

Fishers United Methodist Church Preschool



Parent Handbook

**2021- 2022
School Year**

9691 E. 116th Street | Fishers, IN 46037
fishersumc.org/preschool

The policies, procedures and other information provided in this handbook are current as of the publication date of August 1, 2021. The policies, procedures and other information contained in this handbook may be amended, deleted, or modified at the discretion of Fishers UMC Preschool Program.

Welcome!

The preschool program is a community outreach ministry of Fishers United Methodist Church. Our classes are made up of children from many faiths and nationalities.

Preschool Vision

Our director, assistant director, teachers, and caregivers provide children with a warm and loving atmosphere in which to learn and grow. We strive to create a place where each child feels loved, accepted and begins to understand that he/she is one of God's most wonderful creations.

- Our Bunny and Tiger classes provide parents the opportunity to leave their child for a few hours each week in a place where they will be well cared for and flourish in the company of other children.
- Our Junior and Senior classes is dedicated to developing each child's social and cognitive skills while encouraging all children to be inquisitive and enthusiastic learners. Our teachers expose children to all types of kindergarten readiness experiences including letters, numbers, gross and fine motor activities, singing, story time and a multitude of hands-on experiences.

Fishers United Methodist Church Mission and Services

“To Make Disciples of Jesus Christ for the Transformation of the World”

To learn more about our church activities, pick up a copy of our monthly publication in the Preschool Office or contact the church administrator at 317-849-1805. Sunday services are at 8:30 a.m. and 9:45 a.m. for Traditional Service and our Modern Worship is at 11:00 a.m.



Class and Age Requirements

<u>Class</u>	<u>Age by 9/1/21</u>	<u>Days</u>	<u>Hours</u>	<u>Teacher/student ratio</u>
Bunny	9-24 months	M/T/W/TH or F	9:30—1:30	2:8
Tiger	25-36 months	M/T/W/TH or F	9:30—1:30	2:12
Junior	3 years	T & TH OR W & F	9:30—1:30	2:14
Junior	3 years	M, W & F OR M, T & TH	9:30—1:30	2:14
Senior	4 years	M, W & F OR T, TH & F	9:30—1:30	2:16
Senior	4 years	M, T, W & TH	9:30—1:30	2:16

Registration

Registration for fall of 2022 classes will begin in March. Prior to open registration, current students are registered first, siblings of current students, followed by children who attend Fishers United Methodist Church, and then past participants.

- A non-refundable \$50 registration fee is due upon registration.
- Payment of the following school year's May tuition is due by May 10th of the current school year. Failure to make payment by this date may result in your child being dropped from the program.
- An equipment fee is due by August 10th. The fees are listed in the chart on the next page.

- If your child withdraws from the program before January 1st, you will be reimbursed for half of the equipment fee you paid. If your child withdraws after January 1st, you will not receive a refund for the equipment fee.
- Late registration will require payment of the full registration fee of \$50.00, May 2022 tuition, equipment fee and tuition for the current month.
- A wait list is formed when a class becomes full. Name and information are maintained according to the order in which they are received. Names will be kept on the wait list for the remainder of the current school year.

2021/2022 Tuition and Fees

Class	Equipment Fee	Monthly Tuition
Bunny or Tiger (attend 1 day per week)	\$50.00	\$95.00
Bunny or Tiger (attend 2 days per week)	\$100.00	\$190.00
2 Day Junior Preschool	\$100.00	\$190.00
3 Day Junior Preschool	\$150.00	\$235.00
3 Day Senior Preschool	\$150.00	\$235.00
4 Day Senior Preschool	\$200.00	\$290.00

Payment Policy

Tuition is due on the first day of each month. If payment is received after the 10th of the month, you will be assessed a \$25.00 late fee. If payment is returned due to insufficient funds, all fees incurred will be assessed to your account. All payments are to be made through the link on our website or by going directly to:

my.e360giving.com/fishersumcpreschool

You may choose to make a single payment or set up a reoccurring payment to go out monthly. For assistance setting up your account, please email Jen Miller at jmiller@fishersumc.org.

- We cannot give refunds or credit for days when your child is absent nor will tuition be prorated for extended absences. Monthly tuition remains the same even on "short" school months such as December.
- Should it become necessary for you to withdraw your child from the program, we request four (4) weeks written notice. The pre-paid May tuition will be refunded only if your child's spot is filled with four (4) weeks of their withdrawal from the program provided there is no loss of tuition for the spot.

