

**Vanderburg  
United Methodist Church  
Preschool  
704-664-1625  
Parent Handbook  
Three & Four Year Olds  
Transitional Kindergarten**



**2016-2017**

## VANDERBURG UNITED METHODIST STAFF

Please use 704-664-1625 when calling the Vanderburg UM Preschool (VUMP). If you cannot get through on that line, you may call the Church number at 704-663-1690 and ask for the Administrator.

We encourage you to call your child's teacher or the Administrator between the hours of 8:00 and 12:00 if you have a question. The teacher will call you back after the children go home. If it is necessary, you may call after school hours, using the home phone numbers listed below.

### 3, 4, and 5 Year Old Teachers' and Administrator Home Phone Numbers\_

Laura Rust	Administrator	704-245-2122
Bobbi Earp	Lead - Teacher	704-682-0704
Rachel Oynskin	Lead - Teacher	704-677-1195
Angelene Nelson	Floating Teacher	704-450-7474
Susan Fogleman	Lead Teacher	704-929-0737
Classdojo.com		

# **Vanderburg United Methodist Preschool**

**2016-2017**

## **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 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. 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**

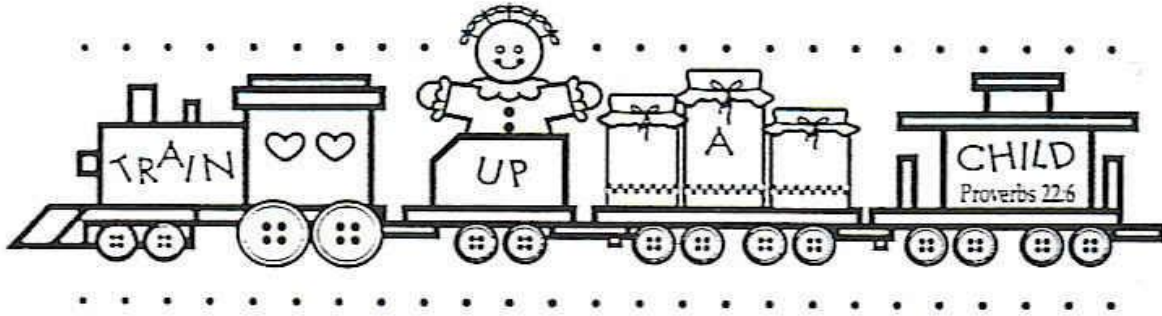
"With God at our center and parents as our partners, our goal is to nurture the total child... emotionally, cognitively, physically, and spiritually."

## **ADMINISTRATION**

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

Laura Rust, Vanderburg Preschool Administrator: 704-664-1625

The Vanderburg UMC Preschool Committee, composed of representatives from Vanderburg United Methodist Church and Vanderburg United Methodist Preschool teacher representatives, serves as an advisory board to the preschool. Janice Brawley is the chairperson of the preschool 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*

## AGE REQUIREMENTS

**A child must be three, four or five years old on or before August 31, 2016 to be eligible for the three, four, or five year old program. We follow the guidelines set by the North Carolina public school system.**

## 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 with the monthly newsletter. Tuition is due on the first of the month and is considered late if it is received after the 10<sup>th</sup> of the month. A late fee of \$10.00 will be added if tuition is paid after the 10<sup>th</sup> 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 is not paid by the end of the month, the child may not continue in the program until the fees are current.

There will be a charge of **\$25.00** for all checks that are returned from the bank for “Non-Sufficient Funds”.

Monthly tuition costs are as follows: September through May

3 day 3 year olds M/W/F	\$145.00
5 day 3 and 4 year olds M/T/W/T/F	\$190.00
5 day 5 year olds M/T/W/T/F	\$200.00



## EARLY BIRD PROGRAM

Vanderburg United Methodist Preschool 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 other wise 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.

## MORNING ARRIVAL

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 PROGAM.** We use a car drop-off line for the safety of our Children. 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. The Administrator will unload your child and assist in leading them to their classes. Be sure to stay in your vehicles during this time. Parents are always welcome to walk their children in. We ask that you escort your child to his/her 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.

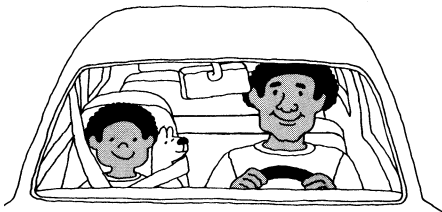
## AFTERNOON DEPARTURE

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 the dash of your vehicle 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. The Administrator will open the pick up line at 12:00 and help to assist in loading your child in the same procedure as drop-off. For the safety of our children, please remain in your vehicle.

