



FUMC Preschool

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Dear Friends,

Our Preschool is our most vital ministry at FirstNac, because how we care for our community's children tells the story of what we believe about God . (It doesn't hurt that our youngest daughter is a student here!) To that end, we are thrilled that you and your family have chosen our preschool to be partners with you in caring for your child. It is a privilege to be involved with them and to watch them grow.

So, our pastoral staff, along with our children's and youth ministry directors, are going to be active in ministering to your child. And if you will let us, to you too. Because every family needs a village. So, if you have a church family, we want to be your second church family. If you don't have one, we want to be your church family. We want FirstNac to be the place you think of when it comes to community.

We're so glad you're here. Thanks for letting us be a part of your family.

In Peace,

Rev. Andrew Hook
Senior Pastor

Rev. Lorraine Brown
Associate Pastor

*Pastor
Andrew*

Lorraine



Dear Parents,

Welcome to First United Methodist Church Preschool! We are glad you are here, and feel privileged that you are entrusting your child to our care. We aim to be a very nurturing and loving school as well as offering a quality education, and we hope that your family is pleased with your experience here at the preschool.

This parent handbook includes a wealth of information about the policies and procedures of the preschool, as well as information required by the state licensing standards. Please read this handbook and keep it handy as a reference when questions arise during the year.

As we begin the new school year, my prayer is that it will be a great year for everyone involved. However, if you should have any questions or concerns, please call or come visit with me about your concerns, I want us to work together to make the preschool the best it can be.

Ready, set go!

In His Service,
Lisa Labosky, Director

A handwritten signature in black ink that reads "Lisa".

TABLE OF CONTENTS

OVERVIEW

Purpose & Governance	6
Philosophy	6-7
Program Quality and Standards of Excellence	7
Statement of Commitment	7-8
Hours of Operation	8
Program Information	8

REGISTRATION/ENROLLMENT/TUITION/FEEES

Registration	8-9
Enrollment Forms.....	9
Registration and Supply Fees	9
Accommodations.....	9
Tuition and Late Fee.....	10
Returned Check Fees	10
Student Schedule Change Policy.....	10-11
Late Pick-Up Fee	11
Refunds	11

PROCEDURES & GUIDELINES

Absences	11
School Calendar	11
School Cancellations, Delays, and Holidays	12
Gang-Free Zone	12
Weather/Emergencies/Illness Epidemic	12

YOUR CHILD'S DAY

Parking and Building Entry	12
Arrival and Departure.....	12-13
Separation Procedure	13
Releasing Children to People Other than Parents	13
Pick-up and Drop-off Policy.....	13-14
Nap Time	14
Clothing	14
Nutritious Snacks and Lunches	14
Breast Milk and Breastfeeding.....	15
Birthdays	15

CURRICULUM

Weekly Lessons	15
Assessments	15

TABLE OF CONTENTS

CURRICULUM (Cont.)

Outdoor Play	15
Discipline/Assessing Challenging Behaviors	16
Suspension and Expulsion.....	16
Biting Policy.....	16
Chapel	17
Godly Play	17
Spanish	17
Science.....	17
Gross Motor	17
Field Trips	17-18
Screen Time	18

HOME & SCHOOL CONNECTION

Parent Involvement/Partnering with Parents	18-19
Two-way Communications	19
Parent Notifications	20
Parent Meetings	20
Custody Situations	20

HEALTH & SAFETY

Building Security	21
CPR/First Aid Training	21
TB Testing	21
Illness	21
Flu Policy.....	22
RSV Policy	22
COVID-19 Policy.....	22
Medications	22
Vaccinations	22-23
Vision and Hearing Screening	23
Child Abuse Warning Signs	23
FUMC Preschool Abuse Prevention	23-24

EMERGENCY PREPAREDNESS PLAN

Natural/Environmental Catastrophes (No Warning)	24-25
Human Caused Crisis	26-28
Health Disasters	28
Parent Responsibilities	28-29

INDEX	29-30
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First United Methodist Church Preschool

School verse: Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

OVERVIEW

Purpose & Governance

First United Methodist Church (FUMC) Preschool is a non-profit, developmentally appropriate program providing quality childcare in Nacogdoches, Texas. We minister to children in the church and community by equipping them with appropriate educational, spiritual, and interpersonal skills for life in God's world. We strive to be a source for children, parents, and teachers to develop and deepen their faith.

The Preschool is a Children's Ministry program within FUMC and is governed by the Preschool Board in accordance with the requirements of the United Methodist General Book of Discipline. While the Administrative Board of the church has authority over all policy matters concerning the school, the Preschool Board handles standard policies and administrative matters.

Preschool families are invited to participate in the activities and services of the Church. Please feel free to contact Pastor Andrew Hook, Children's Ministry Director, Elsa Jordan, or a staff person in the church office at (936) 564-8308.

Philosophy

The Preschool program is designed to develop the whole child. Cognitive, language, social/emotional, physical, and spiritual development are our top priorities. Children grow and develop through play. Recognizing this, FUMC Preschool provides a developmentally appropriate environment that offers a variety of learning and play opportunities each day.

Consistent with our belief that children learn best by doing, a "learning centers" approach is at the core of our curriculum. Each class includes a variety of learning experiences through guided center activities; such as art, blocks discovery, dramatic play, library, music, and table games. Centers focus on developing fine and gross motor skills.

Spiritual development is an integral component in the FUMC Preschool program. We believe children develop a close relationship with Jesus and their spirituality grows with exposure to His love as seen in Chapel, Godly Play, Music class, the classroom, and through caring teachers and staff.

Children are encouraged to develop productive work habits and a sense of responsibility for themselves and their surroundings. The Preschool works to promote positive self-esteem by encouraging children to interact successfully with others, to grow in independence and social skills, and to develop their unique God-given talents.

