



# **AUMC Preschool Parent Handbook 2018 – 2019**

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### **Program Philosophy and Purpose**

Welcome to AUMC Preschool! We would like to thank you for sharing your child with us. We provide a safe, loving, and nurturing environment that develops each child spiritually, physically, emotionally, socially, and intellectually and aims to prepare them for primary school. We believe each child in our care should experience and be a part of God's eternal love.

The AUMC Preschool follows the Texas Pre-Kindergarten guidelines. Children enrolled in our program have the opportunity to learn and grow through developmentally appropriate group and individual activities like blocks, manipulatives, dramatic play, books, puzzles, home living, art, games, and many other inside and outside activities. In this environment, children are able to grow, learn, and have a positive learning experience.

### **Admission/Enrollment**

AUMC Preschool does not discriminate on the basis of race, gender, or religion. Enrollment will be open to any child, provided the school can meet the physical, emotional, and social needs of that child. Any additional (physical, emotional, social) accommodations requested for a child must be included with the registration form; the Preschool Board must approve the accommodations before a child can be accepted for enrollment. A Health History signed and dated by your child's doctor may also be requested. The Preschool Director and Preschool Board shall review each registration form, and have the final authority to accept or reject any application for enrollment based on the above statements.

AUMC Preschool is committed to the safety and development of all children, and therefore we will continually evaluate our ability to serve the children and provide a nurturing learning environment for all. We are dedicated to the growth and developmental wellness of the whole child; therefore, we reserve the right to evaluate a child's well-being and possible movement (change of class assignment and/or dismissal from the school) at any time within the school year.

The following is a list of forms we MUST have on file in order for your child to attend preschool:

- \*Registration Form – Due upon registration
- \*Immunization Records – Due before the first day of school

### **AUMC has 3 different classes for the following age groups:**

- 2 year old – must be 2 on or before September 1
- 3 year old – must be 3 on or before September 1
- Pre-Kinder – must be 4 on or before September 1 and completely potty-trained

### **School Hours and Attendance**

AUMC is in session on Tuesday and Thursday from 9:00am to 2:00pm, August 21<sup>st</sup> 2018 through May 9<sup>th</sup> 2019. Our schedule will follow the Keller ISD holiday schedule as well as inclement weather decisions. Regular attendance is encouraged as this will help foster your child's adjustment and learning process in the school. Punctual arrival will also help your child with the structure of the day.

**Our school begins promptly at 9:00 am.** Please do not bring your child to the classroom any earlier than 8:50 am; teachers use the time before school to properly prepare for your child's day. An authorized adult must accompany children to their classrooms each day and sign them in and out. A sign-in/sign-out sheet will be located in the classroom. Please be prompt in picking up your child at 2:00 pm. Children can become concerned if they must wait later than other children for an adult to pick them up. Parents who have not arrived within 10 minutes of dismissal time are considered late. The first time a parent is late, there will be a warning. After that, a \$10 late fee will be assessed for the first 15 minutes and \$1 per minute thereafter that the parent is late. Your child will be in the Director's office if you arrive past 2:10 pm. Please notify the school if your child will be absent, this helps the teachers plan for the day. Also, please notify the school office if your child has contracted a contagious illness as we will need to notify other parents.

### **Tuition and Fees**

Non-Refundable Registration Fee: \$100  
Supply Fee (Per Semester): \$100  
Tuition (Monthly, August through April): \$180  
Sibling Tuition (Monthly, August through April): \$160

Tuition will be collected August through April. The full tuition payment for August 2018 will be due by August 21, 2018. Since the students will be attending preschool for only half of August and May, the tuition collected for August 2018 will cover May 2019 as well (\$90/\$90). If you do not start school in August 2018, the tuition of \$90 will be due May 1<sup>st</sup>, 2019.

The Registration fee is due at time of registration. **The first tuition payment** (August 2018 / May 2019) **of \$180 and 1<sup>st</sup> semester Supply Fee of \$100 is due the first day of school.** Tuition should be paid on the 1<sup>st</sup> of each month, September through April. The second Supply Fee will be due in January. **Notice: There is no adjustment in tuition because of holidays or absences.** If payment is not received by the 10<sup>th</sup> of the month, a late fee of \$25 will be charged. A fee of \$25 will also be charged for any returned checks. Please place your child's name and class in the "memo" portion of the check. All checks need to be made out to AUMC Preschool. We accept cash, checks and credit cards.

