



Benbrook United Methodist Preschool
1122 Bryant Street
Benbrook, Texas 76126
Telephone: (817) 249-0460

September 4, 2018

Dear Parents,

Welcome to Benbrook United Methodist Preschool! We thank you for entrusting us with your children. We are excited about the experiences that await them during the coming year.

In an effort to save paper we have started emailing the handbook and posting it on our website under the preschool tab. If you would prefer a paper copy please let me know.

<http://benbrookumc.org/index.php/preschool/parent-handbook/>

The information in this handbook should help you better understand how our program works. Please read the handbook. Your child's teacher will have an acknowledgment page for you to sign.

You are always welcome to drop by to see how your child is doing or just to join in the fun if doing so won't upset your child. If any questions or concerns arise, please feel free to contact your child's teacher or myself.

We must be very strict about our dismissal time since our teachers need to get their own children from school. Any child not picked up by 2:05 will be moved to the music room and a \$1.00 per minute fee will be applied including the 5 minutes that has already elapsed. An atomic clock placed by the sign-in book and one on the wall in my office will serve as the "official" time.

Sincerely,
Terry Grant
Benbrook United Methodist Preschool Director
Benbrookumc.org

Benbrook United Methodist Preschool Parent Handbook

Goals

- To provide an early educational experience in a Christian atmosphere.
- To provide an environment that fosters growth in all areas including: emotional, social, physical, cognitive and spiritual development.
- To provide an age appropriate curriculum to meet each child's needs.
- To provide each child an opportunity to actively explore, create and communicate, promoting a continuing desire to learn.

Purpose

Benbrook United Methodist Preschool is a part of an outreach of the total ministry of the church, serving the community and church members. This ministry seeks to provide a quality early educational experience in a Christian setting.

Curriculum

Our curriculum is built around themed monthly units. Each age group will attend music and Spanish. The two-, three- and four year olds will attend chapel with church volunteers. The two-, three-, and four-year-olds participate in tumbling once a week. Our tumbling teacher is an employee of Lone Star Gymnastics.

Our classrooms are developmentally appropriate learning environments set up for hands-on exploration. Areas such as blocks, books, dramatic play, art, science, math, and writing may be included. Teachers will plan their own schedules and prepare lessons around the thematic unit of study. Teachers will send home copies of the monthly calendars as well as weekly notes about classroom happenings. A well balanced schedule will include group time, story time, art, fine motor skill development, large motor/outdoor play, quiet time and of course plenty of time to develop social skills.

Enrollment

We accept children regardless of race, national origin, or religious affiliation. Priority will be given to children of Benbrook United Methodist Church members, then to families of children previously enrolled in our program. Number of years of church membership and number of consecutive years in the preschool program will be taken into consideration. If more than one family meets similar requirements, a lottery will be held. Remaining vacancies will be filled on a first come, first served basis. When classes are full, the program director will maintain a waiting list. Children will be enrolled in classes according to their age as of September 1 with the exception of the one-year-old class. They must be one by June 1.

Fees

- Registration Fee: \$75.00 (non-refundable), \$65.00 for each additional child.
- Tuition: \$160.00 monthly, \$150.00 for each additional child
- Supply fees: \$50.00 per semester per child

Tuition is due on the first school day of the month, and checks should be made payable to BUMC Preschool. There is a payment drop box mounted on the wall near the sign-in window. Receipts will be placed in your child's cubby. Tuition must be paid by the second school day of the month. All unpaid accounts will be subject to a \$10.00 per school day late fee starting on the third school day of that month.

Health Forms

Immunization forms must be on file before your child can attend. Please notify the director of any new medical information or immunizations

If your child receives any immunizations during the year, please make sure to give the office an updated shot record for your child's file.

If a child has a medical condition which requires an altered schedule of vaccines or no vaccines, we will consider making an exemption. We will ask for a letter of explanation from your pediatrician, and take it to our board to review. We are willing to consider exemptions for medical reasons only. The board will make its decision based on this information. Nothing is guaranteed.

