



**UMC Preschool**

**2505 Mt. Pleasant Road  
Chesapeake, VA 23322  
757-482-5355**

## TABLE OF CONTENTS

<b>I.</b>	Welcome	1
<b>II.</b>	Statement of Faith	1
<b>III.</b>	Mission Statement	1
<b>IV.</b>	Statement of Compliance	1
<b>V.</b>	Enrollment Capacity	1
<b>VI.</b>	Eligibility to Attend Preschool	2
<b>VII.</b>	The Structure of the Preschool	2
<b>VIII.</b>	Preschool Objectives	2
	A. Spirituality	2
	B. Socially	2
	C. Physically	2
	D. Intellectually	2
	E. Emotionally	2
<b>IX.</b>	<u>Curriculum</u>	2
	A. 3 Year Old Program	3
	B. 4 Year Old Program	3
<b>X.</b>	Registration and Calendar	4
<b>XI.</b>	Tuition	4
<b>XII.</b>	Facility	4
<b>XIII.</b>	Preschool Policies	4
	A. Bad Weather Closing	5
	B. Illness/Medications	5
	C. Pick-Up Times and Procedures	5
	D. Snacks	5
	E. Toys/Show and Tell	5
	F. Toilet Training	
	G. Dress Code	5
	H. Field Trips	6
	I. Parties	6
	J. Discipline	6
	K. Staff Requirements Required by State and Federal Regulations	6
	L. Health Standards	7
<b>XIV.</b>	Preschool Supply List	7
<b>XV.</b>	Information Needed for Enrollment	7

## FORMS

1.	CHILD'S HEALTH RECORD FORM	9
2.	MEDICATION PERMISSION FORM	10
3.	PARENTAL NOTIFICATION	11
4.	PARENTAL AGREEMENT FORM	12
5.	APPLICATION	13

## **I. Welcome**

The congregation and staff of Mount Pleasant United Methodist Church welcome your interest. We are proud to provide a Christian Preschool for 3 & 4 year olds. Our goal is to provide a loving, supportive and nurturing environment for your child.

## **II. Statement of Faith**

As a Christian Preschool, we acknowledge God and Christ as the foundation of our faith. Promising to serve Him as our Lord, in union with the church which Christ has opened to people of all ages, nations and races, we, therefore, welcome the participation of all children in our Preschool.

Our student body will be ecumenical, open to families from many different faith perspectives as well as families who do not attend church. It is important for parents to understand the spiritual dimension of our program which is central to our philosophy of education.

## **III. Mission Statement**

### *Preschool*

*The mission of our Preschool is to help children develop to their fullest potential and to create an environment that will encourage a child's curiosity about the world.*

We believe that a child's early years provide the foundation for growth and development for the rest of his or her life. Our Preschool will provide opportunities for him or her to think and respond creatively, as well as make appropriate and responsible choices and decisions. Above all, a child should be in an environment where love and respect are shown for each child, and where all children learn to love and respect themselves and each other.

## **IV. Statement of Code Compliance**

For the \_\_\_\_\_ school year, our Preschool Programs is exempt from licensure. However, our programs comply with the guidelines and will be monitored by the Division of Licensing Programs of the Department of Social Services.

## **V. Enrollment Capacity**

The preschool capacity for the school year is three classes of 12 students each.



## **VI. Eligibility to Attend Preschool**

Preschool classes are structured according to age and have a cut-off date of September 30<sup>th</sup>. Your preschooler must be 3 years old by September 30<sup>th</sup> to qualify for the 3 year old Program or 4 years old by September 30<sup>th</sup> for the 4 year old program.

## **VII. The Structure of the Preschool**

The Preschool serves children ages three and four years old. Classes are limited to 12 students with a teacher and a teacher assistant. Classes will meet Monday thru Friday from 9:00 a.m. – 12:30 p.m.

## **VIII. Preschool Objective**

### **A. Spiritually**

To help children to know God, understand that God loves them unconditionally, and has created them to be a blessing to Him and one another, and to learn to understand what it means to be a Christian.

### **B. Socially**

To help children learn to work and play cooperatively with others, to understand how their actions affect others, and learn to identify and manage feelings.

### **C. Physically**

To develop strong healthy bodies, coordination and control, good health and hygiene habits.

### **D. Intellectually**

To encourage creative thinking as they explore a wide variety of experiences with language, numbers and letters.

