



# Kitty Hawk UMC Pre-School

## 2011-2012

### Parent Handbook

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*“Nurturing the seeds of knowledge one student at a time...”*

#### **Introduction**

KHUMC Preschool is a non-profit, educational ministry sponsored by Kitty Hawk United Methodist Church. It is under the supervision of the Pastor, the Preschool Director, and the Church Preschool Committee. KHUMC Preschool has been in continuous operation since 1977. Our program consists of 2 two-year-old classes with no more than 6 students per teacher, 3 three-year-old classes with no more than 6 students per teacher, and 2 four-year-old classes with no more than 9 students per teacher.

#### **Mission Statement**

We will use all available resources to educate every child. We will create a learning environment that is fun, loving, developmentally appropriate, and based upon Christian principles.

#### **Curriculum Overview**

Our goal is to provide each student with a nurturing, supportive, goal-oriented preschool experience to prepare them for kindergarten and beyond. KHUMC Preschool’s curriculum goals advance as the students grow and learn.

- For the 2 year olds, the main goal is social development. Students learn to share, cooperate, listen and follow simple directions and classroom procedures to develop independence and confidence.
- The foundations started in the 2-year- old program evolve into the more academic 3 and 4-year-old programs where reading, writing, math, science, music, art, physical education, and Spanish are taught at a pre-Kindergarten level. The 3-year-old teachers focus on language development, listening skills, and fine motor skills.
- The 4 year old classes spend a lot of time on each letter of the alphabet teaching the sound each letter makes, and how the sounds come together to form words. This makes a smooth transition into reading. Students also learn how to recognize and write both the upper and lower case version of each letter.

Creative learning is used for all age groups to develop creative expression using music, movement, arts, foreign language, and crafts. Creative learning integrates other parts of the curriculum to support preschool concepts such as color, shape, sequencing, patterning, and math. Gross motor skills are developed during physical education, outdoor play, and indoor movement lessons. KHUMC Preschool is excited to offer Spanish as a supplement to our music curriculum. The children will be well prepared for Spanish class beginning in kindergarten. It is a proven fact that early exposure to more than one language stimulates the developing brain and expands your child’s cognitive abilities.

#### **Enrollment**

Admission is open to all children without regard to race, color, or religious affiliation. Since we are a United Methodist Church supported preschool, all children participate in chapel on one day during the week. We also celebrate religious holidays during the year.

Students will be placed in classes based on their age as of August 31 of the current school year. There is a one-week leeway on either side of that date for parent and teacher discretion.

Students are accepted into KHUMC Preschool according to the following priority:

- 1) Previously enrolled students
- 2) Children of church members
- 3) Siblings of previously enrolled students
- 4) Children of non-church members

A waiting list will be established and maintained throughout the year. A fee is not required to be on the waiting list. As soon as a space is open, you will be notified. If you are still interested, you will be required to return a registration form and a non-refundable \$50 registration fee at that time. The registration form serves as a contract between the Preschool and the parents/guardians, to be honored for the term of the school year. If there are extenuating circumstances, which make it imperative to dissolve the contract, initiated by either party, a two-week notice must be given.

### **Tuition**

All tuition payments are due to the Preschool office on the FIRST day of class for each preschool month. Please pay the office attendant in the Preschool workroom downstairs. Tuition records are kept under the child's name. Please write the **students first and last name** on the memo of checks, and on an envelope if paying with cash. Please **do not use an envelope** unless you are paying with cash.

2 year olds	\$1170 year /\$130 month
3 year olds	\$1485 year/\$165 month
4 year olds	\$1890 year/\$210 month

A late fee of \$5.00 per business day will be charged beginning on the 15<sup>th</sup> of the month. Failure to pay tuition in a timely manner is cause for the preschool to dismiss your child from the program. There will be a \$25 processing fee on all checks returned due to insufficient funds. Because our salary costs remain the same each month, we are unable to grant tuition refunds for absences.

### **Supply Fees**

An annual supply fee is due at Open House to assist the school financially with security, technology, photocopier printing, and updating student materials for the school year.

2 year olds	\$35
3 year olds	\$45
4 year olds	\$55

### **Operation**

KHUMC Preschool opens the second Tuesday after Labor Day and closes the third Thursday in May. The **Preschool is open from 8:55 am – 12:00 pm.**

We follow Dare County School's holiday closings. If Dare County Schools close due to inclement weather, the Preschool will also close. If Dare County Schools have a one-hour delay or a two-hour delay, the Preschool will open at 10:00.

