

**PENFIELD UNITED METHODIST  
PRESCHOOL  
PARENT HANDBOOK**



**Penfield United Methodist Preschool  
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Becky Gardner, Director**



Dear Parents,

We 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 our 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. **1<sup>st</sup> 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:

1. 3 year old/3day class-must be 3 yrs by June 30, 2021 **(must be potty trained\*)**
2. 3 year old/2day class-must be 3 yrs by Dec 1, 2021. **(must be potty trained\*)**
3. 4 year old class-must be 4 yrs by Dec 1, 2021 (includes AM & PM classes)
4. Pre-K Class-must be 5 yrs by Jan. 31, 2022

**\*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. We have gathered and donated items to less fortunate families and individuals who are in need in our area and beyond. 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 our 'gifts'. Participation in mission work is voluntary and we appreciate all that you give.

## **Tuition**

There is a registration fee of \$100/child to be paid at time of child's enrollment. **(This fee is non-refundable.)** There will be a 15% discount **on tuition** for any additional younger sibling(s)\* enrolled at the same time. Tuition fees for September 2021-May 2022 preschool year are:

3 Year Old Program-AM (T/Th) - \$145/month or \$1305/9 months

3 Year Old Program-PM (M/W) - \$145/month or \$1305/9 months

3 Year Old/3 Day Program-AM (M-W-F) - \$175/month or \$1575/9 months

4 Year Old/3 Day Program-AM (M-W-F) - \$175/month or \$1575/9 months

4 Year Old/4 Day Program -PM (M-Th) - \$215/month or \$1935/9 months

Pre- K Program -AM (M-F) - \$260/month or \$2340/ 9 months

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

Payment for September tuition is due on or before August 1, 2021. Each subsequent payment is due on or before the **FIRST** of each month. (Oct. is due on or before Sept. 1, etc.) The last tuition payment will be due on or before April 1, 2022 for the month of May. 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**

Payment is accepted with personal check, bank check or cash. If 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 General Hours of Operation

*See drop off/pick up schedule for time changes\**

- 3 Year Old/2day 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:** 8:50-11:30am & 12:20-3pm

### **Drop off/Pick up Schedule:**

#### **M/W/F morning**

- **8:50am-11:20am: Pre-K and AM 3day/3s Rothwell/Francis**
- **9:00am-11:30am: AM 4s B/Locke and AM 4s Aust/ L. Wilson**

#### **T/Th morning**

- **8:50am-11:20am: Pre-K and AM 3s Francis/Lincoln**
- **9:00am-11:30am: AM 3s Locke/B and AM 3s Aust/L. Wilson**

#### **M/W afternoon:**

- **12:20-2:50pm: PM 4s Marren/Kuby and PM 4s C. Wilson /Lincoln class**
- **12:30-3pm: PM 3s Rothwell/Francis and PM 4s Poulsen/Farley**

#### **T/Th afternoon:**

- **12:20-2:50pm: PM 4s Marren/Kuby and PM 4s C. Wilson /Lincoln class**
- **12:30-3pm: PM 4s Poulsen/Farley**

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.**

## 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 TV channels and radio stations. We will have snow days for inclement weather.



## **Activities**

We hope to resume the following projected events providing COVID -19 guidelines have reduced/lifted. Thank you for you support and patience.

- Fire Fighter visit
- Parent/Teacher conference day for 4s and Pre-K during preschool hours
- Easter Celebration including egg hunt will be held prior to Easter during preschool hours.
- Father's Day or "Favorite Fellows Day" in March during preschool hours will give Dad or a 'favorite fellow' a chance to see the school and participate in some activities.
- Mother's Day or "Special Ladies Celebration" in May during preschool hours will give the 'special ladies' a chance to see the school and participate in some activities.
- Trike-a-Thon: Mission project for St. Jude Children's Research Hospital in May
- Graduation Ceremony in May will be held for all 4 year olds and Pre-K during preschool hours.
- An End of the Year 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**

### ***Safety of the children is our TOP Priority!!!***

Our hope is to open the preschool doors for special occasions for you to visit. Opportunities for parent volunteer and/or visitation will be communicated to you throughout the year via email and/or Class Tag. **For all visits, we will continue to follow the direction of the COVID-19 guidelines that are in place at the time of event. Masks will be required for all indoor activities.**

We encourage **YOU** to be a part of your child's preschool experience when the guidelines allow for visitors. 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, remember to follow the guidelines and **come prepared to participate!**

The following protocol will be in place when those times occur.

1. You must fill out a health questionnaire located on our website (pumppreschool.com).
2. Masks will be required indoors for ALL visitors.
3. Please notify the director's office of your presence; stop by the office and sign in our visitor's book.

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). Remember these visitations are times for you and your little one at PUMP. 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.

**See COVID protocol information on our website.**

## **Snack**

Please provide a water bottle for your child to use during his/her class time. Each day the water bottle will go home for cleaning. At this time snack will be suspended due to increase of COVID cases in Monroe County. This subject is very fluid and subject to change.

## 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. **NO** original slip on CROCS or Flip-Flops please. All children need to have an extra set of clothing 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. **Also provide a back up MASK for emergencies.** 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 (seasonally appropriate). 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 visitor's 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 authorized personnel from the registration packet. 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 supervision. A parent or authorized person will be notified. (911 if necessary)
- **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 and 24 hours fever free without medication before your child returns to preschool following an illness to prevent spreading of germs. See COVID flow charts on our website under the COVID tab for return to preschool protocol.**
- **Fever reducers/medications may not be given to my child on any day of attendance, regardless of reason.**
- 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.

**COVID-19 Related Illness: please refer to protocol guidelines flow charts that are 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/medications 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.

## **Thank You!**

We are looking forward to our time 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.**