Program Quality and Standards of Excellence

The Preschool program aligns curriculum with federal and state guidelines and is licensed by Texas Department of Family and Protective Services. The preschool is also a four star facility through Texas Rising Star. Parents may come to the office to review and discuss a copy of the minimum standards set for the Preschool and the most recent TDFPS licensing inspection report. Lisa Labosky, the Preschool Director, is available to answer questions about the policies and procedures of FUMC Preschool. Parents may contact the local TDFPS Licensing Office at (936) 633-8745, or online at www.dfps.state.tx.us/child_care

The Texas Education Agency (TEA) – Pre-K Curriculum Guidelines are used to guide our curriculum. For more information, visit the TEA website: www.tea.texas.gov/pkg.aspx

Each teacher at the Preschool has a degree or is credentialed as a Child Development Associate (CDA). To learn more about this credential, visit the CDA website www.cdacouncil.org

Statement of Commitment

As individuals who work with young children, we commit ourselves to furthering the values of early childhood education as they are reflected in the ideals and principles of the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct. To the best of our abilities, we will:

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as advocates for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realized that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.

- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYCE Code of Ethical Conduct.

The above statement is modified from the NAEYC website:

<http://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>

Hours of Operation

FUMC Preschool school hours are 8:00-12:00 p.m. Extended Care (Early Birds and Fun Club) are available for an additional charge:

- The Early Birds Extended Care Program begins at 7:15 a.m. and continues until school begins at 8:00 a.m. Extended Care Program dismisses at 2:45 p.m. and Fun Club dismisses at 5:15 p.m.

Program Information

The Preschool is open to the public on a tuition basis and is designed to serve children ages 12 months and walking through pre-kindergarten.

Class	Ages	Children	Teachers
Toddler I	12-17 mos.	11	3
Toddler II	18-23 mos.	12	2
Young Twos	24-29 mos.	14	2
Older Twos	30-36 mos.	14	2
Three's Room 104	3	15	2
Three's Room 106	3	16	2
Pre-K Room 105	4	15	1 with aide
Pre-K Room 107	4	18	1 with aide

REGISTRATION/ENROLLMENT/TUITION/FEES

Registration

Registration for the fall begins in February for 1) currently enrolled students, siblings and staff, 2) FUMC church members, and Legacy (Siblings of Former Students) and, 3)open to the public. Applicants must be FUMC church members for a minimum of 3 months in order to qualify for the Church Member early registration benefit.

Parents are notified of acceptance into the program immediately upon receipt of registration and supply fees.

If a space is not available for the request classroom, the child's name is placed on a waiting list, and parents are contacted should a space become available. There is no charge associated with the waiting list. If a space becomes available the parent will have **24 hours to respond by phone.**

Enrollment Forms

Enrollment forms are kept in the office and are updated annually. However, at any time during the year any information on you child's enrollment form changes, it is important you let us know as soon as possible. We have a "request change" form available for you to fill out at any time at our Welcome Center drop box.

Registration and Supply Fees

A non-refundable registration and supply fee is collected when registration forms are submitted to the Preschool office.

FUMC reserves the right to discontinue services to any child if the child and/or parents fail to reasonably cooperate with FUMC in the provision of educational services to their child or negligent financial responsibility to the preschool.

Accommodations

As a Christian school, our doors open to every child, regardless of race, nationality, special needs/differing abilities and or a physical disability, or socio-economic background. The Preschool works to foster tolerance of and appreciation for our diverse and multicultural world. We have a designated area in the church library for intervention sessions or therapies when needed. Such accommodations might include:

ADHD—Focus squeeze balls, special cushioned seating

Hearing Impaired—Reduce background noise, use
visual materials

Down Syndrome—Special pencils and audio books, self help skills

Tuition and Late Fee

Tuition for the school year is divided into ten monthly installment payments. Tuition installments are due on the first of every month, beginning in August and ending in May, which constitutes a ten-month

Financial Agreement. Each parent is responsible for this ten-month Financial Agreement and may only be revoked upon permission from the School Board.

Checks should be made payable to **FUMC Preschool**. We also offer draft payments if preferred. Tuition is considered late after the 10th day of each month. A late fee of \$10 will be assessed.

A 5% discount on tuition will be applied if the tuition is paid in full by August 10th.

A tuition grant, which is to be defined as a gift of tuition, extended care, supply fees, registration fees, or any other expenses deemed eligible for consideration, may be assigned on an as-need basis. Special circumstances may present the need to help a family financially, in part or in total. The Director, Assistant Director, teacher, parent, church or board member may bring potential recipients to the board for consideration. The board shall consider any presentation of perceived need and meet to determine eligibility for approval. Eligibility is left to the discretion of the board and a grant may be considered and implemented at any time the board deems fit. All grants must be approved by the board prior to being offered to potential recipients.

No tuition credit can be given for children's absences or for school missed due to inclement weather or any other events outside the school's control.

FUMC reserves the right to discontinue services to any child if the child and/or parents fail to reasonably cooperate with FUMC in the provision of educational services to their child or negligent financial responsibility to the preschool.

Returned Checks Fees

There is a \$20.00 charge for a returned check and the tuition shall be considered unpaid. Late fees will apply if full payment is not tendered by the 10th day of the month. Thereafter, FUMC Preschool reserves the right to require that subsequent payments be made in cash.

Student Schedule Changes Policy

Student schedule changes that decrease either in the number of days or decreasing from the time of day picked up, must be made by August 31 of each school year. (effective 9-24-19)

Increase in schedule may be allowed if space is available, but must be approved by the Director or Assistant Director.

Drop-ins may be allowed upon approval.

Late Pick-Up Fee

For the Preschool to run smoothly, it is important that parents promptly pick up their child when the child's school day has ended.

