



Dear Parents,

I want to extend you a warm welcome to the Penfield United Methodist Preschool. The selection of a quality preschool program for your child is one of the many important decisions you will make as a parent and we are pleased you selected us. It is my hope this booklet will provide you with the necessary information about our policies. Please read it carefully and keep it for future use.

The Penfield United Methodist Preschool (PUMP) has been operating since 1991. The classrooms and enclosed playground furnish an environment conducive for optimum growth and development for young minds and bodies. A Christ-centered atmosphere and staff provides love and tender care to each individual child. We strive to offer our children a wide variety of learning experiences. The staff will work closely with you to ensure that your child receives the highest quality preschool experience possible. If you have any questions about your child's progress, please feel free to contact your child's teacher or the director at any time.

WELCOME TO THE PROGRAM!!

Sincerely,

Becky Gardner
Director

Enrollment

The following items must be submitted to the director before any child may attend the program:

1. **Completed and signed Registration form and fee.**
2. **Completed **medical form** signed and dated by a physician.**
3. **Completed Tuition/ Enrollment Agreement form signed & dated.**
4. **1st month's tuition paid.**

Eligibility

We have a non-discrimination policy. No child will be turned away due to race, ethnicity, religion, etc. In order for a child to be eligible to attend Penfield United Methodist Preschool, children must meet the following criteria:

- * 3 year old/3day class-must be 3 yrs by June 30, 2020 (**must be potty trained***)
- * 3 year old/2day class- must be 3 yrs by Dec 1, 2020 (**must be potty trained***)
- * 4 year old class- must be 4 yrs by Dec 1, 2020 (includes AM & PM classes)
- * Pre-K Class- must be 5 yrs by Jan. 31, 2021

(*parents will be asked to come to the preschool and change their child if "accidents" occur.*)

Fund Raisers/ Mission Work

There are opportunities of voluntary fundraisers during the year. The funds raised will be used for PUMP to help clean & sanitize our preschool, enhance our programs and/or facilities. Participation in any fundraiser is voluntary. We appreciate your participation.

As a preschool, we try to instill values in our children that we would like them to possess as they grow. Occasionally, we have donated items to less fortunate families and individuals who are in need. We often join with our church family in mission work as well. This gives us the opportunity to teach our little ones about God's love through sharing. Participation in mission work is voluntary and we appreciate all that you give.



Calendar of School Closings

The Penfield United Methodist Preschool will follow the Penfield Central School District calendar of closings for holidays and breaks. We will follow the Penfield School District for COVID-19 school wide district closures as well. For inclement weather closings, please tune in to local T.V. channels and radio stations.

Tuition

There is a registration fee of \$100/child to be paid at the time of your child's enrollment. **(This fee is non-refundable.)** There will be a 15% discount on tuition for any additional younger siblings enrolled at the same time. Tuition fees for the Jan -June 2020/2021 preschool year are:

3 Year Old Program (T/Th) - \$127/month or \$762/6 months
(AM & PM program)

3 Year Old/3 Day Program (M-W-F) - \$155/month or \$930/6 months
(AM program)

4 Year Old/3 Day Program (M-W-F) - \$155/month or \$930/6 months
(AM program)

4 Year Old/4 Day Program (M-Th) - \$194/month or \$1164/6 months
(PM program)

Pre- K Program (M-F) - \$235/month or \$1410/ 6months
(AM program only)

A 15% sibling discount will be applied to the younger child(ren)'s tuition

Payment for January tuition is due on or before December 1, 2020. Each subsequent payment is due on or before the **FIRST** of each month. (Feb. is due on or before Jan. 1, etc.) The last tuition payment for the month of June will be due on or before May 1, 2021. **You are responsible for tuition, regardless of attendance.** See below or tuition agreement for extended absences.

Tuition for extended absences or non payment is as follows:

- First Month: Full tuition is required
- Second and Subsequent Months: One half of the tuition fee will be required to hold your child(ren)'s place in the classroom.
- COVID-19 Pandemic Closure: Tuition will be prorated for two weeks after closure date.
- **Non payment of tuition; PUMP Board has the right to review and revoke your contract for enrollment**

*If your payment is a "bank issued" check, the bank must print **PUMP** and **your child's name** on the check. This is to prevent any confusion with "bank issued" checks for the church/preschool.



