

**Vanderburg  
United Methodist  
Preschool  
Parent Handbook  
Two Year Old**

**2016 - 2017**



**Vanderburg United Methodist Preschool  
2016-2017  
704-664-1625  
WELCOME**

Welcome to Vanderburg United Methodist Church! It is our hope that your children will feel the Christian warmth and love that our teachers and staff have to share and that they will have happy, wholesome experiences here during their formative years.

**PURPOSE AND PHILOSOPHY**

Vanderburg United Methodist Preschool (VUMP) is for children who are ages two through five. Children are taught by teachers who are trained in the field of education.

The program is designed to provide a quality childhood education experience where children will grow in their self-esteem and independence while working on their kindergarten readiness skills in a loving Christian environment.

The preschool will offer opportunities for physical, emotional, social and spiritual growth of the preschool child. Each child is viewed as a unique individual entitled to discover God's world at his or her own developmental level.

Children are invited to discover the world through creative experiences in science, music, art, dramatic play, and outdoor activities.

**Mission Statement**

"With God at our center and parents as our partners, our goal is to nurture the total child... emotionally, cognitively, physically, and spiritually."

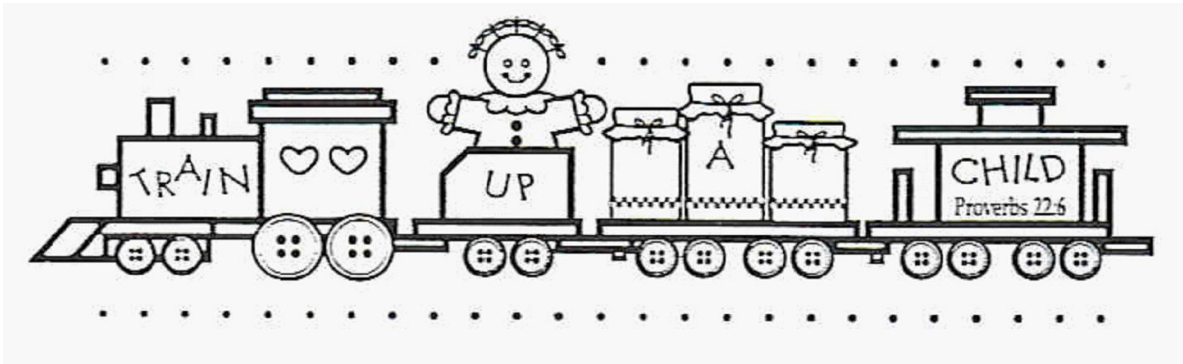
**ADMINISTRATION**

The administration of the VUMP will be the responsibility of the following:

The Vanderburg UM Preschool Committee, composed of representatives from Vanderburg United Methodist Church and Vanderburg United Methodist Preschool, serves as an advisory board to the preschool.

Janice Brawley is the Chairperson of the committee. 704-663-0196

Tommy Conder is the Pastor in charge. 704-663-1690



***“Train up a child in the way he should go and when he is old he will not turn away from it.” Proverbs 22:6***

## **REGISTRATION AND TUITION**



The registration fee covers the cost of an accident insurance policy for your child during school hours, and a Vanderburg Preschool T-shirt. Any additional money is used to buy new toys and equipment for the program. The registration fee is due in the amount of \$80.00 for church members and \$90.00 for non-church members, by June 30, 2016. The registration increases to \$100.00 if paid after June 30, 2016.

Tuition checks are to be made payable to VANDERBURG UNITED METHODIST PRESCHOOL or VUMP. Please place your check in an envelope and write your child's name on the outside, and give the envelope to the administrator. Please do not give checks to the teachers or put them in back packs. A tuition invoice will be given to you each month. Tuition is due on the first of the month and is considered late if it is received after the 10th of the month. A late fee of \$10.00 will be added if tuition is paid after the 10th of the month.

Tuition payments are made in nine (9) equal payments for the months of September through May. The fees are based on an average of the number of days in each month your child will be attending. There is no extra charge for months having five weeks nor is there a reduction in fees when a holiday falls within the month or your child is absent from school because of an illness. September's tuition is due in full August 31, 2016 to ensure your child's placement.