Therefore, if your child is picked up late, there is a late charge of \$20. If several late pick up fees are incurred, then the rate is subject to increase.

Refunds

The following exceptions to our non-refundable fees are as follows:

- *Upon withdrawal, if a family moves out of town during the school year a refund will be granted for the remaining portion of tuition that has been pre-paid for the entire school year. Also, a refund for the registration and supply fee for the upcoming school year will be granted if the family moves out of town prior to the student starting school. Otherwise, there will not be any refunds.*
- *Acceptance of a withdrawal of a child during the current school year is based on Director's discretion, with the Approval of a school board representative. The breaking of A contract may result in the future enrollment of the family being denied.*

Please see page 29 for the complete school information and fees for 2024-2025.

PROCEDURES & GUIDELINES

Absences

Notify the school when your child will not attend class. This helps you, your child, and us. First, we can pray for you and your family during your absence from school. Second, it allows us to be able to send out information to other classmates when there is a contagious illness.

School Calendar

FUMC Preschool calendar closely follows N.I.S.D school calendar. **The first day of school for the 2024-2025 school year is August 19, 2024. The last day of the fall semester is on Wednesday, December 18, 2024.**

The spring semester of the 2024-25 school year begins on Monday, January 6, 2025. The last day of spring semester is Friday, May 23, 2025.

School Cancellations, Delays, and Holidays

With respects to weather cancellations or delays, in serious weather FUMC Preschool will post any cancellation on GroupMe, by email, and post on the PTO Facebook Page—FUMC Preschool PTO and the FUMC Preschool website at fumcpreschoolnac.org

Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone. In this zone, criminal offenses related to organized criminal activities are subject to harsher penalty. FUMC Preschool is a GANG-FREE ZONE.

Weather/Emergencies/Illness Epidemic

Rebates and refunds are not granted for days missed due to inclement weather, holidays, illness, or other events which are outside the Preschool's control.

In the event FUMC Preschool has to close for an extended period of time due to issues out of our control such as a pandemic, tuition will still be due and payable to hold your child's position at the Preschool.

YOUR CHILD'S DAY

Keeping our children safe is a priority! We have a controlled security entrance to enter the building, and children must enter their classrooms through the secure entrance of the Preschool.

Arrival/Departure/Parking/Building Entry

- **Arrival:** Parents are to use the west parking lot (by the playground) before 8:30 am and the north parking lot when dropping off after 8:30 am. Our staff will sign your child(ren) in as well as list any pertinent information for your child's teacher such as a different contact number for the day.
- **Departure:** We have drive through pick up lines at 12:00 pm and 2:45 pm at the north side of the building. Please use the buzzers at each door of the west/north locations if picking up during non pick up line times. This helps us keep our building safe for your children, the teachers and staff.

Parking: Please do not park in our handicapped parking even if it is just to walk your child inside to drop them off. Please be mindful of this as the church has many elderly members that use these spaces weekly to attend various events at the church. Please do not leave your valuables in sight in your car. Turn off your car, remove your keys, remove your purse, and lock your doors. This helps to deter criminal activity.

Separation Procedure

A brief goodbye is usually best; we will comfort any child experiencing separation anxiety. Feel free to call the office, and we will gladly check on your child.

Releasing Children to People Other than Parents

Children are released to adults not designated on their enrollment form only when prior arrangements have been made with the school. A driver's license will be required at pick-up.

Pick-up and Drop-off Policies are as follows

7:15 a.m. Early Bird Arrival—Parents drop off their child for Early Birds at the Playground exit. Early Birds arrival begins at 7:15 a.m. each morning.

8:00 a.m. Arrival—The school day begins.

12:00 p.m. Dismissal—All classes are dismissed through a car pick-up line at the north exit of the church. Parents should enter the parking lot from Hospital Street and exit to Fredonia Street. PLEASE DO **NOT** LEAVE YOUR CAR UNATTENDED IN THE PICK-UP LINE. **PLEASE BE PROMPT.**

2:45 p.m. Dismissal—All classes are dismissed through a car pick-up line at the north exit of the church. Parents should enter the parking lot from Hospital Street and exit to Fredonia Street. PLEASE DO **NOT** LEAVE YOUR CAR UNATTENDED IN THE PICK-UP LINE. **PLEASE BE PROMPT.**

5:15 p.m. Dismissal—Parents should pick up their child(ren) at the playground exit of the building. There is **NO** car pick-up line at this time. **PLEASE BE PROMPT.**

- When picking up children other than car pick up times above, please do **NOT** come to the playground side of the building if children are on the playground. This is part of our Safety and Security Plan.

A complete list of rules for car pickup line will be sent home at Parent Orientation night or prior to the first day of school.

Naptime

All children staying for extended care are required by state minimum standards to lie down for a nap after lunch. Children who do not fall asleep will be allowed to move to quiet activities after one hour of rest.

Clothing

Children should be dressed in comfortable clothes that are washable and suitable for active play and are easy to handle in the restroom. Boots, cleats, flip-flops, and open-toed sandals are inappropriate for many activities and should not be worn to school. Tennis shoes are preferred. Several sets of clothes must be provided for each child. All articles of clothing should be clearly marked with your child's name in a Ziploc bag. All children still wearing diapers must use disposable diapers at FUMC Preschool.

ALL ITEMS SHOULD BE LABELED WITH THE CHILD'S NAME.

Nutritious Snacks & Lunch

The Preschool provides a small mid-morning snack for the children. Parents are responsible for sending their child's lunch. Please remember that we encourage independence, even at meal times. It is helpful to use a three-way divided plastic container. This makes for easy lid removal, and hungry children get to their food quicker. Finger foods such as cut-up sandwiches, fruit, and cheese and crackers are excellent. Cut food for your child as necessary. Because of safety issues, we only accept plastic ware.

