

First United Methodist Church Weekday Programs General Information and Guidelines

Our Staff

- **Weekday Programs Director:** Beth Darnell
- **4 year old Room Teachers:**

Kristi Pilkenton & Brandi Jordan
Amanda Edwards & Phyllis Reynolds
- **3 year old Room Teachers:**

Sherrie Brown & Julie Engel
- **2 year old Room Teachers:**

Dorothy Harris & Lori Carroll
- **Infant Room Teachers:**

Amanda Bledsoe & Holly Burcham
- **Floater:**

Jerry Duncan

Arrival/Dismissal Times

Arrival Time: 9:00 am. We will not be prepared for your child before 9:00 am. The doors will not be opened before 9:00 am. Our doors will be locked at 9:30 am; you will have to ring the doorbell, and someone will let you in.

Dismissal Time: 1:00 pm. ALL children must be picked up by 1:00 pm.

An extra charge will be made for unreasonable lateness.
Please be prompt.

NEVER leave your child in the morning unless you know a responsible person is on hand. Please send a note if your child is to go home with someone other than you or his/her regular carpool.

Please use the farthest drive as your entrance. All traffic has been routed for one direction. Please drive slowly. Bring your child to their room at 9:00 am. It usually works best if you help them out of their coat, put away their lunch, tell them you'll be back, and say "good-bye."

If you plan to pick up your child early, please let us know this in the morning when you bring him/her.

You are always welcome to visit at any time. If you need to talk to your child's teacher, please come early or remain after the children have left or feel free to call. It is best to talk about your child without the child present.

Address and Informational Change

For the care and safety of your child, we ask that you notify the director immediately of any information that has changed on your child. For example, address or phone number change.

Allergy Alert

Please let the director and teachers know of any allergies your child may have or develop as the year goes on.

Absences and Illness

If your child is absent, please notify the preschool director. If the director is not able to answer the phone, please leave a message on her voicemail. You are also welcome to call or text Beth on her cell phone at 336-366-0728. If the absence is due to a contagious disease, please inform us as to the disease. We will notify parents and they may consult their physicians if necessary.

The teachers will give no internal medicine without written permission from parents and unless it is accompanied by either a prescription or a written note from a doctor. Should your child become ill while at preschool, we will notify you immediately.

We strive to keep our classrooms germ free, but runny noses and sneezes take their toll. **We trust your judgment in not exposing children unnecessarily.**

*****The Preschool Program will operate on the same schedule as the Elkin City Schools, including all vacations and bad weather days. See school calendar for school closings.*****

Preschool Sick Policy

When winter and colder weather approach, we must be aware of what our children are exposed to during this time of year with regards to sickness. Please be considerate of other children when deciding whether or not your child is healthy enough to attend Preschool.

Parents are asked to keep their children home when they have one or more of the following symptoms:

- **A fever (Free of fever for 24 hours without the help from Motrin or Tylenol)**
- **Diarrhea**
- **Vomiting (in the last 12 hours)**
- **All rashes except for diaper and heat rashes**
- **Excessive wheezing, coughing, or runny nose (green discharge)**

If you are having a hard time deciding whether or not your child is “too sick” to attend school please ask yourself, if your child was healthy, would you want him/her playing with another child that has the symptoms listed above. **If your answer is no, please do not bring your sick child to school.**

We will notify you if your child starts to exhibit symptoms of illness at school and you will need to pick up your child promptly. We also ask that you keep your child at home to fully recover for 24 hours after all symptoms have cleared up before bringing him/her back to school. If your child is sent home from school due to vomiting, diarrhea, or fever, they will need to stay home the following day from school.

If your child has a communicable disease (chicken pox, pink eye, strep throat, head lice, etc.), please inform the preschool director so she may let other parents and staff know that they may have been exposed to a

communicable disease. Your child's name will remain confidential if he/she is found to have a communicable disease.

We all have a responsibility to protect the children and staff at our school. If you bring a sick child to school, you risk infecting everyone else.

Thank you all for your cooperation in keeping our preschool germ free as much as possible.

Inclement Weather Policy

Should there be snow or possible school closing or delay, please remember we follow the Elkin City School schedule. These "hints" may help you to know what the FUMC program will do in the case of inclement weather.

1. Please listen to WIFM (100.9 FM) or check Channel 12 (WXII) television station in Winston Salem. They will carry the change in school schedule. We are known as Elkin City Schools and **not Surry County Schools**.
2. Should Elkin City Schools begin their day at 10:00 am (2 hour delay), we will also begin our day at 10:00 am. If they are scheduled to begin at 9:00 am (1 hour delay), we will start at our regular time of 9:00 am.
3. Should Elkin send the students home early due to bad weather, we will also close early. We realize some families will need to pick up older siblings so we will be here until you arrive. Please call us if you are going to be later than 30 minutes past the dismissal time. At no time will we leave your child unattended.
4. If you have any questions regarding this policy, please call me at school (835-2323), at home (366-3013), or my cell (366-0728).