**\*\*\*IF TUITION FEES ARE NOT PAID BY THE END OF A MONTH, THE CHILD MAY NOT CONTINUE IN CLASS UNTIL THE FEES ARE PAID.**

**\*\*\*THERE WILL BE A CHARGE OF \$25.00 FOR ALL CHECKS WHICH ARE RETURNED FROM THE BANK FOR “NON-SUFFICIENT FUNDS.”**

**All questions regarding payments should be directed to the administrator.**

The payment schedule for 2 year olds is as follows: September through May

2 days per week .....\$135.00

## **EARLY BIRD PROGRAM**

VUMP offers an Early Bird Program. The Early Bird program is an additional hour of supervised play by our teaching staff. The cost for The Early Bird Program is \$3.00 a day in addition to your child's tuition. Anyone is welcomed to use this program on any given day, unless otherwise stated. The door will open for Early Bird at 8:00am. You must park your car and escort your child in, sign them in on the sign up sheet, then walk your child to the Early Bird Class assigned for that day.

## **AGE REQUIREMENTS**

A child must be two years old on or before August 31, 2016 to be included in the two-year old program. We follow the guidelines set by the North Carolina public school system.

## **SNACKS**

VUMP will provide a morning snack for the children each day. The snack will consist of healthy (peanut free) choices. Please send an extra plastic cup ("sippy cup") each day to use for snack.

## **MUSIC**

Christian music is a part of our daily learning at Vanderburg. In addition to singing everyday in their classrooms, the two year olds, on special occasions, will enjoy music time together with the other classes.



## **THINGS YOU NEED TO BRING**

Each day, please send a training cup, and change of clothes in case of spills or “accidents”. A package of diapers and wipes marked with your child’s name may be sent and will be stored for daily use. You will be informed when more are needed.

During the school year we would like to ask for antibacterial soap, hand sanitizer, Clorox wipes, Kleenex, and paper towels. We use these items all the time. Thank You.

## **WEATHER POLICY**

### **Closing**

In the event that Iredell-Statesville School System closes due to inclement weather (snow, ice, etc.), Vanderburg Preschool will follow the same procedure. Please listen to your radio or TV for the school system decision, as we do not make a separate televised announcement.

### **Delay**

If the Iredell-Statesville schools have been delayed two hours, Vanderburg Preschool will be delayed one hour with school opening at 10:00am.

### **Early Release**

If Iredell-Statesville Schools release school early due to inclement weather, Vanderburg Preschool will dismiss school at the same release time followed for the elementary schools. Because of our class schedule, we usually cannot make up any days missed due to the weather and there will be no refunds for any days that are missed.

In all of the above situations, the administrator will call or text parents as to any decisions announced due to inclement weather.

## **BEHAVIOR GUIDELINES**

One of the purposes of VUMP is to foster the development of self-control and self-discipline in our students. We believe positive methods of guidance are better than negative ones. In the event that a child demonstrates inappropriate behavior in the classroom, the teacher will follow these techniques of behavior management:

- Positive reinforcement for the appropriate activity
- Redirecting the child to a more appropriate activity
- Giving a verbal indication of the inappropriate behavior
- Withdrawal of privileges
- A brief “time out” in the classroom
- Removal from the classroom for a brief time by the Administrator
- Discussion with parents if a problem becomes severe or persists
- Removal from the program if serious misbehavior cannot be modified

## **PROBLEMS**

The teachers and/or the Administrator are happy to discuss with you any problems that your child may be experiencing or any concerns that you may have. Please do not discuss any problem in front of your child, other children, or other parents. The teachers will not have time for anything other than a brief conversation as the children are arriving in the mornings or leaving in the afternoons. You may call VUMP office and leave a message for your call to be returned after class or you may make an appointment for after school hours. Unless it is an emergency, the teachers cannot leave their classrooms when the children are present to answer the phone.

## **CONFIDENTIALITY**

Information received by the preschool is often confidential and in order to maintain parent's confidence in our professional approach to this information our preschool ensures:

1. Parents can see the details kept about their child and themselves at any time.
2. Parents will not be given access to the information kept on other children and their families. Please opt out if you wish to not be included on the classroom roster.
3. Feedback on the children's progress will be given directly to the parent, unless they state a third party can be involved in writing e.g. caregiver.
4. Information about medical needs or status, concerns about Child Protection issues will only be available to staff and personnel that have a need to know.
5. Volunteers and students to the preschool will be made aware of the importance of confidentiality of information and their responsibility within the preschool.
6. Information about individual members of staff will not be available without permission of that person, except in the case of Child Protection.

## ILLNESSES

Please keep your child at home if he/she has a bad cold or cough or any symptoms of a contagious disease. Notify the teacher if your child has a communicable disease or has been exposed to one. When such information is received, it will be shared with other parents in the school. Please do not send your child back to school too soon after an illness and do not request that your child be kept indoors at playtime. If a child has had a fever or has vomited the night before, please do not send him/her to school.