Liquids/foods hotter than 110 degrees F must be kept out of children's reach. Please understand that we do not refrigerate or microwave lunches, use freezer packs or thermoses as needed. Cups of milk are refrigerated in the toddler and young 2s' classrooms only.

It is the parent's responsibility to notify us of a child's unusual dietary need, limitations, or allergies. In some instances, foods generating a severe allergic reaction can be banned from a classroom.

There are many resources available for planning your child's lunch menu such as: www.myplate.org and www.foodallergy.org.

Breast Milk and Breastfeeding

Upon request, FUMC Preschool will provide a comfortable seating place for nursing mothers. Parents may also provide breast milk to be served while their child is in our care. There are many resources available such as: www.womenshealth.gov/breastfeeding and www.fns.usda.gov/wic

Birthdays

Your child's birthday is important. Parents who wish to bring a celebration treat for the class should make arrangements in advance with the child's teacher. For a special birthday treat we recommend things such as cookies or mini cupcakes/muffins (large cupcakes are not recommended). A special treat can be something simple but different than the everyday snacks they are accustomed to. Due to allergies, please discuss your special treat ideas with your child's classroom teacher. Invitations to a child's birthday party will **ONLY** be passed out in class if **EVERY** child in the classroom is invited.

FUMC Preschool parents traditionally honor their child's birthdays by donating a book to the school. If you donate a book, we put a bookplate on the inside cover that commemorates your child's name and birthday.

CURRICULUM

Weekly Lessons

FUMC Preschool uses ABC Jesus Loves Me Curriculum and Frog Street Press, Inc. We also follow the Texas Education Agency for Pre-K Guidelines. Lesson plans are posted in each classroom. Activities are planned, based on the developmental level of children in the classroom and on assessed needs. The curriculum includes learning experiences that foster growth of the whole child.

Assessments

All assessments are formal. They include observations and asking open- and closed-ended questions. Students are assessed in the fall and again in the spring. Parent conferences are held in conjunction twice a year. We will post a sign up list for each parent to come and visit with their child's teacher. Conferences are available to review your child's assessments.

Outdoor Play

Outside play is an integral part of a child's day. We will have outside play daily, except during extreme weather conditions. **PLEASE DRESS YOUR CHILD APPROPRIATELY.** Each class will have 45-60 minutes of physical activity either outside or in the gym twice daily.

If a child must remain indoors for medical reasons, other arrangements should be made.

Discipline/Addressing Challenging Behaviors

Developing Appropriate Behaviors treat it as such. FUMC's Preschool program is designed to provide supervision, limits, and guidance, which young children need in order to develop self-confidence, self-direction, and self-control, as they grow into autonomous older children.

We help children make good choice and develop problem-solving skills. Appropriate behavior is modeled, encouraged, recognized, and reinforced. Our positive guidance approach is always gentle and understanding, yet firm, with an emphasis on teaching, recognizing, and supporting appropriate behaviors, rather than punishing inappropriate ones.

When unacceptable behaviors occur, the teacher first directs the child. Usually, the child can be redirected to another activity or group of children within the classroom or playground without further incident or distress. Occasionally, a child needs extra attention to regain self-control. When this happens, a teacher may provide additional assistance within the classroom or invite the office administrator or director to the classroom to visit and pray with the child. In some circumstances, the child may be removed from the room for a short period of time to help him or regain control.

Challenging behaviors and strategies are discussed daily with the parent by the teacher and/or director. Daily notes are sent home with each child to inform the parent of the child's day. If person to person contact is not available on a daily basis, then the teacher may use email as a form of communication. If necessary, the teacher will contact the parent to set up a time for conference to discuss matters more in depth. Teachers update the director as issues arise, therefore is able to communicate with the parents or intervene when necessary. If needed the director may involve outside resources upon the parents' approval to help with behavior modification.

Suspension and Expulsion

FUMC shall have the absolute right in its discretion to require the withdrawal of a student if that child and his/her parent does not meet the school's standards and requirements of conduct and behavior. Please not that in most cases, a resolution and a plan of action (which will be implemented by the Director) should be in place and not a withdrawal. However, FUMC Preschool reserves the right to **deny enrollment** to any student based upon the best interests of the preschool.

Biting Policy

Biting is a natural development stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children is our primary concern. A complete copy of FUMC Preschool's Biting Policy is located in the school office.

Chapel

Our children enjoy Chapel every other week on Mondays; Christian teachings are shared through a short Bible story, children's hymns and music, Bible verse memorization, and prayer.

Follow-up activities in the classroom reinforce elements of Christianity.

Godly Play

A Montessori interpretation of spiritual formation created by Jerome Berryman, Godly Play is a great way to make bible storytelling come to life for children. Our children enjoy Godly Play every other week on Mondays.

Spanish

We offer Spanish classes beginning with our Older 2s' class—Pre-K on Thursdays and Fridays. This will begin with basic colors, shapes, and numbers in Spanish and themes such as animals, body parts, and foods will be added throughout the year. Our Young 2s' class begins Spanish classes in the Spring Semester.

Science

We offer Science classes beginning with our Older 2s; classes—Pre-K Thursdays and Fridays. This will begin with growing our own garden and adding various science related themes as we learn about God's world.

Gross Motor Class

We offer Gross Motor classes on Tuesdays and Wednesdays that incorporate structured yet play filled activities including yoga. This will help the children gain strength and confidence in their body with will also introduce healthy living at an early age. Our Young 2s' class begins Gross Motor classes in the Spring Semester.

Field Trips

Pre-K classes occasionally go on field trips. These trips are announced beforehand and permission slips are sent home. Typically, there is not more than one field trip per year.

Field Trips (Cont.)

Transportation to field trips is provided by parents. This information is included on the permission slip.

