

# Selwyn UMC Preschool

## 2019-20 Parent Handbook



A Ministry of Selwyn United Methodist Church  
3100 Selwyn Ave., Charlotte, NC 28209  
704-525-1326, ext. 303  
[www.selwynumc.org](http://www.selwynumc.org)  
Facebook.com/SelwynPreschool  
Instagram: selwynumcpreschool



## Table of Contents – Parent Handbook 2019-20

Table of Contents /Staff-----	3
Board/Calendar -----	4
Program/Objectives -----	5
Admission Policy -----	6
Hours of Operation -----	6
Orientation -----	6
Arrival, Early Drop-off, and Departure-----	7
Emergency Information-----	8
Late Pick-Up-----	8
Attendance-----	9
School Closings-----	9
Tuition/Fees/Financial Responsibilities -----	9
Withdrawal Procedures/Refunds-----	10
Health Policies-----	10
What to Bring/What Not to Bring -----	12
Clothing -----	12
Diapers/Toilet Training-----	12
Snacks/Lunch -----	13
Discipline -----	15
Birthdays and Celebrations -----	16
Children with Disabilities -----	16
Volunteer Opportunities/Committees -----	16
Child Abuse -----	17
Permission to Administer Medication-----	19
Coupons -----	21
Parent Acknowledgement -----	21

### **WEEKDAY PRESCHOOL STAFF**

			<u>Birthdays</u>
Director	Sally Swanson C: 704-778-2680	preschool@selwynumc.org swansonsally@earthlink.net	July 9
Ones	Michelle Yon	michirosas@hotmail.com	July 1
Twos	Jennifer Sullivan Angela Smith	havenandchristian@yahoo.com angelajames2012@yahoo.com	Nov. 14 Dec. 27
Threes	Jackie Shropshire	shropshirejackie@gmail.com	June 17
Fours	Robin Hall	brslhall@bellsouth.net	Sept. 7

## WEEKDAY PRESCHOOL BOARD MEMBERS

Barbara Helm, Chair	<a href="mailto:barbhelm0107@gmail.com">barbhelm0107@gmail.com</a>	704-231-7707
Ed Jenison, Trustee	<a href="mailto:ejenison4433@att.net">ejenison4433@att.net</a>	980-253-9838
Leah Nazworth, Financial	<a href="mailto:leahnazworth@bellsouth.net">leahnazworth@bellsouth.net</a>	704-996-9086
Jackie Shore, Staff Parish	<a href="mailto:shoregerald@bellsouth.net">shoregerald@bellsouth.net</a>	704-617-0274
Pastor Linwood Brooks	<a href="mailto:pastorbrooks@mouzonumc.org">pastorbrooks@mouzonumc.org</a>	704-525-1326
Sally Swanson	<a href="mailto:preschool@selwynumc.org">preschool@selwynumc.org</a>	704-525-1326, ext. 303
	<a href="mailto:swansonsally@earthlink.net">swansonsally@earthlink.net</a>	cell: 704-778-2680
Parent Rep.	TBA	
Teacher Rep.		

## 2019-20 School Calendar

<b>EVENT</b>	<b>DATES</b>	<b>STATUS</b>
Blessing of the Backpacks (Tentative) (Selwyn United Methodist Church event open to all)	Sunday, August 25	11:00 worship service
Teacher Workdays	August 26-30	
Open House	Friday, August 30	10:00 am – Noon
<b>Labor Day Holiday</b>	<b>Monday, September 2</b>	<b>CLOSED</b>
First Days of School Required Parent/Caregiver Orientation right after drop-off, new and returning families	Tues. & Wed., Sept. 3 & 4	9:00 am – 1:00 pm 9:10 to 9:40 am
<b>Veterans' Day Holiday</b>	<b>Monday, November 11</b>	<b>CLOSED</b>
Thanksgiving Family Event	Thursday., November 21	Covered dish, lunchtime
<b>Thanksgiving Break</b>	<b>November 27-29</b>	<b>CLOSED</b>
Barnes & Noble Book Fair (Tentative)	Sat., December 7	10 am - noon
<b>Christmas Break</b>	<b>December 20-January 3</b>	<b>CLOSED</b>
<b>Teacher Workday</b>	<b>Friday, January 3</b>	<b>CLOSED</b>
Classes resume	Monday, January 6	

