

# Acton United Methodist Church Preschool

## 3 Year Old Parent Handbook

Updated August 4, 2022



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Welcome .....	1
Mission Statement.....	1
Curriculum .....	1
Enrollment Requirements .....	1
Enroll and Class Fees.....	2
Withdrawal Policy .....	3
Immunization Policy .....	3
School Calendar .....	3
School Hours.....	3
Drop-Off Policy .....	4
Pickup Policy .....	4
Preschool Board .....	5
Teaching Staff.....	5
Success in Preschool .....	6
Good Beginnings .....	6
What to Bring to School .....	6
Attendance Policy .....	7
Severe Weather Closings .....	7
Dress Code .....	7
Illness .....	8
No NIT Policy.....	9
Contagious Diseases .....	9
Medication Policy .....	9
Discipline Policy.....	10
A Child Who Bites.....	11
Parent Volunteers.....	11
Visitors.....	11
Birthdays.....	11
Party Policy.....	12
Fund Raisers.....	12
School Calendar .....	12

## **Welcome**

We welcome you and your child to an exciting and fun-filled year at the AUMC Preschool. We are dedicated to making this a positive experience for all the children and their families.

## **Mission Statement**

The AUMC Preschool is a ministry devoted to providing a Christian program that gives children an opportunity to grow and develop their intellectual, physical, social, and spiritual individuality.

## **Curriculum**

Your child's school day will consist of various educational activities designed to prepare them for preschool. Focus will not only be on the cognitive development of the child, but also on the social development. Attention is given to cooperation and sharing.

## **Enrollment Requirements**

Children may enroll if they are 3 years old by September 30<sup>th</sup> of the school year. No discrimination is made regarding race or religious affiliation.

## Enroll and Class Fees

A \$45 non-refundable enrollment fee is due with the registration form to secure a child's place in the class. This fee pays for classroom supplies.

An annual tuition of \$720 per child will be used to cover staff salaries. This tuition is divided into 8 monthly payments of \$90. The first payment is due August 1<sup>st</sup> and remaining payments are due by the first of each month. **Please turn in or mail tuition payments to the church office. Teachers cannot take payments.** You may pay on-line at [www.actonumc.com](http://www.actonumc.com) under the Preschool.

A \$25 late fee will be accessed for payments not received by the 10<sup>th</sup>. Tuition may be paid ahead at any time. If tuition is paid in full by September 1 of the school year, the registration fee is waived. Please let us know if you are going to have a problem making a payment on time. We will be happy to help however possible. For siblings, the registration fee is waived as well as a 10% reduction in tuition for the second student.

Tuition is non-refundable including illness, non-attendance, holidays, and closing for bad weather.

Any fees charged to the Preschool due to checks returned for non-sufficient funds will be added to your tuition fees.

## **Withdrawal Policy**

Please notify the AUMC Preschool teacher or school board in writing if you are removing your child from the program. If less than 30 days notice is given, you will be expected to pay one month's tuition fees.

## **Immunization Policy**

All students must have a completed Department of Health immunization form on file with the AUMC Preschool prior to attending school. Children should have immunizations completed as recommended by the Centers for Disease Control and the American Academy of Pediatrics. If you have objections regarding immunizations, please submit your concerns in writing to the teacher or school board.

## **School Calendar**

AUMC Preschool follows the Franklin Township Community School Corporation calendar. The calendar is provided on the back page of the Parent Handbook.

## **School Hours**

Classes are held Tuesdays and Thursdays from 9:00 a.m. – 11:30 a.m.

## Drop-Off Policy

The teachers will come out at 9:00 a.m. each morning to welcome the children. All cars are expected to line up on a first come first serve basis at the sidewalk by the eastern most door on the upper level. Please form a line down the hill toward the lower parking lot. Please do not pull in front of waiting cars. Please keep your child in the car until it is their turn to get out of the car. **Parents should remain in their cars** to help expedite the drop-off process.

Please arrive on time in the mornings so children do not miss out on beginning activities. Please make every effort to have your child at school on time. If something arises and the student will be late, please call the Church office to let us know. In this situation, you must walk your child into the building and check in with the office.