If tuition remains unpaid for two (2) consecutive months, then the child (ren) can be considered for disenrollment. If the account remains unpaid for ninety (90) days then the child (ren) will be automatically dis-enrolled. In this event, the prepaid May tuition and equipment fee will be used as payment towards the overdue account.

Student Information Forms

Prior to your child's first day at school, the following information must be on file.

Registration Form

This form has all your contact information and also lists if your child has any allergies.

Medical Consent Form

All students must have a Medical Consent Form, which gives us permission to apply first aid.

Health Form

The Indiana State Board of Health requires us, as a childcare facility, to keep annual records on each child's general health and immunizations.

COVID Consent Form

The COVID Consent Form is required for the 2021-2022 school year.

Arrival and Dismissal

Arrival

- Families will line up on the sidewalks by door #4. The doors will open at 9:30 a.m. for children to enter the building. Families will use the Kid check app to check their child (ren) in each day they attend school. All students will be provided a lanyard, with their name and class, to wear each day they attend school. Staff will be positioned in the hallway to assist children to their classroom.
- Before entering their classroom, children will have their temperature taken and hands sanitized.

Dismissal

- We will open the doors at 1:30 for families to enter the building and pick up their child (ren) at their classroom. Please be respectful of our teachers and arrive on time to pick up your child (ren). You will be assessed a \$10.00 late pick-up fee each time you arrive 10 minutes late to pick up your child. This fee increases to \$20.00 after 20 minutes and continues to increase \$10.00 every 10 minutes thereafter.
- If your child is in the Ladybug, Dolphin, Tiger, Bunny, Giraffe or Frog classroom, exit the building through door #3. This hallway is one way.
- If your child is in the Sailor, Lion, or Monkey classrooms, exit the building at door #4.
- Do not allow your child to exit the building unless you are holding his/her hand. Always proceed through the parking lot with caution.

Health and Safety Policies

The school makes every effort to prevent and control the spread of communicable illness. Our staff practices safe hygiene procedures such as hand washing and routine disinfecting of toys and surfaces. This helps to provide a safe and healthy learning environment for all children.

It is the expectation of parents/guardians to only send **healthy students** to school each day throughout the year. If they exhibit the following symptoms, students must remain home, and parents/guardians must contact Diane Overmyer (dovermyer@fishersumc.org) and Jen Miller (jmiller@fishersumc.org):

- Temperature of 100.4 or greater
- Congestion or runny nose
- Sore throat
- New uncontrolled cough that causes difficulty breathing (For students with chronic allergic/ asthmatic cough, a change in their cough from baseline.
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with fever
- Loss of taste or smell

Exhibiting COVID Symptoms

If an individual presents with symptoms consistent with COVID-19, they will be sent home and presumed to have COVID-19 until such time as a healthcare provider determines the illness is caused by something else and provides a note.

- Without a healthcare provider's note, the individual will need to stay home for 10 days and be fever-free for 24 hours without the use of fever reducing medication.
- Results from over-the-counter COVID tests cannot be accepted per the Indiana State Department of Health. Only results from COVID tests done in a healthcare setting will be accepted, preferably with a PCR test.

Covid Vaccinations

Vaccinated individuals with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine, if they meet all of the following criteria:

- Fully vaccinated (i.e., \geq two-weeks following receipt of the second dose in a 2-dose series or \geq two-weeks following receipt of one dose of a single-dose vaccine).
- Have remained asymptomatic since the current COVID-19 exposure.

Fully vaccinated individuals still need to monitor for symptoms for the 14-days and isolate immediately if symptoms occur. Unvaccinated individuals who are close contacts will be required to quarantine for 14-days per the CDC guidelines.

Please notify the school immediately if your child has a communicable illness. Whenever an exposure to illness has occurred at school, we will promptly notify parents and staff.

Accidents and Serious Illnesses

If a child sustains a minor injury, they will be treated by their teacher. A parent or carpool driver will be asked to sign an injury report when the child is dismissed. In the event that your child is involved in a serious accident or becomes seriously ill at school, a parent or emergency contact will be notified.

Medication

The director or assistant director may administer medication only if it is in the original container. For over-the-counter medication, it needs to be in the original container and have a written note providing the dosage and time to administer.