<b>Martin Luther King, Jr. Holiday</b>	<b>Monday, January 21</b>	<b>CLOSED</b>
Children's Theatre 2s, 3s, and 4s not in class on Tuesday may come in to attend the performance.	Tuesday, February 11	11:30, Flynn Hall
<b>Presidents' Day</b>	<b>Monday, February 17</b>	<b>CLOSED</b>
Teacher Appreciation Week	March 9-13	
<b>Spring Break</b>	<b>April 9-17</b>	<b>CLOSED</b>
Last Day of classes	Wed., May 20	OPEN
School Picnic	Thursday, May 21	Princeton Rd Playground
Teacher Workdays	May 22, May 27	

Notes:

- Parent/Teacher conferences dates will be announced later. School does not close for conferences.
- We will be **OPEN** during the following CMS workdays: Oct. 9, Oct. 28, Nov. 5, Jan. 24, March 27. We are also open on CMS Early Release Days.
- In the event of inclement weather, if Charlotte Mecklenburg Schools close, we are also closed. These days will not be made up.

## PARENT INFORMATION

This handbook is designed to acquaint all parents with the current policies and procedures of Selwyn UMC Preschool. The school reserves the right, in its sole discretion, to revise these policies and procedures as needed.

### PROGRAM/OBJECTIVES

The intent of our program is to encourage and support the development of each child and to provide opportunities for self-exploration and discovery with an emphasis on Christian values. Children are innately active and curious; it is our goal to provide learning experiences designed to stimulate your child's creative learning abilities. The overall development (cognitive, social, emotional, and physical) of your child is considered and planned for through a variety of activities. Ensuring the positive development of your child's self-image is of primary importance in all aspects of our program planning.

We will monitor the progress and development of each child through a Developmental Checklist. These records will be shared during conferences that will be scheduled twice per year, or as requested by parents and/or staff. Parents or staff may schedule a conference as needed during the year. **(We do ask, however, that parents refrain**

**from talking about concerns in front of the children.)**

## **ADMISSION POLICY**

Selwyn UMC Preschool admits students regardless of race, color, national, and ethnic origin in administrations of its educational policies, admissions policies, and other school-administered programs.

Forms and information necessary for each child's file are required to be submitted by the parents prior to the first day of school. All children must have current immunization records at the time of enrollment. This record must be signed and dated by the child's physician.

### **ALL AGES (Toddlers through Four-years-old)**

1. Child must be appropriate age on or before August 31, 2019.
2. Completion of registration application and all required\* forms.
3. Compliance with required health and immunization record.
4. Registration Fee and May 2020 tuition paid.
5. Agreement of policies in Parent Handbook.

\*required forms include Registration Application, Emergency Contact Form, Policy Form, Health Certificate/Immunization Record.

### **THREES AND FOURS PROGRAM**

Requirements 1-5 above, PLUS

Child must be **fully toilet trained** by August 31, 2019.\*\*

\*\***fully toilet trained**" means no pull-ups. There should be no more than four accidents. After the fourth accident there will be a parent/teacher conference.

### **HOURS OF OPERATION**

Regular school hours are 9:00 a.m.—1:00 p.m., Monday through Friday.

### **ORIENTATION**

The transition between home and school, while exciting, can be challenging. Therefore, our school follows multiple steps to ease this process.

- Before school starts, the family is invited to come for an Open House, where they will meet the teacher and tour the school.
- **First days:** The school opens for classes on Tuesday, September 3. Only those children who have regularly scheduled classes on a Tuesday will come. (Most other children will have Wednesday, September 4 as their first day.)
  1. **One-year-olds** may, if desired, have a short day with the following structure:

- a. Parents will bring children to the classroom at 9:00 a.m., and stay in the room for 5-10 minutes.
- b. Parents then leave to attend an orientation meeting in Flynn Hall while the children stay with the teacher.
- c. At the end of the meeting, parents **and** children leave.

**2. All other ages** will have a full day. (Pack a lunch for your child.)

**NOTE: All Parents/caregivers are expected to attend an orientation session, even if you are a returning family.**

**3.** Two orientation sessions are scheduled this year: **both Tuesday and Wednesday, September 3 and 4, right after drop-off.** The Director will review policies and answer questions. If you are unable to attend this session, please see the Director.