## Pickup Policy

The teachers will walk the children out at 11:30 a.m. All cars are expected to line up on a first come first serve basis at the sidewalk by the eastern most door on the upper level. Please form a line down the hill toward the lower parking lot. Please do not pull in front of waiting cars or come into the building to get your child.

When it is your turn and you have reached the door, please place your vehicle in park. As each vehicle reaches the door, a teacher will walk the child to the vehicle. **Parents and parent approved care-givers are responsible to safely secure each child before pulling away.** We will follow this procedure as promptly as possible. Please be patient. No late pick-up fees will be charged because of waiting in line.

If you know you are going to be more than 10 minutes late, please call and let the teachers know so that we may reassure your child.

For those who do not pick up their child by 11:45 p.m., a fee of \$5.00 will be added to your account and an additional \$5.00 will be added for each consecutive 15-minute period thereafter.

If students need to be picked up early on a particular day, please make prior arrangements with the teacher or contact the Church office. After arrangements have been made, you may come in the Church office to pick up your child at the designated time.

If someone different will be picking up your child from school, please send a note in or contact the Church office. No student will be released for pickup to a person not authorized by the parent.

## **Preschool Board**

The AUMC Preschool Board is responsible for managing all aspects of the school including staff, budget, curriculum, fund raisers, and policy. The Preschool Board can be reached through the Church office.

## **Teaching Staff**

AUMC Preschool is staffed by Mrs. Mary Kramer, and Mrs. Steffani Whitesell. The staff can be reached through the Church office.

## Success in Preschool

Success in Preschool begins at home. Please ensure your child gets plenty of rest and a good breakfast.

Please inform the teacher of any stressful situations at home or physical changes with your child that may be interfering with their learning during the school year.

## Good Beginnings

The first few days of school can be difficult for the parents and child who are attending for the first time. **Please do not walk your child into school but follow the drop-off policy.** Children will generally settle down quickly. If the child is inconsolable, we will call you. You can also call the Church office anytime to check on your child.

## What to Bring to School

Each child should bring a backpack or similar bag to school each day to carry home notes, papers, and crafts. **A take home folder is sent home each day. Review this folder each day to check your child's behavior and other notices and return each day to school after removing papers, crafts, etc. Please return the folder in the student's pack back each day.** Reinforcing skills that we are learning in the classroom is an important part of the student's learning. A change of clothes for accidents and spills should also be put in the backpack. Ensure the backpack and clothing is marked with the child's first and last name.

Toys and other personal items should not be sent to school unless requested by the teacher for a special event such as Show and Tell.



## Attendance Policy

Please contact the Church office if your child will be absent for the day and what type of illness your child has.

## Severe Weather Closings

School closings are determined by the Franklin Township Community School Corporation. If Franklin Township is closed due to bad weather, AUMC Preschool will be closed. School days will not be made up.

If Franklin Township has a two-hour delay, AUMC Preschool will still begin at its regularly scheduled time. Please use your own judgment in transporting your child to school.

If an early dismissal is needed because of bad weather or unforeseen circumstances, parents will be notified. Please ensure your contact numbers are up to date with the Church office.

## Dress Code

Students should wear clothes appropriate for the weather as well as outdoor play and classroom activities including painting, water play, and floor time. **Please send a coat, hat, and gloves when the weather dictates. We will go outside for recess if it is dry and 40° or above.** Tennis shoes or shoes with straps and buckles are preferred to help avoid accidents during running and play time. Please ensure your child can undo any clothing required to take bathroom breaks. All students should be potty trained.

## Illness

Please keep your child home for the following.

