

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.

Monthly Tuition:

2 days per week \$170

3 days per week \$195

5 days per week \$235

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

Tuition is to be paid on the **1st and no later than the 5th 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 5th of each month. A fee of \$25.00 will be assessed to any returned checks. All tuition is paid through MyProcure.com either with our auto-bill system or parent generated payments.

One month's tuition is due by July 31 and is non-refundable. This payment satisfies our registration requirement to secure your child's spot at Harbor UMC Preschool. This is applied to May 2019 tuition. Pay online at MyProcure.com.

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, illness, 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 8:55)**

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

Early Birds

Children ages 2 and older may come to our Early Birds program each day starting at **8:15 am until 8:55 am**. The cost is \$5.00 per session and will be invoiced separately from tuition. If

you are set up for Auto Billing, Early Bird charges will be drafted with your tuition. Otherwise, payment is made with tuition at MyProcare.com. Advance reservations are NOT required. Begins 9/17/18.

Lunch Bunch

We will offer an additional program for children ages 2 and older called Lunch Bunch. Send a lunch from home for your child to enjoy at school along with free play with friends. Sign up is required on the white board at your child's door each day that you plan to use this service. We do not permit peanut butter or any nut butters. Cost is \$5.00 per session and will be billed separately from tuition. If you are set up for Auto Billing, Lunch Bunch charges will be drafted with your tuition. Otherwise, payment is made with tuition at MyProcare.com. Lunch bunch is from 12:00-1:00 pm. Begins 9/17/18.

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. Teachers will not reply to texts or email during school hours. This takes them away from the children. Parents should contact the preschool office if there is need for an urgent communication.

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 encourage you to join this group!

We use the app **KidReports** for teachers to send information and pictures to parents. We do NOT send home paper daily reports.

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 bites 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 4 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 KidReports, email and text.

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. **All children should bring a filled water bottle each day, labeled with their name.** Only water, 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 nut-free facility.***

Clothing and Personal Belongings

Please send children to school in play clothes, preferably in sneakers. Please provide proper outer wear because we will go outside to play. 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 pastors will lead 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 both the East and West Lighthouse entrances for drop off in the morning. These doors will be locked at 9:10 and remain locked until dismissal. If you arrive later than 9:10, please use the **West Lighthouse** entrance. You must ring the buzzer for entrance.

Arrival and Dismissal Instructions

Doors will open at 8:55 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. Teachers will not take out or reinstall car seats. Parents should make their own arrangements for leaving car seats and installing them in another car. Our teachers start promptly at 9:00 am, please make sure your child is in their classroom by 9:00 am.

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 dismiss children from three different areas and parents will be given details of which area to use. Parents will be given a color-coded name card to put in the driver's side window for the teachers to see at dismissal. This card must be shown. We ask that parents of our toddlers and two's line up first. We will be ready to dismiss the toddlers at 11:45 and two's at 11:50. 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.

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. 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 at Hugh McRae Park.

Supply Requests

We ask that families donate certain consumable supplies. Donations may be dropped off at the Preschool Desk. Thank you!

Toddlers-diaper wipes, hand sanitizer

2's- Kleenex, Lysol Spray (Clean Linen)

3's-hand soap, paper towels

Pk-Clorox or Lysol Wipes

Monthly Themes

September

Back to School (Routines and Procedures)

All about Me (Families, Pets, Manners)

October

Fall

Apples and Pumpkins

Nursery Rhymes

November

Nutrition

Thanksgiving-Helping Others, Being Thankful, Sharing, Turkeys, Native Americans

Fairy Tales

December

Jesus' Birthday

Christmas

January

Dinosaurs

Space

Animals and Hibernation-Teddy Bear Picnic

February

Community Helpers

Feelings and Emotions

Children's Literature Favorites-Good Night Moon, etc. Pajama Day

March

Farms

Weather

Frogs and Pond Life

Eric Carle

April

Easter

Insects & Spiders

Plants and Gardening

May

Ocean/Sea Life

Birds

Summer-ice cream, camping