

# Fishers United Methodist Church Preschool/Mother's Day Out



## Parent Handbook

**2020- 2021**  
**School Year**

9691 E. 116th Street | Fishers, IN 46037  
317-842-4052 or 317-840-  
[fishersumc.org/preschool](http://fishersumc.org/preschool)

*The policies, procedures and other information provided in this handbook are current as of the publication date of August 18, 2020. The policies, procedures and other information contained in this handbook may be amended, deleted, or modified at the discretion of Fishers UMC Preschool/MDO Program.*

## Welcome!

The Preschool and Mother's Day Out Program is a community outreach ministry of Fishers United Methodist Church. Our classes are made up of children from many faiths and nationalities.

## Preschool/Mother's Day Out and Kindergarten 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 and accepted and begins to understand that he/she is one of God's most wonderful creations.

- Our Mother's Day Out provides 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 Preschool is dedicated to developing each child's social and cognitive skills and to 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.
- The Kindergarten Indiana Academic Standards will guide the curriculum to prepare students for first grade.

## 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. in the Family Life Center.



## Class and Age Requirements

<u>Class</u>	<u>Age by 9/1/20</u>	<u>Days</u>	<u>Hours</u>	<u>Teacher/student ratio</u>
Bunny	9-24 months	T/TH/F	9:15—1:15	2:8
Tigers	25-36 months	M/T/W/TH/F	9:15—1:15	2:12
Junior	3 years	W & F OR T & TH	9:15—1:15	2:14
Junior	3 years	M/W/F OR M/T/TH	9:15—1:15	2:14
Senior	4 years	M, W & F OR T, TH & F	9:15—1:15	2:16
Senior	4 years	M, T, W & TH	9:15—1:15	2:16
Kindergarten	5 prior to 8/1/20	M, T, W & TH	9:15—1:15	2:16

## 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 payable upon registration. This fee is a family fee.
- 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. These fees are listed in the chart below.
- If your child withdraws from the program before January 1<sup>st</sup>, you will be reimbursed for half of the equipment fee you paid. If your child withdraws after January 1<sup>st</sup>, you will not receive a refund for the equipment fee.
- Late registration will require payment of the full nonrefundable registration fee of \$50.00, May 2021 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.

## 2020/2021 Tuition and Fees

<b>Class</b>	<b>Equipment Fee</b>	<b>Monthly Tuition</b>
Bunny or Tiger (attend 1 day per week)	\$50.00	\$95.00
Bunny or Tiger (attend 2 days per week)	\$100.00	\$190.00
Junior Preschool – 2-day program	\$100.00	\$190.00
Junior Preschool- 3-day program	\$100.00	\$235.00
Senior Preschool	\$100.00	\$235.00
Senior Preschool -4-day program	\$100.00	\$290.00
Kindergarten	\$200.00	\$320.00

## 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 can be made through the link on our website or by going directly to:

[my.e360giving.com/fishersumcpreschool](https://my.e360giving.com/fishersumcpreschool)

You may choose to make a single payment or setup a reoccurring payment to go out monthly. For assistance setting up your account, please email Jen Miller at [jmiller@fishersumc.org](mailto: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. We calculate the tuition for the entire school year and divide that amount by 9, which is the number of months you attend. By doing this, your tuition amount is the same each month.
- 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 school is closed during the month, due to COVID-19, we will provide e-learning for the remainder of said month, with no refunds in tuition. If school is closed for an extended period, due to COVID-19, the situation will be reviewed by the Fishers UMC Preschool/MDO Advisory Board, which will decide appropriate tuition and staff pay.
- If your child must stay home due to COVID exposure or having contracted the virus, a packet with learning activities will be provided to your family. Tuition will not be refunded during this time.

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.

## Required Enrollment Forms

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

### **Student Information Form**

This form has all your child’s name, any allergies, and contact information. This needs to be completed and signed.

### **Medical Consent Forms**

All students must have a Notarized Medical Consent Form, which gives us permission to apply first aid. This form will remain in your child’s file from year to year.

