

2016-2017

Handbook

First United Methodist Church

Pre-Kindergarten



102 W. Liberty Street

P. O. Box 518

Washington, GA 30673

(706)678-7116 (Church Office)

(706)678-5439 (Fax)

Website: www.washingtonfirstumc.com

Email: WFUMCPrekTeacher@gmail.com

2016-2017

FUMC Pre-Kindergarten Calendar

(Follows the Wilkes County School System Calendar
with exceptions for 1st day of school, Christmas break, Good Friday.)

Pre-planning for staff.....	Wednesday-Friday, August 3-5
First Day of School.....	Monday, August 8
Labor Day Holiday	Monday, September 5
In-Service Day (No School).....	Monday, October 10
Thanksgiving Holidays.....	Monday- Friday, November 21-25
Last Day of School Before Winter Break.....	Tuesday, December 13
Winter Break.....	Wednesday, December 14-Tuesday, January 3
School Resumes	Wednesday, January 4
MLK Holiday.....	Monday, January 16
President's Day Holiday.....	Friday, February 17 and Monday, February 20
In-Service Day (No School).....	Tuesday, February 21
In-Service Day (No School).....	Friday, March 17
Spring Break.....	Monday-Friday, April 3-April 7
Good Friday (No school).....	Friday, April 14
Last Day of School.....	Tuesday, May 23
Graduation.....	Tuesday, May 23

Program Dates May Be Subject to Change

In the case of bad weather, we will follow the Wilkes County School System schedule for closings. School cancellations will be broadcast over WLOV-1370 AM and WLTX-105.1 (radio) and Channels 6 & 12 (Augusta TV).

Welcome to First United Methodist Church



We are excited that you have chosen to share your child with us during the 2016-2017 school year. This is a place where your child will learn to work and play with others as he builds good habits and attitudes that will be a help in learning skills all through the educational years. We provide a Christian environment that will enable your child to grow emotionally, socially, spiritually and academically. We hope that every child will experience the fun and joy of learning here at FUMC Pre-Kindergarten.

Mission of FUMC Pre-Kindergarten

To partner with parents by providing the best Christ-centered program that teaches the love of learning through age appropriate academics and play experiences in a nurturing, joyful environment.

Goals of FUMC Pre-Kindergarten

- ♦ To instill in each child a positive self-concept.
- ♦ To provide a Christian atmosphere which encourages respect for others and fosters a love of learning.
- ♦ To help each child develop self-discipline and learn to be responsible for his/her own actions.
- ♦ To help each child develop the ability to make choices and begin the process of problem solving.
- ♦ To provide opportunities to develop readiness skills and simulate individual creativity.
- ♦ To provide opportunities for children to interact with children their own age in a safe and loving environment.

This handbook contains important information about our Pre-Kindergarten policies and procedures. If you have any questions or concerns, please feel free to contact our teachers or Pastor Thomas Hall.

Curriculum

Our Bible-based curriculum provides age appropriate instruction designed to foster growth in all areas of development: spiritual, intellectual, social, emotional, and physical. Each week our thematic lessons will focus on one letter, number, and/or shape. Bible stories, verses, songs, and prayers are integral parts of our Christian curriculum.



In addition, we are excited to incorporate technology into our program through the use of computers. Children will have the opportunity to use computers to enhance their learning experiences.

Yearly Calendar

Please see the full calendar for the 2016-2017 school year on the inside front cover of this handbook.

Daily Schedule

Young children function best when they know what is going to happen and when things will take place each day. We feel that a well-planned program sets the foundation for a successful school year and helps the child to begin to develop the discipline he/she will need in later years. Your child's teacher will share the class schedule with you as the year begins, so you will be aware of our class routine.





School Hours

Pre-Kindergarten hours are from 9:00 a.m. until 12:00 noon each day. (Monday-Wednesday for the 3-day students, and Monday-Friday for the 5-day students). Teachers will be ready to receive children beginning at 8:45 a.m. Please do not bring children before this time. Teachers will begin instruction promptly at 9:00 a.m. Children who arrive after 9:15 a.m. will not be allowed to attend school that day (with the exception of emergency situations). When late, your child misses valuable instruction and fun activities. School will dismiss at 12:00 noon. Please be prompt when picking up your child because our teachers have other duties and responsibilities to complete after dismissal.

** Please be aware: If you are consistently late picking up your child, you will be required to pay a late fee of \$5.00 for every ten minutes past 12:10 p.m. This will be added to your tuition for the following month. You will also be asked to attend a scheduled conference with the Pre-K board to discuss the situation.

Parking for Drop-Off and Pick-Up

For your safety and the safety of the children, please do not park on Spring Street when dropping off or picking up your child. Please park in the church parking lot and walk your child to the back entrance (French doors) of Bell Cottage. NEVER SEND A CHILD IN ALONE FROM THE PARKING LOT.

Pick-Up Procedures

At noon, please come to the back entrance (French doors) of Bell Cottage to pick up your child. The teacher will send your child out to you.

