



Parent Handbook

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Welcome to Mill Plain United Methodist Preschool,

We are glad that you are part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by Mill Plain United Methodist Preschool. We suggest you keep it in a convenient place for easy reference throughout the school year.

Sincerely,

Ms. Kathy Dailey
Preschool Director

Our Philosophy

Mill Plain United Methodist Preschool is a program designed to nurture a love for learning in the young child.

We believe the primary responsibility for the education of children lies with the parents; at the same time, we acknowledge the important role of the church. We therefore see the school as an extension of the church, and a partner of the home.

We believe a child's education, like a house, is built upon a foundation (Matthew 7:24; Luke 6:48). We endeavor to integrate Christianity with academics in laying the groundwork for that foundation.

Our objectives are as follows:

1. Spiritual and moral growth of students:
 - a. To teach that the Bible is the Word of God
 - b. To develop attitudes of love and respect for the Word of God
2. Social and personal development of students:
 - a. To understand that each child is a special creation of God with unique talents.
 - b. To develop the capacity to respect and deal compassionately with all people.
3. Intellectual and academic formation of students:
 - a. To evaluate all subject matter according to God's Word
 - b. To teach basic facts, concepts, attitudes and skills for further education and development

Each child is encouraged to learn at a pace suited to his or her own ability. When children are challenged with high expectations, they respond with enthusiasm to learning.

Registration/Tuition

Tuition is: 3's class - \$300. a month for three days per week. Must be potty trained.

4's class - \$300. a month for three days per week.

Pre-K class - \$350. per month for four days per week

Non-Refundable Registration Fee is: \$100.00 first student, \$75.00 second student.

Tuition is due before the 10th of each month (except for June)

A \$25.00 late fee will be charged if paid after.

*Tuition payments made after the 13th day of the month must be paid in cash or cashier's check.

We offer a 10% discount will be offered to parents with more than one child enrolled.

There is a \$25.00 fee charged for each returned check NSF

The \$100.00 registration fee (**non-refundable**) is due upon registration for each child and must be accompanied by completed registration and medical forms.

It is the policy of the Preschool to withdraw students after an attempt to collect ANY unpaid fees or tuition – late or otherwise.

We cannot pro-rate tuition if your child is absent for short periods of time. If, under extenuating circumstances, you need to remove your child please communicate with the Director.

Class Schedule

3's Class Schedule- Tuesday, Wednesday, Thursday

4's Class Schedule- Tuesday , Wednesday, Thursday

Pre-K Class Schedule- Monday, Tuesday, Wednesday, Thursday

All morning classes will be from 9am- 12pm

Classes are subject to change depending on enrollment. Afternoon classes may be dropped if enrollment is less than 6 children. Mill Plain United Methodist Preschool offers classes for three-year olds, four-year olds, and Pre-Kindergarten age children.

Meet and Greet

A "Meet and Greet" will be arranged for the children to investigate the classroom and meet their teacher. A letter will be mailed to you with the information the second week of August.

First Day of School

Our school year begins the Tuesday after Labor Day for all classes.

Adjustment Period

Starting preschool for the first time often causes anxiety for children as well as parents. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the preschool experience.

Sign In/Sign Out Procedures

A teacher will be signing in and out each child upon arrival and dismissal with the name of the adult doing such. It is good practice for the parent to notify the staff or director when another person(s) are picking up your child. In emergency situations, parents sometimes need other person(s) not on the authorization form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. Any person(s) other than the parents picking up a child will be asked to show identification.

Late Pick-Up Policies

Classes end at **NOON**. We understand that the occasional tardiness will happen due to traffic, late-running appointments, etc. However, our teachers all have families and/or appointments of their own they need to get to. Please try to arrive about five minutes prior to the pick-up hour so we can assure everyone is dismissed on time.

After the first 10 minutes past the pick-up time, there will be a fee of \$10 for every five minutes, until your child is picked up. Thank you for understanding the severity of this issue.