Days and Hours of Operation

- 3 Year Old/2 day Program
 - Tuesday /Thursday - 9:00-11:30 am
 - Monday /Wednesday - 12:30-3:00 pm
- 3 Year Old/3 day Program
 - Monday/Wednesday/Friday - 9:00-11:30am
- 4 Year Old Program
 - Monday, Wednesday, Friday - 9:00-11:30 am
 - Monday, Tuesday, Wednesday, Thursday - 12:30-3:00 pm
- Pre-K Program
 - Monday, Tuesday, Wednesday, Thursday & Friday - 9:00-11:30 am

Schedule of Daily Operation: 9-11:30am & 12:30-3pm

Drop off/Pick up Schedule:

M/W/F morning

- **8:50am-11:20am: Pre-K and AM 3day/3s**
- **9:00am-11:30am: AM 4s B/Locke and AM 4s Wilson/Lincoln**

T/Th morning

- **8:50am-11:20am: Pre-K and AM 3s Rothwell**
- **9:00am-11:30am: AM 3s Locke/B and AM 3s Wilson**

M/W afternoon:

- **12:20-2:50pm: All PM 4s class**
- **12:30-3pm: PM 3s Rothwell**

T/Th afternoon:

- **12:20-2:50pm: All PM 4s classes**

Please drop your child off at designated times unless arrangements have been made with the teacher in advance. If you will be late for pick up time, please call the office so we can inform your child and ease his/her worrying. **A \$5 late fee may be assessed if a child is left for longer than ½ hour period.** We will be cleaning and sanitizing between sessions and at the end of the day. **Thank you for being prompt.**



Programs

Unfortunately at this time, there will be no special events scheduled due to the guidelines for the COVID-19 pandemic. We will be celebrating holidays and special events within our classrooms to make them special for our little ones. We will be following State and CDC guidelines regarding having parents in to celebrate with us. We will let you know as soon as possible about any class days that we could have parents in. We hope to resume the following virtual and outside events providing guidelines have changed. Thank you for your support and patience.

- Virtual Parent/Teacher Conferences for 4s and Pre-K during mid to late April
- Trike-a-Thon: Mission project for St. Jude Children's Research Hospital in May
- Possible outdoor Graduation Ceremonies in June will be held for all 4 year olds and Pre-K during preschool hours with a limit of 2 people per child.
- An End of the Year outdoor playground activity will give everyone a chance to say good-bye for the summer.

Discipline Policy

Children in our care are encouraged to be involved in a wide variety of constructive activities with hands-on experience. The staff uses positive reinforcement for appropriate behavior. Behavior problems do not often occur, however, when misbehavior does occur a staff member will:

1. Redirect student to a different activity
2. Speak to child about his/her behavior followed by immediate & appropriate consequences
3. Remove child from group (but keep in classroom - safety concerns)
4. Take child to director's office
5. Director/teacher will contact parent

Parent Visitation

Due to the COVID-19 pandemic and guidelines issued by NYSDOH & CDC, the preschool will be closed to all parent visitors for the immediate future unless an emergency arises. *Safety of the children is our utmost concern!!!*

We hope the preschool doors will be open soon for you to visit. We encourage **YOU** to be a part of your child's preschool experience when the guidelines change. The following protocol will be in place when that time comes. **You must fill out a health questionnaire, which is on our website.** Please notify the director's office of your presence; stop by the office and sign in our visitors book. We hope to have opportunities for visitors in the near future. Visits are up to the guidelines of CDC & NYSDOH and each teacher's discretion. When visits are reinstated, please remember to follow the guidelines and **come prepared to participate!**

Please be informed that your child **may** behave differently with you in the classroom. Remember, part of the preschool experience is overcoming separation anxiety and social development (peer interaction). These

visitations are times for you and your little one. Try to make arrangements for any additional siblings! Please feel free to call the office or schedule a conference if you have any questions.

Emergencies

Parents must provide the director with updated emergency information (**if your work or home number changes, inform the office as soon as possible**). In the event of an emergency, parents will be notified immediately and proper care will be administered to the child. If parents cannot be reached, those authorized to act on your behalf will be contacted.

COVID-19 Emergency Plan

Please see the information in the COVID-19 Protocols that were given to you.

Snack

This year Snack time will **not** be part of our preschool day. With extra class time being devoted to continual sanitizing and our new Pick Up procedures, we feel all class time should be devoted to providing as much meaningful instruction and play time as possible. However, please **provide a spill resistant LABELED water bottle** for your child to use during his/her class time. Each day the water bottle will go home for cleaning.