Screen Time

iPads are used by children in technology center (Older 2 through Pre-K classrooms) for educational programs only and are limited to a maximum of 10 minutes per child per day. TV/Video use is limited to special events only, i.e. Polar Express Week, Charlie Brown Day, & Dr. Seuss Week, and is used by Older 2 through Pre-K classrooms for maximum for 15 minutes per classroom per event. Pre-K classes use the iPad/monitor on non chapel/Godly Play days to reinforce the bible story for a short three minute bible story.

HOME & SCHOOL CONNECTION

Parent Involvement/Partnering with Parents

We welcome our parents to be part of our program to be part of our program as we have many events in which you may participate in. We encourage parent involvement by offering the following events:

- Parent Orientation Night
- Meet the Teachers
- Parent read-aloud in their child's classrooms
- Special guest for Community Service/Career Week
- Volunteers are encouraged on picture day
- Fall Family Fun Day
- Fall Parent/Teacher Conferences
- Classroom holiday parties
- Annual Schoolwide Christmas Program
- Child's Birthday (special snack)
- Week of the Young Child events
- Annual Art Show
- Spring Parent/Teacher Conferences
- Scholastic Book Fair
- Field Trips (Pre-K only)
- End-of-Year Pre-K Graduation

Other School—wide Events are:

- Polar Express Day
- Charlie Brown Christmas
- Journey to Bethlehem
- Visit with Santa and Mrs. Claus
- Dr. Seuss' Birthday
- Journey to the Cross
- Easter Egg Hunts

Classroom teachers keep an ongoing line of verbal communication with their parents. At each scheduled pick-up time, the teacher communicates with the parent about their child's day. If the teacher leaves before the child is scheduled to be picked up, then a Daily Report note is sent home with the child in their take-home folder. In addition, each teacher is also assigned a school email account to further their communication with parents. Also, the teachers use the GroupMe app daily/weekly to inform parents of special events and may post pictures of your children when at school.

Parents may privately message their child's teacher on the GroupMe app on the status of their child, or if there is a change in pick up procedures. Please make sure you contact your teacher on how to register for the GroupMe application.

We have a Parent Teacher Organization (PTO) which offers an opportunity for parents and teachers to form a school community which benefits all who participate. We have a PTO Facebook page in which we encourage all parents and teachers to join. The email for our PTO is **pto@fumcnac.org**.

Two-way Communications

Ongoing communications and cooperation between parents and teachers assure your child's needs are being met. A rough morning before arriving at school and changes at home affect a child's behavior at school. Please share information with the Preschool so we can be sensitive to your child's needs.

Since the teacher's first responsibility is to the children in her class, **conferences are not appropriate while classes are in session or in the pick-up line.** Conferences are arranged between parents and the teacher/director at mutually-convenient times. Each teacher has a school email for you to communicate with your child's teacher. The teacher may respond either during their break or after school. However, please feel free to call the school phone, (936) 560-4631 if you need an immediate response.

Parent Notification

Parents will be notified by phone number listed on the enrollment forms in the event of:

- Medical emergencies
- Child biting
- Injuries or Onset of illness

If we are unable to reach you at your contact number, we will call each phone number listed on your child's enrollment form. Please make sure we have updated contact numbers on the enrollment form.

Notification of activities and school news, when needed, is through notes that go home with your child, via e-mail and/or GroupMe application. If our school policies change, you will be notified in writing and will be asked to sign a document stating you have received these policy changes.

Parent Meetings

Before the school year starts, the Preschool hosts a parent orientation and meet the teacher. Parent orientation is typically in the evening and meet the teacher in the morning. The purposes of the meetings are to meet the teacher, meet parents of children in your child's classroom, and review the handbook.

Custody Situations

First United Methodist Church Preschool prefers **NOT** to get involved with custody disputes. FUMC Preschool will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with both parents' information. In the event that a custody dispute takes place on our property, the Nacogdoches Police will be called and asked to handle the dispute. Our staff will **not** be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, FUMC has the right to terminate care.

As well as other family situations, FUMC Preschool protects the best interest of currently enrolled children first in the registration and enrollment process. If a child does not qualify to enroll as currently enrolled, sibling, staff, church member or sibling legacy, the child is registered with the Open Public.

Custody Situations cont'd.

FUMC Preschool has policies regarding complex registrations and enrollment and takes all complex registrations to the FUMC Preschool Board for approval after registration is completed. FUMC Preschool will always yield to what they determine is in the best interest of a currently enrolled child and may approve or deny enrollment based upon their review.

Complex registrations include, but are not limited to, contested registrations, custodial disputes, safety concerns, health concerns, etc.

HEALTH & SAFETY

Building Security

The FUMC building has secure access at each door leading to the outside. No admittance is gained without being "buzzed in". Entry into the Preschool wing requires the same procedure.

CPR/First Aid Training

State minimum standards require that all caregivers and directors receive training in pediatric first-aid and CPR.

TB Testing

The Texas Department of Family and Protective Services states that there is no statewide requirement for teachers or other school employees to have a tuberculin skin test. The Centers for Disease Control and Prevention discourages the use of the TB skin test for persons who have no risk factors for exposure.

Illness

If your child shows signs of illness, **please keep him or her at home.** Teachers, fellow parents, and your child's classmates rely on you to exercise your best judgment when deciding whether to bring your child to school. If a child must remain indoors for medical reasons, other arrangements for childcare should be made.

A child must be **FREE from fever, diarrhea, or vomiting for 24 hours before** returning to school. He or she should be able to participate comfortably in activities at the Preschool before returning to school. Please notify the school immediately when your child contracts a communicable disease; such as, the Flu, RSV, Strep Throat, Pink Eye, or, Hand, Foot and Mouth.

Flu Policy

When there is a child that is diagnosed with the flu, they must be 24-hour fever free without using any fever reducing medications before returning to school. They must also have a Dr.'s note stating the severity of the symptoms (which can vary from person to person) as well as when the child may return to school and that the child is/will no longer be contagious.

