



*"Taking off  
and flying high!"*

# The Weekday School

First United Methodist Church

*"See what love the Father  
has given us, that we should  
be called children of God."*

*1 John 3:1*

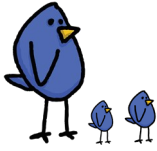
# PARENT HANDBOOK

2026-2027



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Dear Families,

Welcome to First United Methodist Church Weekday School Child Development Ministry.

In 2014, our program earned a North Carolina license as a religious sponsored childcare provider. This license allows us to better serve the families in our care by offering extended hours in addition to our traditional morning schedule.

Our licensing status affirms our commitment to providing a program that is developmentally appropriate, spiritually nurturing, and aligned with best practices in early childhood education. We are proud of our teachers for their exceptional work and high-quality learning environment they create for every child.

We believe that each child is a beloved child of God, created with unique gifts and limitless potential. It is our mission to nurture that potential by supporting every area of development—spiritual, intellectual, emotional, social, and physical. Through intentional care, we strive to partner with families in helping each child grow into the person God is shaping them to be.

We also value strong, ongoing communication between our staff and families. Your participation as a parent is essential to our partnership. You can expect open, direct communication from us to ensure that you feel informed, supported, and connected.

We are truly excited for the coming year and for the blessing of walking alongside your family.

Joyfully,  
Erin Holbert  
Director, Weekday School Child Development Ministries

Sadie Crum  
Assistant Director, Weekday School Child Development Ministries



# We Believe in Children

We believe in children.

There is faith in their eyes, love in their touch, hope in their attitude.

We thrill with them at life's joys,  
bow with them in worship and  
hold them close in times of trouble.

We believe in children, the fragile dream  
of yesterday, life's radiant reality today  
and vibrant substance of tomorrow.

We believe in children,  
for wherever we go, we find yesterday's children  
who were nurtured in love, truth and  
beauty at work trying to make  
this world a better place for everyone.

# Ministry Objectives

Hendersonville First United Methodist Church is called to ministry, caring for children, showing concern for families and providing support and nurture for its own congregation and for the surrounding community.

Church Mission Statement

**That All May**

Know Christ  
Grow In Faith  
Serve Others

The primary purpose of Weekday Child Development Ministries is to provide Christian nurturing as a foundation for the growth of the “whole child.”

Each day we strive to provide for your child:

- a healthy and safe environment;
- successful experiences in a secure, enjoyable and responsible place;
- respect, acceptance and appreciation;
- learning experience designed to promote perceptual, motor, social and intellectual growth;
- encouragement and opportunity for self-expression, investigation and experimentation;
- encouragement to strengthen inner emotional controls and growth toward self-discipline;
- opportunity for the child to grow and develop an understanding of God;
- growth in the relationship with God through chapel time. Each month we provide chapel time with our Pastor or our Children’s Ministry Director. This is a fun way to learn about the Bible and how God created such a wonderful world.



# School Wide Policies

\*

## Financial policy-

### ◇ Tuition

- Tuition is billed Monthly through our financial and communication app called Brightwheel. You can find this app on the Apple or Android application store. Payments can be set up on the app or paid in person with a check or cash. Online options include reoccurring payments that you may set up or one time payments made from a credit or debit card. There is also a bank draft option. See app for the processing fee for this option. When paying in person there is no processing fee.
- Tuition is due on the first of each month. Payment for tuition includes the entire month you are paying for. Tuition includes the regular school day, Early Birds and Lunch Bunch payments. Payment for each month is due on the 1st.
- All regular school day tuition is calculated on a cost basis for an entire school year so that each month's payment will be the same regardless of how many days are in a Month. Early Birds and Lunch Bunch monthly fees are determined by the number of days you sign your child up for each month.
- Payment for any absence that your child has during the school year including illness, vacation days, unexpected naturally occurring events such as water or electricity outages, and snow days **will not be reimbursed**.
- You are required to sign a financial agreement upon registering for school.
- When registering your child, a registration fee must be paid to hold your child's spot. This fee is **non-refundable**.

### ◇ Late fees

- All pick up times are strictly followed. This policy refers to regular pick up time as well as Lunch Bunch pick up time. Any late pick up from school will incur a \$15.00 fee per 10 minutes of being late to pick up your child. The school closes promptly at 1:30pm. The operating hours must be followed to allow the school to be properly cleaned for the children in our care. The pick up window is between 1:20 and 1:30 for children who attend Lunch Bunch.
- After 3 late pick up times, a meeting will be held with the director. If the parent continues to be late the child may be withdrawn at the discretion of the director.

### ◇ Returned Checks and Failed online payments

- \* All returned checks and failed online payments will require the payment be made plus the cost of the fee we incur which is \$30.00 This payment must be made within 5 days of notice.