We realize that financial emergencies occur in families. Please talk to the Director as soon as possible about these matters.

### **Address and Phone Changes**

Please notify the office if you have a change in address, phone number, or e-mail as soon as possible. Updated and correct emergency numbers are required for each child enrolled to ensure immediate contact if an emergency arises.

### **Parking and Building Safety**

Please use the north side parking lot and enter through the double doors on the north side of the building. Use extreme caution when driving in our parking lot as many young children will

be entering and exiting the building. Double doors will be locked by 9:15am. Any arrivals after that time must enter through main office door.

### **Child Safety Policy**

Only the parents or guardians listed on the emergency contact form will be allowed to pick up your child from school.

We realize that emergency situations happen. If you must have someone pick up your child who is NOT listed on the emergency contact form please advise them to come to the office and present an ID (Driver's license) to the Director before the child will be released to them. The Director MUST be notified by a parent or guardian prior to pickup time that your child needs to be released to another adult.

### **Health and Illness**

All children attending AUMC must meet all Texas Immunization Requirements. A copy of your child's shot records must be provided to AUMC before your child will be allowed to start school.

In order to protect all children and teachers at the school, your child will need to stay home if he/she has any of the following:

- Oral temperature of 100 degrees or more
- Intestinal disturbance with diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Any skin infection such as boils, ringworm, impetigo
- Head lice
- Any communicable disease

When in doubt as to whether a child is contagious, please consult a physician. All children must be free of fever, diarrhea, and vomiting for at LEAST 24 hours prior to returning to the school. This is not only for the protection of your child, but for the protection of the other students and workers – please abide by the Golden Rule!

Parents are to notify the school if their child has been exposed to a contagious disease such as strep, chicken pox, conjunctivitis, head lice, etc. We will notify parents if there is a case reported and what the symptoms are.

If a child becomes sick at school, the parents or contacts from the Emergency Contact List will be notified. The child will be taken out of the classroom and made comfortable until a parent/guardian can immediately pick them up.

Please report any allergies to the school. Any allergies are to be posted on a sheet near the front of the classroom. Teachers will also keep a list of allergies in their lesson plans.

## Medication

Children and teachers are not to handle medication. All medication (including over the counter medication) sent to school must be carried in by the parent in the original labeled container with the child's name, date, and directions for administering and given to the Director. A form entitled, "Permission to Administer Medication" must be filled out by the parent each day the medicine is to be given. No medications will be dispensed without a form signed by the parent and a note from a doctor.

If your child has an ongoing condition such as asthma or allergies and needs an asthma kit or epinephrine shot, a separate form must be filled out which will be in effect for six months from the date signed. This form will indicate how to administer the medication, the symptoms to look for, and under what conditions it is necessary for the medicine to be administered. Parents will be notified immediately if the medicine is administered.

## Emergency Procedures

In the case of an accident, the teachers and the Director are responsible for making sure the appropriate steps are taken. Depending on the severity of the incident, the following steps will include:

- Attending to the immediate needs and comfort of the child
- Attempt to contact parent(s) or guardian or emergency contact on the enrollment form if parents cannot be reached
- Attempt to contact child's physician
- If unable to contact the child's parent, guardian, or the child's physician, we will take any steps deemed necessary by the Director (i.e. call another physician, call an ambulance, have the child taken to the hospital in the company of a staff member). Any expense incurred will be the responsibility of the child's family.

## Discipline

At AUMC we strive to create a positive classroom experience modeling God's love and grace whereby each child develops a healthy sense of respect for him/her self as well as others. By setting and maintaining high expectations for each child, setting guidelines, and encouraging positive behaviors each child has the opportunity to learn behavior patterns and a positive attitude that will continue throughout the lifespan.

It is our policy that no physical punishment will be administered to a child in our care. Teachers use techniques such as redirection, offering positive choices, defining limitations, conflict resolution, and modeling appropriate behavior. If unacceptable behavior is a continuous disruption to the class, the child will be removed from activities and asked to sit out for a few minutes. They are then invited to return after talking to the teacher about making better behavior choices.