Please note that THHS Minimum Standards also states that your child must be well enough to participate comfortably in activities including indoor and outdoor play even if they have been fever-free for 24 hours.

RSV Policy

If your child has been diagnosed with RSV, they cannot return to school for five (5) days. They must also be fever free for **48** hours. This is a longer period due to the severity it can bring to young children. This is **subject to change if there is an increased outbreak.**

Medications

NO prescription or over the counter medicines **WILL BE ADMINISTERED**, with the exception of an Epi-Pen. If your child requires an Epi-Pen, it must be marked with your child's name on it and the expiration date.

Over-the-Counter medicines for teething pain or diaper rash will be administered only with written directions from a parent. FUMC Preschool does **not** furnish medicines. **No** child will be treated with another child's medicine.

A complete list of illness' and our school policy on each is located in the FUMC Preschool office.

Exceptions for Emergency situations for students that have a prescription EpiPen or Inhaler.

Vaccinations

Children enrolled in the FUMC Preschool program must meet the immunization requirements set forth by the state of Texas for schools. Per the local health authority, TB screenings are **not** required for the children. We allow exemption from vaccination and immunization

Vaccinations (Cont.)

requirements if an affidavit request from the Texas Department of State Health Services is granted. The website address for vaccination exemption is <https://corequest.dshs.texas.gov/>.

Vision and Hearing Screening

Children who are 4-years old by September 1st will receive a vision and hearing screening at the Preschool unless an affidavit is on file stating otherwise. FUMC Preschool offers these screenings at no charge. However; if you miss the scheduled days, **you** are responsible to arrange a screening with your physician and submit the results to the Preschool.

Child Abuse Warning Signs

FUMC Preschool encourages parents to familiarize themselves with our Abuse & Neglect Policy and to actively participate in keeping children safe. Parents can help by paying attention and watching for signs of abuse or neglect. Typical warning signs include:

- Sudden changes in child's behavior,
- Child is suddenly wary of physical contact,
- Child seems frightened or shrinks at the approach of adults,
- Child has difficulty walking or sitting,
- Child lacks needed medical or dental attention,
- Child states that there is no one at home to provide care,
- Child experiences unexplained learning difficulty,
- Loss of appetite,
- Unexplained fears,
- Minor physical injuries (unexplained broken bones, black eyes, bruises, bites, burns, or other skin injuries),
- Child is frequently absent from school,
- Fading bruises or other marks noticeable after absences

If you have any concerns regarding abuse or neglect, please notify the school and/or the proper authorities. All employees at FUMC are trained to deal with abuse and neglect and can assist you in reporting on incident or suspicion. For more information on child abuse prevention in Texas, visit the Texas Department of Family and Protective Services website at www.dfps.state.tx.us. Additionally, information on recognizing abuse and neglect is available at www.childwelfare.gov

FUMC Preschool Abuse Prevention

FUMC is committed to preventing child abuse. Your children's safety and well-being is our prime priority. We have instated necessary safeguards to prevent and respond to abuse and neglect.

FUMC Preschool Abuse Prevention (Cont.)

All FUMC staff members are required to go through approved annual training and rigorous screenings are conducted on all employees.

The First United Methodist Church adopted a comprehensive policy called Safe Sanctuary that sets up measures to prevent, report, and respond to child abuse and neglect.

FUMC coordinates with community organizations such as Court Appointed Special Advocates (CASA), Texas Department of Family and Protective Services (TDFPS), and the Nacogdoches County Child Welfare Board, and complies with the TDFPS minimum standards for childcare centers.

If we suspect that a child has been abused, mistreated, or neglected, we are required by state law to report it within 48 hours to the TDFPS and to a law enforcement agency. Some examples of abuse and neglect are: leaving a child unattended in a vehicle; not securing a child in a car seat, booster seat, or seat belt; unexplained marks or bruises on opposite sides of the body; or child hygiene issues. Child abuse and neglect are against the law in Texas, and so is failing to report it.

The CHILD ABUSE HOTLINE IS 1 (800) 252-5400.

EMERGENCY PREPAREDNESS PLAN

In case of an emergency evacuation (if needed), the Director or Assistant Director of the school will call 9-1-1 and retrieve the emergency book with family contact numbers and emergency medical authorizations. Each teacher is responsible for bringing her roll sheet as she takes appropriate actions. The Director will ensure all children are accounted for at the evacuation site. Our primary evacuation is to the front lawn of the church at 201 East Hospital Street. Our secondary evacuation is to the Medicine Shoppe, 212 North Street. In the event children are evacuated to a new location, parents may call (936) 569-4814 for information on where to pick up their child.

Designated Crisis Team Leaders:

Director: Lisa Labosky

Asst. Director: Amanda Stanaland

Teacher: Ginger Scoggins

Natural/Environmental Catastrophes (No Warning)

Tornado

- Teachers will take daily attendance folders and gather students into hallway along the wall where they will remain crouched with heads down and necks covered with hands.
- The Director will remain informed via the Weather Alert Warning system or local radio stations. If necessary, after the event, students will relocate to the Medicine Shoppe (see map attached). The Director or Assistant Director will delegate the task of contacting parents.