\* **Parent involvement-**

- Parents are encouraged to participate in school activities. Teachers will invite parents to participate and parents can request time at school with their children. Please feel free to contact your child's teacher. Teachers will share with you at the end of each day how your child's day went and may call you after school for more extensive talks. Please reach out at any time to the teachers or director for information about the school through the Brightwheel app or email [erin@hvlfumc.org](mailto:erin@hvlfumc.org).

\* **School Calendar**

- We have scheduled days through the year that we are closed for students. These days include holiday breaks, conference days and teacher work days. We generally follow the Henderson County Public School traditional calendar but may be adjusted at the discretion of the school. You will receive a printed calendar with the dates at the beginning of the school year.
- **The school year begins the day after Labor day and ends the day before HCPS traditional calendar's last day for students.**

\* **Child Drop off times**

- Regular routines are important for children. Bringing your child to school late each day is disruptive to the classroom and your child's routine. **Please make sure you arrive at your child's designated drop off time.** We understand that you may have a prior engagement or doctor's appointment that may make your child late to school occasionally. If so please let us know through the Brightwheel app. Continued tardiness without letting the school know you will be late will result in consultation with the director to come up with a plan of action.

\* **Absences**

- \* If you know your child will be absent or late, **please notify your child's teacher as soon as possible by messaging them through the Brightwheel app.** We worry about your children if they are not in attendance. Refer to our illness policy on page 11 to get more information on how we handle communicable diseases.
- The staff of The Weekday School will comply with the provisions of the Child Abuse Reporting Act. Suspected cases of abuse and neglect will be reported to the appropriate reporting agencies.

\* **Emergency Procedures**

- The director has an Emergency Preparedness Plan in the office. This plan is updated yearly and when any information changes. This plan includes all procedures in the case of an emergency. The plan also includes information regarding how to get in touch with parents, who to call if parents are not available, and the name of their physician, hospital and dentist. Each classroom is also required to keep this information with them in their emergency bag.
- Current parent work numbers and home numbers must be in each child's file. **If your address, job or phone number changes it is the parent's responsibility to inform the director.** Please send these changes in a signed note to the director.

\* **Grievances**

- If you have a grievance please reach out to your child's teacher. If your grievance is not resolved please then reach out to the director. If at that point the problem is not solved please contact the church administrator.

\* **Immunizations**

- North Carolina state law requires the following:  
"A certificate of immunization should be presented to the child care operator for each child who attends the facility. The child care operator should check the certificate to ensure the child meets immunization requirements." The law further states, "If a child's immunization record lacks evidence of required vaccination, the parent or guardian must be notified about the deficiency."
- Our school policy is to uphold this law without exception. Therefore, if an immunization record is incomplete, the school must notify the parents in writing that the file must be completed and/or updated. Written verification of proper immunization must be received within 30 days of notice, or child care will be terminated. **There is no exception to this rule.**

## Tuition & Fees / Registration

Registration for the upcoming school year takes place each January. Cost \$140.00

A registration/enrollment form must be completed and returned to the school, and the registration fee must be paid within five (5) days of the form being returned to the school, either online or in person. For new students, verbal acknowledgement from the director confirming that a space is available is required before completing any registration paperwork.

The registration form can be found on the First United Methodist Church website under the Weekday School Registration page. Paper copies are also available for currently enrolled families or may be provided to new students upon request.

Once the form and fee are received, and you have confirmed with the director that there is a space available your child will be officially enrolled for the fall. Your child will have to have all paperwork filled out, medical form and immunization report turned in before they can attend school. If you would like a tour of the school, please contact the director:

Phone: (828) 692-6673

Email: [erin@hvlfumc.org](mailto:erin@hvlfumc.org)

### Tuition Information

Tuition for preschool is calculated based on the full school year.

The monthly fee does not represent payment for a specific month of attendance. The monthly fee is the same each month regardless of how many days there is in the month.

If your child is absent, or if school is closed for holidays, snow days, emergency days, or teacher workdays, tuition is still required—this includes Early Birds and Lunch Bunch.

### Payment Policies

- Tuition is due on the 1st of each month.
- Payments not received by the 15th will automatically incur a **\$30.00** late fee.
- If the account is not paid in full by the end of the month, a payment plan must be arranged with the director in order for preschool care to continue.
- Failed online payments incur a **\$30.00** fee per failed attempt, as these transactions cost the school money.

