuts with Dads
5. Room Moms for Each Class
6. Story Time Readers
7. Special Holiday or Art Activities
8. Lady Bug Brunch - donations, raffle items, etc.
9. Grandparent's 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 Half-Day 1 year old class are provided by the Christian Learning Center.

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. Doughnuts with Dad
12. Easter Hat Parade*
13. Mexican Fiesta
14. P.E./Gym Day*
15. P.E. Fun Day
16. Mother's Day Luncheon / Muffins with Mom
17. Pirate Day
18. Western / Farm Day

*** 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 \$100 registration fee per child.

A \$75.00 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 DFUMC Half-Day Program

Please notify the Half-Day Director in writing one month before the final date of attendance. If you choose, written notification may 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 Christian Learning Center 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.

DFUMC Christian Learning Center

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706-278-1915

Ken Elben, Pastor of Family and Children's Ministries

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