### **Health Form**

Each child is required up-to-date immunizations. 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-19 Consent Form**

All families are to submit a separate consent form for each child in the program. This form will stay in their file for the current school year.

## Arrival and Dismissal

### Lanyard

Each child must wear a lanyard to school every day. We will provide each child with one lanyard. If you misplace your lanyard and need a new one, you will be charged a \$5.00 fee to replace it. This fee will need to be collected each time you need a new lanyard.

### Arrival

- Drop off is at 9:15. We will utilize door #4, which is in the back-parking lot of the church, for arrival and dismissal.
- All students will be provided a lanyard to wear each day they attend school. Children will only wear lanyards at arrival and dismissal. The lanyard will be color-coded card with their name and class.
- All children must be escorted to the building by only one adult. Adults and children over 5 years old must wear a mask.
- There will be socially distanced markers on the sidewalks on either side of door #4 for you to line up on.
- Kid Check will be used again this year to sign your child(ren) in each day. You will need to download the app on your mobile device. While waiting in line, please start the sign in process but do not complete until your child has been cleared to enter building.
- While in line, your child's temperature will be taken, and you will answer health questions. If your child has a temperature or you answer yes to any of health questions, your child will not be able to stay at school. Please refer to the Health and Safety Policies listed below.
- If your child is cleared to enter building, you can complete your Kid Check sign in. You will proceed to door #4 where you will drop your child(ren) off with a staff member and they will escort them to their classroom.
- At this time, parents are not allowed in the building due to the inability to appropriately social distance.
- If you have older children that are on zoom calls at the time of drop off or pick up, you are permitted to park in the handicap parking spots by door #4.

### Dismissal

- Pick up is at 1:15. We will follow the same procedure as arrival. Line up on the socially distanced markers on the sidewalks on either side of door #4.

- You will be given a sign with your child's name and class to hold each day at pick up. By holding your sign each day this will help the staff member at the door recognize you from a distance with a mask on and which will allow the pick up to go smoother and faster.
- We will have classes in the lobby (all socially distanced) and will radio teachers when you have arrived. A staff member will escort your child(ren) to the door and we will sign your child out.
- We will not release your child to anyone that is not listed on your KidCheck account. The child will stay in the building with a staff member until dismissal is complete and we are able to call you for permission to release your child.
- Do not allow your child to exit the sidewalk unless you are holding his/her hand. Always proceed through the parking lot with caution.
- Please be respectful of our staff 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.

## 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.

- Staff members are required to wear a face mask.
- We recommend, based on ISDH guidelines that children 5 and over wear face masks when social distancing cannot be ensured (drop off, pick up, hallway transitions and at times in the classroom). However, we will leave that decision to parent's/guardian's individual comfort level.
- In compliance with the City of Fishers mask mandate, children 5 and older will be required to wear mask when social distancing is not achievable. Since there are classes with 4 and 5-year-old in the same class, all children in the Ladybug, Frog, Sailors and Kangaroo classes will be required to wear a mask. Please send extra clean masks in a Ziploc bag labeled with your child's name.
  - If this mandate is lifted, masks for children 5 and younger will be left to the discretion of parents/guardians.
- Temperatures will be taken each day. If above 100 degrees, staff or child will be sent home and may not return until 72 hours fever free without fever suppressing medication.
- If a staff member, student in the program or an immediate family member has any of the following symptoms, they are to stay home and notify Fishers UMC Preschool/MDO.
  - Has a temperature of 100 degrees or higher
  - Cough
  - Headache
  - New loss of taste or smell

- Shortness of breath or difficulty breathing
- Diarrhea
- Sore throat
- Rash
- Has been in contact with someone who has tested positive for COVID-19

• Staff members and parent/guardians (on behalf of their child) will be required to sign a COVID consent form indicating they will not attend/send their child with any of the above symptoms.

### **Confirmed COVID -19 Case**

- If a staff member or a student's immediate family member or guardian has tested positive for COVID-19, the staff member or student will need to self-quarantine for 14 days. Symptoms may appear 2 – 14 days after exposure.
- If a staff member or a student in our program tests positive for COVID-19, they will need to self-quarantine for 14 days. The building will be thoroughly cleaned and disinfected according to the guidelines provided by the CDC. We will contact the Fishers Health Department and follow their recommendations on a case by case basis.