### **Arrival and Departure**

Children should be taken to the classroom by a parent or parent-designated person. Please never let your child walk in the building alone. We request that parents of four-year-olds park in the gravel parking lot on the west side of the building to help with parking and hallway congestion. After **9:15**, all doors with access to the Preschool will be locked. Parents will then have to use the intercom located on the east side of the building to be buzzed into the building.

Departure for our students will begin at **11:55**. Please wait in the hallway for the teacher to dismiss your child. A list of people that you authorize to pick up your child must be signed and kept at the school. We will not release a child to anyone that is not on the parent's list. Please inform the teacher of any changes to the list throughout the year.

Please keep in mind that arrival and departure times are not appropriate times for the teacher's undivided attention. These are vital transition times, which require **all** of the teacher's attention and energy be dedicated to the children. Teachers are happy to give you a call or set up a time to speak with you one-on-one. They may also speak with you after all students have been dismissed.

## **Medical Requirements**

Each student must have current shot records and a recent physical exam to enroll in KHUMC Preschool. Please take the appropriate forms to your child's physician. An emergency medical authorization form must be completed and filed for each student. In case of an emergency, the parents will be notified and medical care will be obtained if necessary.

## **Illness**

If your child has a contagious disease, he or she should be kept home and the preschool must be notified. A child should not be brought to Preschool with any of the following symptoms:

- Fever- after a fever, a child's temperature must be less than 100 degrees without fever reducing medicine for 24 hours before returning to school.
- Diarrhea and vomiting- after diarrhea or vomiting, a child must be free of these symptoms for 24 hours before returning to school.
- Strep- If your child has a positive strep test, they can return after 24 hours of being on an antibiotic.
- Conjunctivitis (Pink Eye) - Children with pink eye may return after treatment with antibiotic eye drops. Bring doctor's note to readmit child to school.
- Ringworm- may return to preschool following treatment with fungicidal. Oral antibiotics required if in the scalp. Bring doctor's note to readmit child to school.
- Other highly contagious conditions including measles, mumps, chicken pox, scarlet fever, lice, scabies, pin worms, rosella, or viral infections.

## **The Preschool Staff is not permitted to administer any medications.**

If your child becomes ill while at school, he or she will be isolated from the other children, and you will be called to take him/her home. Please cooperate by picking up your child promptly. Parents should be sure that all emergency telephone numbers are current in the event the parent cannot be reached.

## **Outdoor Play**

We will have daily outdoor play on all but rainy or extremely hot or cold days. Two-year-old classes will not go outside if the temperature falls below 40 degrees. All other classes will not go outside if the temperature falls below 35 degrees. Students will also remain inside if the temperature is above 100 degrees. All children should be dressed appropriately for the weather. Children who are too ill to participate in outdoor play should remain at home. We do not have sufficient staff to supervise children indoors.

## **Snack Time**

Each teacher decides how snacks will be provided in her classroom. Due to a growing number of students with severe peanut and tree nut allergies, KHUMC Preschool is a NUT FREE school. Please be careful not to send in snacks and party food containing nuts so that we may help ensure the safety of all of our students! Please inform the teacher of any food allergies that your child may have. We have the right to ask that certain foods not be brought into the class.

## **Discipline and Guidance**

The staff will provide guidance through **speech**. They will:

- Give positive directions and suggestions.
- Use short, clear, meaningful sentences.
- Give choices only when children have a choice.
- Speak firmly, yet gently.
- Avoid shaming and blaming children.
- Avoid making comparisons between children.
- Redirect to more constructive activities or actions.
- Give approval when deserved.
- Avoid favoritism.

The staff will provide guidance by their **actions**. They will:

- Give children help when needed.
- Prevent problems by organizing and planning appropriate activities.
- Create a developmentally appropriate learning environment with toddler-friendly equipment, furniture, and classroom layout.
- Set clear limits and help children understand the limits.
- Help children understand the consequences of their actions if limits are tested.
- Be consistent, yet flexible when necessary.
- Locate themselves in strategic and effective positions such as floor level, when interacting with and supervising the children.
- Be alert to all children's needs.
- Give absolute attention to the health, safety, and well-being of the children at all times.

The following guidance techniques will be used:

- **Indirect Guidance:** arranging the environment, schedules, or group composition to be proactive and prevent problems.
- **Direct Guidance:**
  - Stating the desired behavior in a positive way
  - Reinforcing appropriate behavior
  - Using "time-out"
- Time-out immediately for physical aggression such as hitting, kicking, or biting.
- Redirecting inappropriate behaviors to acceptable behaviors.