## **ARRIVAL and DEPARTURE**

Code for the keypad at the Woodlawn Avenue entrance: **3118**. The glass doors on both sides of the building are unlocked approximately 8:45 am to 9:15 am and 12:45 pm to 1:15 pm. All other times, please ring the doorbell.

Children may not be left unattended in a vehicle for any reason, including: the child is sleeping, the child is sick, weather conditions, or inconvenience. If you have one of these situations, "buddy up" with another family so a child is not left alone. At times, the Director may be able to help, also.

**Early Drop-off available: New for this school year, we are offering early-drop off, starting at 8:00 am. Use the Woodlawn Avenue entrance and the keypad code 3118. Tentative location: Ms. Michelle's classroom, #104. Advance notice not required. 8:00-8:25 drop-off = \$10.00, 8:30-8:55 drop off = \$5.00.**

### **Arrival**

The staff tries to have the classrooms ready to receive the children at **8:55 am**. Please remain in the church lobby until that time, or until the Director props opens the children's wing doors.

Upon arrival in the classroom, please help children wash hands or use hand sanitizer. Be sure to make personal contact with your child's teacher.

We want to make the transition to and from school a positive one for both you and your child. It is very important to your child that you are on time dropping him/her off in the morning. Our teachers work hard to create lesson plans each day, and may not be able to wait to begin their activities. We have found that a late child often feels disoriented, and at times, disrupts the class.

**While we don't have a hard and fast cut-off time for arrival, it is our preference that you arrive by 9:15. After that, please see the Director.**

It is also important that you say goodbye quickly to ease your child's transition into the classroom routine. When you linger, it is harder for class to get started.

Sometimes a child is upset when a parent leaves. If this happens, the teacher will comfort the child. Tell your child goodbye in a reassuring way, and go ahead and leave. (You may want to develop your own goodbye routine, like two fist bumps and a kiss.) We will call you if your child continues to be upset and cannot be easily re-directed to an activity.

### **Departure**

Let us know in advance if you have planned for someone else to pick up your child. We will not release a child to anyone without parental authorization. Our staff has the right to ask for a picture I.D. from the adult you designate for pick-up.

If you arrive to pick up your child and the class is not in the room, please move into the classroom. When you wait in the lobby or hallway, it is difficult for the teachers to safely monitor the children's return to the room.

Once the teacher has released each child to the caregiver, her responsibility is over. Please be aware of your child's behavior and location after school. We ask that children be supervised, and they must be with an adult when leaving the classroom.

Please check your child's tote bag daily for special projects and other information.

### **EMERGENCY INFORMATION**

For your child's safety, it is critical that you keep emergency names and phone numbers up-to-date. If your child needs you, we want to be able to contact you or your designated emergency contact as soon as possible. Please notify us of any changes as soon as possible.

### **LATE PICK-UP POLICY**

School is dismissed promptly at 1:00 pm. Please be on time. It can be frightening to your child if you are late picking him/her up. If, for any reason, you are going to be a few minutes late, call us and we will tell your child's teacher, who will reassure your child that you will be arriving shortly. Office: 704-525-1326, ext. 303. Ms. Sally's cell: 704-778-2680.

Parents are allowed a 5-minute grace period for pick-up. Beginning at 1:06 pm, a late-fee of \$1.00 per minute will be charged. For example, if you pick up your child at 1:07, the fee is \$7.00. The late fee will be added to your next account statement. The purpose of the late fee is not to gain additional income, but to encourage promptness.

**Since unforeseen emergencies do arise, one grace day will be given to each parent. (See the coupon at the back of the handbook.**

## **ATTENDANCE**

Although attendance is not compulsory for preschoolers, students miss valuable instruction if days are missed. Therefore, it is suggested they be present every day unless they are physically unable to attend. **Any day that your child will not be in school, please call us.** We worry when we don't see your child's smiling face!

## **SCHOOL CLOSINGS**

The school is closed when Charlotte-Mecklenburg Schools are closed due to bad weather. School closing announcements are made on radio and TV beginning at 5:30 am. You may also check [www.cms.k12.nc.us](http://www.cms.k12.nc.us), or the CMS Facebook page.

Should CMS **delay** opening, our school will plan to open at **10:00 am**.

If public schools close early, we will close also, and ask that you pick up your child as soon as possible.

Due to our varied class schedule, school days missed due to inclement weather will not be made up.