* SEE PICK-UP NOTE SECTION

Pick Up Note

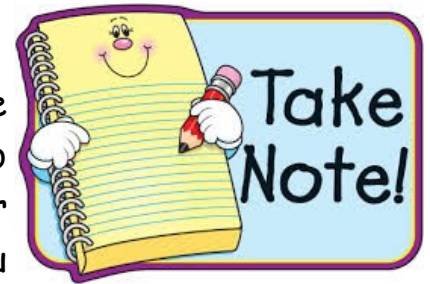
At the beginning of the year, we will ask you to give us a list of people who are permitted to pick up your child. **IF YOUR CHILD IS TO BE PICKED UP BY SOMEONE WHO IS NOT ON THE LIST, WE MUST HAVE A WRITTEN NOTE FROM YOU THAT MORNING.**

Transportation Services

We offer transportation to and from Daycare Providers within the **Washington City Limits** for parents who have no other way to get their child to school and then on to a Daycare Provider. Transportation is available on a monthly basis and the fees are as follows: 3 days- \$10 one way or \$20 both ways; 5 days-\$20 one way or \$40 both ways. This fee should be included with your monthly tuition. There will be no reimbursements.

Communication between Teachers and Parents

Parents are a vital part of our program. The link between home and school is very important to the success of your child. To keep you informed, our teachers will send home a weekly letter on Mondays with information about the week's activities. You will also receive a Monthly calendar at the beginning of each month listing the themes for the week in addition to other special events such as birthdays, field trips, parties, etc.



Each child will be given a folder at the beginning of the year. This folder will be used as a means of communication between teachers and parents. Your child's work, as well as a behavior report for you to sign, will be sent home daily in the folder. If you need to send any information to the teachers, please place it in the folder. At the end of the day, teachers will place all information to be sent home in the folder and will give it to parents when they come to pick up their child.

Teachers may be contacted by calling the church office at 706-678-7116 during school hours and the church secretary will relay the message to the teachers. Calls will be returned after school is over for the day.

Evaluation of Children's Progress

During the school year, your child's progress will be monitored by the teachers. In addition to informal observations, we use an evaluation instrument that was developed with assistance from teachers at the Primary School to ensure that our children are on target as they get ready for Kindergarten. Students who are 4 years old will be evaluated 3 times during the school year. Students who are 3 years old will be evaluated twice during the school year- in the Fall and in the Spring. Parent conferences will be scheduled as needed. In addition, parent conferences will be scheduled following the Spring evaluation for all students who will be entering Kindergarten the next school year. If you have any concerns or questions about your child's progress, please feel free to schedule a conference with the teachers at any time.



Registration Fee and Tuition

A non-refundable fee of \$50 is required at the time of registration. Tuition for the 3-day program is \$1,000 for 10 months or \$100 per month and for the 5 day program it is \$1,200 for 10 months or \$120 per month. You have three options of paying. You can pay for entire year when school begins in August and receive a 10% discount. You can pay for half the year (due in August and January) and receive a 5% discount or you can choose to pay by the month which is due by the 5th of each month. August tuition will be due the first week of school.

**A \$5 late charge will be added and a reminder letter will be sent home if payment is not received by the 5th of the month. If payment is not received by the 15th of the month, you will receive a second letter and your child will not be allowed to return to school until payment is made. We are primarily a self-supporting organization and the staff salaries depend on funds provided by the tuition fees.

NO TUITION REFUND can be given for temporary absences or illnesses.

- ♦ Payment can be made by cash or check. Checks should be made payable to First United Methodist Pre-Kindergarten or FUMC Pre-K.

Tuition envelopes will be sent home around the 25th of each month and should be returned by the due date. If you need a receipt please let the teacher know and one can be provided on the following school day.

Withdrawal

If your child will be withdrawing from our program, written notice should be given one month prior to withdrawal. Tuition will not be refunded for early withdrawal.

Health and Attendance

PLEASE DO NOT SEND YOUR CHILD to school if he/she is not feeling well. A sick child does not feel like participating in our activities and exposes others to his/her illness. Please have consideration for others in this matter.

Your child should be kept home for 24 hours after a fever is gone (without medication), regardless of the illness. Parents will be notified of contagious illnesses among the children such as chicken pox, etc.



Immunization Record

The State of Georgia requires that we have an up-to-date immunization form for each child who attends our program. If the record expires during the school year, parents must get a new form from the child's doctor or the Health Department.

Emergency Plan

An emergency plan is in place in case an emergency occurs. During the year, we will have one fire drill and one severe weather drill. Parents will be notified of the date in advance so you can talk with your child to prepare him/her at home.

Clothing

Please dress your child in comfortable clothes that he/she can play in and get dirty. We know that children learn best through interactive, hands-on activities which may get messy! Your child must also wear clothes that allow him/her to sit "criss cross applesauce" on the rug. Please be sure to mark removable clothing (such as coats, hats, etc.) with your child's name.

The following should NOT be worn to school because they interfere with musical and playground activities:

- ◆ Flip Flops
- ◆ Cowboy Boots with a pointed toe (other boots are ok)
- ◆ No straight skirts

At the beginning of the school year, please bring an extra pair of clothes (shirt, pants, underwear, and socks) in a zip-lock bag labeled with your child's name. You may send clothes that will be appropriate for the entire year or you may choose to send seasonal clothes and change them out as needed.