Reporting Absences

We ask that you let us know if your child is going to be absent. You can either call the Preschool Office (317-842-4052 or 317-840-2894) or email jmiller@fishersumc.org or dovermer@fishersumc.org. Please be sure to include your child's name, class, and the reason for the absence.

Child Safety and Staff Training

Our security doors are locked between the hours of 9:15 a.m. - 1:30 p.m. All visitors will have to use the buzzer system to enter the building.

Our child protection policy requires that two teachers must be in every classroom at all times. All teachers and volunteers who are in the classrooms must have an approved police background check on file.

Our teachers are carefully selected, trained, and evaluated. They maintain and update their skills by participating in professional development training programs and utilizing our wide variety of classroom resources. All staff have a background check, yearly training in case of an intruder, TB test and they are CPR and AED certified.

Your Child's Day

Dress

Children should be dressed in casual, comfortable clothes. Craft materials, markers, and paints are used frequently and paint shirts don't always do the job, so be sure clothes are washable.

As a safety precaution, and because of the mulch on the playground, we recommend children not wear sandals to school.

Children are asked to bring a complete set of extra clothing. Older children should wear clothes that allow them to be self-sufficient at bathroom time.

Children still in diapers should be dressed in clothes that do not make diaper changing a challenge. Our Bunny and Tiger teachers change dozens of diapers each day and anything you can do to make the job easier will be greatly appreciated.

Toilet Training

Children in the Bunny or Tiger class do not need to be toilet trained. Families supply diapers or pull-ups for children not yet toilet trained. We will provide the wipes. The teachers will work with your child once training has begun. All preschool students **must** be toilet trained by the time classes start in the fall. Children who continue to have consistent accidents will need to be in a pull-up and may need to be picked up from preschool at the discretion of the director and, if needed, the Preschool Board.

Lunch

Parents need to provide a lunch for their child each day they attend school. **Print** your child's first and last name on the **outside** of the lunch box and label all inside pieces. Students are asked to use reusable drink and food containers. We prefer that you not send drink boxes, Capri-Sun, or canned pop.

Backpack

Children need a backpack at school each day. We strongly encourage the use of a large backpack, which allows the children to be more independent in putting their papers away. Be sure your child's name is clearly print on the bag.

Communication with Parents

- A monthly schoolwide newsletter will be distributed via email to inform all our parents about upcoming programs, events, and happenings.
- Parents of preschool children will also receive a monthly calendar of class activities and will be invited to participate in a parent/teacher conference in February.

Parents Volunteers

All staff and volunteers must complete the 5-step abuse protection policy which includes reading the abuse protection policy, reading and signing the code of conduct, completing a background check, watching the abuse protection policy training video and completing the abuse protection policy training completion form. All volunteers must complete the 5-step abuse protection policy prior to the date they are volunteering.

Weather Delays and School Closings

Fishers UMC Preschool follows Hamilton Southeastern Schools when there is a delay or closing. If the closing occurs during the school day and HSE students are sent home, we will also close and dismiss students as their parents arrive. Fishers UMC Preschool does not make up any days missed due to inclement weather.

Class Day	Adjusted Schedule
HSE 1 hour delay	<ul style="list-style-type: none">• Classes start at 10:30• Classes dismissed at 1:30
HSE 2 hour delay	<ul style="list-style-type: none">• Classes start at 11:30• Classes dismissed at 1:30
HSE 3 hour delay	<ul style="list-style-type: none">• All activities and school are closed
HSE closed	<ul style="list-style-type: none">• All activities and school are closed

In the event that Fishers UMC Preschool will be delayed or closed; information will be available on the Preschool Facebook page and your child's class's social media.

Any student who misses three or more consecutive full class days in a single calendar month due to weather cancellations, not delays, will be eligible for a credit equal to one day's tuition for the next month. It is each parent's responsibility to track and submit a list of the days your student missed due to weather cancellations per month and your signature. You may subtract the cost of one day's tuition from your payment. This is per student, not days missed per family basis.

Emergency Procedures

We regularly schedule, carry out, and document emergency drills. Our staff is trained in all emergency plans which include fire, tornado and intruder. In addition, our building is inspected each year by the local fire department.

Should you have any questions or concerns, please contact the preschool office.

317-842-4052 or 317-840-2894

www.fishersumc.org/preschool

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