

# Frequently Asked Questions for Parents Considering Preschool

**Can I take a tour?** Yes. On Tuesdays and Thursdays at 10:00am (except for holidays)

**When is the center open?** Monday through Friday 7:00 a.m. to 5:45 p.m

**When is enrollment?** Enrollment begins January 1 for current students and families. For new students, enrollment begins on February 1 for fall programming. Enrollment for summer programming begins May 1.

**What if I missed enrollment?** Frequently, there are late cancellations. Call us anytime and see if we have an opening for you, even if the enrollment date has passed.

## **What is the admission process?**

- First, contact us at (913) 441-1473 or [by email](#) to see if there is an open spot. If not, we can place you on the waiting list.
- If a spot is open, submit an Enrollment Form and pay the \$110 enrollment fee.
- Then, complete a [KDHE Medical Record Form](#) and a KDHE notary form (see our Web page).
- If your child receives a new immunization after you complete the form, contact us at (913) 441-1473 or [by email](#) with every new immunization so we can update your child's record.

**What is your staff turnover rate?** Very low. The majority of our staff has been here over 10 years.

**Do you pray before meals and snacks?** Yes, we also learn monthly Bible verses.

**What if my child becomes ill?** If your child becomes ill while at the center you will be notified immediately.

**What about children with allergies or special needs?** We welcome all of God's children. Our directors will review any special needs or allergies with you and provide you the support necessary for your child to have a great experience. Monticello UMC does not allow peanuts in any ministry area. So, please help us keep kids safe by leaving any peanut product at home.

**What safety and security measures do you have in place?** Safety and security is imperative for children. God calls us to serve our children and protect them. We do that in these ways:

- *Licensing and Inspection:* Monticello is licensed and in good standing by the state and inspected on a regular basis to ensure an outside organization provides oversight for safety and security.
- *Screening of staff:* every staff member completes "Safe Gatherings," a program designed to train them to work in church safe environment. As part of Safe Gatherings, every staff member is screened through an intensive background check process conducted by the Kansas Bureau of Investigation. That certification expires and is renewed through another background check as needed.
- *Facility Security:* Monticello has installed a secure entrance to our children's wing meaning you enter into a friendly lobby but cannot access the Children's Center without being buzzed in by staff. For parents, this means you may have a short walk from the back parking lot to our secure entrance if you come at the busiest times of the day.
- *Cameras:* Monticello has 9 security cameras that records video 24 hours a day and is monitored live by staff in the office.
- *Building access:* All exterior doors to the children's center are locked and the playground is accessed from the building, and protected by a 6' fence.
- *Radio Communication:* All our teachers carry radios allowing them to quickly communicate with all church staff from any place on our property. In addition, our radios all communicate immediate weather information to all staff automatically. That way, children are quickly moved to a safe area in the event of weather emergencies.
- *Drills:* Your children will participate in regular drills including shelter in place, tornado, and fire. Our drills are a little different. Rather than, "shelter in place," we practice "Quiet as A Mouse" allowing kids to be safe, but never scared.

**How do you inform parents?** Our teachers will update you in person regarding any special situations regarding your child such as "had a good day or had a rough day." In addition, all parents are automatically added to our mass notification system to provide you with information about the preschool and church ministries that may be of interest to you. In addition, if we ever need to contact parents quickly, that notification system will alert you by email, text message, and voice calls.

**Do you close for weather?** Yes. If the De Soto schools are closed, due to accumulating snow, Monticello is closed as well. We will normally make the decision to close by 6:30am. We always work to avoid a mid-day closure. But, in the event that takes place due to surprise weather, you will receive a message our mass notification system as well. It is very important parents keep their email, phone, and other contact information updated with us always. We will notify you about closures in 3 ways:

- First, check our website at [www.monticello-umc.org](http://www.monticello-umc.org) and look for a closing message on the home page.
- Secondly, you will receive an email from our mass notification system anytime we close.
- Thirdly, we have a message on our voicemail. Call (913) 441-1473 for an automated weather message.