Illness

Please notify the preschool of any communicable diseases your child may have contracted. A list is on page 6 of this handbook. We need to communicate the occurrence of these illnesses to other parents in our program. Children may not return until they are not contagious. If unsure call your health professional.

Children should remain home if any of the following symptoms are present:

- Fever; children may return if fever free for a full 24 hours without fever reducing medication such as acetaminophen. The health department considers fever to be a temperature of 100.3
- Vomiting; children may return after no vomiting as occurred in the past 24 hours.
- Diarrhea; children may return 24 hours after diarrhea has stopped.
- Sore or red throat
- Croup
- Any unexplained rash as well as ring worm or impetigo
- Any symptoms of childhood diseases: measles, mumps or chicken pox
- Pink eye

Any child who develops these symptoms during the school day will be separated from the other children at once. We will notify you immediately to come and pick your child up.

We will make every effort to reduce exposure to germs through a strict hand washing policy, the sanitizing of classroom equipment and sending ill children home.

Medications

If you have given your child medications prior to coming to preschool, please let your child's teacher know. Medicines can often affect the way a child responds during class. Parents may come to administer medications during the school day if necessary since we will not dispense medications.

Emergency Guidelines

In an emergency, we will notify the parents or other designee. If we cannot reach a parent we will call the physician indicated on the health form. Please be sure to leave a phone number where you can be reached on the daily sign-in sheet. In a life-threatening emergency, the school will call 911, then the parents. Emergency personnel will attend to the child.

Injuries

Simple first aid procedures will be administered. An Accident report will be completed and you will be given a copy. Most staff members are trained in CPR and first aid. The state requires that one staff member be trained, but we strive to have our whole staff trained.

Toilet Training

If your child is in our three-year-old or four-year-old class and is not toilet trained you will be required to pay an additional monthly fee of \$20.

Discipline And Guidance

Discipline and guidance shall be based upon our understanding of child development. We address inappropriate behavior by redirection or problem solving. If the behavior continues, a brief supervised separation from the group or materials will be required.

If severe inappropriate behavior persists such as; biting, hitting or hurting others, parents will be asked to remove the child from the program that day or for a specified amount of time. Any further action will be at the discretion of the director and Preschool Advisory Board.

Arrival And Dismissal

Preschool hours are from 9:00 a.m. until 2:00 p.m. on Tuesdays and Thursdays. Parents arriving early must remain in the hall with their children until 9:00. Teachers use this time in the morning to prepare for the day. To make the arrival transition go smoothly for your child, we suggest a brief hug and kiss at the door. The longer you linger, the harder it may be. Our staff will be sensitive to your child's specific needs after separation.

Dismissal is promptly at 2:00. Children will not be released to anyone without parent's specific permission. Please remember to sign your child in and out each day. ***If you are late in picking up your child, there is a \$1.00 fee for every minute you are late.*** This should be paid at once to the

director. Habitual tardiness may result in dismissal.

Parent Sign-In Sheets

The parent sign-in sheet provides a record of who drops off and picks up your child each day. It also allows you to provide us alternate phone numbers. Please take the time to sign your children in and out each day.

School Calendar

We will follow the Fort Worth I.S.D. schedule for holidays and breaks during our school year. Classes will not meet during scheduled breaks.

School begins Tuesday, Sept. 4
Thanksgiving Break Nov. 20, 22
Winter Break Dec. 20, classes resume Jan. 10
Spring Break March 12, 14
Last day of school Thursday, May 21

Inclement/Severe Weather and Health Issues

We will follow the Fort Worth I.S.D. closure schedules in the event of bad weather or health related issues. If Fort Worth I.S.D. delays school for 2 hours we will do the same, opening at 11:00am. We will not open if the delay is greater than two hours. During severe weather such as tornado watches and warnings, we will follow the situation closely and take the necessary precautions to assure the safety and well-being of the children. We have a weather radio to keep us updated to rapidly changing conditions.

Holiday Parties

Parents are asked to help with holiday celebrations. A sign-up sheet will be posted before each celebration. Each teacher will indicate upcoming celebrations on their monthly calendars.

