

Welcome to Harbor UMC Preschool Program. Our mission is to provide a loving, affirming, spiritually-led experience in a safe and developmentally appropriate environment. Our focus is to encourage a love of learning and creative thinking and to build a strong foundation for further learning and Christian development.

Our program offers opportunities for growth and development of a child's intellectual, spiritual, emotional, social and physical aspects.

**Registration:**

\$95 per child, non-refundable due at registration. \$80 for each additional child.

**Tuition and schedule:**

1 year olds Tuesday and Thursday \$160 per month  
1 year olds Monday and Wednesday \$160 per month  
2 year olds Tuesday and Thursday \$160 per month  
2 year olds Monday, Wednesday and Friday \$180 per month  
3 year olds Monday, Wednesday and Friday \$180 per month  
3 year olds Monday-Friday \$220.00 per month  
4 year olds Monday-Friday \$220.00 per month

*Class assignment is based on child's age as of August 31<sup>st</sup> of the school year and the Director's discretion.*

Tuition is to be paid on the **1st and no later than the 5<sup>th</sup> of each month**. A late fee of \$15.00 will be assessed to any tuition not received by the end of school on or before the 5<sup>th</sup> of each month. A fee of \$25.00 will be assessed to any returned checks.

**One month's tuition is due by July 31 and is non-refundable. This is applied to May 2018 tuition. Pay online [www.harboronline.org/preschool](http://www.harboronline.org/preschool) , select pay tuition.**

Harbor UMC Preschool is a non-profit ministry and relies on tuition to cover our operating budget. Tuition is NOT based on attendance. We do not make deductions for absences, holidays, vacations or inclement weather of any kind. Our budget is based on a one-year commitment from our families.

### Hours

Regular School Hours are **9:00 am- 12:00 pm. (doors open at 8:50)**

A late fee of \$5.00 will be assessed if your child is not picked up by 12:05 pm.

### Early Birds

Children may come to our Early Birds program each day starting at 8:15 until 9:00 am. The cost is \$5.00 per session and will be invoiced separately from tuition.

### Lunch Bunch

We will offer an additional program for children called Lunch Bunch. Send a lunch from home for your child to enjoy at school along with free play with friends. Sign up on the white board at your child's door.

Cost is \$5.00 per session and will be billed separately from tuition. Lunch bunch is from 12:00-1:00pm.

### Withdrawal

Notice of withdrawal from the program should be given to the director 30 days in advance. Tuition paid for the month of withdrawal is not refundable.

### Health

We assume that responsible parents will not send a child to school if he or she shows any signs of illness such as: fever, non-clear runny nose, diarrhea, nausea, vomiting, undiagnosed rash, on-going cough, skin eruptions, pink-eye, head lice or any contagious disease. **A child must be fever-free, non-medicated, for 24 hours before returning to school.** If a child becomes ill at school or exhibits these symptoms, we will notify parents to pick the child up. We are not prepared to administer medication of any kind. Please do not give a feverish/sick child medication (Tylenol/etc.) and send them to school.

If your child has:	He/she should remain home until:
Chicken Pox	All lesions have crusted over
Diarrhea(more than 1 runny bowel movement)	24 hours without diarrhea/runny BM
Fever (over 101 rectally or 100 orally)	24 hours fever-free
Head lice	24 hours since effective treatment

Nasal discharge suggesting infection (green/yellow)	Discharge is absent or has turned clear
Ringworm	24 hours of effective treatment
Conjunctivitis (Pink eye)	Drainage from eye is no longer present
Hand Foot Mouth Disease	Until blisters are gone

### **Communication**

Parent-Teacher Communication and understanding is essential. At any time during the year, conferences may be scheduled by the teacher or at a parent's request. Please refrain from discussing any issues at length with the teachers during the preschool hours or in the car line. This is the time for teachers to be focused on the children. Teachers may be reached via email or phone.

Our Facebook page is reserved for current Harbor UMC Preschool families, staff and our Preschool Committee. The page is private and only confirmed "friends" can access it.

We use the app Bloomz for parent communication. You will be invited to "join" your child's class.

### **Behavior Policy**

We believe that all children should be treated with kindness, love and respect. Children need rules in order to learn respect for their own health and safety. Good conduct is a skill that is largely learned at home, with positive reinforcement in the school setting. Appropriate behavior is recognized with praise, while inappropriate behavior is handled calmly and lovingly. If a child's behavior becomes disruptive to the other children, that child may be separated from the group for a short period. After a brief reflection, the child will be asked to rejoin the class and the current activity. If a child becomes particularly/repeatedly disruptive or aggressive, s/he will be referred to the Director. The Director will contact the child's parents. If the behavior persists, a conference will be scheduled with the teachers, parents and Director in an effort to work together and avoid further disruptive behaviors. In some cases, outside resources may be suggested or additional interventions may be needed.

### **Biting Policy**

In even the best preschool settings, outbreaks of biting may occur. This is an unavoidable occurrence in groups of young children. When it happens, it is very scary and frustrating for children, parents and teachers. Please be assured that biting is not unusual among young children. Children bite for a variety of reasons: sensory exploration, seeking to be noticed, panic, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to change because it does produce results for the child: the desired toy, excitement, attention! Here is our policy for handling a biting incident:

The biter is immediately removed from the group with a firm NO!! The bitten child is consoled and the bitten area washed with soap and water. Ice is applied to reduce swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he or she can understand, then redirected.