## **TUITION/FEES/FINANCIAL RESPONSIBILITIES**

Selwyn UMC Preschool does not participate in any federally funded programs; therefore, fees, tuitions, and fundraisers are the school's primary sources of income and it is necessary that all accounts be kept up-to-date.

### **Payment of Fees**

1. For **families new to the school**, one month's tuition must accompany the registration fee. This advance tuition payment will be credited for the month of May 2020 and is **NON-REFUNDABLE**. These fees ensure your child's place will be held until school starts in September.
2. **Currently enrolled families** will make the first tuition payment in May 2019. This advance tuition payment will be credited for the month of May 2020 and is **NON-REFUNDABLE**.
3. For all children, the remaining 8 monthly tuition payments are due one month in advance. (For example, September's tuition is due August 1. October's tuition is due September 1, and so on for the remainder of the school year.)
4. Activity fees are due annually with the second tuition payment, and are **NON-REFUNDABLE**.

5. Payments are made electronically and securely through Tuition Express. See separate form for enrollment. Types of payments accepted: checks and credit cards.
6. A fee of \$10.00 is charged for payment received after the tenth of the month.
7. Monthly fees are payable in full, regardless of absenteeism or date of withdrawal.
8. Any bank fees incurred for returned payments will be added to your account.

**Activity Fees:** Activity fees are **non-refundable**, and are paid with the second tuition payment. These fees help to cover the costs of additional services, plus school events such as the Thanksgiving Celebration and the End-of-year Picnic. See chart below for examples of our activities.

<b>Sample Activities</b>	<b>Ones</b>	<b>Twos</b>	<b>Threes</b>	<b>Fours</b>
Music	x	x	x	x
Storyteller	x	x	x	x
My Gym		x	x	x
Science/cultural		x	x	x
Children's Theatre		x	x	x
Spanish Lessons			x	x
Classroom magazine				x
Handwriting w/o Tears				x

## **WITHDRAWAL PROCEDURES/REFUNDS**

1. The Preschool Director must be notified in writing one month in advance of withdrawal of a child. Fees are due that month, whether or not the child is in school. There can be no tuition adjustment for withdrawals after March 15, 2020.
2. Registration fees, Activity fees, and May 2020 tuition payments are **NON-REFUNDABLE**.
3. No credits or refunds are given for absences due to illness, inclement weather, family trips, or holidays.

## **HEALTH POLICIES**

All children must submit a Health Certificate and Immunization Record within 30 days of starting classes. No child will be accepted without immunizations. (We do not accept medical exemptions.)

The Health Certificate (for all new children) and Immunization Records are due either:

- By October 4, 2019
- Or within 1 year of our last record on file

Please apply sunscreen to your child before coming to school. Teachers are not allowed to do this.

**Upon arrival in the classroom, please help children wash hands or use hand sanitizer.**

We prefer that children receive all medications before or after school. (This includes applying ointments for rashes.) Please see the Permission to Administer Medication Form at the end of the Handbook, or ask your teacher or the Director for one.

We follow universal health precautions in order to prevent the spread of diseases. This includes, but is not limited to, frequent hand washing, disinfecting toys and surfaces in the classroom, teaching children to cough or sneeze into their elbows or a tissue (not their hands).

If your child becomes sick at school, we will call you to pick him or her up. If he or she is injured or needs medical attention and we are unable to reach you, we will contact medical authorities, per your Emergency Contact Form.

**For the health and safety of all, sick children need to remain home until a physician has given them a clean bill of health, or they have been symptom-free for 24 hours without medication.** Children often don't have a temperature in the morning, but spike one in the afternoon.

Due to our varied class schedule, school days missed due to illness will not be made up.

The following is a list of circumstances that may require us to send your child home, or would cause your child to be out of school for at least **24 hours**. This is not a comprehensive list and other illnesses will be assessed on a case-by-case basis. For the safety of your child and the others in the class, we ask that you adhere to this policy.

