



First United Methodist Church of Burleson Preschool
2026–2027 Parent Handbook

590 NE McAlister Rd Burleson, TX 76028

(817) 295-0635

Let the children come to me, and do not hinder them, for to such belongs the kingdom of God. Luke 18:17

First United Methodist Church of Burleson Preschool provides a safe, nurturing, and faith-centered environment where children grow socially, emotionally, physically, intellectually, and spiritually through developmentally appropriate experiences.

Our goal is to foster confidence, curiosity, and readiness for kindergarten while grounding children in Christian values

Dear Parents,

The early years of your child's life are filled with wonder, discovery, and rapid growth. Each milestone—big or small—is meaningful not only for your child, but for you as well. At First United Methodist Church Preschool, we are honored to partner with families during these precious years.

Our mission is to provide a nurturing, faith-centered, and safe environment where children can grow socially, emotionally, physically, intellectually, and spiritually. Through developmentally appropriate activities, children are encouraged to explore, build confidence, develop independence, and establish strong foundations for both learning and Christian faith.

We believe a child's sense of belonging, curiosity, and self-worth are essential to healthy development. Our teachers intentionally foster an atmosphere of encouragement, patience, and love while guiding children in principles such as kindness, respect, responsibility, and compassion. Most importantly, we help children understand that they are deeply loved—by their families, their teachers, and by God.

It is our prayer that your child's time at First United Methodist Church Preschool will be joyful, meaningful, and filled with lasting memories. We are grateful for the opportunity to walk alongside your family during these formative years.

In Christian Love,

Dr. Helena Mosely, Director
First United Methodist Church Preschool

TUITION & FEES

- Registration Fee - \$300 per child
- Curriculum Fee - \$100
- Due at enrollment
- Non-refundable

Tuition is billed monthly and is based on enrollment, not attendance.

Payment Methods

- **ProCare (preferred)**
- Cash
- Check

Tuition Discounts

A **10% tuition discount** is offered for families who pay the entire year's tuition by September 6.

A **5% tuition discount** is offered for families who pay for the entire fall semester by September 6 or the entire spring semester by January 10. Discounts apply to tuition only and do not include registration fees.

Days of Operation

- Toddler Program: Split-week or Monday–Friday
- All Other Programs: Monday–Friday only

All Nursery, Two-Year-Old, Three-Year-Old, and Pre-K programs operate Monday through Friday. **The Toddler program is the only class that offers a split-week schedule,** with options of Monday/Wednesday/Friday, Tuesday/Thursday, or Monday–Friday.

Monthly Tuition Rates

School Program (9:00 a.m. – 2:00 p.m.)

Monday–Friday

- **Nursery:** \$560
- **Twos:** \$560
- **Threes:** \$520
- **Pre-Kindergarten:** \$520

Extended Care Options

- **Before School Care (7:00–9:00 a.m.):** \$140
- **After School Care (2:00–5:30 p.m.):** \$200

Toddler Program

(The only program offering split-week options)

- **Monday / Wednesday / Friday:** \$360
- **Tuesday / Thursday:** \$240
- **Monday–Friday:** \$560

Extended Care Options

- **Before School Care (7:00–9:00 a.m.):** \$140
- **After School Care (2:00–5:30 p.m.):** \$200

Where Does My Child Belong?

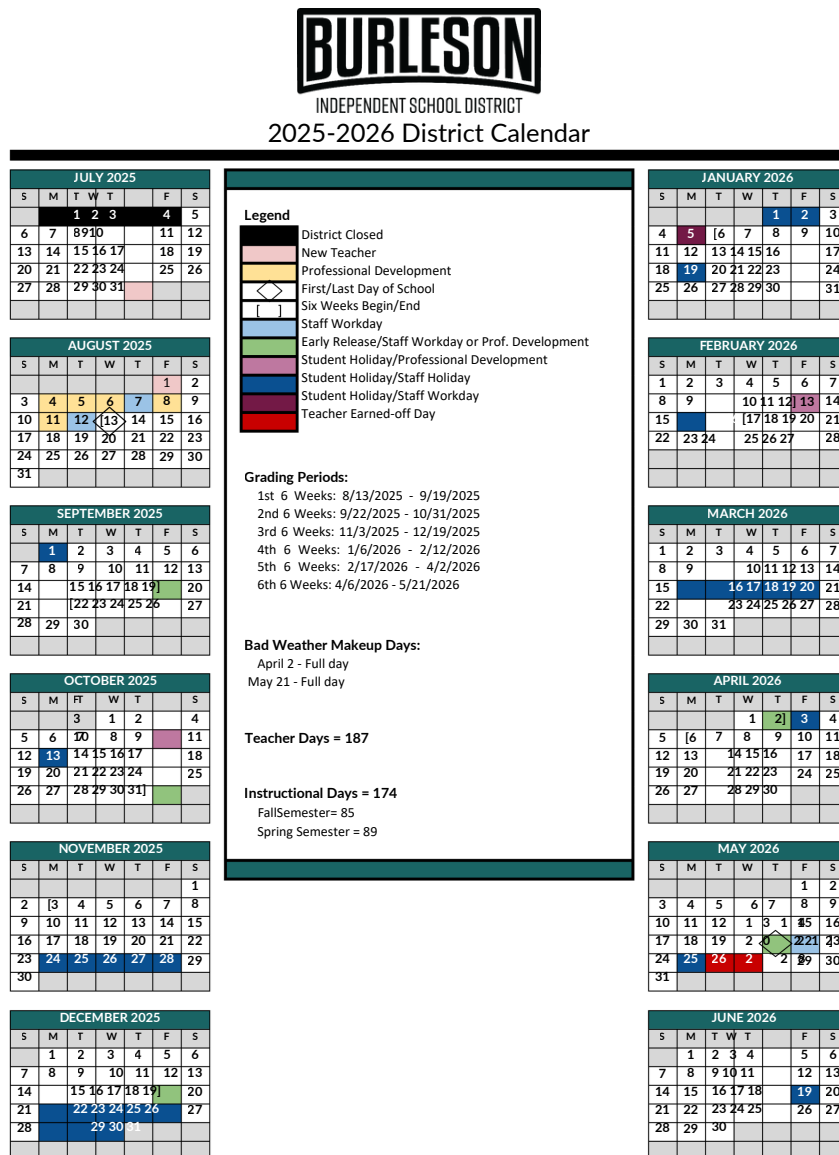
Class placement is based on a child's **date of birth and age on or before September 1, 2026.**