- Temperature above 100°F in the past 24 hours.
- Vomiting or diarrhea more than once in the past 24 hours.
- Unable to participate in preschool activities with reasonable comfort.
- Continual cough.
- Bacterial infection (such as strep throat) and has not completed at least 48 hours of antibiotic treatment.
- Chicken poxes and still infectious or the lesions are not completely crusted.
- Conjunctivitis (pink eye) or discharge from the eye until completion of 72 hours of medicine.
- Unexplained lethargy.
- Undiagnosed rash or rash attributable to a contagious illness or condition.
- Respiratory distress.
- Profuse nasal discharge with either green or cloudy mucous.
- Head lice (see Nit Free Policy)

**Please notify us immediately if your child has a contagious disease.**

If a student becomes ill at school, he will be kept away from the other students and a parent will be called immediately.

## **No NIT Policy**

If nits are present in a student's hair, they will be sent home and cannot return until they are clean of all nits. If your child has been absent due to head lice or has been sent home with head lice, the parent must accompany the child to preschool to be rechecked before they can return to class.

## **Contagious Diseases**

If your child contracts a contagious disease, please notify the teacher or Church office immediately so that the other families may be alerted. Contagious diseases include impetigo, chicken pox, tuberculosis, whooping cough, head lice, strep throat, polio, meningitis, Hib diseases, mononucleosis, diphtheria, conjunctivitis (pink eye), and hepatitis.

Please reinforce with your child the following to help minimize the spread of illness.

- Wash hands after using the bathroom.
- Wash hands before eating.
- Cover mouth with arm/shoulder when sneezing or coughing.
- Do not share hats, coats, and hair accessories.

## **Medication Policy**

The teachers cannot administer medications to the children at preschool. Try to schedule the student's medication around school hours. If this is not possible, the parent may come to school and give the student their medication. For emergency situations, teachers will follow the instructions provided by the parent on the medical consent form on file.

## **Discipline Policy**

Discipline is approached in a positive, understanding manner. If a child breaks a classroom rule, represents danger to self or others, or interferes with the ability of classmates to learn or participate, appropriate measures will be taken by the teachers to halt such behavior.

Children will be encouraged to redirect their actions into constructive play and work activities or be given a short time out away from the group (not to exceed one minute per age). If a child is involved in a situation that is potentially dangerous, the child will be physically removed from the situation and the parents will be notified immediately.

We feel that the safety of the children is very important and we reserve the right to dismiss any child who is physically endangering others.

Communication with parents is vitally important in these minor discipline problems. Please feel free to ask frequently about your child's behavior, but please do so in a private manner that does not disrupt class time. The teachers are always willing to share praise or concerns regarding your child.

## **A Child Who Bites**

When a child bites another person while at AUMC Preschool, they will be given a time out and a parent will be notified immediately. During that day if the child tries or succeeds in biting, a parent will be asked to take the child out of school for the rest of the day.

After the child returns to school, if they again try or succeed in biting another person, a parent will be asked to withdraw the child from the class for the remainder of the year. Tuition paid for the month in which the child is withdrawn will not be refunded.

## **Parent Volunteers**

Parents may volunteer in the classroom any time after the first three weeks of school. **Please schedule volunteer time with the teacher.**

## **Visitors**

Visitation to the preschool should be arranged 24 hours in advance with the teacher. All visitors are required to check in with the Church office or the teacher prior to entering the classroom.

## **Birthdays**

We take time to celebrate each student's birthday together in the classroom. Students may bring in a special treat for the other students to share. Please send in store bought treats only that are easy for 3-year-olds to eat.

Please do not send in party invitations to school unless all students are invited to the party. A class list can be provided so that you may mail or call other students.

## Party Policy

Several holiday and seasonal parties are held throughout the school year. Parent volunteers are asked to coordinate the party with direction from the teacher on dates and time allowed.

## Fund Raisers

AUMC Preschool does not participate in student school fund raisers. Fund raisers may be organized by the Preschool Board through the Church. Families are encouraged to participate if they would like.

## School Calendar

<b>Event</b>	<b>Date</b>
First Day of School	August 9, 9:00 am -11:30 am
Fall Break	October -14
School Resumes	October 18
Thanksgiving Break	November 2-25
Christmas Break	December 21 - January 2
School Resumes	January 3
Spring Break	March 20 – March 31
School Resumes	April 4
Last Day of School	May 25