### **E. Emotionally**

To grow in independence, developing a positive self-esteem, self-control and self-discipline.

## **IX. Curriculum**

Our program uses learning centers. The children learn through interaction and experience. What seems like simple play to an adult is work to a child. The use of learning centers offers a greater opportunity for social, emotional, physical, intellectual, and spiritual growth. Old and New Christian Testaments of the Bible will be used as a part of the school's curriculum. In choosing our stories, we ask these questions:

1. Is it something a child can understand?
2. Will it frighten or confuse the child?
3. Can the child use this information in his/her daily life?

## **X. Registration and Calendar**

### *Preschool*

The school year will start the first Wednesday after Labor Day and close the last week of May. Registration for the fall begins the previous spring. Children who are currently enrolled in our program and their siblings may be registered for the next year during the month of March. Registration opens to the public the following month. Registration is on a "first-come-first-serve" basis. Registration fees are non-refundable. The registration for the school year is \$100. The Preschool will be closed on the following holidays:

**Labor Day**

**Thanksgiving Eve and Day**

**New Year's Day**

**Presidents' Day**

**Memorial Day**

**Veteran's Day**

**Christmas Holiday**

**Martin Luther King Day**

**Easter/Spring Break**

## **XI. Tuition**

Tuition is based on the school calendar. The monthly tuition is established for convenience of parents, taking into account the different number of days in the months. Therefore, there is no tuition reduction for school vacations, snow days, holidays or days absent. Tuition is due on the first day of the month. A 10% late fee is assessed on the 15<sup>th</sup> of the month. There is a \$25 fee for a returned check. Checks must be made out to Mount Pleasant UMC Preschool in order to be accepted. A 10% discount is offered for a second child. The current tuition for the school year is:

### **Preschool**

3 Day – 3 & 4 Year Old Program = \$160.00 (monthly) \$1440.00 (year)

5 Day - 3 & 4 Year Old Program = \$185.00 (monthly) \$1665.00 (year)

**\*Extra Fees for Field Trips**

## **XII. Facility**

The Preschool will utilize two classrooms (12' x 30'), adjacent Social Hall (30' x 60'), two adjacent bathrooms, sanctuary for special programs, and the adjacent outside playground.

The Church maintains an appropriate level of liability insurance.

## **XIII. Preschool Policy for Students and Parents**



**A. Bad Weather Closing**

Mount Pleasant UMC Preschool will follow the closing schedule of Chesapeake Public Schools when bad weather occurs. Please listen to TV and radio for this information. If public schools open one hour late, we will open one hour late. If Chesapeake Public Schools open two hours late with no morning kindergarten, the Preschool will not be open. We will be unable to make up any days that are missed due to inclement weather.

**B. ILLNESS/Medications**

In order to protect all of the children at the Preschool, we have very stringent rules about sick children. Any child who presents symptoms of a virus, flu, fever, stomach flu or lethargy should be kept home for at least 24 hours after symptoms and fever have subsided. This is the Virginia State Health Law for all area schools. We want to maintain a healthy environment for everyone. If your child has been ill and you feel they should not be allowed to participate in outside activities, please keep them at home. Staffing is not available for recuperating children to be kept indoors while others are outside. If your child becomes ill at school, we will call you and you must make arrangements to have your child picked up as soon as possible. Our vaccination form is in each contract/application package. This must be returned to the school before your child can begin our program. Mount Pleasant UMC Preschool Staff will not issue medication to your child. (Some exceptions might be allowed by the Preschool Director. If the Director allows any medication there must be a signed form from the physician and the parent.)

**C. Pick-Up Times and Procedures**

Our school hours are from 9:00 a.m. – 12:30 p.m. Children are released only to their parents and individuals approved in writing by their parents. Identification with a picture is required for pick-up until the staff are familiar with the appointed individuals. This is strictly for the protection of the children. Please bring your child promptly between 8:50 a.m. and 9:00 a.m. Parents or assigned individuals should pick up the child in front parking lot of the Church by the playground. Parents or assigned individuals should go to the back door of the Preschool within the playground and a staff member will send out your child. Parents late more than 15 minutes, more than twice in a month, will be charged \$1.00 for each minute past 12:30 p.m.