School Closures

We will typically follow the Evergreen School District Calendar.

We will observe the same holiday closures with few exceptions.

Should we have icy, or freezing weather our policy is to follow Evergreen School District **with the exception of a late start**:

If Evergreen has a late start, we will NOT have AM preschool,
we will however have PM preschool.

If Evergreen closes for the day, we also will be closed for the day.

It is the responsibility of each parent to check MPUMP Facebook page and/ or watch channels 2, 6, 8 or 12 for Evergreen School District closures.

We encourage you to use your best judgment when driving during winter weather.

Snow days will not be made up by the Preschool.

Appropriate Dress

Please dress your child in comfortable clothes and shoes. Painting and messy art projects are a part of each day. Shoes should be closed toed.

Due to bark chips on playground we ask that there are no sandals, CROCS or flip-flops be worn.

Coats or jackets are necessary in cool weather since we do go outside. Children should wear hats and gloves/mittens during cold winter months. All clothing should be labeled with your child's name.

Monthly Calendars

Monthly calendars will keep you informed of activities, special events and our topics of the month. This will give you the opportunity to talk with your child about these subjects as we are discussing them in the classroom. If you have any thoughts or materials on our subjects, please feel free to bring them to the teacher's attention.

Special Events

For our special party days during the year, parents may be asked to sign up to help provide refreshments, games and activities. If you enjoy doing these things, watch for signup sheets in your child's classroom or talk with your child's teacher.

Birthdays

Birthdays are a special event for children! Please, do not bring candles or balloons. If your child has a summer birthday, you may wish to pick a day for an "unbirthday". Please arrange for birthday snacks with your child's teacher in advance of the special day. Ask for approved treat list from the director or your student's teacher.

Snacks

Parents may be asked to provide snacks at the beginning of the preschool year and again in January.

Reading Program

We encourage parents and children to participate in our Read-A-Loud Program. This activity helps children enjoy books and also allows the parents some special time with their children. We do ask that you choose books carefully, as we cannot endorse all materials offered.

When ordering books from a Scholastic Book Club, please use order online with the class code given by your teacher.

Cleaning:

We are proud of our cleaning routines at MPUMP, and many of the guidelines in place are already ones we follow. Our routine cleaning, plus the extra disinfecting/ sanitizing we will meet and exceed from the CDC recommended guidelines.

Some things to note:

- *Continue to pull any toy that goes into a child's mouth be washed
- *Sanitize commonly touched surfaces.
- *Teacher hand picks toys out daily.
- *Remove "hard to wash" items such as dolls and doll blankets.
- *Remove shared materials. Each child will have their own pencil box for individual supplies, crayons, pencil.
- *Every day commonly touched surfaces will be wiped with cleaning solution or disinfecting wipe.

Illness:

Family Responsibilities and Recommendations:

MPUMP has always had a strict stay- home policy, feeling that the age of our students means that missing a few days of school is less detrimental than the germ sharing that happens so easily among young children. A child contracts 6- 12 cold/ flu cases per school year.

Our 24-hour guideline regarding fevers, diarrhea, and vomiting will still apply.

If your child's temperature is above 100.4 degrees Fahrenheit, they cannot participate in school.

Please keep your child home if your child has been given fever reducing medication in the last 6 hours prior to attending preschool. As Tylenol and Ibuprofen may be masking a fever.

Parents are asked to keep their student home if the child or anyone in the household or with whom your child has direct close contact has had:

- *Fever of 100.4 or higher
- *New Cough
- *Discolored runny nose
- *Congestion
- *Sore throat
- *Chills
- *Headaches
- *Loss of taste or smell
- *Shortness of breath or difficulty breathing
- *Visibly enlarged lymph nodes or stiff neck
- *Unusual behavior characterized by listlessness, loss of normal appetite, or confusion
- *Skin rashes (excluding diaper rash) if associated with fever or behavior change
- *Muscle or body aches, severe pain or discomfort, particularly in joints, abdomen, or ears
- *Jaundice (yellow) skin or eyes
- *Infected, untreated skin patches/lesions or severe itching of body/scalp
- *Red eyes with discharge

Confirmed Child Positive COVID-19/ Variant

Please contact the Preschool Director for instruction.