**Children should be kept home 24 hours after the last time a fever is present and 24 hours after the last incident of vomiting or diarrhea.**

***YOU DO NOT WANT YOUR CHILD EXPOSED UNNECESSARILY TO SICK CHILDREN, SO PLEASE SHOW THE SAME CONSIDERATION TO THE OTHER CHILDREN AND THEIR FAMILIES.***

### Mary Had A Little Cold



Mary had a little cold, but would not stay at home.  
Everywhere that Mary went, the cold was sure to roam.  
It wandered into Mollie's eyes and filled them full of tears.  
It jumped from there to Bobby's nose and then to Jimmy's ear's  
It painted Anna's throat bright red and swelled poor Daniel's head.  
Sally had a fever and a cough put Jack to bed.  
THE MORAL of this little tale is very quickly said –  
Mary could have saved a lot of pain by just one day in bed!!!

## MEDICATION

Medication may be administered if the following conditions have been met:

The parent sends a note requesting the administering of antibiotics or prescription medicine at a specific time during the day.

**NO MEDICATION WILL BE GIVEN UNLESS IT IS IN A CONTAINER DISPENSED BY A PHARMACY WITH THE STUDENT'S NAME, NAME OF THE MEDICATION, DATE THE PRESCRIPTION WAS FILLED, AND DIRECTIONS FOR DOSAGE.**

All medication will be kept in the Administrator's office.  
If your child requires an Epi-pen for allergic reactions, those will also be stored in the Administrator's office.

## ARRIVAL AND DEPARTURE

Our classes will be in session from 9:00 a.m. until 12:00 p.m. each day, Monday through Friday. **CHILDREN SHOULD NOT ARRIVE EARLIER THAN 8:55. UNLESS ATTENDING THE EARLY BIRD PROGRAM.** A car drop-off line is available for your convenience. Please line up behind the orange cone and continue the line around the outside edge of the parking lot, not to block church traffic. Drop-off will begin at 8:55; a staff member will unload your child and assist in leading them to their classes. Be sure to stay in your vehicles during this time. **Never** leave a child in your vehicle unattended. It is dangerous and illegal! If you feel the need to walk your child in, please park and do so. We ask that you escort your children into their classroom and leave promptly. Adjustment takes longer when parents linger. **Never** send a child into the building alone. The teachers are busy setting up their rooms for the day before 8:55 and cannot care for children during this time.

Children should be picked up no later than 12:00. If an unexpected emergency arises, call a friend or relative authorized to pick up your child. You must call the Vanderburg UMC Preschool office (704-664-1625) if an emergency occurs and you send someone else to pick up your child. Please leave a message if no one answers. We always check for messages before dismissal time. Any person that you send to pick up your child that is not authorized on your child's enrollment application will be required to show identification (driver's license) to verify identity before releasing the child.

If you know that someone other than the parent will be picking up the child, please send a written note on the day that the pick-up is to occur. **WE CANNOT ALLOW YOUR CHILD TO LEAVE WITH SOMEONE OTHER THAN A PARENT WITHOUT PARENTAL PERMISSION.**

At open house your child will be assigned a number tag to be displayed on your dash for pick up. This number is specific to your child and will help in the pick up process. It is also important to your child's safety. A staff member will open the pick up line at 12:00 and help to assist in loading your child in the same procedure as drop-off. **Please do not walk up to pick up your child.**

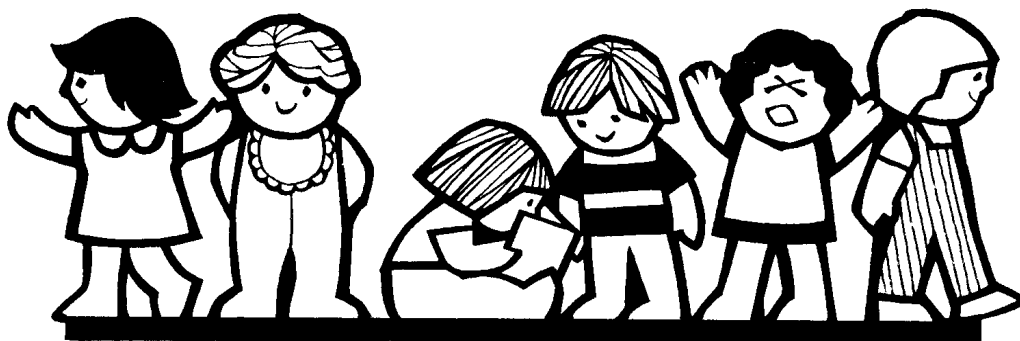
## LATE PICK-UP

School is over at 12.00 p.m. Parents who are late picking up their child will be charged a late fee.

