



FIRST CHURCH DELAND
A United Methodist Congregation

Parents' Morning Out & Preschool Program

"Where children are free to grow to their full potential."

Parent Handbook
2017-2018

First Church Deland Parents' Morning Out and Preschool Program Guidelines

Welcome to the First Church Deland Parents' Morning Out and Preschool Program. The Church offers this program as a ministry to our church families and the community.

Program Mission Statement: To provide a safe and loving Christian environment in which each child gains a positive self-concept and develops to their full potential through Christian teaching, encouragement, and kind, loving, social interaction. We believe all children, no matter the ethnic origin, religion, physical or mental special needs, are children of God and welcome at our school.

License: The Department of Children and Family Services licenses this Preschool. We are also associate members of the United Methodist Association of Preschools.

Program Schedule/Attendance: VPK is offered five days a week from 8:30am to 12:15pm. A three or five-day curriculum will be offered for the Parent's Morning Out Program, and a three or five-day curriculum is offered for the Preschool Program. Therefore, it is necessary to register your child for the designated days he/she will be attending.

Your child may be dropped off at the school between 8:30 and 8:45am. Our teachers arrive early in order to prepare for the day and ready their classrooms. The main doors will remain closed until 8:30am. We cannot accept children into the school before this time.

Please be punctual. Children that are brought in after the designated arrival time may have difficulty beginning their day as most children are already involved in activities. Also, tardiness can be disruptive for the other children. To encourage independence, please say goodbye to your child at the door and allow him/her to enter the classroom alone.

Dismissal will be promptly at 12:15pm. Please remember that all children should be picked up at 12:15pm. A child left waiting after all the other children have been picked up may become very upset.

This School will observe most holidays observed by the Volusia County School System.

Tuition: Tuition is due by the 1st of each month. All payments after the 10th of the month are assessed a \$10 late fee. All checks should be made payable to FUMC Preschool. All returned checks will be assessed a \$10 service fee. Sick days and holidays will not be deducted from the tuition. If your child is absent from the program for an extended period of time, you still must pay his/her tuition in order to guarantee his/her spot. There will be no refunds.

Changes in Drop Off/Pick Up: If someone other than the parent of the child or persons listed on the registration form will be picking up a child from the program, you must give written notice to the Program's Director. A driver's license must also be shown to the Director at the time of pick up to verify the person's identity.

Tardiness: If a parent fails to pick up their child on time and has not contacted the school office, they will be assessed the following fees:

- \$10 late fee for 5-10 minutes late
- \$1 (additional late fee) for every minute after 10 minutes

If tardiness in pick-up continues to occur, dismissal from the program will be left to the discretion of the PMO/Preschool Council.

Emergency Information and Required Documentation: An Emergency Medical Release form must be completed by a parent, notarized and kept current. Each child is required to have current Immunizations and Well Child Physical documentation. Every parent is required to complete a Childcare Enrollment Form provided by the Department of Children and Families.

Ill-Health Exclusions: The existence of the following medical conditions will prevent a child from attending school:

Fever, vomiting, diarrhea (on the morning of scheduled drop-off and/or during the preceding 24-hour period)

Coughs, colds, and colored runny noses

Conjunctivitis (pink eye)

Head Lice (You must have a doctor's note in order to return your child to school. **No Exceptions!**)

Any/all other contagious illnesses that could be contracted by other children.

Parents must follow these guidelines strictly. It is unfair to the staff and especially the other children to bring a sick child to school. As the parent, you know your child better than anyone else. If your child is sick, please be considerate and keep him/her at home. If the child becomes sick during the day, the parent will be notified and early pick-up will be necessary.

Clothes: When choosing your child's clothing, please keep in mind that he/she will be involved in a variety of activities, which may include paint, chalk, glue, and outdoor play. If your child is being potty trained choose easy to use clothing, such as pull up shorts or pants that can be manipulated by the child. For your child's safety, children must wear closed toe shoes. **NO SANDALS, PLEASE!** A backpack, a change of clothes (including socks and underwear), a juice cup, when appropriate, and an art smock/shirt should accompany your child to school.

Emergency Situations: The following steps will be taken in cases of emergency:

In the event of a fire all children will be evacuated to the church sanctuary at the corner of Woodland Blvd. and Howry Ave. Parents will be notified immediately by phone from that building.

In the event of a tornado all children will be directed into the interior bathrooms of the building. They will remain there with the teachers and aides until danger has passed. Parents will then be notified.

In the event of a hurricane, appropriate action will be taken and parents will be notified of the school closing by phone from the Program Director. If public school is closed, this school will also be closed.

Discipline: In the classroom, if a child is being disruptive or disturbing others he/she will be reminded of our rules and attention will be redirected. On occasion a child may need quiet time. They will be asked to sit in a chair until he/she can gain control. If this happens an adult will be next to them helping the child gain control. If the behavior continues and becomes a problem, a conference with the parents will become necessary. If the behavior persists, withdrawal from the program will be left up to the Program Director and the PMO/Preschool Council.

**First Church Deland
Parents Morning Out and Preschool**

**I _____,
have read and understand the guidelines
pertaining to discipline, tuition, illnesses and
attendance contained in my registration packet
and parent handbook.**

Signed _____

Date _____