Personal Belongings

Parents **please do not** send toys, money, or food with your children to preschool. These items may get lost or broken. The classroom teachers will inform you either on the monthly calendar or in a letter as to when children may bring in these special items for sharing.

Clothing

Please dress your child in comfortable clothing that will allow him/her to participate in all types of activities. **During winter months, we ask that you dress your children in layers as we will keep the windows slightly open for better ventilation.** We request that children wear **close toed rubber soled shoes** (i.e. sneakers) for their safety. All children **need to have an extra set of clothes** in their back packs for emergencies (i.e. socks, underwear, pants, & shirt). Accidents happen, so **please** make sure that it is available and seasonally appropriate. **Please provide an extra mask** as well. All items should be **LABELED** with the child's name.

Outdoor Play

We will take the children outdoors throughout the year. Please send the appropriate clothing for the weather (i.e. jackets, boots, hats, mittens, etc.) Also, remember to change the extra clothing in the backpack for the appropriate weather. **We will not take the children outdoors if the temperature is below 25 degrees with or without the wind chill.** Children must have all the appropriate snow gear to go out during the winter months!! This includes snow pants, hats, boots, mittens/gloves and jacket.

It is important that you **LABEL ALL CLOTHING ITEMS!!!!!!** This includes all backpacks and outerwear. This helps out the teachers tremendously. Children are still unsure of their own belongings at this age.



Safety Policy



1. A **staff member** will be responsible for the group at all times. Children **WILL NOT** be left unattended.
2. **ALL visitors must fill out a health check form (PUMP Website) before entering the building.**
3. **ALL visitors who are visiting a classroom MUST stop in the preschool office and sign the visitors book before going to the classroom.**
4. **All COVID-19 cases will be reported to the CDC immediately.**
5. Plans for fire, weather and all emergencies are posted in each classroom.
6. A fire drill will be held periodically throughout the preschool year.
7. A staff member shall immediately notify the local authorities when child abuse or neglect is suspected.
8. A first-aid kit is available.
9. A written note, email or phone call must be provided to teacher/director if a child is being picked up by someone other than the parents or who are authorized to pick up the child(ren). A valid driver's license will be required to release a child when any changes occur.

HEALTH POLICIES

If a child becomes ill or injured while at school, he/she will be taken to the director's office for supervised isolation. A parent or authorized person will be notified. ***Children who have been ill may return to school with a doctor's written note, when they are no longer contagious.** Please allow at least **48 hours** before your child returns to preschool following an illness to prevent spreading of germs.

****Due to the COVID Pandemic, if the illness is COVID-19 related, please also refer to our complete protocol guidelines that were issued to you via email and on our Website****

★Children & staff must remain home when they are sick. Please adhere to the following statements before dropping your child off at preschool.

★I agree to the following:

- If I bring my child to preschool, it is because everyone in our household is COVID-19 symptom free, with no known exposure to COVID-19
- I will notify the director immediately if a member of my household presents with any symptom of COVID-19
- I will not enter the preschool wing of the church building, unless approved by the director or an emergency
- **Fever reducers will not be given to my child on any day of attendance, regardless of reason**
- I practice appropriate physical distancing and follow current mask recommendations while on the premises. I understand that the situation is fluid and our policies are subject to change to be in compliance with the state and county regulations and those of Penfield United Methodist Preschool.

- Any child/staff who exhibits any COVID symptoms will be removed from the classroom and placed in an isolated area with supervision.
- Parent will be called and child will be sent home immediately and remain there until negative test result or other illness is determined by physician.
- Teachers will be sent home immediately and remain there until negative test result or other illness is determined by physician.

Parents will be notified if their child has been exposed to a contagious illness (ex: chicken pox, conjunctivitis, etc). Teachers will encourage children to practice procedures that will prevent the spread of contagious diseases and illnesses. Our goal is to maintain a healthy environment for all children and staff.



Thank You!

We are looking forward to our year with your children. With God's guidance, we hope to educate your children socially, emotionally, spiritually, cognitively, and physically. We will play and nurture your children as they are the most precious gifts that God has given us.

**I tried to teach my child with books;
He gave me only puzzled looks.
I tried to teach my child with words;
They passed him by often unheard.
Despairingly I turned aside;
“How should I teach this child?” I cried.
Into my hand he put the key;
“Come,” he said, “play with me.”**

Thank you for sharing your precious gifts from God with us.

PENFIELD UNITED METHODIST PRESCHOOL PARENT HANDBOOK



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