**The late fee schedule is: There will be a \$5.00 charge if you pick up your child between 12:10 and 12:15. After 12:15, the charge is \$5.00 plus \$1.00 for each minute after 12:15.**



The purpose of the fee is not to gain additional money for the Vanderburg UMC Preschool, but to encourage promptness and to value the teacher's time. The collected fee will be given to the appropriate teacher.



## APPROPRIATE CLOTHING

Children should be dressed in comfortable clothes suitable for playing on the classroom floor, in the gym, or outside on the playground. Please do not send your child in good clothes in case paint or glue is spilled on them. **Children do get messy when they work and play!** If your child is wearing a diaper, please make sure that the clothing is easy to remove when the diaper is being changed. Tennis shoes are the best footwear. **Please do not send your child in sandals or crocs. The chance for injuries on the playground is increased when sandals or crocs are worn.**

Jellies are cute.

Sandals are cool.

Swim shoes are neat.

For a backyard pool.

BUT...

When coming to school,

Where we jump and run,

Gym shoes, *please*,

For safety and fun!

## IMMUNIZATIONS

For your child's protection, we require that all children are current on their immunizations. Please ask your pediatrician for either a copy of your child's immunization record or a statement which certifies that all immunizations are current. Immunization records need to be turned in to the office by the end of September 2016. Even if you have given us this form in previous years, we will need a current one for this

year.

## BUILDING SECURITY

For security reasons, the doors to the preschool will be locked at all times. If you arrive after 9:20, please knock and a staff member will assist you. In addition, the administrator may be reached by phone.

## CLASS PARTIES

We encourage and appreciate parent's help during the year. The occasions for parties in the classroom are Fall Party (Halloween), Christmas, Valentine's Day, and Easter. Please let your child's teacher know when you are able to help.



## BIRTHDAYS

Parents are encouraged to furnish refreshments to celebrate their child's birthday. Parents may leave the food for the party with the teacher if they cannot be present during snack time. Please inform your child's teacher at least a week ahead of time if you want to have a party for your child. Because of the way that we group our children by age, your child's birthday could be the same as or very close to several others in the class.

## CLASSROOM VISITS

You are welcome to visit in the classroom at any time to observe or to share something with the children. Please let us know when you would like to visit. **We do ask that you *not* plan to visit for the first three full weeks of school to allow all of the children time to adjust to their new situation.**

## **CONFERENCES/PROGRESS REPORTS**

Parent-Teacher conferences are scheduled for May. At this time you will be given a progress report for your child as well as a chance to discuss your child's progress with the teacher. If you have any concerns about how your child is doing in class, you may request a conference with the teacher, administrator, or both any time during the school year, before or after school hours.

## **POTTY TRAINING**

The teachers are happy to assist with potty training efforts. We would like to ask that during this time, you send your child to school in clothes that can be easily managed in the bathroom. For sanitary reasons, if the child is in the process of being trained and is not totally trained, please use pull-ups when coming to school.

## **THANK YOU!**

Thank you for sharing your children with us. The teachers and staff are looking forward to a wonderful year of exploring, learning, and growing together with the children! At any time during the year that you have questions, suggestions, or concerns, please do not hesitate to contact the administrator. We will be happy to work with you in any way to be sure that your child's experiences at Vanderburg United Methodist Preschool are the very best that they can be!

Blessings,

Vanderburg UMC Preschool Administrator



**Vanderburg United Methodist Preschool Office  
704-664-1625**

If you cannot get through on the above line, you may call the Church office at 704 663-1690 and ask for the Preschool office.

If you have a question or concern and need to speak to the administrator or a teacher, please call the Vanderburg UMC Preschool office and leave a message and the appropriate person will return your call as soon as possible. If it is necessary, you may call after school hours, using the home phone numbers listed below.

**2- YEAR OLD TEACHERS AND ADMINISTRATOR  
HOME TELEPHONE NUMBERS**

<b>Laura Rust</b>	<b>Administrator</b>	<b>704-245-2122</b>
<b>Bobbi Earp</b>	<b>Lead-Teacher</b>	<b>704-682-0704</b>
<b>Rachel Oynskin</b>	<b>Lead-Teacher</b>	<b>704-677-1195</b>
<b>Susan Fogleman</b>	<b>Lead-Teacher</b>	<b>704-929-0737</b>
<b>Angelene Nelson</b>	<b>Floating Teacher</b>	<b>704-450-7474</b>