### **If you child has any of the following symptoms, they need to stay home**

- Fever, diarrhea, or vomiting within the last 72 hours
- Constant cough, headache, or sore, reddened throat
- Yellow or green discharge from their nose
- The presence of head lice/and or nits
- Impetigo or pink eye

If a child becomes ill at school, a parent or emergency contact will be notified. A staff member will stay with the child in our isolation area to lay down and wait to be picked up.

Children may not return to school until they have been 72 hours free of the following:

- Fever has broken without medication
- Nausea, vomiting and diarrhea
- Constant cough, headache, or sore throat

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. If 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 email [jmiller@fishersumc.org](mailto:jmiller@fishersumc.org) or call the Preschool Office (317-840-2894) when your child will be absent. Please leave a message on the voice mail if there is no answer. Be sure your message includes 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 9:30 a.m. - 1:00 p.m. All visitors will have to use the buzzer system to enter the building. Due to COVID-19, visitors will not be allowed in the building at this time.

All teachers and volunteers who are in the classrooms must have an approved background check on file. Due to COVID-19, volunteers will not be allowed in the building at this time.

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 every 3 years. We will have training on fire, tornado, and intruder at our back to school meeting. They are required to have a TB test and 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 do not 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 Mother's Day Out staff changes dozens of diapers each day and anything you can do to make the job easier will be greatly appreciated.

## **Toilet Training**

Mother's Day Out children 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/MDO 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 to bring a backpack to school each day. We strongly encourage a large backpack that will be able to hold all projects from the day, lunchbox, and change of clothes. Be sure your child's name is clearly print on the bag.

## **Field Trips-All Field Trips have been cancelled until further notice**

Senior & Kindergarten classes have the option of scheduling off-site field trips during the school year. Parents may be asked to drive and/or chaperone. All parent drivers must submit valid driver's license and a copy of their car insurance. Parents attending field trips must submit a background check form. This responsibility requires the supervision of the children in your group; therefore, we must ask that no other younger siblings or children be brought along. Permission slip will be sent home with each child in preschool at the beginning of the year. This permission slip is good for all the field trips throughout the school year. These must be signed and returned, for your child to attend any field trips during the year. Some field trips will require a small fee. By law, children under the age of eight (8) must be restrained in a car seat/booster seat. Each child's parent/guardian must put their own car seat in the chaperone's car.

## **Communication with Parents**

- A monthly newsletter will be distributed via email to inform all our parents about upcoming events and happenings for the entire school.
- Families will also receive a monthly calendar or newsletter from their child's teachers.

## **Donations**

In the monthly newsletter, we will request a donation from a different class. When it is your class's month to donate, we ask that you choose an item listed in the newsletter. It may include tissues, hand sanitizer, baby wipes, crayons, glue sticks etc. Please bring your donation either at drop off or pick up.

We encourage and appreciate your participation!

## Emergency Procedures

Our staff is trained at the beginning of each school year in all emergency plans which include fire, tornado, and intruder. We are required to have a practice fire drill each month. In addition, our building is inspected each year by the local fire department.

## Weather Delays and School Closings

Fishers UMC Preschool/MDO classes follow Hamilton Southeastern Schools when there is a delay or closing due to inclement weather. 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/MDO does not make up any days missed due to inclement weather.

Class Day	Adjusted Schedule
2-hour delay	<ul style="list-style-type: none"><li>• Classes being at 11:15</li><li>• Classes dismissed at 1:15</li></ul>
HSE cancels school	<ul style="list-style-type: none"><li>• All activities and classes are closed</li></ul>

If Fishers UMC Preschool/MDO will be delayed or closed; you will receive a text message via Kid Check. Information will also be posted on the program's Facebook page and your child's class social media.

### **For additional information about our Program**

**Preschool/MDO Office**  
**317-842-4052 or 317-840-2894**

[www.fishersumc.org/preschool](http://www.fishersumc.org/preschool)

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