### Withdrawal Policy

The school requires a written notice of withdrawal submitted to the school office **at least one month** prior to a child's last day. **Tuition will continue to be charged until this written notice is received.**

**If a child is withdrawn without prior written notice, a full month of tuition will be due after the child's withdrawal.**

#### Toddlers (15 mos. by Aug. 31)/Twos

**\$140/yr** Registration Fee

Five days/week: **\$410/month**

Monday, Wednesday, Friday: **\$315/month**

Tuesday and Thursday: **\$230/month**

#### Transitional Kindergarten

**\$140/yr** Registration Fee

Five days/week: **\$410/month**

#### Threes/Fours

**\$140yr** Registration Fee

Five days/week: **\$400/month**

Monday, Wednesday, Friday: **\$310/month**

Tuesday, Thursday: **\$225/month**

**Threes may choose 5 days, Mon/Wed/Fri, or Tues/Thurs**

**Fours may choose 5 days or Mon/Wed/Fri**

#### Extended Care Fees (see page Policies for Children)

**Early Birds : \$4.50/day**

**Lunch Bunch: \$12.00** per day with advanced notice. (Usually by the last Monday of the previous month, after that date the fee is **\$15.00** per day) This may vary depending on holidays. This date will be communicated monthly.





# Wait List & Registration Procedures and School Withdrawal

## Wait List

In order to place child's name on the waiting list the parent must contact the director through email or by phone 828-692-6673. The email address is [erin@hvlfumc.org](mailto:erin@hvlfumc.org). The parent will then be informed of the child's position on the list. Priority for children on the wait list will be as follows:

- Children of the Weekday Ministries staff
- Children currently enrolled
- New Children from the surrounding communities
- Children whose families are members of First United Methodist Church

Within each category the date a child is placed on the waiting list and the date care is needed is also given priority.

If a family is offered a space they have requested and it is refused, the family may remain on the wait list but will go to the bottom of the list in their category.

## Registration

Registration for September of every school year is held in January. All currently enrolled children are given an opportunity to enroll first. Enrollment for the community begins 2 weeks later.

Registration is confirmed by

- Payment of registration fee
- Return of all required forms available in person or online
- Signature of person responsible for payment

In order to register your child and guarantee his/her spot in a classroom:

- you must turn in a **completed enrollment paperwork**

Before your child starts school in the fall we must have

- **a medical form signed and dated by a doctor**

Medical Forms should be dated by the doctor **not more than 30 days before child's enrollment date.**

- **your child's immunization record**

**All immunizations must be up to date for your child's age**

**We must have all of these documents and payment before the first day of school. If we do not have those records, your child cannot attend school. No exceptions.**

## Withdrawal From Program

The School requires a written notice of a child's withdrawal from the program, submitted to the school office **1 month or more prior to the child's last day**. Tuition will continue to be charged until such written notice is received. **If no notice is received before withdrawal then 1 month of tuition is due after the child withdraws.**

If parents withdraw their child from the school before the end of the school year, but plan to be enrolled for the coming year, they will need to pay the current year's balance or the child will be placed at the bottom of the wait list.

The school may discontinue a child's enrollment if the parent fails to keep current immunization records, the child is continuously absent or late without sufficient reason, or habitual abuse of the program policies occurs.

## Extended Hours

To meet the growing needs of our Weekday School families, we offer two flexible extended-day options five days a week: Early Birds and Lunch Bunch. These programs provide additional care before and after the preschool day and are designed to support families with varying schedules.

Early Birds begins at 8:00 a.m. each morning and is especially helpful for parents with early commitments.

Lunch Bunch takes place immediately after school, with pick-up between 1:20 and 1:30 p.m. Children may not be picked up after 1:30 p.m.

### Early Birds

If your child needs to arrive before their regular class time, our Early Birds program provides a warm and welcoming start to the day. Early birds begins the second week of school.

### Program Details

- Children may be dropped off as early as 8:00 a.m.
- Activities may include crafts, centers, socialization, quiet games, or other morning activities.
- Early Birds helps children ease into their day in a fun, gentle way.
- The program cost is **\$4.50** per day and is billed with monthly tuition.
- Fees are not refunded for weather closures, illness, or vacation time.
- Drop-off takes place using the car rider line.

### How to Participate

- You will be prompted each month to sign up online through Brightwheel and may choose the days you need.
- Families may also commit to fixed days for the entire school year by notifying Erin Holbert.
- If choosing this option, online monthly sign-ups are not required unless you would like to add on an extra day outside of your yearly commitment.
- Fees must be paid for committed days, even if unused.
- If you need to add a day not previously reserved, you must notify Erin via Brightwheel Admin Message or call the school before 7:45 a.m.
- Staffing is based on participation, so timely communication is essential.
- You must send a packed lunch labeled with your child's name and the date.

