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# Parent Handbook

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**Guilford College UMC**

**Preschool**

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Director, *Denisa LeHeup*



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**Once you have read/reviewed the GCUMC Preschool Handbook, please sign and return the bottom portion to complete your child's file.**

Cut along the dotted line



I am acknowledging I have received and understand the GCUMC Preschool Parent Handbook Policies and procedures for the 2018-2019 school year.

\_\_\_\_\_

Child(ren)'s Name(s)

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Printed Name

## **About Our Program:**

### *Guilford College United Methodist Preschool Philosophy*

*He took the children in his arms, put his hands on them and blessed them.*

*~Mark 10:16~*

At Guilford College United Methodist Preschool we believe that God creates each child as a unique and special individual.

We believe in the “Whole Child” approach to learning that focuses on meeting a child’s individual needs as well as supporting their development spiritually, emotionally, physically and cognitively.

GCUMC Preschool offers a developmental curriculum which presents both structured and non-structured activities, affording the children a wide variety of hands-on learning opportunities throughout the day.

Our dedicated and accredited staff is devoted to nurturing children within a warm, loving, safe environment that fosters family communication and enables each student to reach his or her full potential.

GCUMC Preschool’s goal is to provide quality education in a caring Christian environment.

## **Our Purpose:**

We encourage our children...

To be self-confident

To listen and follow directions

To value one’s rights and the rights of others. To think independently & share.

GCUMC Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies.

# **Enrollment Procedure:**

## Entrance Requirements

### Age

The birth date for the toddler, two, three and four year olds **must be on or before August 31<sup>st</sup> for the year in which he/she is enrolled.**

### Medical Examination

The health form must be completed by your child's physician and returned to the school within the first month of attendance.

### Registration Fee

Upon registering for enrollment, a non-refundable \$70 registration fee is due. (\$35 for additional siblings) If you would like to enroll for more than one class (for ex. you would like your child to attend Mon/Wed & Tues/Thurs. if available) Thus taking two spots, you do not pay double registration fees. The initial registration fee of \$70 is due; and a fee of \$35 for the second class/spot is due.

## **Tuition:**

Tuition is based on a one year commitment. There are several payment options available:

- You may submit tuition payment as one annual payment-Due September
- You may submit tuition payment quarterly (Aug/Nov/ Feb/May)
- You may submit tuition payments in monthly installments\*

\*Should you choose the option to pay in monthly installments, tuition payments are due by the 15<sup>th</sup> of each month. Please make checks payable to "GCUMC Preschool", noting the month the tuition payment is for, at the bottom of the check.

**Please note:** The preschool is closed two weeks of December, and one week for Easter/Spring Break. Tuition is a yearly commitment. As a courtesy, GCUMC Preschool offers multiple payment options (see above). The tuition amount owed does not change due to the closures in December, and in the spring.

### **Monthly Tuition Schedule**

**2 days per week/monthly: \$185 (Amount of days available for Pooh Bear class)**  
**3 days per week/monthly: \$225**  
**4 days per week/monthly: \$260 (Minimum days required for ages 4yrs/5yrs)**  
**5 days per week/monthly: \$340 (Ideal for Pre/K moving forward to K next fall)**  
**Fantastic Fridays/monthly: \$80**  
**Fantastic Friday/drop in rate: \$25**

*+We have two Fun Friday classes: A Pooh Bear/Teddy Bear combo Fun Friday Class. A Busy Bee/Rainbow Rm Fun Friday Class.*

*\*Our Four year old class ratio has the potential to be 24/2.*

## Late Fees /Prolonged Absences:

- **A \$15.00 late fee will be charged to your account if your child is picked up after 12:45pm**
- For any tuition payment received after the 15<sup>th</sup> of the month, a \$5.00 fee will be added to your next month's tuition.
- If at any time, you anticipate a problem with timely payments, please speak to the director.
- Tuition is a yearly commitment; during a prolonged absence, tuition is to be paid as scheduled.
- **Withdrawal Policy:** Parents are required to notify the director **two weeks in advance** of a withdrawal date. **If this notice is not received, a full month's tuition is required** for the following month. **No exceptions.**

## Yearly Schedule:

School begins on the first Tuesday following Labor Day, & concludes the Friday prior to Memorial Day. Below is the 2018-19 schedule

