



Dear Parents,

We welcome you and your child to the Spanish Fort United Methodist Preschool. This School is an important outreach ministry of our church as we try to serve the needs of our church family and the community. The program is organized on a non-profit basis, with fees being used to meet operating expenses. Any profit basis realized goes into equipment and supplies used during the program.

We will strive to meet the developmental needs of your child in all areas -- physical, emotional, intellectual, social, and spiritual -- in a caring, loving, and Christian atmosphere. The children will be exposed to numerous activities and games, which will enhance motor skills and coordination. Through music, art, drama, and Show and Tell children are encouraged to express their thoughts and feelings. They will learn basic shapes, colors, numbers and letters on the level best suited for their age group and development needs. Music and art will be basic in each age group. The children will be introduced to enrichment activities through their unit studies, which will help them to learn more about themselves and the world in which they live. Good stewardship of our world, as well as our personal belongings will be encouraged. Holidays, such as Thanksgiving, Christmas, and Easter will be in a positive manner with emphasis on the religious aspect of these special times.

The teachers, aides and I are looking forward to making this year a happy and rewarding experience for your child.

Jenni Dismukes, Director (626-1380)

preschool@spanishfortumc.org

*like us on Facebook – Sfum preschool

Arrivals and Departures

During the first week of school, please park your car and walk your child into his/her classroom. School opens at **9:00 A.M.** Please check your clock, and give teachers their full preparation time so that they will be ready for your child.

Starting on the second week, the director and aides will be outside the back door of the Preschool building from 8:55-9:05 AM, to unload children who can walk unaided. If you wish to continue to walk your child to his classroom, please park in the lower parking lot.

****It is imperative that you drive very slowly, and with extreme care through the parking lot.**** Please park only in designated spaces. If the drive is blocked to the lower parking lot please use the upper parking lot to unload and park.

After school, all children will wait in their classrooms for pick up. Children will be ready for **dismissal between 11:55 and 12:00 Noon.** **Please wait outside the classroom for the teacher to dismiss your child.** A parent is considered late after 12:05. If you are running late, please call so that we can prepare your child for the wait. Parents will be allowed three late pick-ups per year without being charged. After this grace period, a fee of \$1.00 per minute will be charged.

Sample Daily Schedule

9:00 - 9:30 AM	Greeting/Play Time or Center Time
9:30 - 10:00 AM	Circle Time / Table Activities
10:00 - 10:30 AM	Wash up / Snack Time
10:30 - 11:00 AM	Outside Play
11:00 - 11:30 AM	Music Time / Finger Plays
11:30 - 12:00 PM	Art Time / Story Time

Each class will have a somewhat different schedule so that we can share our resources, but this is a representative day. Please try to have your child here on time. The early morning "Play/Center" Time helps the children wake up, warm up, socialize, and prepare to fully participate in the busy day. In the 3s and 4s early morning time is also important time for learning and Chapel.

Each class, Toddler through K-4, will have music time at least once each week. Also, the 3-Year Old and K-4 classes will enjoy a weekly show and tell time.

Each K-4 class will cook their own snack every Thursday or Friday.

Field Trips

Children in the 3-Year Old classes can look forward to about four field trips through out the year. Children in the K-4 classes can expect about six trips.

Birthdays

If your child would like to celebrate his birthday at school, please notify your child's teacher. Feel free to come and join in the fun! We love birthdays!

Communication

We feel that open communication between parents and teachers is of the utmost importance to your child.

To accomplish this we will:

1. Provide a Daily Communication Folder on the first day of school. All communications (notes and checks) from parents should be sent in the daily folder. All notices (bills, receipts, calendars, etc.) from the school and much of the daily work will be sent home in the folder. Please check your child's folder daily, and remember to bring it back to school in your child's school bag or backpack!
2. Provide monthly newsletters and calendars. Each teacher will make note of special themes and events in the classroom. Please read and keep your calendars handy.
3. Provide permission slips for every field trip off school grounds, with all pertinent information about the trip.
4. Make telephone calls to share with you if we feel there is a need.
5. Hold Parent/Teacher Conferences in late January and when requested.