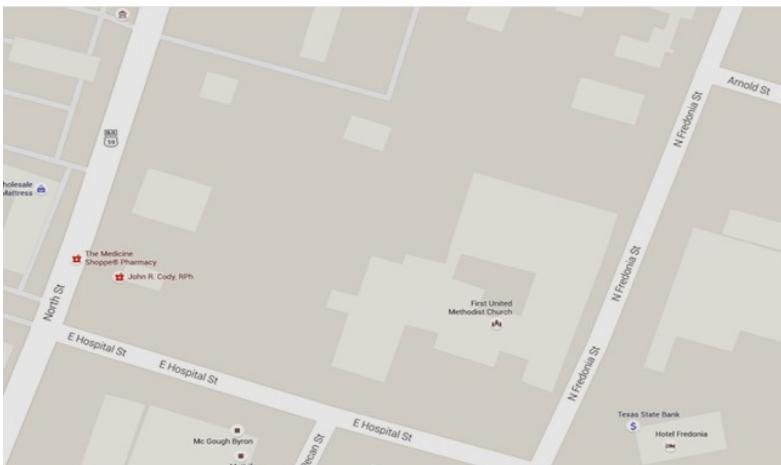
Chemical Spill

The main chemical threat is toxic fumes. Keep students inside. The Director shall rely on instructions from local authorities. If outside, stay upwind and do not step in spilled material.

Earthquake

Because earthquakes can strike without warning, our immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. The school staff and students will follow the guidelines below.

- **If Inside** – Protect yourself and children from falling objects by taking cover beneath a desk, table or bench. If no cover is available, move inside a doorway or crouch against an inside wall and cover head with hands.
- **If Outside** – Move quickly away from buildings and away from overhead electrical wires. Relocate to the parking lot between the Medicine Shoppe and the FUMC playground. Lie flat, face down, and wait for shocks to subside.
- **DO NOT** attempt to enter the building until authorized to do so.



Explosion

- When advised by the Director, evacuate building using fire drill plan, with possible modifications.
- Proceed to alternate site for your school.
- When possible, parents will be notified via phone and news media to pick up their child at an alternative location.

Severe Weather Forecasted (with 1-3 days warning)

In case of severe weather, including hurricanes, flooding or icy roads; FUMC Preschool will post any cancellation on GroupMe, by email, and post on the PTO Facebook Page - FUMC Preschool PTO.

- If a storm develops during the day, our primary means of warning of weather-related emergencies will be the Weather Alert Warning System or tv/radio station. The Director will determine the action to be taken and advise personnel, parents, as well as local news media.
- If flooding occurs, the Director will determine the safest possible location within the school until arrangements can be made for safe transportation home.

Sudden Loss of Utilities

Typically, this refers to loss of electricity, but can also include water. Teachers and students will remain in their classrooms with flashlights, keeping children safe and calm. If utilities have not been restored after an hour, the director will ascertain when utility restoration is expected, then determine whether or not parents should be notified and school dismissed.

Human Caused Crisis

Intruder/Terrorist :

FUMC has a secure access at each door leading to the outside. No admittance is gained without being "buzzed in" or security code is used. Entry into the preschool wing requires the same procedure. However, should an emergency arise, the following steps should be taken:

Low-Level Lockdown

Definition of low-level - building lockout

- No known intruder in the building
- Possible situation that has occurred outside the building within the general vicinity which may pose a danger to the school
- Knowledge of a possible threat to staff or students

Low-Level Procedure

Megaphone Use:

Siren Sound

- The Director or Assistant Director will lock codes out of building entry doors
- Teachers will then continue with their regular schedules but will remain inside the building
- Director/Assistant Director will then monitor the hallways and entryways
- Once threat has been removed, Director/Assistant Director will remove the lockdown code from keypad

High Level Lockdown

Definition of high level lockdown

- Possible intruder or threat **within the facility or directly outside the facility**

High-Level Procedure

Intercom System:

- **Voice control:** Director and/or Assistant Director or Designated Crisis Team Leader shall use the intercom system **using the megaphone and sound a slight alarm sound then issue the word "CODE RED"** in the Preschool Wing, Room 107, the Library, the Gym, the playground area, the Chapel area, or any area where there are children and/or staff. If the intercom system does not reach the Gym and Playground areas, we will use the megaphone to issue the alert. In the case of a Lockdown **drill**, the drill will be planned and announced as a drill. The sentence, "this is a drill" will be used intentionally and carefully so there is no confusion. If the lockdown is not a drill and thereby, observe the procedures carefully. If the word "drill" is not used, staff members should always assume the lockdown is not a drill and thereby observe the procedures carefully. The Director/Assistant Director or Designee will notify all staff members when the lockdown drill is over.
- Director/Assistant Director/Designated Crisis Team Leader shall push the **"panic button" or call 911 depending on the circumstance and their location..**

High-level procedure (Cont.)

- Upon assuring the children/staff are inside, the Director/Assistant Director will lock down exterior doors to the building. If necessary, depending on the situation, the interior doors (keypads) to the Preschool Wing/Room 107 will be locked down as well.
- Staff's cellphones should be silent.

Scenarios

- ◆ If students/staff are in their classroom, each classroom will go in their safe place inside their classrooms, turn off the lights, and lower the cover or blinds to the window(s). Staff will keep children quiet and calmly reading a book, using comfort items, such as, pacifiers for younger children, or giving suckers to each child. Make sure all students are accounted for by using the clipboard attendance chart. However, depending on the situation, another plan may be implemented.
- ◆ If students/staff are in the **Gym**, they will go to the gym closet and lock the door behind them, then proceed through the next door in the closet, which is behind the stage area. Make sure all students are accounted for by using the clipboard attendance chart. However, depending on the situation, another plan may be implemented.
- ◆ If students/staff are on the **Playground**, they will swiftly move to enter the exterior door under the stairwell, then, if possible, move south through the interior door and proceed to enter the Preschool wing by the back entrance (by the Chapel) to seek their safe place in their classroom. Make sure all students are accounted for by using the clipboard attendance chart. However, depending on the situation, another plan may be implemented.
- ◆ If students/staff are in the **Chapel**, due to the number of exits, three (3) classes will exit out the back doors and proceed to the Fredonia Hotel. If the students/staff cannot exit outside, they will move to the Preschool Wing using the entrance closet to the Chapel area and assume their safe place. Teachers will make sure all students are accounted for by using the clipboard attendance chart. However, depending on the situation, another plan may be implemented.
- ◆ If students/staff are in the **Hallway** by the Library, or in the **Library**, they will proceed into Room 107 (which is located right across the Hall). Make sure all students are accounted for by using the clipboard attendance chart. However, depending on the situation, another plan may be implemented.