## Lunch Bunch

Lunch Bunch provides an added extension to the preschool morning, offering 30–60 minutes of playtime and a 30-minute lunch period. Threes, Fours, and TK students may occasionally watch an age-appropriate, educational video. Children also have time for bathroom breaks, diaper changes, handwashing, and preparing to go home. Our goal is to create a relaxed, enjoyable midday experience for children.

### How to Participate

- Families must complete the online monthly sign-up by the deadline communicated at the beginning of each month.
- Priority is given to families who reserve Lunch Bunch for the entire school year. To enroll for the year, send an Admin Message in Brightwheel.
- Cost:
  - \$12.00 per day when reserved online in advance or by signing up for the entire year.
  - \$15.00 per day for same-day or after the online sign ups have been turned off pending availability. You must call the school or send a Brightwheel Admin Message to confirm space.
  - Lunch Bunch fees are billed with monthly tuition.
  - Fees are **not refunded for weather closures, illness, or vacation time**, as staffing is based on participation.

# Policies for Children

## \* Food and water bottles

- We do not provide lunch or snack for children in our care. You are required to send these items in each day in your child's lunchbox. You will sign a **nutrition opt out form** during registration. This form means that you provide your child's nutritional needs. **Do not send** in milk in drinking bottles as sanitation regulations prohibit this. The only exception to this is shelf stable milk in single serve form. When you pack your child's lunch please send it in a lunch box (No Gallon sized Ziplock bags may be sent to school.) Please send a prefilled water bottle with your child each day. If you send in an icepack, it must be the hard sided icepacks that can not leak into the food.
- **LABELING-** All food and water **must be labeled daily** with your child's **name and date** on the food and water bottle. We recommend labeling the outside of the lunch box with name and date every day. If this is not done you will have to label everything inside the lunch box with name and date. The water bottle must also be labeled. This is a state required sanitation rule. It is not negotiable.

## \* Backpacks, clothing and shoes

- Each child should send in a Backpack that can be put on their shoulders for easy carrying. This backpack should be large enough to fit a folder and their lunch box. It should not be too big to fit in their cubby. If you have questions about the size, please feel free to reach out to your child's teacher.
- Clothing should be sent in to be kept at school for each child. Please send 2 sets. This includes shirts, pants, shorts, socks and an optional extra pair of shoes. The clothing should be sent in regularly with changes in outdoor temperatures or when the teacher advises that they will need more clothing. Please be aware when dressing your child for the day or sending in clothing that it should be clothing that can be **put on and taken off easily**. (Example: Overalls are cute but are difficult for children to change on their own or for teachers to take on and off for diaper changes.) Please **do not send clothing in a plastic bag** of any kind. It can be sent alone in the child's backpack or in a paper bag. (Plastic bags are not allowed as they can be a suffocation hazard.)
- Shoes that fit correctly on your child's feet and do not have open toes or backs are essential for preschool activities. Best practice for children's physical growth and safety are sneakers.
- **Nothing but clothing, lovies, the child's folder, lunch boxes and water bottles may be sent in your child's backpack.** (Make sure there is no sunscreen, lotion, hand sanitizer, medication, plastic bags, weapons, etc. in your child's backpack) We know at times you may use these bags as a diaper bag or purse when they are not at school but any other items in the bags are strictly prohibited. We suggest using your child's backpack only for school.

## \* Stuffed animals or lovies

- Stuffed animals or lovies may be brought in at the teacher's discretion as long as they can fit inside the child's backpack.
- Please do not send in ChapStick, lipstick, small toys or toys with small pieces in the classrooms under the age of 3. These can be a choking hazard for young children.

## \* Drop off and pick up safety

- Your child's teacher will get your child out of the car in the mornings. Please have your child remain seated until the teacher helps them out of the car.
- When you pick up your child in the car rider line the teacher will help your child into their car seat. Teachers will not buckle your child due to safety and liability. We ask you to pull forward to a parking spot and buckle your child in securely.

## \* Special occasions

- All special occasions such as birthday parties are done individually in each classroom. Please contact your child's teacher if your child has a birthday coming up and you would like to send in something special. Please keep in mind that we are a **100% a peanut free facility**. This includes items that are made in a facility that processes peanut products. Special consideration is made in individual classes for any child that may have another food allergy.
- All food sent in for group consumption must be store bought and sent in the original facility packaging that contains the ingredient list and date of expiration.

# FUMC Weekday School Illness/Accident Policy

## Communicable Diseases

Staff members will look for signs and symptoms of illness. The staff members are also trained in the proper hand washing procedures to prevent the spread of communicable disease.

Every reasonable measure will be taken to prevent the spread of communicable diseases within our school community.

If your child will be home sick from school, be sure to let your child's teacher know so we can keep track of communicable diseases and let parents know when necessary so they may be informed of possible exposure.

Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.