- ☐ **Nursery** (Birthdays: 9/1/25 – 7/1/26)
- ☐ **Younger Toddler** (Birthdays: 3/1/25 – 8/31/25)
- ☐ **Older Toddler** (Birthdays: 9/1/24 – 2/28/25)
- ☐ **Twos** (Birthdays: 9/1/23 – 8/31/24)
- ☐ **Threes** (Birthdays: 9/1/22 – 8/31/23)
- ☐ **Pre-Kindergarten** (Birthdays: 9/1/21 – 8/31/22)

School Calendar & Closings

The preschool follows the Burleson ISD calendar. Closures may occur due to holidays, inclement weather, or unforeseen circumstances.

The 2026–2027 school calendar will be announced prior to the start of the school year. Below is an example calendar from the previous year **for reference only**.



Parent Guide to Policies & Procedures (A-Z)

First United Methodist Church Preschool is committed to nurturing the whole child—socially, emotionally, physically, intellectually, and spiritually—within a loving Christian environment.

The following section contains important policies and procedures for First United Methodist Church Preschool. To make information easier to locate, topics are listed alphabetically by heading. While the order has been reorganized for clarity, all policies remain in effect as originally written. Families are encouraged to review this section carefully and refer back to it throughout the school year.

Allergies

If a child has a diagnosed allergy, a written allergy action plan signed by both the parent and the child's physician must be provided. This plan will be kept on file and followed by preschool staff. Allergies must be clearly indicated on enrollment paperwork.

Animal Policy

Animals are not permitted on campus. If animals are brought in for special classroom activities, parents will be notified in advance. This policy exists to protect children, as the preschool cannot verify vaccination records for animals brought from home.

Bad Weather Closing Policy

The preschool follows the Burleson ISD closing schedule. If BISD closes due to weather, the preschool will also close. Closure notifications will be shared via email, Facebook, and local news outlets when applicable.

Behavior Guidance & Discipline

First United Methodist Church Preschool seeks to demonstrate positive guidance for children. Teachers provide consistent reminders of classroom rules and redirect children as needed. Children are disciplined through instruction, redirection, and time to calm down.

If a child becomes uncontrollably aggressive or harmful to others, parents may

be contacted for immediate pick-up.

Biting Policy

Biting can be a normal part of early childhood development. However, excessive biting will be addressed with parents and staff.

If a child:

- Bites three times in one week, or
- Continues biting despite intervention

The child may be temporarily removed from the program.

Birthday Celebrations

Birthday celebrations may be held in the classroom. Parents should coordinate with the teacher prior to sending treats to ensure allergies and classroom guidelines are followed.

Bullying

Bullying is defined as unwanted, aggressive behavior involving a real or perceived power imbalance. Bullying behavior is not tolerated and will be addressed promptly by staff and administration.

Clothing

Children should wear casual, comfortable, washable clothing appropriate for play. Closed-toe shoes are required. Flip-flops, sandals, and shoes with laces that cannot be tied are discouraged.

Communication (Parent–School)

Communication is key to providing the best learning environment for your child. Teachers and directors communicate through email, printed notices, classroom calendars, and the preschool's Facebook page. Conferences are available upon request.

Parents should notify staff of any changes in the child's home environment that may affect behavior or well-being, including family separation, illness, relocation,

or custody changes.

Conscious Discipline

Our classrooms incorporate Conscious Discipline, a trauma-informed approach that helps children develop self-regulation, empathy, and positive social skills while fostering a safe, respectful, and supportive learning environment.