**List of illnesses/Reasons to keep home/Reasons to send home**

- Has a fever 100 degrees or above; **can return after being fever free, without medicine, for 24 hours**
- **Behavioral – if a child seems unusually irritable or tired, isn't eating, isn't participating**
- If your child is unable to play outdoors with his/her class, weather permitting.
- Respiratory symptoms – labored breathing, wheezing, continuous coughing
- Diarrhea and/or vomiting. May return to school after 24 hours without a new occurrence.
- Rashes – with the exception of diaper rash or eczema
- Cold symptoms with green or yellow runny nose

- Pink eye with white or yellow discharge; can return 24 hours after first treatment
- Lice – can return after first treatment
- Chicken pox - until all blisters have scabbed over
- Hand, foot, and mouth disease – can return once fever-free, without medicine, for 24 hours
- Strep throat; can return 24 hours after antibiotic treatment has begun
- Hepatitis-A, viral infection; can return one week after onset of illness or jaundice
- Impetigo; can return 24 hours after antibiotic treatment has begun

## **WHAT TO BRING AND WHAT NOT TO BRING**

Children are not to bring toys, candy, games, jewelry, or other articles from home unless it is listed on their activity calendar (i.e. Show and Tell) or the teacher has given special permission. We cannot be responsible for any article brought from home that is lost or damaged.

For toddlers, we welcome special security objects (“lovies”) to make transitions easier. Please refrain from sending pacifiers to school. They hinder your child’s communication skills and increase the spread of germs.

### **CLOTHING-Label everything!**

All clothes should be comfortable, washable, and labeled. Children may get messy! Dress your child according to the weather, and please note that we try to go outside every day.

Shoes: sneakers/closed toe shoes that fit well. (No boots, sandals, Crocs.)

Modesty is important. For girls who wear dresses, please wear shorts or leggings underneath. For children with baggy shorts, please wear underwear.

Clothing which your child can manage on his or her own are essential and help your child become self-reliant.

**For all ages:** Please leave an extra set of labeled clothing in your child’s cubby, appropriate for their current size and the season.

### **DIAPERS**

For children not toilet-trained, please bring an adequate supply of diapers. Teachers have storage space available if you would like to bring in a package.

If your child is in diapers, and you have questions about their readiness to be toilet-trained, please see your Teacher or the Director for a copy of our policy. Please note that for sanitation reasons, children in the one-year-old classroom may not have

individual toilet seats in the room. They will be taken to the toilet by their Teacher or the Director as needed.

As noted in the Admission Policy, Three-year-olds must be fully trained by August 31, 2019. Please see the Director if you have questions.

**Please do not use pull-ups of any kind.** We have found them to be confusing to children who are toilet-training, and they prolong the training process. Further, pull-ups require removing clothing and shoes in order to put on a fresh one, so the changing process can be unsanitary, time-consuming and distracting for the teacher.

## **SNACKS**

Snack time is a special time for our preschoolers as they gather to share food and converse with each other and staff. The children especially enjoy taking part in helping to set up for snack, passing out snacks, etc. Your child's teacher will let you know how snacks will be handled (either individually or as a class). Please send in healthy snacks. Some suggestions are: fresh fruit, raisins, goldfish, graham crackers, pretzels, etc.

## **LUNCH/FOOD/BEVERAGE**

Your child should bring a lunch in a designated lunchbox or lunchbag every day. Be sure to pack nutritious lunches and include an ice/cold pack. Please include a napkin in their lunch each day. See the list at the end of this section for suggestions on what to send. Please **DO NOT** send in hot dogs, popcorn, nuts or any other food that poses a significant choking hazard. Always cut grapes and other fruits into bite size pieces.

Be sure to send a refillable water bottle/sippy cup that can go outside.

Our children and teachers sit down together for lunch following a mealtime blessing. We feel that our lunch period is a special time: for developing good manners, eating within a time frame, preparing for school lunchroom experience in later years, developing good nutritional habits, and just having fun chatting with our friends. In addition, children with full tummies are much happier at pick-up time.

Send only what your child can eat. Too much food can be overwhelming.

**Make sure your child is capable of handling his or her lunch independently. Please have children practice opening items before sending them in the lunchbox. This includes containers, pouches, cheese sticks, yogurt, etc.**

Although we will encourage your child to eat, we are not able to hand-feed your child.

**Please refrain from sending in "desserts." If a dessert is sent in, your child**

**will be asked to place it in their bag to take home.**

It is important to note that we cannot guarantee an allergy-free school. However, we are deeply committed to working with our school families to provide a policy that can support children with allergies when at all possible.

**This school year, the Two-year-old classroom is not allowing the following: ALL nuts, including tree nuts and peanuts; sesame, unbaked eggs. Please check with your teacher or the director for more information.**

The School is not banning the use of peanut butter in the other classes at this time; however, due to the increased questions about peanut allergies, we present the following information.