\$\$\$\$ Tuition and Withdrawal \$\$\$\$

Three Day Week Program schedule: Tuesdays, Wednesdays, and Thursdays from 9:00 am – 1:00 pm.

- Monthly Tuition for the Infant, 2 year old and 3 year old classes are: \$155
- Monthly Tuition for the Preschool Class is: \$165

Four Day Week Program Schedule: Mondays, Tuesdays, Wednesdays, Thursdays from 9:00 am – 1:00 pm.

- Monthly Tuition for the Infant, 2 year old and 3 year old classes are: \$185
- Monthly Tuition for the Preschool Class is: \$195

****Tuition is due by the 10th of each month.****

****Registration is a month's tuition.****

If a family has more than one child enrolled at one given time, the second child's tuition will have a \$20 discount on tuition per month. Registration will not be discounted.

There is a late fee of \$10.00 charged if payment is not received by the 10th of the month.

Parents are requested to give the Director two weeks notice should it become necessary to withdraw a child from the program. Parents will not be obligated to pay further tuition provided that this notice is given. If your child is withdrawn after the monthly fee is paid, the money will not be refunded. Also, the registration fee will not be refunded.

Drop-ins are allowed at the discretion of the Director, provided there is space to accommodate. The drop-in rate is \$20 per day. A phone call prior to drop-in is appreciated.

If paying by check, please make check payable to FUMC Preschool. If you decide to mail in your payment, please make sure that you write on envelope Attn: Beth Darnell to make sure she receives your payment. There will be a fee for all returned checks.

There is a Cash Box designated for all payment of tuition. Please place your payment in an envelope with your child's name and write the amount of money paid.

What to Bring

Send a packed lunch for your child with food that they can feed themselves (sandwiches, peanut butter crackers, chicken nuggets, etc). We do have a small microwave available, but we ask that you do not send food that has to be warmed every day. **Please, we ask that you DO NOT send in uncooked macaroni or other non-cooked food items.** Our preschool provides milk and snack, but not extra lunch items.

Please label all lunch boxes, cups, and utensils.

Please allow your child to wear play clothes and tennis shoes to Preschool. We ask that you do not let your child wear sandals, flip flops, etc. to school. **Send an extra set of clothes (please include an extra set of socks and underwear) for your child and make sure that you label all personal items with your child's name.** This includes jackets, hats, cups, bottles, diaper bags, etc.

We ask that toys be left at home. They can easily get lost or broken. Please explain to your child that there are toys at preschool for them to play with.

If your child is in diapers, please bring extra disposable diapers each day. Please dress them in clothes with crotch snaps or elastic waistbands. If your child is undergoing potty training, please be sure to send plenty of pull ups/training pants.

Birthdays

Please contact the preschool director or your child's teacher if you are interested in celebrating your child's birthday at school. If he or she has a summer birthday, you may wish to schedule a celebration sometime during the school year. The children will not exchange gifts, but you may bring cookies or cupcakes.

Outside Time

Just a reminder that your child will be taken outside each day, weather permitting. When the cooler weather gets here, make sure your child has a hat, jacket, and maybe gloves. Time used to play outside may vary according to the weather conditions. If your child is too sick to go outside then he/she is to sick too be at preschool; however, if your child has a doctor's note to stay inside we will honor the request.

Chapel

Our three year old class and preschool class will get to experience chapel at First United Methodist Church. Once a week they will go to the sanctuary for a bible story and a prayer. Chapel will be Tuesdays at 10:15 am. We will also have an offering time. As an offering for chapel, your child can bring a non-perishable food item to donate to Tri-C. We feel this will be beneficial for our children.

Curriculum

We will be working with the older classes on the following:

- Writing his/her first name
- Learn and recognize numbers 1-20
- Cutting
- Sound and Letter Recognition

We also will be introducing the Three's and Four's to Letterland. Letterland introduces your child to the alphabet using characters such as Annie Apple, Bouncy Ben, Clever Cat, etc. These characters will help your child know and understand letter shapes and sounds. I encourage your child to read nightly for atleast 30 minutes. Letterland will provide your child with a solid foundation for learning to read and write.