Confirmed Teacher Positive COVID-19/ Variant

Please contact the Preschool Director for instruction.

Confirmed Parent or same household occupant of child or Close Contact* test Positive COVID-19/ Variant

Please contact the Preschool Director for instruction.

Confirmed Spouse/ Partner or same household occupant of a teacher or Close Contact* test Positive COVID-19/ Variant

Please contact the Preschool Director for instruction.

Department of Health: Mill Plain United Methodist is required to file a report with the Department of Health within 24 hours in cases of communicable diseases. If a child has not been fully immunized to these diseases due to the child's age, medical condition or religious belief, he/she will be excluded from the school during the outbreak of a vaccine- preventable disease, as directed by the state department of health.

Reportable diseases include but are not limited to:

Lyme Disease	German Measles	Giardiasis	Whooping Cough	Spinal Meningitis
Mumps	Tuberculosis	Shigellosis	Salmonellosis	Hepatitis A or B
Measles	Rubella			

All parents and Teachers, Extracurricular Instructors, Substitute Teachers will be informed in writing if a communicable disease is reported, via email and posted at classroom doors.

If a student becomes ill while at school:

If a child becomes ill during the day, Teachers, Extracurricular Instructors, Substitute Teachers should contact the Director. The Director will take the child to the front office. Their parent(s)/guardian(s) will be notified immediately. The child will be given the opportunity to rest or be diverted with activities in a supervised area until a designated release person can collect the child. If the child is not picked up within one hour from the notification time, the emergency contact person will be called.

Parents are asked to practice the following at home with their children:

How to use a tissue to blow their nose. Covering their mouth with their shirt when coughing or sneezing or into their elbow. Proper handwashing, use of hand sanitizer, wiping themselves after using the toilet, and touchless greetings to other people.

Accidents

All teachers are certified in infant/child CPR and first aid. In case of any accident, treatment of the injury will be given under the supervision of the teacher and/or director, i.e., ice and TLC. If further treatment is deemed necessary, the parent, guardian or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent.

Discipline

Discipline has an important place in the preschool. Parents and teachers will need to work together to be consistent and effective in training children to make appropriate choices in the classroom setting.

If you have any questions about our discipline procedures, please talk to your child's teacher or the preschool director.

Biting

Because of the seriousness of biting, whether provoked or not, it is the policy of the preschool upon first offence to speak with the parents, if biting should occur a second time you must withdraw your child.

Fundraisers

Fundraisers will be held each year. We ask parents' assistance with these fundraisers. Our fundraisers help with the purchase of classroom materials, scholarship programs as well as helping to keep tuition fees down.

Field Trips

There are no field trips scheduled during this time due to COVID regulations at establishments

Sharing Days

There are no sharing days at this time.

Welcome

At this time parents/ guardians, volunteers or visitors are allowed.

Graduation

Graduation is only for those students who will be turning five by August 31st and leaving our school for Kindergarten.

Parking Lot Safety

5 miles per hour!!

We have rules in place for our parking lot to keep your children safe.

Please review the following:

1. Please do not drive through the orange cones, or under the covered area, the children are told this is a safe zone for them.
2. **Driving speed should not exceed 5 miles per hour in the parking lot.**
The teachers would rather your student be a few minutes late than speed through the parking lot.
3. Children should be with parents at all times in the parking lot. Many parents drive SUV's and children cannot be easily seen.
4. Please do not leave children unattended in the car.

Please do not give any persons who would approach you in the parking lot money. We want to be compassionate, though this only encourages them to approach others that are uncomfortable with this behavior.

Direct them to the church office instead.

Below you will find a map that will show the parking area for preschool.