**NEVER LEAVE A CHILD IN YOUR CAR WHILE YOU BRING YOUR PRESCHOOLER INTO THE BUILDING. IT IS DANGEROUS AND ILLEGAL!!!**



**Please be cautious when driving through the parking lot and when backing out of a parking space.**

### LATE PICK-UP

School is over at 12:00. 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 for picking up a 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 this fee is not to gain additional income for the preschool, but to encourage promptness and to value the teacher's time. The collected fee is given directly to the appropriate teacher.

## 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 ears.  
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:

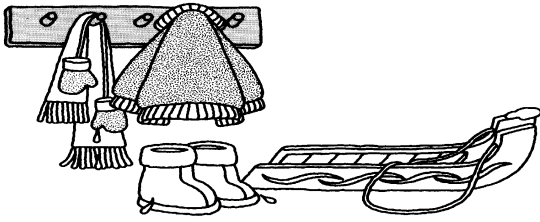
The parent sends a note requesting the administering of antibiotics or prescription medicine at a specific time during the day.

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.



## 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.

## SNACKS

We will serve a snack to the children each day. We usually serve water, fruit juice, or fruit punch as our beverage. Snack items served include crackers, pretzels, goldfish, cookies, fruit, and cheese. We do not ask the parents to furnish the daily snack although you may certainly send in a special snack if you and your child would like to do so. Please check with your child's teacher before sending in a snack to avoid conflicts with a previous plan or to make sure that no one is allergic to what you plan to send.

## TREASURES FROM HOME

Toys are to be left at home unless they are requested for "SHOW AND TELL" days. Children are possessive of their personal treasures and sharing becomes difficult. Books related to the daily theme or science and nature enrichment items are always welcome.



**We ask that you resolve the issue of leaving toys at home or in the car before coming to school. Please do not leave this to the teacher to enforce.**



## 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 education hall will be locked at 9:20 on school days and unlocked at 11:40 p.m. If you arrive after 9:20, please enter through the church office doors, located at the front of the church, there is an intercom system you will need to use to enter, we understand that this may be inconvenient, but the safety of the children comes first. In addition, the Administrator will have "a cell phone" so that she can be in immediate contact with the main office should a need arise.

## CLASSROOM VISITS

Our school has an "open-door" policy for parents and you are welcome to visit in the classroom at any time to observe or to share something with the children. You never need to make an appointment! **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.**

## 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 (10:45). 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 will be very close to several others in the class. Also, by discussing the party with the teacher, you will be aware of food allergies that may exist for a student.

## CONFERENCES/PROGRESS REPORTS



Parent-Teacher conferences are scheduled for March each year. At this time you will be given a written 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 at any other time during the year, you may request a conference with the teacher at any time.

## 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**

**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. If necessary, you may call the teacher or the Administrator at home.

## 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 given to parents on the children's progress will be given directly to the parent, unless they state 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 personal 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.

## POTTY TRAINING POLICY

Children other than 2-years-olds must be fully potty trained. That means children must wear appropriate clothing and be self - sufficient in their toileting needs. No diapers allowed in age groups other than 2s

Children will be considered not potty trained if they have three or more accidents in one week or if they have accidents on a regular basis. While teachers understand that there may be accidents the first week of school, they should subside by the second week. In the case of continual accidents, the Administrator and the teacher will evaluate the situation and discuss it with the parents. The Administrator may ask that the child remain at home until fully potty trained.



## APPROPRIATE CLOTHING

Children should be dressed in clothes comfortable for playing on the classroom floor, the playroom, or outside on the playground. Clothing should also be easily managed by the child in the bathroom. Please do not send your child in very good clothes in case paint or glue was to be spilled on them. **CHILDREN DO GET MESSY WHEN THEY WORK AND PLAY!** Tennis shoes are the best foot wear. **Please do not send your child in sandals or crocs. The chance for injury 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!!**

## Chapel

The three, four and five year old classes attend Chapel once a week. Chapel is held each Wednesday at 10:15 in the Church Sanctuary. Families are encouraged to join us during this special time for them.



## MUSIC

Christian music is a large part of our learning. The classes will include singing, movement, props, drama, and musical instruments, that are presented in a fun and energetic style. The three, four, and five year old classes will attend music four days a week. Birthdays are recognized during this time and we encourage families to join us, as you are able.



## 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!

Laura Rust, Preschool Administrator  
Vanderburg United Methodist Preschool