Sept. 4	First Day of School ☺
Sept. 4-7	<b>2 HOUR (8:30-10:30) Ease In Schedule: <u>ALL CLASSES</u></b>
Sept. 10-14	3 HOUR (8:30-11:30) Ease In Schedule: <u>POOH BEARS, TEDDY BEARS, BUSY BEE CLASSES</u>
Sept. 17	<b><u>Regular Schedule: 8:30am -12:30 pm PACK A LUNCH</u></b>
Nov. 12	Veterans Day Holiday Observed - GCUMC Preschool is closed
Nov. 21-23	Thanksgiving Holiday - GCUMC Preschool is closed
Dec. 20-Jan 1	GCUMC Preschool Winter Break - GCUMC Preschool is closed
Jan. 2	Classes Resume for GCUMC Preschool
Jan. 21	Martin Luther King, Jr. Holiday - GCUMC Preschool is closed
Jan 29 – Feb 1	Registration for the 2019-20 School Year ☺
Feb 4-8	GCUMC Preschool <b><u>Busy Bee (Elective) / Rainbow Room Conferences</u></b>
Feb 18	Guilford Co. School Workday - GCUMC Preschool closed (reserved on our calendar as a possible snow day make up)
Apr 19 – Apr 26	Easter / Spring Break - GCUMC Preschool closed
Apr 29	School Resumes
May 24	Last Day of school
June 3	GCUMC Preschool 2019 SUMMER CAMP BEGINS!

## **Severe Weather:**

In the case of severe weather GCUMC Preschool follows the **Guilford County School System inclement weather announcement procedures**. Please listen to the Guilford County School announcements made on the radio and/or television. In the event Guilford County Schools close due to inclement weather, the preschool will be closed as well.

### **GCUMC preschool has 3 “grace days” in which we do not make up.**

GCUMC Preschool will begin making up days for inclement weather any/all days missed thereafter.

#### **Delays are as follows:**

- 1 hour delay: GCUMC Preschool will open @ 9:30am
- 2 hour delay: GCUMC Preschool will open @ 10:30am
- 3 hour delay: GCUMC Preschool **WILL NOT OPEN**

## **Operating Guidelines:**

### School Hours

Regular preschool hours are **8:30am to 12:30noon**, with the exception of the first two weeks, which will operate using the “Ease In Schedule.” This shortened class time allows a more gradual transition to new group experiences.

- **A \$15.00 late fee will be charged to your account if your child is picked up after 12:45pm. If you have a transportation issue, and cannot arrive on time, please call the preschool as soon as possible.**

### Drop-off/Pick-up

In the mornings, please bring your child to the door of his/her classroom. **Please wait for the teacher to open the room door.** Do not linger at the door, as this prolongs separation anxiety and distracts the teacher from their responsibilities. Do not leave children un-attended at the door.

In the event you are unable to personally pick up your child:

- Notify the preschool director and teacher of your substitute. ○ Identification (i.e. driver's license) will be required of that substitute.
- On the GCUMC Preschool registration form, there is an area where it is required you list at least two emergency contacts in the event you cannot be reached. These emergency contacts also serve alternate pick up people for your child. Each year your child is enrolled at GCUMC Preschool, you must fill a new registration form. Please make sure this list stays current.
- Please note- we honor the current years registration form ONLY. Should you send a person listed from the previous years registration form without properly notifying director and your child's teacher, we will not be able to release your child.

## Curbside Drop Off

If you are to utilize car pool service, please drive up the north side of the preschool building (alley way), pull up the front entrance of the preschool, there a staff member will assist your child in getting out of their car seat/booster. Your child will be escorted safely to their classroom.

Car pool is offered for the morning drop off only. Carpool will begin at 8:30am and conclude at 8:45am. Carpool is not offered for the afternoon pick up. Please be sure to come inside the preschool to pick up your child. **Please do not park in the first 5 lanes in front of the building if you will be walking your child into school in the mornings.** This may cause an accident. If you are handicap, and/or need close parking, you may park directly in front of the director's office.

## Entrances

The preschool doors are on a timer for safety reasons. They will unlock at 8:20am and relock at 9:00am. They will unlock again at 12:20pm and relock 1:00pm. Should you need to enter the building in between those times, there is a doorbell located on the right side door. Do not use the playground/back doors to enter the preschool.

## Illness Policy

Please report any kind of disease to the preschool director, particularly contagious disease.



## **When to Keep Your Child at Home:**

- Illness that prevents the child from participating comfortably in preschool activities, including lethargy, behavioral changes, irritability and/or difficulty breathing.
- Respiratory Illnesses and colds: If mucus is profuse and cannot be controlled by normal wiping.
- Fever of 99.5 degrees and above. **(Children may not attend school if they have had a fever the day/night before)**
- **Persistent Cough, with or without fever.**
- Vomiting
- Diarrhea (more than one loose stool).
- Rash, unless a physician has determined it is not a communicable disease.
- Purulent Conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until the child has been on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment.
- Strep Throat until 24 hours after treatment.
- Head Lice until after treatment and all nits are removed.