Learn more at: <https://www.frogstreet.com>

Consumer Product Recall

The preschool regularly checks the Consumer Product Safety Commission (CPSC) website for recalls. Any recalled items will be removed immediately from the classroom or play areas.

Curriculum

We use the Frog Street Curriculum for Nursery through Pre-Kindergarten.

Frog Street is a comprehensive, research-based curriculum designed to support children's development through intentional play, exploration, and meaningful learning experiences.

Daily activities support:

- Early literacy
- Early numeracy
- Social-emotional development
- Physical development
- Problem-solving and critical thinking
- Independence and confidence

Christian values are naturally woven throughout the day through prayer, Bible stories, worship, and classroom routines.

Emergency Procedures

Emergency evacuation plans are in place in case of fire or other emergencies. Children will be escorted from the building following established evacuation procedures. Fire drills are practiced monthly.

In the event of severe weather, children will be moved to cleared interior rooms such as bathrooms or classrooms without windows. Severe weather drills are practiced quarterly.

Parents will be notified as soon as children are safe. If emergency medical care is required, authorized individuals listed on enrollment forms will be contacted. If parents cannot be reached, emergency medical services will be secured.

Enrollment Information

First United Methodist Church Preschool does not discriminate when enrolling children. Enrollment is based on availability and completion of required documentation.

Required Enrollment Documents

- Enrollment Agreement
- Admission Form
- Immunization Records or Exemption
- Health-Care Professional Statement
- Hearing & Vision Screening (4-year-olds)
- Allergy Action Plan (if applicable)

Evacuation Locations:

1. Hajek Elementary School, 555 NE McAlister Rd, Burleson, TX 76028, (817) 254-3700
2. First Baptist Church Burleson, 317 W. Ellison St, Burleson, TX 76028 (Pick-up at the gym on the south side of the building)

Field Trips

Pre-Kindergarten classes attend field trips during the school year. Transportation for field trips is provided by parents.

Gang-Free Zone

Any area within 1,000 feet of the preschool is designated a gang-free zone under Texas law.

Illness Policy

A child may not be admitted for care if:

- The illness prevents participation in activities
- The illness results in a greater need for care than staff can provide
- The child has a fever of 100°F or higher (99.5°F underarm)
- The child has vomiting, diarrhea (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, or significant behavior changes

Children must be fever-free, vomit-free, and diarrhea-free for 24 hours (without medication) before returning.

If a parent is contacted to pick up a sick child and arrives after 4:00 p.m., a \$15 per hour late fee will apply.

Immunization Requirements

Each child must meet immunization requirements specified by the Texas Department of State Health Services (DSHS), Chapter B, available at www.dshs.state.tx.us/immunize.

Parents must provide:

- A copy of the child's most current immunization record, or
- A state-approved immunization exemption that meets DSHS criteria

Tuberculosis testing is not currently required by the Tarrant County Health Department.

Infant Sleeping Guidelines

Infants sleep in cribs and follow Texas Department of Health guidelines. Infants are placed on their backs to sleep unless otherwise directed by a physician.

Insect Repellent & Sunscreen

If insect repellent or sunscreen is required during the school day, parents must complete a special care authorization form.

Items from Home

Toys, video games, and personal items from home are discouraged unless approved by the teacher. The preschool is not responsible for lost or damaged items.

Lunch & Nutrition

Lunch must be brought from home daily and include non-carbonated beverages. Food sharing is not permitted. Snacks for after-school care must be packed separately from lunch.

Medication Administration

The preschool administers emergency or rescue medications only. A completed medication authorization form is required. Medications must be in original containers, labeled with the child's full name and dosage instructions, and accompanied by a measuring device. Medications are administered by trained staff only.

Operational Policies & Procedures

The preschool follows all Texas Minimum Standards for Child-Care Centers. Copies of these standards are available upon request or online.

Rest Time

All children are required to have daily rest time. Parents must provide a labeled nap mat and blanket. Items will be sent home for laundering as needed.

Security Measures

Parents must sign children in and out daily. Only authorized individuals may pick up children, and photo identification is required. Preschool doors are secured from 9:30 a.m. to 1:30 p.m.

Social Media

The preschool maintains a Facebook page for general communication. For specific concerns or questions, parents should contact the preschool office directly via email.

Staff Qualifications

All staff members undergo state and federal background checks. Teachers are CPR and First Aid certified and complete a minimum of 24 hours of annual continuing education.

Toilet Training

Children are supported and encouraged during toilet training. Accidents are handled discreetly and respectfully.

Tuition Discounts

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Vision & Hearing Screening

All four-year-old children must submit documentation of a vision and hearing screening completed during their four-year well-child visit.

Parent Handbook Verification

I acknowledge that I have received a copy of the Parent Handbook for First United Methodist Church Preschool and agree to follow all policies while my child is enrolled.

Child's Name:

Parent/Guardian Signature:

Date: _____