You will be called to pick your child up if any of the following symptoms exist:

- Vomiting (2 or more episodes within a 12-hour period)
- Diarrhea (2 or more stools above the child's normal pattern)
- severe coughing or congestion
- temperature of 100.4 or higher
- suspicious rash
- difficult or rapid breathing
- lice (may only return when deemed "nit free")
- red, encrusted, or runny eyes
- lethargic behavior

Parents or designated approved pick-up person are expected to pick the child up **immediately after being notified that the child is not well** to minimize the spread of illness.

Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.

**Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor** stating the return is permissible before returning to First United Methodist Church Weekday School.

Parents should have a backup plan of care established if a child is sent home with an illness.

If a staff member has a communicable illness they will also be excluded from the school and a substitute teacher will be assigned in his/her place.

## Reoccurring Medical Issues

If a child has a medical issue that is reoccurring which includes a rash, runny eyes, or an allergy. The school must have documentation from a physician stating that the issue is not contagious, and that the child may attend when symptoms are present. If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented. If a new symptom occurs then new documentation is required.

## Accidents

Parents/guardians will be notified of accidents as soon as possible. The staff member who has observed the accident will fill out the accident report. If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child. If any injury requires a trip to a medical facility the parent must inform the school and the report will be sent to the state licensing office. If the injury requires immediate medical attention, 911 will be called. All staff are required to have a current First Aid and CPR certification.

# Peanut Policy

In an effort to offer the safest possible environment for all children in our care, we need to inform you of a policy implemented in our school on August 29, 2000.

You may have heard in the news of life threatening allergies to peanuts, a condition that is increasing in occurrence. With such an allergy, contact of any kind including breathing the dust from peanuts can be life-threatening.



In order to provide a safe environment for those people affected by a peanut allergy, **we restrict the presence of peanuts, peanut butter or products processed in a factory that produces peanut products.** However, given the multiple activities and various groups of people that use the building on a daily basis, **we cannot guarantee a peanut-free facility.**

We are certain that as parents you understand the need to support this policy and we thank you for your cooperation.

A list of some peanut-free safe snack possibilities are as follows: Fresh fruit and veggies cut into bite sized pieces, apple sauce, cheese, yogurt, whole grain snacks like crackers and cereal and granola. ***Foods on this list can be reformulated at any time, which means that these food's ingredients can change then become an unsafe food ... read labels, read labels, read labels!***



# Medication



*We keep as little medicine as possible in the School in order to provide a safer environment for children. Please ask your child's physician to prescribe medicine to be given before and after school if possible.*

The following information comes from the North Carolina Day Care Licensing Handbook and will be the procedure used at the School.

All medication for children enrolled in child care must have specific instructions and written permission for administering medication. Instructions must be completed by either the parent or a physician and must include:

- Who the medicine is for.
- How much is to be given.
- What time the medicine should be given.
- How often the medicine is to be given. NOTE: INSTRUCTIONS MUST BE SPECIFIC — DO NOT USE THE WORDS “AS NEEDED” ON FORM.
- For what length of time medicine is to be given.

## Prescription Medicine:

- Must be in original container bearing the original prescription label. Never send medication in a sippy cup or bottle ~ among other problems, this creates a situation where another child could “help themselves” to a dose of your child’s medication.
- Must have complete instructions on the label and have a Medication Administration Permission Form. Please ask the director for this form if needed.
- Must be administered only to the person for whom it was prescribed.
- Can not be administered after its expiration date.

## Patent Medicines (Over the Counter):

- Should have the individual child’s name written on the bottle.
- Must have written permission from the child’s parents.
- Can be administered only to person specified in written instructions.
- Medication cannot be administered after the expiration date.

instructions must be followed when administering all medications. Medications must not be administered in any manner that is contrary to the instructions on the container or the physician’s instructions.

Leftover medication must be returned to parents after treatment is completed. Medicine can be kept and given to a child only for the length of time noted on the instructions, and never after its expiration date.

Medications must be in separate locked storage.

**Medication is not to be left in a child’s backpack, but must be left in a locked cabinet.**

**Sunscreen, baby powder, diaper ointment, etc. are considered medications and must be handled as all other medications. We ask that parents use once a day sunscreen and apply it before arriving at school.**

## **Diaper Creams and Lotions**

These also require a specific form that you can get from your child’s teacher or the director.

- The form must be filled out completely and can not say “as needed” for amount or time. Please indicate “pea” or “quarter size” on the form for Diaper cream. Please ask the director if you have any questions about this form.
- All dates on products sent in must still be within expiration date. Expired foods may not be sent in.