**D. Snacks**

Lunch is not provided. Parents are responsible for providing a snack each day for their child. However, snacks will not be needed when parties are scheduled. Parents will be notified of planned parties.

**E. Toys/Show and Tell**

Toys and special objects, pictures, etc. are brought to share on special days. We encourage children to bring items on special days that promote learning and challenging discussions. Bringing play things from home is not allowed at other times.

**F. Toilet Training**

All children must be fully toilet trained. It is acknowledged that 3 year olds require extra encouragement while making transition into school in the fall and the staff are very sensitive and supportive of the child in this area. However, all children must be toilet trained before enrollment and be able to attend to themselves after using the toilet.

**G. Dress Code**

Children should come to school in comfortable play clothes and shoes that can withstand a little paint and dirt. (No flip-flops or opened shoes). Even more important, your child's clothing should be such that he/she has no problems fastening, buttoning or zipping when going to the toilet. Bows, buttons, belts, and buckles are pretty cool but not always practical when you have 3 and 4 year olds and this can be time consuming when you have 10 – 30 children with the same problem.

All removable clothes should have the child's name on them. On winter days, hats and gloves may be needed because the classes do go outside when the weather permits and the temperature is above freezing. Please note that we will not plan painting activities on school picture day.

#### **H. Field Trips**

Field trips for the classes are scheduled in conjunction with unit studies. Parents will be notified in advance of each field trip and informed of activity, cost, time schedule, transportation, and what to wear. A signed permission slip must be completed and returned allowing the child's participation.

We use parent volunteers to help with transportation and supervision on field trips. A sign up sheet will be posted in the hall for parents to volunteer before each trip. Parents who sign up are expected to act as chaperones and will be for a designated group of students. All drivers will show proof of valid driver's license, proof of car insurance and a current state inspection sticker on the car window. Each vehicle will also be checked for the proper number of seat belts and their proper usage. As required by Virginia State Law, all children must be properly restrained in a car seat. The child's car seat is to be left at the preschool on the days of scheduled field trips.

#### **I. Parties**

Birthday celebrations are welcomed in each class. Please make arrangements with your child's teacher if you would like to bring in pre-packaged/store bought goodies to share with the class. Other parties scheduled are Halloween Party, Thanksgiving Feast, Christmas Party, Valentine's Party, St. Patrick's Day Party, Easter Party and May Picnic. Sign up sheets will be posted in advance in the hall for parents to bring in special treats on these days.

#### **J. Discipline**

We use positive techniques to maintain a positive environment where discipline is concerned. Guidance is given in a loving way to affect good behavior. If needed, a cooling off place will be used to allow the child time to regain control of his/her behavior. When a child is consistently presents a problem, parents will be notified by the teacher. If the problem persists after the parent-teacher conference, and a satisfactory solution cannot be found, then the school reserves the right to dismiss any child who presents a continuing problem. The parents will receive a pro-rated part of tuition that has been paid in the Preschool Staff and Preschool Board recommend that the child be dismissed.

#### **K. Staff Requirements Required by State and Federal Regulations**

The staff at Mount Pleasant UMC Preschool are Christians and are devoted to the well-being of the children. The teachers have a college degree in education, teaching certificate or the equivalent in teaching experience. Continuing education courses are encouraged and at least two C.E.U.'s are required per year. In addition, as required by state and federal regulations, criminal checks, and updated certifications in CPR and physician to be free from any disability which would prevent them from caring for children.



**L. Health Standards**

The preschool has daily procedures for hand washing upon entering the building, before eating and after visiting the restrooms. Hand washing will also occur after handling any unclean surfaces.

**XIV. PRESCHOOL SUPPLY LIST**

1. Backpack
2. Lunchbox or bag(for snack)
3. "My First Fiskars" training scissors (3 Year Olds)
4. "Fiskars" student scissors – blunt nose (4 Year Olds)
5. 2 Glue Sticks
6. Paint Smock or Old (Large) t-shirt
7. Variety of Stickers
8. Pocket Folder
9. Change of Clothes (with child's name on the bag)
10. Wipes
11. Box of Tissues

**XV. INFORMATION NEEDED FOR ENROLLMENT**

1. Application
2. Parental Notification Form / Parental Agreement
3. Child's Health Record Form / Medication Permission Form
4. Health Physical Report
5. Immunization Record
6. Recent Picture
7. Registration Fee