- All commercially sold foods must have ingredient labels by federal law. If peanuts are present in the food, it is in **BOLD BLACK LETTERING** at the end of the ingredient list.
- Many times you will see "May contain trace amounts of peanuts" or "Processed on the same equipment as food containing peanuts" at the end of the ingredient list. These foods may contain peanuts and aren't safe for a peanut allergic child.
- Sometimes the safety of a food depends on the brand. For example, the Keebler chocolate chip cookies are unsafe as the label reads "may contain trace amounts of peanuts". Chips Ahoy chocolate chip cookies do not contain peanuts and are safe. There are many different foods for which this is true. This is why checking the label is essential.
- Peanuts, peanut butter, and peanut oil are frequently "hidden" in many common foods such as chili, Chinese food, Chick-Fil-A nuggets, and popcorn.

### **Lunch Suggestions**

Meats (in sandwich or wrap, or alone): tuna, bologna, ham, roast beef, chicken, turkey

Breads/pitas/bagels/tortillas with or without: jelly, cream cheese, pimento cheese

Hard boiled eggs

Hummus

Dairy products, such as yogurt, cheeses, cottage cheese

Crackers: Goldfish, Cheez-its, saltines, Wheat Thins, Ritz Crackers

Graham Crackers, animal crackers

Pretzels

Dried Fruits: raisins, apricots, cherries, craisins, apples

Fresh fruits: grapes, bananas, oranges, peaches, plums, strawberries, apples,  
pineapple chunks, fruit cocktail

Fresh vegetables: celery, carrots, broccoli, cauliflower, red & green peppers,  
cucumbers

We will not heat foods here, but warm foods can be sent in a thermos: pasta with or without sauce, macaroni and cheese, soup, vegetables.

## **DISCIPLINE POLICY**

We believe that consistent loving discipline is not only essential in contributing to a good program, but it is an essential part of our program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise. It is almost impossible to be of any real help to your child unless you are active, as parents, in support of what we are attempting to do. While *prevention* of a problem is an efficient short-term approach to discipline, encouraging children to solve problems for themselves accomplishes more in the long run because of the opportunities it provides.

When dealing with conflict, we will always try to keep the child's developmental characteristics in mind. Preschoolers are egocentric and sometimes struggle for independence and control. We acknowledge and talk about each child's feelings, values, behavior, and consequences, and engage the children as active participants in the problem-solving process. The limits we set and the expectations we have for our children will respect the ages and abilities of the children.

Aggressive behavior is not entirely unexpected when young children are together in groups. Sometimes a child will persistently have a behavioral problem such as name calling, scratching, hitting, biting, or some other form of aggressive behavior. We will put the children's safety first and provide appropriate first aid, class interaction, as well as comfort to any child who is the recipient of aggressive behavior. We will work with the children and their parents, to learn alternate behaviors for their aggressions.

Classroom procedures to handle these situations include, but are not limited to, redirection, positive reinforcement when appropriate choices are made, talking with the child about inappropriate behavior, separating him/her from the rest of the group (or taking away a privilege).

We will inform parents of the incident and send an Incident Report Form home. This form must be completed, and signed by a staff member and the Director. In an effort to respect the confidentiality of those involved, names of children involved will not be disclosed. Sometimes there are occasions where our best efforts are not successful in resolving an issue. For problems that continue, the parent will be asked to come to school for a conference with the Director and teacher to discuss the child's behavior. Usually parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Any discussions with staff will be strictly confidential.

The parents of a child who consistently displays aggressive behaviors will be called after the third documented occurrence, to immediately come and pick up their child. A meeting with the Parents, Director, and a member of the Preschool Board will take place, if the problem becomes severe or persists. Ultimately, removal from the program may occur if a serious misbehavior cannot be modified.

## **BIRTHDAYS AND CELEBRATIONS**

Parents are welcome to bring a small snack for their child to share with classmates on his or her birthday. **Please keep celebrations simple and schedule them in advance with your child's teacher.** Please do not bring decorations, balloons of any kind, or "goodie" bags. Thank you for your cooperation.

Parents are given the opportunity to help with holiday snacks. (Each teacher will have a sign-up sheet.) Once again, please keep these celebrations simple.