# Discipline & Behavior Management Policy

## Respect and Affirm

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on how we believe children learn and develop values, this school will practice the following discipline and behavior management policy:

We:

- DO praise, reward, and encourage children.
- DO reason with and set limits for children.
- DO model appropriate behavior for children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to children.
- DO provide alternatives for inappropriate behavior for children.
- DO provide children with natural and logical consequences of their behaviors.
- DO treat children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their levels.
- DO use short supervised periods of “time-out” sparingly.
- DO stay consistent in our behavior management program.
- DO use effective guidance and behavior management techniques that focus on a child’s development.

We:

- Do NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.
- Do NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
- Do NOT shame or punish children when bathroom accidents occur.
- Do NOT deny food or rest as punishment.
- Do NOT relate discipline to eating, resting, or sleeping.
- DO NOT leave children alone, unattended, or without supervision.
- DO NOT place children in locked rooms, closets, or boxes as punishment.
- DO NOT allow discipline of children by children.
- DO NOT criticize, make fun of, or otherwise belittle.

### “Time-Out”

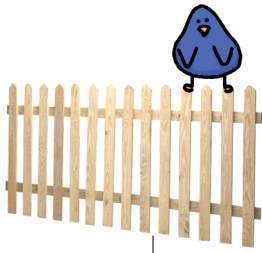
“Time-out” is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, is located away from classroom activity but within the teacher’s sight. During “time-out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown the other children.

*Adapted from original and prepared by Elizabeth Wilson, Student, Catawba Valley Technical College*

## **First United Methodist Church Weekday School**

### **Challenging Behavior Management Policy**

There are some behaviors that are too challenging for management in a classroom setting. These include but may not be limited to hitting, biting, slapping, pinching, throwing objects, turning over furniture, and repetitive screaming. If the positive reinforcement, redirection or “time out” does not produce a positive result for the child and the classroom, **The Weekday School reserves the right to call you and request that you immediately pick up your child. We will report such behaviors promptly and work with you to eliminate them. But as stated, if they cannot be eliminated, we may ask that your child not return for a specified length of time or permanently.**



# Curriculum

## A Developmental Approach

The Weekday Preschool Ministry strives to provide love, comfort and encouragement within a framework of planned activities designed to stimulate development. We are committed to ensuring that our program is based on current knowledge of child development and early childhood education. Lead teachers in our Threes and Fours and TK programs are required to have college level training in Early Childhood or a related field. Special consideration is given to teachers who have worked many years in the Early Childhood field. Ten hours of approved continuing education is required of all staff each year. We also require every teacher and substitute to have CPR and First Aid.

Our daily activities integrates developmentally appropriate activities with religious development and is designed to help our students make faith connections. We use NC Early Childhood Foundations as a framework when planning lessons and activities. We are constantly striving to attain new research and new methods, so the curriculum presented may represent different approaches. Curriculum is planned and basic outlines are given to parents through monthly calendars and periodic newsletters.

Curriculum for each age level is naturally distinctly different one from another. All classrooms each day bring opportunities to play, investigate and express ideas through creative activities.

# Toddlers Program

## 15 months -2 years

Children in the Toddler Class receive love and attention while they begin their transition from home to a school setting. Children are taught early learning concepts to promote cognitive, physical, language and social/emotional skills. These skills include pre-writing, pre-reading and expressive and receptive language acquisition. The teachers are caring and promote the love of God in the lessons they teach. The class also participates in art, reading, music and movement activities. The toddlers may also take field trips to downtown Hendersonville. Each child in the classroom receives individualized attention.

### Toddler Schedule

8:20-8:35	Welcome to the classroom and free play
8:50-9:40	Play on the playground or Christian Life center
9:45-10:10	Wash hands, snack time
10:10-10:30	Group time including teacher-directed activities, art and music
10:30-11:15	Free play, routines (Diapering), Clean up and prepare for home
11:20	Departure
*All Routines will be flexible based on the needs of the children in the classroom	

### Diapers

Please bring a package of diapers or pull-ups that have Velcro sides (no slip-ons) on the first day of school. All children will need a package of wipes.

Teachers will inform you of any needs your child has throughout the year.

# Twos Program

At arrival time (8:25) and pick-up time (11:25), we need for you to drive through the car drop-off area. We need daily communication with you and we feel this system works best for the safety of your child. Please observe arrival and pick-up times carefully to avoid pick-up traffic. Thank you for sharing your precious children with us this year.

### Twos Schedule

8:25-9:05	Free Play/Centers
9:05-9:15	Morning Meeting
9:15-9:30	Bathroom/ Wash up
9:30-10:15	Outdoor play/ Fellowship hall
10:15-10:35	Snack
10:35-11:15	Art and Table Activities
11:15-11:25	Story time/ Books
11:25	Dismissal
*All Routines will be flexible based on the needs of the children in the classroom	

### Diapers

Please bring a package of diapers or pull-ups that have Velcro sides (no slip-ons) on the first day of school. All children will need a package of wipes.