A written incident report is placed in the office folder of both children and a copy is handed to the parents of all children involved at pick up that day. The name of the biter is not released because it serves no useful purpose.

We will look at the context of each biting incident for patterns, in an effort to prevent future incidents.

For a child who bits repeatedly, we will request a meeting with parents to discuss an appropriate plan of action.

### **Immunization Forms**

A current immunization form must be completed by your pediatrician and on file at Harbor UMC Preschool PRIOR TO SCHOOL'S OPENING DAY, SEPT 5 TH.

There will be no exceptions. State law requires the verification of immunizations of all children enrolled. Unimmunized children are not accepted for enrollment.

### **Weather Policy**

We will follow the New Hanover County School schedule as follows:

When schools are closed due to severe weather, we will close.

When NHCS open on a delay, we will operate on a regular schedule.

When NHCS close early, we will also close at that time.

Parents will be notified of any changes by email.

## **Snacks**

Your child's teacher will send home a snack schedule at the beginning of each month designating the day for each child to bring a nutritional snack to share with the entire class. The child providing the snack will be that day's serving helper. The school will provide cups, water and napkins. No juice, please. Teachers will share allergy constraints in each classroom. A detailed list of healthy snack options will be provided at Open House. *We are a peanut-free facility.*

## **Clothing and Personal Belongings**

All removable clothing items should be marked with the child's name. Please send children to school in play clothes, preferably in sneakers. Please provide proper outer wear because we will go outside to play. Please include an extra set of clothing, including socks, to leave at school. Please do not allow your child to bring favorite toys, candy, gum, jewelry, money, makeup, etc. Clean comfort items, such as blankets, stuffed animals or pacifiers are acceptable for toddlers and two's. For children in diapers, please dress them so that diapers can be easily changed. Please send at least 2 disposable diapers, along with a change of clothes and socks. ***Please be sure to send in a change of clothes for your child in a plastic zip lock bag labeled with his/her name at the beginning of the school year*** (include socks and underwear). Please label all outerwear (Coats, hats, sweaters, etc).

## **Chapel**

Children in the 2's, 3's and 4's classes will gather together each week for Chapel in our Sanctuary. This is a special time to pray together, sing and learn Bible stories in a child-friendly way. Our Harbor UMC pastor will lead Chapel. Teachers will communicate specific dates and times so that parents may join us in Chapel!

## **Custody**

In issues of child custody, parents must submit a court copy of the custody agreement. Unless an official document is on file, the school cannot prevent a natural parent from picking up a child. It is the responsibility of the parents to inform the Director of any changes in emergency contacts, addresses, or custodial care.

### **Security Doors**

Our preschool families will use the West Lighthouse entrance, the first covered walkway on the left when you arrive at the Education Facility. The doors will be locked at 9:10 and remain locked until dismissal. You must ring the buzzer for entrance and allow an adult time to open the door.

### **Arrival and Dismissal Instructions**

Doors will open at 8:50 for drop off. Parents should escort their children to their classroom door. Help us by reminding them to use "inside voices" and "walking feet" when entering and exiting the building. If your child is to be picked up by someone other than yourself, we must receive written or verbal permission by note or telephone. The Director may ask the designated person to provide positive identification. Due to legal/liability issues, teachers will not take out or reinstall car seats. Parents should make thier own arrangements for leaving car seats and installing them in another car. **Please remember to sign your child in and out at the Welcome Desk when dropping off late or picking up a child early!**

**If your child is going to be absent, please notify the Director and teacher.**

### **Dismissal Details**

We will offer a car pick up line for dismissal. We ask that parents of our toddlers and two's line up first- you will have a color coded name card for our staff to identify you. We will be ready to dismiss the toddlers and two's at 11:45. Cars will form a line on the left side of the parking lot at the traffic cones. Please be prepared to exit your car and buckle your child into a safety seat as soon as we bring them out. Parents who choose to walk up to the door may park on the right side and walk to the covered walk way to call for their child.

### **Birthdays**

We enjoy sharing and celebrating the most precious day of your child's year. Your child's teachers will include activities that make him/her feel special. **Parents are encouraged to come to school on their child's birthday.** We ask that celebrations at school be limited to a special type of snack. We do not allow balloons, favors, clowns, party hats or presents. Please discuss any birthday plans with your child's teachers. We will distribute birthday invitations only if the entire class is invited.

### **Special Days**

Our teachers make a real effort to observe special times in a child's life, such as a new baby in the family, a trip, losing a tooth, etc., in an appropriate and memorable way.

### **Theme Parties**

- We have five theme parties during the year: Fall, Thanksgiving, Christmas, Valentine's, and Easter.
  - Sometimes we culminate our units with special events and food.
  - **No balloons or goodie bags, please.**
- We will also have an "End of the Year" Celebration.

### **Supply Requests**

We ask that families donate certain consumable supplies. We will share the request list by class. Thank you!

### **Themes by Month**

September: All About Me

October: Autumn, Fire Safety,

November: Nutrition, Manners, Thanksgiving

December: Jesus' Birthday/Christmas

January: Winter, Transportation, Dinosaurs

February: Community Workers, Feelings and Emotions

March: Animals, Farms, Weather

April: Easter, Insects & Spiders, Plants and Gardening

May: Ocean/Sea Life, Mother's/Father's Day, Summer