These are the most frequented areas for the
Preschool students/staff

These are the most frequented areas for the preschool students/staff. However, if these plans are not possible, then the alternative would be to meet at the reunification center which is located at The Medicine Shoppe at 212 North Street, Nacogdoches, TX. 75961

- Emergency personnel will inform the Director onsite when it is safe to move about and release children from their safe place.
- Upon arrival, the local police will assume controlling responsibility and evacuate as they see fit.
- When **“all clear”** is heard from the emergency personnel, the Director/Assistant Director/or Designated Crisis Team Leader will update the staff on the situation.
- When the threat is eliminated, normal activities will resume, and **“Code Green”** will be issued.
- If a reunification center is required, the specified place for FUMC Preschool is the Medicine Shoppe, at 212 North Street, Nacogdoches, Texas 75961. Parents will be notified by the Director/Assistant Director if the lockdown is considered an actual emergency.

Bomb Threat

- The Director will call 911. All personnel and students will evacuate the building according to the fire drill plan. As we leave the building, we will be alert for anything unusual such as packages, boxes, or other items that seem foreign or abandoned
- If a bomb is actually located, we will move to a safe area as directed by the Police Department.
- If a search is completed and a bomb is not located, the Director will make the decision whether or not to re-occupy the premises.

Health Disasters

Medical Emergency

- Teacher or person in charge will quickly and calmly remove child from danger, and apply appropriate first aid.
- Director or Assistant Director will be alerted immediately, parent notified, and if appropriate, 911 called.

Communicable Disease

- Infected children are sent home immediately and contained away from other children until a parent arrives.
- All parents of children who were in contact with infected children will be notified.

Classroom surfaces and toys will be disinfected.

Parent Responsibilities

The school is your child's home away from home. We want your child to feel safe and secure here and we want you to feel welcome at any time. Thus, as we create a partnership we encourage your involvement and seek your support and understanding as our relationship forms. Recognizing the integrity of the relationship between the child, the teacher, and the parent, you:

- Make every reasonable effort to get your child to school on time and on a regular basis. **Classes begin at 8:00 am.** When a child arrives late, he/she might miss activities that cannot be made up, which can lead to your child's disappointment. Children are able to learn best before 11:00 am. After this, their internal clock begins to tell them that it's time for lunch and rest.

Parent Responsibilities (cont.)

- Please **READ** the notices and information placed in your child's folder and/or e-mails.
- Please be sure to take your child's papers and projects as they are sent home. Their work is very important to them and helps the parent share in the child's day.
- Periodically check your child's supply of extra clothing.
- Abide by FUMC Preschool's Policies and Procedures.
- Be prompt in picking up your children.
- Follow our illness policies as well as inform us when your child is ill or absent.
- Provide a current immunization schedule.
- Keep you child's teacher informed of special circumstances that arise in your family; parent out-of-town, unusual injury or illness, or anything else that may cause a change in your child's behavior or mood.
- Communicate any concerns regarding our program or your child immediately to the Director.
- Comply with the financial responsibility as well as the policies and procedures and expectations of the Preschool.
- **FACEBOOK or other means of social media: While many of you use social networking sites, please DO NOT post any pictures of your child with other children without the expressed consent of the other children's parents.**

INDEX

School Information and Fees 2024-2025 as mentioned on page 11.

FUMC Preschool is here to educate and care for children who are walking at the age of twelve months through Pre-K. A non-refundable registration and supply fee will secure your child's place for the next school year. The annual tuition can be paid in ten installments; these will be due the first day of each month, August-May. A 5% discount is applied for those who would like to pay the full annual tuition.

We offer extended hours for families that need earlier drop off times and later pick up times. Early Bird students will begin their day with motor skills activities. Extended day students will enjoy extended learning, lunch, and a nap. Fun Club is available for those that need to stay later, this includes activities such as, a school provided snack, story time/circle time, centers, and outside play.

INDEX (cont.)

Classroom Ages (as of September 1)*

Toddler I	12 months
Toddler II	18 months
Young 2's	2 Years
Older 2's	2 Years, 6 months
Three's Rm 106	3 years
Three's Rm 104	3 Years
Pre-K Rm 105	4+ Years
Pre-K Rm 107	4+ Years

* **Toddler I should be 12 months and walking**

* **Classes 3 years and up must be potty trained**

School Hours (5 day program)

Early Bird	7:15 - 8:00 a.m.
School Hours	8:00 - 12:00 p.m.
Extended Care Hours	12:00 - 2:45 p.m.
Fun Club Hours	12:00 - 5:15 p.m.

Toddler I—2 Year Old

Registration Fee	\$50
Supply Fee	\$150
Annual Tuition	\$3950
Monthly (8 a.m. - 12:00) (Aug-May)	\$395

3 Year Old—Pre-K

Registration Fee	\$50
Supply Fee	\$150
Annual Tuition	\$3750
Monthly (8 a.m. - 12:00) (Aug-May)	\$375

Additional Care

Early Bird (7:15-8:00)	Monthly	\$ 40	Drop In/Day	\$10
Extended Care (12:00-2:45)	Monthly	\$190	Drop-In Day	\$25
Fun Club (2:45-5:15)	Monthly	\$295	Drop-In Day	\$40
Late Pick Up	\$20	Late Payment (after the 10th)	\$20	

**** 1st Supply Fee is Due at Registration and 2nd is Due 1/10/25****

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