Teachers will inform you of any needs your child has throughout the year.

# Toddlers & Twos Programs

Statement of Purpose: Appropriate Practice for Toddlers

The following statements are from the Manual for Appropriate Practice for Toddlers published by The National Association for the Education of Young Children.

Good programs for children from birth to age 3 are distinctly different from all other types of program — they are not scaled-down versions of good programs for preschool children.

Toddlers learn through their own experience, trial and error, repetition, imitation, and identification. Adults guide and encourage this learning by ensuring that the environment is safe and emotionally supportive. An appropriate program for children younger than age 3 invites play, active exploration, and movement. It provides a broad array of stimulating experiences within a reliable framework of routines and protection from excessive stress. Relationships with people are emphasized as an essential contribution to the quality of children's experiences.

**Safe**

**Supportive**

**Encouraging**

**Nurturing**

# Threes Program

## 5-Day Threes Schedule

8:30-8:40	Arrival, Settling in
8:35-9:35	Free play
9:35-9:50	Group Time
9:50-10:05	Bathroom and wash hands
10:05-10:35	Playground or Christian Life Center
10:35-11:10	Wash hands, Snack Time
11:00- 11:25	Free Play and pack up
11:25- 11:30	Dismissal

\* Schedule may change based on the children's needs

In the Threes classrooms we work on building independence. This includes unpacking backpacks and snacks. It also includes dressing and undressing while using the potty or the occasional potty accident. We also encourage asking for help when needed, and problem solving with peers. These tasks help to promote self esteem and success throughout the child's life.

## **Children must be completely potty trained**

before they can move to the three year old classrooms. Please be sure to work on potty training to be ready for the three year old classroom. We do not have diaper changing facilities in these classrooms.

## **What does it mean to be potty trained?**

Being fully potty trained means that your child can independently ask and go to the bathroom when needed. They need to be able to sit themselves on the potty when the whole class is brought to the bathroom in a group. Children should be able to hold their bladder and bowel movements until they are able to get to the bathroom. (We understand that occasional accidents can occur.)

At this point children should be able to recognize their body signals for urinating and having a bowel movement and use the toilet correctly at the appropriate times throughout the day. They should also be able to pull up and down their clothing independently or with little help.



## **We Use the Heggerty program in Our Preschool**

At First United Methodist Church Weekday School, we intentionally build strong early literacy foundations. One of the primary tools we use is the Heggerty Phonological and Phonemic Awareness Curriculum, which supports children as they grow into confident, capable readers.

We use Heggerty in our Threes, Fours, and Transitional Kindergarten programs. These short, engaging lessons help children develop the listening and sound-awareness skills needed for future reading success.

## **What Heggerty Teaches**

Through playful routines and repetition, Heggerty teaches children to:

- Hear and produce rhyming words
- Notice alliteration (words that begin with the same sound)
- Clap and count syllables
- Develop phonemic awareness—hearing each individual sound in a word
- Blend sounds together to make a word
- Segment words into their separate sounds
- Identify onset and rhyme
- Build early letter–sound awareness that supports the Letterland program

## **Why This Matters**

Phonological awareness is one of the strongest predictors of future reading success. By using Heggerty consistently in our Threes, Fours, and TK classrooms, we help children master these foundational skills long before they encounter formal reading instruction.

Because Heggerty is also used in local elementary schools, our students enter kindergarten familiar with the routines, confident, and ready for the next step.

# Fours Program (Please note the differing schedules below.)

Arriving on time is very, very important as we go over the day's activities and introduce new concepts we will cover during that day.

## 3 Day Fours Schedule

8:40-8:50	Arrival
8:50-9:20	Welcome activities
9:20-9:30	Bathroom/Wash hands
9:30-10:00	Playground/Christian Life Center
10:00-10:30	Wash hands/Prayer/Snack
10:30-11:20	Group time / Free play
11:20- 11:35	Clean up /Wrap up
11:40	Dismissal

## 5 Day Fours Schedule

8:40	Arrival
8:40-9:15	Center Time
9:15-9:30	Group time
9:30- 10:10	Free play/ Teacher one on one time and table activities
10:10-10:15	Clean up
10:15--10:30	Bathroom/Wash hands
10:30-11:55	Wash hands/Prayer/Snack
11:00- 11:30	Playground/Christian Life Center
11:30-11:40	Clean up /Wrap up
11:40	Dismissal

**Love**

**Encourage**

**Respect**

**Affirm**

## Show and Tell

Information will be sent to you as to when Show and Tell will start and how it will work.