Communication - The Two Way Street

1. Please **label** lunch boxes, jackets, school bags, etc. with permanent marker. As the seasons and clothes change, please remember to label everything that comes to school.
2. Parents of Nursery children and Toddlers please bring at least three diapers and put any special instructions in the folder. Nursery babies should come with all bottles/food they may need and toddlers should bring a lunch box snack and a sipper cup for their drink.
3. If your child is to be picked up by any person other than you, (or will be picked up early), please notify the director and teacher, and **leave a note in the daily folder** with the person's name (or pick up time).
4. If you will not be home during the school hours, please try to leave an emergency phone number where you may be reached in the daily folder.
5. If your child will be absent due to travel or illness, please notify the director or teacher. We worry about our children when they are absent. If the absence is unexpected, please call after 9:15 AM.
6. All children have a permanent file with the child's doctor's name, phone number and other emergency information. **Please contact the director if there are any changes to be made.**

Tuition and Fees

<u>Class:</u>	<u>Days:</u>	<u>Tuition:</u>	<u>Registration:</u>
Nursery (5+ mos.)	Monday	\$70/month.	\$70.00/yr.
Toddler (14+ mos.)	Tuesday/Thursday	\$110/month	\$110.00/yr.
2-Year Old	Tuesday/Thursday	\$110/month	\$110.00/yr.
	Wednesday/Friday	\$110/month	\$110.00/yr.
	Mon./Weds./Fri.	\$125/month	\$125.00/yr.
3-Year Old	Tuesday/Thursday	\$110/month	\$110.00/yr.
	Mon./Tues./Thurs.	\$125/month	\$125.00/yr.
	Mon./Weds./Fri.	\$125/month	\$125.00/yr.
4-Year Old	Mon./Tues./Thurs.	\$125/month	\$125.00/yr.
	Mon./Weds./Fri.	\$125/month	\$125.00/yr.
	Mon/Tues/Weds/Thurs/Fri	\$145/month	\$145.00/yr.

Second child enrolled receives a 10% discount on tuition.

Active Church members receive 5% discount on tuition.

Activity Fee: \$35.00/yr for all 3-Year Olds; \$40.00/yr for all K-4s.

Tuition Payment

1. All fees will be due on your child's first school day of each month. If you cannot come to preschool that day, you may mail your check to:
SFUM Preschool
6530 Spanish Fort Blvd.
Spanish Fort, AL 36527
2. Invoices will be emailed the last week of the month for the tuition due on the first of the next month. New folders will be provided in January.
3. A grace period extends to the tenth (10th) of the month. **A \$10.00 late fee will be charged to all tuition received on, or after the 11th of the month.** In the event of an unexpected financial hardship on the family, please see the director.
4. **A \$20.00 fee will be assessed for a check returned, marked "Insufficient Funds".**
5. If your child has to be withdrawn from the preschool for any reason please give the director a month's notice or more. This notice will allow us to offer to place a child from the waiting list.
6. A full months tuition is due for the month of August. This will cover the two weeks of school in August and the last weeks of school in May. **A 5% discount is available if a full years tuition is paid in August.**

Lunch Bunch

Lunch Bunch is an optional extension of your child's preschool day. Children may either be "enrolled" in Lunch Bunch, or may "drop in."

To "enroll," please write a note to the director asking to be "enrolled" (**to stay on the same day(s) of the week, every week for a month**) and enclose the fee with monthly tuition:

First child or first day \$12.00 / mo.

Additional child or additional day(s) of same week \$10.00/mo.

To "drop in", please check for space and add your child's name to the sign-up sheet. You will be invoiced at the end of the month \$5.00 per day for the days that your child has stayed. This will be due with your next month's tuition.

History and Purpose of the Preschool

Spanish Fort United Methodist Preschool (SFUMP) was established in 1980 as an outreach program of Spanish Fort United Methodist Church. SFUMP strives to meet the educational and social needs of early childhood in a Christian atmosphere, and to expand the world of the child to include friends in the community, as well as in the home and church. Through a curriculum that is developmentally age appropriate, each child will have the opportunity to experience a wide range of readiness activities.

For the Health and Safety of All

1. If your child does not feel well (sore throat, cough, nausea, earache, diarrhea, etc.) please keep him home. A parent may be called to pick up a child for the protection of others if the teacher feels it is necessary.
2. If your child contracts a contagious illness (chicken pox, etc.), please contact the school at once. The director will notify other parents.
3. Any parent driving for a field trip must be certain that each child is buckled up in his/her own car seat unless approved by parent. All children must ride in a car seat or booster seat. Any parent that will be driving children on a field trip will need to provide a copy of their insurance card and driver's license for a background check.
4. Children entering the 3 and 4-year-old program must be potty trained. Policy information is available in the preschool office.

Learning Centers

Children of all ages love to play. Whether your child is five months or five years old, play is the best tool for fostering learning. As your child plays he is building a foundation for academic skills, learning to get along with others, and developing pride in his accomplishments. At the preschool, the teachers set up several learning centers each day to provide a variety of experiences.