Suggestions: banana bread, graham crackers, muffins, Teddy Grahams, pretzels, cookies, cupcakes with **minimal** frosting, rice krispy treats. We reserve the right to cut up large portions, or send home the treat.

## **CHILDREN WITH DISABILITIES**

We try to accommodate children with special needs and disabilities if they are able to perform the daily activities and medical evidence indicates that their conditions are not a direct threat to themselves and others. Parents are involved in developing plans for children of special needs.

## **VOLUNTEER OPPORTUNITIES/COMMITTEES**

The Selwyn UMC Preschool Board would like all Parents/Caregivers to become involved in the continued growth and health of the school, and would like to have some formal parent committees to help this effort. Below are some suggestions. See the Director if you have an interest in any of these areas, or have other ideas for the school.

Whether it is serving on a volunteer committee, becoming a substitute teacher, attending a workday, or being available to lend a hand when needed, parents/caregivers are an integral part of making this school a beneficial experience for each child.

### **Teacher Appreciation Week**

Events are planned and coordinated by parents to thank the teachers for their loving care of our children over the year. Works best with lots of participation! This year's week is March 9-13, 2019. It is held at this time to avoid conflict with elementary schools' Teacher Appreciation events.

### **Social Activities**

Informal gatherings allow for social interaction between families and parents. These could be: play dates on the playground, community night at an area restaurant, morning "coffee" events like Muffins for Moms or Donuts for Dads. Committee

members coordinate events with the Director, and are responsible for all the details concerning refreshments, set-up, and clean up.

### **End-of-Year Picnic**

Celebrate the end of the school year! Last year's picnic was at the Princeton Road Playground of Freedom Park. Families could choose to purchase a boxed lunch or bring their own food. This year's picnic is Thursday, May 21, 2019. Volunteers help organize, set-up, and clean up for this event.

### **Building and grounds**

Oversee general and miscellaneous projects for the school's property, including care and upkeep of the playground, classrooms, and trees, and the coordination of workdays to maintain these facilities.

### **Fundraising**

- Events to raise funds for the general or scholarship funds
- Coordinate an event at Harris Teeter to link VIC cards to the school.
- Other examples: Art By Me, Barnes & Noble Book Fair, St. John Photography

### **Publicity/Communications**

- **Webpage/Blogs** Explore new ways to publicize the School via the internet or community outlets
- **Photo Slideshow** Organize photographs taken by teachers (or by parents) in a DVD format with music to be made available at year-end.

### **Substitute Teachers**

We have found that interested and qualified parents are some of our best substitute teachers. (We pay \$11.50 per hour, unless a parent decides to donate the time to the school.)

### **Room Parents**

Serve as a liaison between Teacher & Parents relating to needs of the classroom (ex. supply needs, assistance for an event).

### **Scholastic Book Orders**

Prepare individual book order forms to send home, complete school's total order after forms are returned, and distribute books when they arrive. (The bonus points earned from book orders provide materials for the classrooms.)

## **CHILD ABUSE**

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted teacher will report it to the Weekday Preschool Director for appropriate action



## Permission to Administer Medication

Child's name \_\_\_\_\_

I hereby give Selwyn UMC Preschool Staff permission to administer the following medication, in accordance with directions for use on the appropriate container.

Name of medication \_\_\_\_\_

Refrigerate? \_\_\_\_\_

Times to be given \_\_\_\_\_

Dates to be given \_\_\_\_\_

Dosage \_\_\_\_\_

Additional instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

<b>Record of Administration</b>			
Date	Time	Initial of staff person	Other
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



**Coupon - Good for one late tuition payment**

Please excuse the \$10.00 late fee for paying tuition after the 10<sup>th</sup> of the month.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Month redeemed

(Offer good once per school year per family. Expires April 30, 2020)

-----  
**Coupon – Good for one late pick-up charge**

Please excuse the late fee for my child being picked up late on this date: \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Approved

(Offer good once per school year per family. Expires May 20, 2020)

-----  
*(Complete, Detach and Return bottom portion to the Director by October 4, 2019.)*

**Acknowledgement**

Please read the following statement, sign, and return to the school.

I/We have read the Parent Handbook for Selwyn UMC Preschool for the 2019-20 school year.  
I/We understand all policies and procedures, or have had an opportunity to ask questions about the policies and procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I/We are interested in the following committee(s): \_\_\_\_\_

\_\_\_\_\_