This is a fun and exciting time to gain the skills necessary to go to Transitional Kindergarten or Kindergarten. Concepts of love, grace and understanding are brought to life through lessons, music and movement, creative art and instructional planning. In the fours class we use Letterland which is the same phonics program Henderson County Public schools use to teach reading skills. We understand the importance of this transitional year and look forward to collaborating with you on your child's learning and development.

# **Our Early Literacy Foundations for the Fours and Transitional Kindergarten Classrooms**

## **Letterland + Heggerty**

At First United Methodist Church Weekday School, we are committed to building a strong early-literacy foundation that prepares children for kindergarten and beyond. In our Fours and Transitional Kindergarten programs, we use Letterland in combination with Heggerty to give children a complete, research-based approach to reading readiness.

Letterland is our primary phonics curriculum in the Fours and Transitional Kindergarten classrooms. This highly engaging program brings letters to life through memorable characters and stories, helping children connect letter shapes to letter sounds in a way that is both playful and effective. Through daily Letterland routines, children learn to recognize letters, understand the sounds they make.

Letterland is also the phonics program used by Henderson County Public Schools, which means our children are learning the same foundational skills and routines they will see again in kindergarten. This alignment helps create a smooth, confident transition, as students enter public school already familiar with the Letterland characters, stories, motions, and terminology used throughout HCPS classrooms.

To strengthen and support this phonics instruction, we also incorporate the Heggerty Phonological and Phonemic Awareness Curriculum. Heggerty focuses on listening to and playing with sounds—rhyming, blending, segmenting, and identifying individual sounds in spoken words. These short, daily lessons help children develop the auditory skills that make Letterland phonics “stick.”

By combining Letterland + Heggerty, our students build a powerful foundation for reading. They learn to hear sounds, connect those sounds to letters, —setting them up for success as they transition to kindergarten.

**Love**

**Inspire**

**Encourage**

# Transitional Kindergarten

Readiness for “Big School” has always been a key component in a child’s school progress. Increased academic expectations at a kindergarten level have “turned up the heat” on this issue and caused added concern.

The teachers guide and challenge each child to grow emotionally, intellectually, spiritually, physically and socially. The curriculum for this program will be designed to provide the foundation for a comfortable and successful transition to Kindergarten. Daily plans will emphasize Number and Letter concepts, pre-reading and pre-writing skills, science and social studies concepts as well as emotional and social competence. All of these are incorporated into weekly thematic units. We use Letterland and Hegerty programs to build a foundation to early literacy skills.

Class size will be small (13) with a maximum child/teacher ratio of 7 to 1. Eligibility age is five years by December 31. This class is designed for children with “late” birthdays, or developmental levels that would benefit from another year in preschool. The class size is small and will promote independence and confidence for “Big School.”

## Transitional Kindergarten Schedule

8:45-9:10	Arrival, Unpack, Welcome Activities
9:10-9:40	Group Time
9:40-10:25	Center Time
10:25-10:30	Clean up
10:30-11:00	Playground/Christian Life Center
11:05-11:10	Bathroom and wash hands
11:10-11:35	Prayer and Snack
11:35-11:45	Pack Up and Wrap up
11:45	Dismissal

## Show and Tell

Each week we have letter show and tell. Students are encouraged to bring an item of the letter we are focusing on that week. Each child is expected to bring an item that begins with the letter of the week.

## **Articulation Agreement with The Mountain Community School**

Our Weekday School is honored to have been selected to participate in an official articulation agreement with The Mountain Community School (TMCS). This agreement provides an approved pathway for children graduating from First United Methodist Church Weekday School and entering kindergarten.

### **Purpose of the Agreement**

This partnership allows children who complete our preschool program to receive enrollment priority when applying to The Mountain Community School. This opportunity is made possible under North Carolina law (G.S. 115C-218.45) and reflects the strong foundational skills and kindergarten readiness consistently demonstrated by our students.

### **Our Commitment to Early Learning**

Growth and development begin at birth, and each stage of childhood plays an important role in preparing a child for future academic success. Our teachers from Toddlers through Transitional Kindergarten work faithfully each day to support children in all areas of development. Their dedication, intentional teaching, and nurturing care help build the strong foundation that makes opportunities like this possible.

We are also deeply grateful for our parents, whose support, partnership, and daily encouragement strengthen each child's readiness for kindergarten and beyond.

### **A Message of Gratitude**

We consider it a blessing to walk alongside families during these early, foundational years. As a Christian-based program, we view each child as a gift from God and strive to support their growth academically, socially, emotionally, and spiritually. We look forward to continuing to partner with you as your children learn, grow, and shine in all the ways the Lord has planned for them.



**First United Methodist Church**

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