Art is a time to create freely. Because a preschooler isn't always able to translate what he feels into words, art takes on great importance. A child can express his thoughts and feelings and expand his creative powers

through color, shape, texture, and design. Creative play can be messy work, so please have your child dress in play clothes.

Blocks provide opportunities for creative problem solving. Whether building the tallest tower in the world or miniature networks of cities, a child is learning about weight, balance, space, dimension. The addition of cars, planes, or animals creates play scenarios, and invites discussion.

Computer time is an investment in our future. A child who becomes comfortable playing simple games using the keyboard takes the first step toward computer literacy and confidence. Although the games re-enforce basic academic skills, to the child, the computer is simply . . . fun.

Housekeeping (Dramatic Play) is one of the best-loved centers. Children have the chance to dress up, “cook” in a kitchen, work with “tools”, and play-act roles. Children freely try on new roles of family life (and wild life), and let their imaginations run free.

Library (Language Arts) is a place to go to relax, think, get lost in a book, play with a puppet, or share a story with a friend. Through books children find new information, deal with important feelings and changes in their lives, and let their imaginations run free.

Manipulatives, such as puzzles, lacing cards and legos help strengthen the small muscles and develop coordination. They also provide a great deal of experience with problem solving and concentration. Manipulatives, such as small blocks and sets of bears and dinosaurs, are also the best math tool available for early childhood education. Children learn similarities and differences as they count, sort, and classify.

Sand Table time is satisfying work. A child can dig, bury, fill, measure, and pour the sand in an endless “study” of the properties of sand and comparative volume. Occasionally, the children also learn how to use a broom and dustpan.

Science at a preschool level can be simply a table or box with objects for a child to see, touch, smell, ask questions about, and compare. Science can also be experiments that begin - and sometimes end - with questions, and that opens worlds of wonder.

Student/Employee Harassment Policy

All students and staff are expected to treat each other with dignity and respect, which is free from all forms of intimidation, bullying, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be disciplined, up to and including termination or expulsion. Any violations are required to be reported to the preschool director. A complete policy is available in the preschool office.

Disruptive Behaviors

Disruptive behaviors of a student shall be behaviors which generally disrupt the classroom, which are disobedient in nature or which are disrespectful to teachers or the director, and shall include, but are not limited to, failure to obey instructions, talking when inappropriate, talking back to a teacher or the director, failing to remain seated, etc.

With respect to disruptive behavior, when such behavior becomes a significant enough concern to a teacher or to the director, then within the judgment of the director and the teacher, a parent/teacher/director conference may be called at which the parent or parents are required to attend. Should the behavior of the child not improve

sufficiently within the judgment of the director, then the child may be suspended from the preschool for one week. Should the behavior continue after the one week suspension, then the director has the authority to extend the suspension.

Dismissal from Preschool

Notwithstanding any portion of this Discipline Control Policy, the Senior Pastor or the Executive Pastor of Spanish Fort United Methodist Church has the discretion to determine whether the behavior of a child or the action of a parent of a child enrolled in the preschool warrants immediate dismissal from the preschool. This pertains to all matters relating to the operation of the preschool, including the Discipline Control Policy.

Aggressive and/or Unsafe Behavior

Aggressive and/or unsafe behavior shall be defined as behavior in which inappropriate aggression is exhibited, or the child engages in unsafe, dangerous or violent behavior. This behavior shall include, but is not limited to, kicking a student, teacher or property in the room, hitting a student, teacher or property with a hand or other item, throwing items in such a way that it places a person or property at risk, and biting.

In the event that an incident of aggressive and/or unsafe behavior occurs, this incident will be reported to the director and parents within three hours of the incident, and shall be noted on the appropriate form and filed in the student's records.

The first incident of aggressive and/or unsafe behavior shall involve a notification to the parents of the child engaging in such behavior within three hours.

A second incident of such behavior by a child will cause the parents of the child to be called immediately, and will require that the child be picked up from the school immediately.

The third incident of such behavior by a child within a thirty (30) day period will result in a parent/teacher/director conference, and can result in the student being suspended from the preschool for one week.

Once a student has been suspended for one week and repeat incidents of such behavior occur, then a second parent/teacher/director conference can be called, and the child may be subject to an additional two week suspension from preschool. Should incidents continue after such suspensions are complete, can result in an additional week of suspension, and will result in the weekday preschool board president being notified, with the school board determining what further action, if any, should be taken.

In the case of a facial bite, severe bite or broken skin caused by one child's behavior as regarding another, a parent of both children will be called immediately, and a decision will be made by the director and the teacher about what action should be taken immediately.