Questions

Please call us whenever a question arises. This is particularly true if your child comes home with a rather unbelievable story. So often they misunderstand, tell only their side, or may be confused by something we have said or done. We would appreciate your inquiring, and we can perhaps ease your mind as well as your child's. Feel free to call me at home. My home phone number is 366-3013. Beth's email is bdarnell@elkinfumc.org

Regarding Discipline

We try to help each child learn to discipline him/herself. We first talk with the child about the conflict. We discuss the reasons for not behaving in a way that can be harmful for him/her or others in the class. We use a positive approach so that the child has the opportunity to choose the appropriate behavior on his/her own. Should the behavior continue after talking to the child several times, the child will sit at a table by him/herself to help him/her control his/her activities. Your child will not sit any longer than 1-4 minutes. This is a good time for the child to sit quietly and think about his/her actions. At **NO** time is the child left alone or embarrassed in front of others.

Should we feel the problem could not be worked out between the child and teacher, we will contact the parents immediately.

Activities and Experiences Offered by the First United Methodist Church Weekday Programs

The staff and the curriculum of the First United Methodist Church Weekday Programs offers opportunities for your child to participate in play experiences that enable them to develop physically, socially, emotionally, cognitively in self-help and language skills, and in their faith.

FAITH DEVELOPMENT

This is the program that expresses the mission of the church. As such, it recognizes the responsibility for age appropriate curriculum for the development of faith. The example of Christian living that the child sees in the care given is a major part of the curriculum. God's love is shown through the kindness, gentleness, and caring of the staff. Recognizing the uniqueness of each child (God's creation) and helping the child know that he/she is special teaches God's grace. Songs of praise and saying the blessing gives the child a chance to give Thanksgiving.

PHYSICAL DEVELOPMENT

Large Muscle Development: The playground offers a place to run, climb, dig, hop, skip, jump, balance, pour, slide, bounce, ride, roll, swing, pull and throw.

Indoor equipment offers many of the same types of experiences for everyday indoor use and is especially useful on days of inclement weather. Block building, sand, free play, climbing, riding cars, throwing bean bags, and marching and dancing are some of the indoor development tools used for large muscle development.

Small Muscle Development: These are attained in: art media, play dough, peg boards, crafts, puppets, eating, coloring, stacking toys, cooking, writing, finger paints, using scissors, music, clay, and drawing.

SOCIAL, EMOTIONAL, AND SELF-HELP SKILLS

Activities for these developments are: dramatic play, discipline, music, care of dolls, playing dress up, imagining, lots of love and hugs, dreaming, wishing, housekeeping, games, caring for pets, preparing food together, bathroom etiquette, expression of feelings, handling injuries or crisis, goal-setting, conversation, exploration and discovery, health care, personal hygiene, individualism, giving and accepting praise, manners, concern for others, recognition of birthdays, exploring other cultures, and safety and security.

COGNITIVE DEVELOPMENT

Gradual lengthening of the large group time increases your child's attention span. During that time your child will: listen to stories, play group games, learn about themselves, discuss science, learn about nature, learn shapes, learn about families, follow directions, have dramatic play, march and dance, learn numbers, discriminate sizes, study nutrition, learn about measuring, sing and make music, learn fingerplays and poetry, learn words and meanings, learn about time, learn about the five senses, identify community helpers, talk, and many others.

Each group will be taught the above activities in age appropriate activities in a level appropriate to that group's age. Pictures, bulletin boards, videos, records, the Public library, special days, and celebrations are other methods of introducing this type of learning.

LANGUAGE DEVELOPMENT

We talk, and talk, and talk, and talk. We learn to listen. We learn to follow directions. Speech and hearing therapy is recommended if needed. Word games, music, telling a story about pictures, writing a book about things, discussing each discovery and experience, sharing, answering questions individually, speaking in a group, helps each child develop language skills. Language development occurs minute by minute each day in each setting. We also incorporate Letterland software with the 3 and 4 year old classes that helps them learn alphabet phonics and letter families.

OTHER OPPORTUNITIES

Nutrition is taught through serving healthy snacks and discussing good foods for us. Safety practices are learned from moving from one area to another, awareness of signs such as: street signals, poison labels, learning to watch where you're going, street crossings, knowing when to call the teacher for help, and Fire Prevention Week. Health habits are taught through washing hands, resting, wearing appropriate clothing, good eating habits, and bathroom etiquette.

Special events are Halloween party, a trip to the nursing home to sing, Thanksgiving Feast, Christmas celebrations and hearing the Christmas story, Easter Egg Hunt, Valentine's Day, and of course the BIG Preschool Graduation.

We are excited to have your family be a part of our family! It will be a fantastic year with you all here.

Mrs. Beth & Staff