## Snacks

Snack list sign-ups will be available for each classroom. **If your child has allergies, please make sure the preschool knows! We do not use peanut butter or peanut products; however, we**

**cannot guarantee that 100% of the foods, which may have been processed together, do not contain peanut oil or derivatives of peanuts.** If a child has a food allergy, the Director will communicate directly with the parents to ensure that a safe classroom environment is kept for that child.

### **Clothing**

Please keep your child's comfort in mind when selecting school clothes. "Play clothes" that are comfortable are a must as children need to feel free to play and engage in projects and activities without worry that they will ruin nice clothes. Please provide adequate outdoor wear as we will go outside whenever possible. Tennis shoes are the preferred footwear. We request that children do not wear flip flop sandals or cowboy boots as they get caught easily on playground equipment and may cause a fall.

All children should bring at least one pair of extra clothes each day (including socks). All items should be labeled with the child's name.

### **Toys from Home**

We ask that you not bring toys from home to the preschool. However, if a "comfort" toy is brought it **MUST** be left in their cubby.

### **Lunch Time**

Parents will provide a nutritious lunch for their child each school day. Please make this as healthy and as easy to eat as possible. We ask that the drink you send be non-staining for the protection of the carpet as well as other children in the area. White milk, apple juice, orange juice, lemonade, etc. are all good examples. Grape juice and soft drinks are not permitted. Please make sure a napkin and a spoon or fork is included in the lunch if they are needed. Please do not send items that need to be heated or cooked as we do not have the facilities to do this. We are a Nut Free facility.

### **Nap Time**

Parents will provide a nap pad, nap mat or sleeping bag for their child to take an hour nap. These items may be stored at school. A soft comfort lovey will be allowed at nap time.

### **Birthdays**

Birthdays are a special time to celebrate the unique gift of God that each child is! We would love for children to celebrate their special day with classmates during snack time. Please talk to your child's teacher so a snack schedule can be coordinated. You are welcome to bring special birthday cookies, cupcakes, trail mix, yogurt covered pretzels, individual ice cream cups, Rice-Krispie treats or other foods your family would love to serve. We do ask that you do NOT bring any staining juice or dark colored icing that can stain. Children with summer birthdays can make arrangements to celebrate in the spring.

### **Fire/Severe Weather**

A plan has been put into place in case of fire or severe weather. The staff is trained on how to handle these situations and exit routes are posted in each classroom. Fire drills and severe weather drills will be conducted annually.

### **Parent Involvement**

Each year the school will hold a “Meet the Teacher” day. Parents will be notified of the date during the summer. We encourage parents to become involved in their child’s school during this and other special activities through the year. There are three activities during the year that we hope parents will be able to attend. Costume Parade, Thanksgiving and Easter Celebrations.

At the end of each school year, a parent/teacher conference can be scheduled. This is a wonderful way to find out how your child has progressed throughout the year.

### **Curriculum**

The Pre-Kindergarten Classes are structured to prepare your child for kindergarten. Each thematic unit will include lessons and opportunities that will expose your child to the skills they will need for a successful learning experience. Our curriculum provides direct instruction and hands-on activities, each of which will focus on the whole child. The classes will provide many experiences that will allow the students to be successful and to practice the necessary pre-reading and pre-math skills needed for kindergarten, while interacting with others in a social setting. A “letter of the week” program has also been adopted to give exposure to the alphabet. Emphasis is placed on recognition and phonemic awareness. The Pre-K class will have an emphasis on working independently to enhance basic skills. This will allow the students to participate in activities which introduce them to a variety of developmentally appropriate skills.

- Handwriting Without Tears [www.lwtears.com](http://www.lwtears.com)
- Read and Learn Bible Stories from the Old and New Testaments

### **Social and Emotional Development**

Doing something new is hard for all of us. Remember your first speech or your first job interview? Our children also have those same apprehensions.

Children need to learn in a social context. They learn best when allowed to explore, with the support of helpful and responsive adults. Intelligence, academic success, and emotional stability are strongly influenced by the personal and language interactions children have with others.

They may seem eager to go to school, but they will need your help making the transition. The first few weeks will see many adjustments, but with all of our encouragement and your support, we are confident that your child will have a wonderful year.