Birthdays

We love to celebrate birthdays with your child. Unfortunately, we do not have time in our busy day to have full-fledged birthday parties. Inform your child's teacher if you would like to share a special snack with the class to celebrate.

Toys

We encourage your child to leave toys at home. The exception would be those brought for show and tell or special rest time items. Please do not send toy guns; Benbrook United Methodist Church is a house of peace.

Parental Involvement

We encourage parents to become involved in our preschool. Some ways that you can help are by providing snacks for the classroom, helping with classroom parties, and attending special events scheduled throughout the year.

Snacks

We provide snacks for the one-year-olds. All other classroom will have a snack schedule posted. Each family will be asked to sign up for a month. Your child's teacher will provide suggestions for quantities and type of snack. Remember to note any food allergies on your child's health form.

Lunch

Children will need to bring a lunch that does not require refrigeration or heating. Prepare simple foods that your child can easily eat. Food should be cut into bite size pieces to enable each child to be as self-sufficient as possible. You will need to include a drink as well. Please do not send canned sodas.

Rest Time

Please bring anything that will make your child feel more comfortable during rest time. We will provide nap mats for the one-, two-, and three-year-old classes. Four-year-olds will not have rest time.

Field Trips

Our four-year-old classes take field trips occasionally. A permission slip must be on file for your child to be included in these trips. We do depend on parents for transportation and supervision of children on these trips. A sign-up sheet will be posted prior to a trip. If you plan to help with the transportation, the director must have a copy of your insurance card and driver's license prior to leaving the church. These copies can be either returned to you or shredded.

Clothing And Belongings

Please bring a labeled change of clothing, to keep at school in case of accidents. We will ask you to replace the clothing seasonally. Please also remember that active exploration in the classroom can get messy. Comfortable play clothes work great. We will go outdoors each day, weather permitting, so please dress your child accordingly. Closed toe and closed heel shoes are encouraged to ensure safety on the playground and during tumbling class. Girls need to wear shorts under their skirts and dresses.

PLEASE NO FLIP FLOPS OR ILL FITTING BOOTS. They inhibit gross motor development and cause accidents on the playground.

Please label all belongings clearly. This includes coats, diaper bags, lunch boxes, backpacks, cups, rest time equipment and show and tell items.

**Benbrook United Methodist Preschool
Benbrook, TX**

COMMUNICABLE DISEASE CHART

The Minimum Standards for Day Care requires exclusion from School/child care for the following diseases:

<u>DISEASE</u>	<u>EXCLUSION FROM ATTENDANCE UNTIL</u>
Fever	Normal temperature without anti-fever medication for 24 hours
Diarrhea/vomiting	Symptom-free for 24 hours
Chicken pox	7 days after last crop of blisters
Common cold/flu	24 hours after fever subsides
Giardia	Release by physician
Head lice/scabies	One shampoo treatment has been given
Impetigo	Written release by physician
Infection hepatitis	Written release by physician
Meningitis	Written release by physician
Pink eye (conjunctivitis)	Written release by physician
Poliomyelitis	Written release by physician
Rubella (German measles)	5 days after rash begins
Streptococcal	Treatment underway for 24 hours
Viral hepatitis	Written release by physician

HANDBOOK ACKNOWLEDGEMENT PAGE

Students Name _____

_____ Yes, I have read the Benbrook United Methodist Preschool Parent Handbook and have an understanding of the policies. I agree to accept the policies as written.

_____ Yes, I will bring to the attention of the director any information pertinent to the well-being of my child.

_____ Yes I do give permission for my child's photograph to be used for Benbrook UMC's website benbrookumc.org

_____ No, please do not use my child's photograph for Benbrook UMC's website benbrookumc.org

_____ Yes I do give permission for my child's photograph to be used for Benbrook UMC Preschool's secret Facebook group. No aspect of a secret group is publicly visible, new members must be added or invited by current members to join, and only members can see the content of group posts.

_____ No, please do not use my child's photograph for Benbrook UMC Preschool's secret Facebook group. No aspect of a secret group is publicly visible, new members must be added or invited by current members to join, and only members can see the content of group posts.

Parent's Signature

Date

Please sign and return this page to your child's teacher.