Class Rules

Children need to know what is expected of them in the classroom, so we have developed several simple class rules. These will serve as important guidelines for them as they begin to learn social skills and to develop the ability to know how to act in certain situations. These rules will be posted in the classroom.

IN OUR CLASS, I WILL:

1. Listen to my teacher.
2. Keep my hands and feet to myself.
3. Use my inside voice.
4. Use my walking feet.
5. Treat others in a loving way.



Discipline

We believe in using a positive approach to discipline. First we try to redirect an activity or behavior that is inappropriate. However, when redirection is not sufficient, the classroom discipline plan will be followed. A copy of this plan will be sent home the first week of school. If the inappropriate behavior continues and/or interrupts the learning of the other children, parents will be contacted. If a child hits a teacher, parents will be contacted and the child will be sent home immediately, If you have any questions about our discipline plan, please contact your child's teachers.

Field Trips

Throughout the year we take field trips to various places in our community. We either walk or take our church vans. Your child's teachers will send home a notice prior to each field trip. We ask that you complete a "blanket" Medical Permission form including medical and emergency information at the beginning of the year. If a field trip is taken in the vans, you will be asked to complete a permission slip for that specific trip.



Show and Tell

Show and Tell will be on Tuesdays. On "Show and Tell Tuesdays", your child may bring one object from home that pertains to that week's theme or letter. On other days, please do not allow your child to bring toys to school. This is distracting to the class and often creates problems with behavior.

Celebrating Birthdays



We invite you to send a special treat to celebrate your child's birthday. Please make this treat something that is easy to serve such as cookies or ice cream cups. "Half Birthdays" may be planned for children with summer birthdays. Please contact your child's teachers to schedule a party.

All birthday parties will be celebrated at 11:00 am in the classroom. You may come at 10:45 am to set up for the party. We will be available to help you, as needed.

If invitations are sent to school for home or out of classroom parties, you must invite all students. If you do not want to invite all students, you will need to mail invitations. Children who are left out get their feelings hurt. We will not be exchanging birthday presents at school. Presents for your child should not be brought from home for the party.

Class Parties

Seasonal parties will be celebrated as follows: Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-Year. Younger siblings are welcome to join. We just ask that you let us know how many siblings will be attending, so we know how much food to prepare. A sheet will be available at Orientation for parents to sign up to assist with parties. Parents will be asked to assist with at least one party.

Programs

We will have two programs during the school year.

- ♦ A Christmas program in December, which will include our PreK children as well as children in our Children's Ministry here at the church and;
- ♦ Graduation in May.

Both of these will allow you to see all the children have accomplished.

Book Orders

We will send home a book order approximately once a month from Scholastic Book Club. Books must be ordered by a specified deadline. Parents are under no obligation to order any books. Our school is able to get free books through this program.

School Pictures

During the school year, there will be two opportunities to purchase pictures of your child- one in the Fall and another in the Spring .



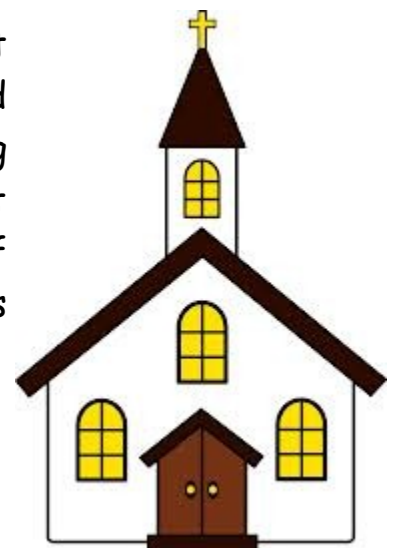
School Shirt

At Orientation, we will have the design for our school shirts. Parents will have the opportunity to buy a t-shirt for their child. It is very helpful for children to have a FUMC Pre-K shirt to wear on all field trips and outings. We will only order shirts once. Parents are welcome to purchase one too.

Chapel Services

We will have a chapel service on Wednesday mornings at 9:30 in our Chapel. This time will consist of Praise and Worship songs, and a message with the Pastor. An offering will be accepted as a donation to an outreach project that will be done once at Christmas and then again at the end of the school year. Offering is not required, however, pennies are accepted!

Parents and Grandparents are invited to attend.



2016-2017
FUMC Pre-Kindergarten Teachers
Hannah Wright
Barbara Eligio

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FUMC Pre-Kindergarten Board

Beth Conard, Chairperson
Pauline Bell, Director
Tammy Bryngelson
Marcia Delany
Gail Duggan
Jessica Eubank
Tina Lewis
Diane Thornton

Senior Pastor

Reverend Thomas Hall

Administrative Assistant and Financial Secretary

Shelley Warrenfells

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For Other Questions

If you have any concerns that have not been resolved to your satisfaction, please contact Reverend Thomas Hall at 706-678-7116.

*Train up a child in the
way he should go;
And when he is old,
he will not depart
from it.*

Proverbs 22:6