In order to assure your child's comfort and reduce risk of contagion, we ask that children be picked up as soon as possible.

If you are not feeling well yourself, OR have a sick sibling home- **PLEASE DO NOT** bring them into the building to drop off/pick up your child. Utilize curbside drop off in the morning to drop your child off without entering the building. At that time please notify the director you will need someone to bring your child to you at dismissal due to illness. GCUMC will be happy to do so!

## **When to Return After Illness:**

**Children must be SYMPTOM FREE FOR 24 HOURS before returning to school.** (For example- they cannot have a fever the night prior and come to school the next day.) In the case of a suspected or confirmed contagious disease, rash or continuing symptoms, a doctor's note is required before your child is permitted to return to school.

### Misc.

In the event your child suffers from a bump on the head, or any type of a bee/bug sting while at school. As a safety precaution, we may require your child to be picked up from school.

## Nut Policy

We are a **“NUT FREE”** preschool. Nut allergies are one of the most common food allergies. Unfortunately, it also is one of the most dangerous, since nuts tend to cause particularly severe reactions (anaphylaxis). Please be sure to CHECK allergy information on ALL lunch items prior to sending to school. *Your child will not be permitted to eat/open an item should it contain nuts and/or was processed in a plant that processes peanuts/tree nuts (any type of nuts are NOT OK!)*

## Snacks/Lunches/Parties

- GCUMC Preschool provides a morning snack each day. Snacks are offered in your child’s classroom.
- Lunch is sent to school by you the parent, and is eaten before dismissal each day. Please send in 2-3 HEALTHY items in your child’s lunch box. Fruit (grapes must be cut in half), vegetables, cheese sticks, yogurt, apple sauces etc. Please remember we are a nut free school. Please be sure to always read the packages of items before sending to school. Items containing nuts, tree nuts, peanuts, and items made in a factory that processes nuts cannot be eaten at GCUMC preschool. If your child loves peanut butter sandwiches, there are many peanut butter substitutes on the market. Should you use one of these substitutes – please be sure to let the teacher know (maybe a little sticky note on the sandwich) so we know it isn’t peanut butter! 😊

If your child would like to share their birthday with school friends, they may do so by bringing simple refreshments. Please notify the teacher ahead of time. For safety reasons, **please do not celebrate any event with balloons or nut products.**

## What to Wear While at School

Clothing should be appropriate for school and encourage independence. Clothing should be easy to manipulate by the child, comfortable, appropriately sized, washable and weather friendly. Children at GCUMC Preschool are actively engaged in learning experiences through play and exploration. While here, they often spend time using paint, markers, and a variety of other materials that can get messy.

We also recommend that children wear closed toed shoes. Our playground has wood chips. Children wearing open toed shoes sometimes end up with splinters.

## Potty Training

Potty Training is an important milestone for young preschoolers. Children should stay in diapers or pull-ups until potty training has progressed to the point of just a few accidents. The more accidents in the classroom, the more difficult it is to keep the classroom sanitary. Of course a few accidents are to be expected, but continued

accidents will require the return to diapers/pull-ups. While your child is potty training, please provide diapers/pull-ups, along with several changes of underwear and clothes.

Elastic waist pants or bottoms with no belts are easy for children to get off and use in the bathroom, especially when they wait until the last minute to go.

### Visiting/Volunteering

We welcome parent volunteers and visits throughout the year! However, during those first weeks of school, it may be a particularly difficult time for children adjusting to the school schedule, and separating from home. Talk to your child's teacher. They will let you know when it is a good time to start volunteering/visiting!

### Conferences

The Busy Bee Threes and the Rainbow Room Fours hold parent teacher conference each year during the month of January.

The Pooh Bear and Teddy Bear classes do not have scheduled conferences. However, if you would like to set up a conference in any class, please speak to your child's teacher.

### Suggestions/Grievances

Grievances and suggestions regarding GCUMC Preschool and/or the Preschool Staff can be made directly to the Director and/or the Parent representatives.

### Withdrawals

Parents are required to notify the director two weeks in advance of the withdrawal date. If this notice is not received, a full month's tuition is required for the following month. **No exceptions.**

### Fundraising

Fundraising helps provide the school with new materials and equipment.

Harris Teeter Card Link – Request to link your card to GCUMC Preschool at the checkout. #3373

You must RE LINK your Harris Teeter Card EACH YEAR!