This policy is written for the safety and well being of the child engaging in such behavior, other children in the classroom, and the teacher. These are general guidelines intended to aid the teachers, director and preschool board in determining the most appropriate action for discipline situations.

Conflicts Involving Parents

If any parent has an issue with a teacher or director regarding treatment of their child or operation of the preschool, then that parent must request a parent/teacher/director conference. This must be done by calling the preschool office and making an appointment with the teacher and director. Under no circumstances should a conflict involving behavior of a child or the operation of the preschool be discussed or dealt with during drop off or pick up times relating to the children, or during the operation hours of the preschool, unless a parent/teacher/director conference has been scheduled. The teachers and the director need the time of the drop off and/or pickup times and hours of operation to educate and interact with the children, and to either safely bring the children into the building and classrooms or to dismiss them to their parent or caregiver.

This is not intended to prevent general discussions between parents or teachers as to how the child's day has gone, or to confirm information necessary to the operation of the school including dates, times, or necessary school supplies, but is to provide for the orderly operation of the school and to prevent attempts to resolve conflicts in front of the children.

Weapons and Alcohol/Drug

The Senior Pastor of Spanish Fort United Methodist Church and the director of the preschool are authorized to have removed from church property any person bringing weapons, alcohol or illegal drugs onto the church property. Any person so removed may be readmitted to the property when the Senior Pastor and/or the director of the preschool determine that such person no longer presents a danger to the safety or security of the children and/or staff. Law enforcement officials may be notified if any person is found in the possession of or in the act of using weapons, alcohol or illegal drugs on church property. Additionally, should it be in the judgment of the Senior Pastor and/or the director of the preschool that any person is under the influence of illegal drugs or alcohol, then the Senior Pastor and/or the director of the preschool have the additional discretion to have that person removed from church property.

With respect to law enforcement officers, should an officer be on duty, he should follow the guidelines of his agency or employer as it relates to firearms. If the formal guidelines of such agency or employer require such law enforcement officer to be armed, then such officer may remain on church property. Should the formal guidelines or rules of the agency or employer of such officer not require officers to remain armed, then no such weapons should be brought onto the church property or in the preschool. Whether uniformed, plain-clothed or undercover, law enforcement officers should take extra precautions to not to display firearms in front of children

Whose Child Is This?

"Whose child is this?" I asked one day
Seeing a little one out at play
"Mine", said the parent with a tender smile
"Mine to keep a little while
To bathe his hands and comb his hair
To tell him what he is to wear
To prepare him that he may always be good
And each day do the things he should"

"Whose child is this?" I asked again
As the door opened and someone came in
"Mine", said the teacher with the same tender smile
"Mine, to keep just for a little while
To teach him how to be gentle and kind
To train and direct his dear little mind
To help him live by every rule
And get the best he can from school"

"Whose child is this?" I ask once more
Just as the little one entered the door
"Ours" said the parent and the teacher as they
smiled
And each took the hand of the little child
"Ours to love and train together
Ours this blessed task forever."



Parent Photo Consent Form

Spanish Fort United Methodist Preschool would love to include your child's picture in newspaper articles, Facebook posts and other children's magazine publications. If you wish to grant permission or if you do not wish your child to be included fill out the appropriate box below and return.

2015-2016
I _____ give permission to Spanish Fort United Methodist Preschool to include my child _____ in all publications such a newspaper articles, magazines and Facebook posts. If at any time I wish for my child to no longer be included I will let the Director know in writing.
Parent Signature: _____

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**Receipt of Orientation Handbook
for Spanish Fort United Methodist Preschool**

You have received a copy of the Orientation Handbook in your folders. Please take time to review the handbook. If you have any questions, please feel free to contact us at the preschool office. This signature page receipt regarding the Orientation Handbook must be signed and returned within seven (7) days of the beginning of the preschool year, unless enrolling after the beginning of the year. In that event, this signature page should be signed and returned within seven (7) days of enrollment. The return of this signed receipt page of the Orientation Handbook shall be a representation that such handbook has been read and understood by the signor, and that the signor agrees to abide by the rules of the Spanish Fort United Methodist Preschool. This signature page must be signed by all persons who regularly engage in contact with the Spanish Fort United Methodist Preschool, including parents, stepparents, guardians, grandparents, etc., to the reasonable satisfaction of the director of the preschool.

I have reviewed the Orientation Handbook for Spanish Fort United Methodist Preschool, and represent that I understand its policies and agree to abide by the rules of Spanish Fort United Methodist Preschool.

Sign: _____ Date: _____

Sign: _____ Date: _____

Sign: _____ Date: _____

Sign: _____ Date: _____

Sign: _____ Date: _____