### **Biting Policy**

Biting is a difficult situation that is taken very seriously at KHUMC Preschool. Our policy is for the protection of all of our students. We have specific procedural steps in place for handling the rare incident of biting. Long term biting that goes unaddressed will not be tolerated. Our policy allows for ample opportunity for the biters family to determine the cause of the biting behavior, and implement suggested strategies at home to extinguish the unwanted behavior. The preschool director and teachers will work with the family to support/reinforce behavioral techniques to eliminate the behavior at school as well. Teachers will use praise towards the biter when he/she is displaying appropriate behavior. The parents of the victim **and** the parents of the biter will be informed of the incident immediately. The victim will be treated properly and the health department will be notified if the skin has been broken.

1. The biter's parents will be asked to pick up their child and discuss suspected causes of the behavior and steps to be taken to resolve the biting behavior.
2. After a second biting incident, the child will be removed from preschool for one week.
3. After the third biting incident, the child will be removed from preschool for two weeks.
4. If a child bites a fourth time, he/she will be dismissed from KHUMC Preschool.

### **Child Abuse and Neglect**

Caregivers are required to report suspected cases of child abuse and neglect according to the North Carolina Law on Child Abuse and Neglect. If such a case is observed or suspected, it will be immediately reported to the Director, who in turn will notify the Dare County Department of Social Services.

## **Parent Involvement**

There is a real value in a partnership between parents and teachers in the education of the child. Communication between the Preschool and the home is extremely important. KHUMC Preschool is committed to encouraging and supporting this partnership. Teachers will communicate daily through posting notes/activities/snacks on a daily communication board located outside the classroom door. The four-year-old teachers also hold a fall and spring parent/teacher conference to review the student's assessments and kindergarten readiness skills.

By enrolling your child in KHUMCP, you are making a commitment to the quality of your child's preschool education. In order for our program to operate in the most productive and efficient manner, we require that each classroom sponsor/host one school function throughout the year. The classroom committees are as follows:

<b>Ms. Melanie (M/W)</b>	Christmas Concert
<b>Ms. Melanie (T/TH)</b>	Teacher Appreciation
<b>Ms. Nicole/Ms. Bo</b>	Mother's Day Brunch
<b>Ms. Rose/Ms. Lori</b>	Mother's Day Brunch
<b>Ms. Ann</b>	Graduation Ceremony
<b>Ms. Stacey</b>	Graduation Ceremony
<b>Ms. Jen</b>	Halloween

## **Adjustment to School**

Children are unique individuals who react to new situations differently. The length of the adjustment period for each child varies and depends on their personality and their past experiences. Preschool is a new journey and every student will require some time and special attention to make the adjustment. This might mean that your child will cry in the morning on the way to school, when you leave them at school, or when parents start to pick up their children at the end of the school day. Please know that the staff at KHUMC Preschool has experience in making these transitions with children. In most cases, the anxiety your child may feel is temporary, but if it persists the staff will work with the parents to help meet the child's needs.

We have a "Parent Stops at the Door" policy in the beginning of the year. We have seen that a firm, brief, and loving good-bye works best, and the first day blues soon disappear!

## **Dismissal**

Only in the most extreme circumstances would a child ever be dismissed from KHUMC Preschool. The following are examples that may result in dismissal from our program:

1. Failure to pay tuition
2. Consistent violent, threatening, or extremely disruptive behavior
3. Any circumstance in which the Preschool cannot meet the needs of a student
4. Lack of compliance with handbook regulations
5. Biting incident on more than 3 occasions

## **Conclusion**

We thank you for the opportunity to serve the children of KHUMC Preschool. Our school offers dedicated, knowledgeable, and experienced teachers prepared to provide your child with spiritual, academic, and social growth through qualified instruction and sincere nurturing and love.

## **Director**

Joy Ogburn  
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## Acknowledgement of Receipt of the 2010-2011 KHUMC Preschool Handbook

By signing below, you are acknowledging that you have received the KHUMC Preschool handbook and agree to comply with its regulations. Please sign and return to your child's teacher.

Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Email will be used frequently to communicate and send newsletters. Please include your email address and keep us informed of any changes so you receive continued updates from our school.

Email \_\_\_\_\_

Email \_\_\_\_\_

